



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

**MAYOR ROY ZARTARIAN**

## NEWINGTON TOWN COUNCIL

**\*\*\*Auditorium\*\*\* – Town Hall**  
**131 Cedar Street**

**AGENDA**  
**June 14, 2016**  
**7:00 p.m.**

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- I. PLEDGE OF ALLEGIANCE
  - II. ROLL CALL
  - III. APPROVAL OF AGENDA
  - IV. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
  - V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
  - VI. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
    - A. Update: Town Manager Search Process
      - 1. Authorize Town Manager Search Process
      - 2. Appoint Tanya D. Lane as Town Manager
    - B. Fee Updates: Planning/Zoning & Zoning Board of Appeals
    - C. Year End Transfers
    - D. Suspense List
    - E. Amend Resolution Creating the John Wallace Middle School Wing Reconstruction PBC
  - VII. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
    - A. Discussion: West Meadow Cemetery
    - B. Discussion: Engineering Study of Churchill Park
    - C. Memorandum of Understanding: Board of Education Non-Lapsing Account (**Action Requested**)
    - D. Job Description: Civilian Evidence Officer
  - VIII. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
    - A. Board of Ethics
      - 1. Accept Resignation of Joanne Shulman
      - 2. Appoint Replacement (TBD)
    - B. Development Commission
      - 1. Accept Resignation of Jennifer Spano – Alternate
      - 2. Appoint a Replacement (TBD)
      - 3. Accept Resignation of Sarah Jorgensen

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

4. Appoint a Replacement
- C. Board of Parks and Recreation
  1. Accept Resignation of Sarah Jorgensen
  2. Appoint a Replacement (TBD)
- D. Appointments to Boards and Commissions
  1. Affordable Housing Monitoring Agency
  2. Commission on Aging and Disabled
  3. Balf-Town Committee
  4. Building Code Board of Appeals
  5. Capitol Region Council of Governments (CRCOG)
  6. Central Connecticut Health District Board of Directors (CCHD)
  7. Capital Improvements Committee
  8. Committee on Community Safety
  9. Conservation/Inland Wetlands Commission
  10. Development Commission
  11. Employee Insurance & Pension Benefits Committee
  12. Environmental Quality Commission
  13. Board of Ethics
  14. Fair Rent Commission
  15. Newington Housing Authority
  16. Human Rights Commission
  17. Library Board of Directors
  18. Newington CATV Advisory Council
  19. Newington School Career Technical Program Renovation Project Building Committee
  20. Open Space Committee
  21. Standing Insurance Committee
  22. STEM Academy PBC
  23. Town Hall Renovations Project Building Committee
  24. Town Plan & Zoning Commission
  25. Tri-Town Community Cable Access
  26. Vehicle Appeals Board
  27. Zoning Board of Appeals
  
- X. TAX REFUNDS (**Action Requested**)
  
- XI. MINUTES OF PREVIOUS MEETINGS (**Action Requested**)
  - A. Regular Meeting, May 24, 2016
  
- XII. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC
  
- XIII. COUNCIL LIAISON/COMMITTEE REPORTS
  
- XIV. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
  
- XV. REMARKS BY COUNCILORS
  
- XVI. ADJOURNMENT



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Acting Town Manager)  
Date: June 9, 2016  
Re: Town Manager Search Process

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The Town Manager Search Subcommittee, consisting of Councilors Klett, Anest and Nagel, held public meetings on May 3 and May 18, 2016 for residents to share their thoughts on the important issues facing Newington and to gather input on what residents are looking for in the next Town Manager. Residents were asked the following questions:

- What personal characteristics, administrative & management skills should the new Town Manager have to be successful in the Town of Newington?
- What types of experience or expertise's should the new Town Manager have to be successful in the Town of Newington?
- What are the most important issues or concerns or projects that the new Town Manager be facing (in the first year vs. the next couple of years) once they are hired?
- Are there specific service issues the new Town Manager should know about that may be different than other Towns in Connecticut?
- What are the great selling points about the Town of Newington (services offered, lifestyle, quality of life, etc.) that should be advertised to attract the right candidates to apply for the new Town Manager position?

The results of the input meetings as well as the Subcommittee's recommendations were discussed at the May 24 Town Council meeting. There will be an item for further discussion at the June 14 Council meeting, along with two resolutions for Council consideration. The first resolution is for the Council to consider proceeding with a search process. The second resolution is for the Council to consider appointing Acting Town Manager Tanya Lane as the permanent Town Manager.

Attach.

*Town of Newington, CT  
Thursday, June 9, 2016*

## Chapter C. CHARTER

### Article V. THE MANAGER

#### § C-501. Appointment, Qualification and Tenure.

The Town Manager, hereinafter referred to as the Manager, shall be appointed and may be removed or suspended by the Council. Said appointment, removal or suspension shall be with no less than six affirmative votes by resolution. The Manager shall be chosen on the basis of professional experience, training, and executive and administrative qualifications. The Manager shall serve for an indefinite term at the pleasure of the Council. At the time of appointment the Manager need not be a resident of the Town or State, but while in office shall reside within the Town within a period of no more than six months from the first date of work as Manager with the possibility of an extension of up to six months at the discretion of the Council. The Manager shall devote full time to the duties of the office.

AGENDA ITEM: VII.A.1.

DATE: 6-14-16

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

RESOLVED:

That the Newington Town Council hereby authorizes the Town Manager Search Committee to proceed with recruitment process of a permanent Town Manager; and

BE IT FURTHER RESOLVED:

That the Newington Town Council hereby authorizes Mayor Roy Zartarian to enter into an agreement with \_\_\_\_\_ at a cost not to exceed \$\_\_\_\_\_ for the purpose of providing professional executive recruitment services to the Town Council for the purpose of hiring a new Town Manager.

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

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

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

AGENDA ITEM: VII.A.2

DATE: 6-14-16

RESOLUTION NO.           

RESOLVED:

Pursuant to Section 501 of the Newington Town Charter, the Newington Town Council hereby appoints Tanya D. Lane as Town Manager of the Town of Newington effective \_\_\_\_\_. The conditions of employment are as detailed in an agreement between the Town Council and Tanya D. Lane, a copy of which will be placed in the Town Clerk's office.

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

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

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



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Acting Town Manager)  
Date: June 9, 2016  
Re: Fee Updates: Planning and Zoning

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As discussed at the May 24 Council meeting, it has been determined that the current Zoning Board of Appeals application fee of \$75.00 is not sufficient to cover the costs involved with hearing such applications. In addition, many of the Town's fees have not been updated since 2007. Therefore, the Acting Town Manager requested various departments review their fees not specified by ordinance or State statute. In addition to the ZBA application fee updates recommended by Assistant Town Planner Mike D'Amato, Town Planner Craig Minor has submitted various fee updates of approximately 10% as related to planning and zoning as attached. These fee updates were approved by the Town Plan and Zoning Commission on May 11, 2016. Town Engineer Chris Greenlaw recommends increasing the minimum print costs from \$4.00 to \$4.50.

Attached, please see the requested fee changes for both the Zoning Board of Appeals applications and the various planning and zoning fees. Per Council request, comparable towns' fees (where published/applicable) are also included. It should be noted that the request for fee increases is intended to cover the Town's costs related to said fees.

If the Council concurs, there will be a resolution on the June 14 agenda to consider adopting the attached fees.

Attach.

cc. Craig Minor, Town Planner  
Mike D'Amato, Asst. Town Planner/ZEO  
Chris Greenlaw, Town Engineer

Planning and Zoning Fees

	Comparable Towns (Where Published)						
	Newington (Current)	Newington (Proposed)	Wethersfield	West Hartford	Berlin	Rocky Hill	Southington
Subdivision Approval	\$100 per lot/ \$300 minimum	\$110 per lot/ \$330 minimum	\$200 plus \$50 per lot	\$600 or \$100 per lot	\$350 and up	\$150 plus \$50 per lot	\$280 plus \$50 per lot
Change of Zone or Zoning Amendment	\$500	\$550	\$250	\$550		\$250	\$260
Site Plan Approval	\$250	\$275	\$200 plus \$25/1000s.f. GFA	\$150 plus \$50/1000 s.f.GFA	\$350 and up	\$250	\$75 - \$350
Site Plan Modifications	\$175	\$200	\$100			\$100	\$230 and up
Special Permit Applications (except #1-4 for as follows)	\$200	\$220	\$200 plus \$25/100s.f. GFA	\$200 plus \$25/100s.f. GFA	\$220	\$250	\$280 - \$560
1. Multi-family Projects in B-TC or PD zones	\$250 plus \$25 per lot	\$275 plus \$30 per lot					
2. Hospitals, et al	\$200 plus \$25 per bed	\$220 plus \$30 per bed					
3. Special Flood Hazard Area	\$150	\$165					\$280
4. Free-standing Signs	\$100	\$110					
R-D, R-7 and R-12 Zone Multi-family Projects	\$450 plus \$25 per unit	\$500 plus \$30 per unit					
Zoning Review	\$15	\$15		\$75			\$80 - \$160
Certificate of Zoning Compliance - Commercial Buildings, Condos and Apartment complexes	\$35	\$75	\$75				
Certificate of Zoning Compliance - Residential	\$35	\$35	\$25	\$30			
Zoning Regulations	\$15/copy	\$30/copy				\$15/copy	\$25/copy
Subdivision Regulations	\$10/copy	\$15/copy				\$6/copy	\$10/copy
Large Color Zoning Map	\$15/copy	\$15/copy				\$7.50/copy	\$25/copy
Zoning Board of Appeals Application:	\$75	\$350	\$185	\$260	\$210	\$150	\$260 - \$280
Minimum Print Fee - Engineering	\$4.00	\$4.50					

\* \$60 DEEP Fee Not Included    \* \$60 DEEP Fee Included

AGENDA ITEM: VI.B.

DATE: 6-14-16

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

RESOLVED:

That the Newington Town Council hereby approves changes to various fees on the Town of Newington's "Schedule of Fees and Charges" as indicated in the attached document.

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

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

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

AGENDA ITEM: VII.C.1

DATE: 6-14-16

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

CERTIFICATION:

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

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
170	Town Clerk	\$31,750
190	General Services	61,715
320	Highway Department	<u>75,000</u>
	Total	\$168,465

\_\_\_\_\_  
*Ann J. Harter, Director of Finance*

RESOLVED:

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

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
120	Town Manager	\$80,115
160	Town Attorney	59,500
180	Personnel	24,000
280	Hydrants	800
430	Town Plan & Zoning	2,800
440	Zoning Board of Appeals	750
460	Conservation Commission	<u>500</u>
	Total	\$168,465

BE IT FURTHER RESOLVED:

That the Acting Town Manager is authorized to make additional transfers from unencumbered balance of appropriations within the General Fund to the Health Benefits Fund for unforeseen expenditures and to report at a later date on the amount of such transfers.

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

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

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

AGENDA ITEM: VII.C.2

DATE: 6-14-16

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

CERTIFICATION:

In accordance with Section 808 of the Town Charter, I hereby certify that there exists, free from encumbrances, in the following appropriation in the Capital and Non-Recurring Expenditure Fund, the amount listed below:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
88521	Town Hall Emergency Generator	\$26,044

\_\_\_\_\_  
Ann J. Harter, Director of Finance

RESOLVED:

That the Newington Town Council hereby transfers the above-certified funds to the following accounts in Capital and Non-Recurring Expenditure Fund, the amounts listed below:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
88621	Fire Co. 2 & 3 -	
	Replacement Emergency Generator	\$13,000
88111	General Property Improvements	<u>13,044</u>
	Total	\$26,044

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

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

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



# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Office of Revenue Collector

Tanya D. Lane  
Acting Town Manager

Corinne Aldinger, CCMC  
Revenue Collector

**To:** Tanya Lane, Acting Town Manager  
**From:** Corinne Aldinger, CCMC, Revenue Collector *ca*  
**Date:** June 10, 2016  
**Re:** Suspense List

In accordance with Connecticut State Statute 12-165, the Suspense List must be submitted annually by the Revenue Collector to the Town Council. This year's suspense list totals \$84,955.11 as follows:

List Year	Personal Property	Motor Vehicles & Supplemental MV	Total
2013	13,344.86	71,610.25	84,955.11
<b>Total</b>	<b>13,344.86</b>	<b>71,610.25</b>	<b>84,955.11</b>
<b># Accounts</b>	<b>14</b>	<b>420</b>	<b>434</b>

While the above are technically deemed uncollectible, transferring these items does not at all prohibit the Town from collection when and if the taxpayer is located. As a matter of example, the Town collected \$30,147.42 in suspense items in 2015-16 and still continues collecting on these aged accounts. The interest component is not included in the total but continues to accrue should collection occur. Efforts to collect beyond the dunning delinquency notices included warrants issued to the constables, or sheriff as well as motor vehicle registrations reported to the Motor Vehicle Department and UCC Liens filed with the Secretary of State's Office on Personal Property. That measure too is often circumvented if the delinquent taxpayer elects to register under a different name. Other measures such as newspaper publication are quite costly with little or no financial return.

From an accounting perspective, this transfer presents a more accurate picture of the Town's accounts receivable by reducing it in the above amount. You will note that the majority of the accounts are in motor vehicles. A category which by its type is difficult to administer due to its transient nature. Newington has a large number of automobiles, approximately 29,411 or 1 car per capita. The Personal Property includes companies which have gone out of business, filed for bankruptcy, or have left the state.

Additionally, in accordance with Connecticut State Statute 12-164, the real estate accounts that are outstanding after 15 years are deemed uncollectible. The amount for the 2000 Grand List is \$6,443.36 and should be removed from the Town's receivable assets as of June 30, 2016.

### Previous transfers to the Suspense Tax Book

2015 73,131.80 14 Personal Property + 410 MV & Supplemental Motor Vehicles  
 2014 70,192.24 16 Personal Property + 378 MV & Supplemental Motor Vehicles  
 2013 109,566.14 11 Personal Property + 422 MV & Supplemental Motor Vehicles, 4 Real Estate/Tax Sale

The Town continues to enjoy a high rate of tax collection of approximately 99% on the current list.

cc: Ann Harter, Finance Director

AGENDA ITEM: VI.D.1

DATE: 6-14-16

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

RESOLVED:

The Newington Town Council hereby authorizes transfers in the amount of \$84,955.11 to the Suspense Tax Book for the year 2014-2015. This action is being taken upon the recommendation of the Revenue Collector and as shown in a report dated June 10, 2016.

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

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

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

AGENDA ITEM: VI.D.2

DATE: 6-14-16

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

RESOLVED:

The Newington Town Council hereby authorizes the outstanding balance from the 2000 Grand List in the amount of \$6,443.36 be removed from the Town's receivable assets as of June 30, 2016 as per the recommendation of the Revenue Collector.

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

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

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



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Acting Town Manager)

Date: June 09, 2016

Re: JWMS Wing Reconfiguration PBC – Amend Resolution

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At the May 24 Council meeting a resolution was passed to form the John Wallace Middle School Wing Reconfiguration Project Building Committee. The Council created a committee consisting of three Board of Education members and two Town Council members.

§8-40 of the Newington Code of Ordinances indicates that "...no more than 1/3 of the project building committee membership shall be members of the requesting agency". This would indicate that only two members from the Board of Education can be appointed to the Committee. As such, the resolution passed on May 24 will need to be amended to include two members from the Board of Education and three members from the Town Council. This will need to be done prior to the appointment of members to the Committee.

A resolution is attached for the Council consideration.

Attach.

AGENDA ITEM: VII.E.

DATE: 6-14-16

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

RESOLVED:

That Town Council amends resolution 2016-74 to read as follows:

In accordance with Article X, Section 8-39 et seq., Project Building Committees, of the Newington Code of Ordinances, the Newington Town Council hereby establishes a John Wallace Wing Reconfiguration Project Building Committee.

Said committee is charged to work with the Town Manager (and/or his/her designee), Superintendent of Schools, and any other appropriate Town staff in the classroom wing reconfiguration renovations at John Wallace Middle School. Such improvements shall comply with the appropriate sections of the Fire Code, Health Code, Building Code and OSHA regulations, regulations of the Americans with Disabilities Act, and any other health and/or safety code regulations currently in force.

BE IT FURTHER RESOLVED:

That the John Wallace Wing Reconfiguration Project Building Committee shall be comprised of five (5) members, of which three (3) shall be representatives of the Town Council and two (2) shall be from the Board of Education.

BE IT FURTHER RESOLVED:

That the Newington Town Council hereby appoints the following members to the John Wallace Wing Reconfiguration Project Building Committee:

Name	Address	Party	Term

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

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

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



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Acting Town Manager)  
Date: June 10, 2016  
Re: West Meadow Cemetery

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At the request of the Town Council, an item has been added to the June 14 Town Council agenda to discuss resident concerns with the removal of items from gravesites at the West Meadow Cemetery. Parks and Grounds Superintendent Bill DeMaio will be in attendance to discuss this issue with the Council.

Attached, please see Code of Ordinances §194: Cemeteries.

Attach.

*Town of Newington, CT  
Friday, June 10, 2016*

## Chapter 194. CEMETERIES

[HISTORY: Adopted by the Town Council of the Town of Newington 1-25-1977 (Ch. 4 1/2 of the 1974 Code). Amendments noted where applicable.]

### § 194-1. Purpose.

The purpose of this chapter shall be to regulate activities and conduct within Town cemeteries, to provide for basic procedures under which said cemeteries should be operated, to delegate the responsibility for the proper operation and maintenance of Town cemeteries so that the good order and efficient operation of Town cemeteries may be assured.

### § 194-2. Applicability.

Unless otherwise specifically provided herein, the provisions of this chapter shall apply to the so-called Center Cemetery located on Cedar Street; to the so-called Church Street Cemetery located at the intersection of Church Street and Kelsey Street; and to the so-called West Meadow Cemetery located to the west of Willard Avenue in the vicinity of Cedar Street; and such other public cemeteries as the Town may establish in the future.

### § 194-3. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

**SEXTON**

The duly appointed Sexton of Cemeteries, or his/her designated agent.

### § 194-4. Administration and maintenance.

[Amended 9-12-1989]

The administration of all Town cemeteries shall be the responsibility of the Town Manager who shall appoint the Sexton of Cemeteries for the Town. The Sexton shall be responsible to the Town Manager for the proper administration of this chapter, the management of Town cemeteries generally and the proper operation and maintenance of the cemeteries.

### § 194-5. Fees and charges.

It is the intent of the Town Council that Town-owned cemeteries shall, to the extent possible, be financially self-sustaining with respect to operation and self-amortizing with respect to land cost investment. To this end, the Town Manager shall establish, and from time to time amend, a list of fees and charges pertaining to the sale of gravesites and the performance of services by the Town pertaining to the cemeteries, provided that notification of the establishment of or amendment to said list of fees and charges shall be filed with the Town Clerk and with each member of the Town Council at least 60 days prior to its effective date. If the list of fees and charges or amendments thereto which the Town Manager intends to make effective are unacceptable to the Town Council, the Town Council may, by resolution, direct that they be changed. If the Council does not take action within the sixty-day period provided for herein, said list of fees and charges or amendment to said list of fees and charges, as the case may be, will automatically become effective at the expiration of the sixty-day period.

## § 194-6. Cemetery Fund.

- A. There is hereby created a Cemetery Fund. There shall be paid into the Cemetery Fund all proceeds from the sale of gravesites and service fees and charges resulting from cemetery operations. There shall also be paid into such fund amounts which the Town Council may, from time to time, authorize to be transferred thereto from the general fund.
- B. The Town Council may cause transfers to be made from the Cemetery Fund to the general fund of the Town to defray the cost of cemetery operations and/or debt reduction costs attributable to cemetery development, provided that such transfers to the general fund shall be authorized only by means of annual budget appropriations of the Cemetery Fund or consistent with special appropriations authorized in accordance with § C-807 of the Town Charter.  
[Amended 6-10-2008 by Ord. No. 0709-1]
- C. An annual budget for the Cemetery Fund shall be prepared and approved in the same manner as that provided by the Charter for the general fund of the Town. Appropriations shall be made and expenditures executed in the same manner and with the same restrictions prescribed by the Charter for the general fund. Any unappropriated, unexpended, or unencumbered funds which may remain shall lapse to the balance of said fund at the close of each fiscal year and shall not, therefore, be lapsed to the balance of the general fund. The Town Treasurer and the Director of Finance shall exercise control and administration of the Cemetery Fund in accordance with their duties under the Town Charter.

## § 194-7. Hours of operation.

[Amended 9-12-1989]

The cemeteries shall be open each day from sunrise until sunset. All persons shall leave the grounds of the cemeteries at or before closing time. No person shall be in the cemeteries between sunset and sunrise, unless expressly authorized by the Sexton. The right of admittance to cemeteries is reserved. The Sexton may temporarily close a cemetery or alter the open hours in case of an emergency or to protect the public health and safety or preserve the privacy of burial.

## § 194-8. Rules of conduct.

[Amended 9-12-1989]

The Sexton may cause any person violating the restrictions below to be ejected from a cemetery or to be arrested for being in violation of this chapter. No person shall:

- A. Disrespect the solemnity of a cemetery by boisterous or unruly behavior.
- B. Willfully disfigure, mark, deface, injure or tamper with or displace or remove any building, memorial monument, tablet, turf, fence, paving, waterline or other utility or parts and appurtenances thereof, signs, notices, placards, whether temporary or permanent, property boundary markers, stakes, posts, equipment or other facilities, either real or personal, within a cemetery.
- C. Dig for the purpose of removal from such a cemetery any sand, soil, rocks, stones, trees, shrubs, or plants by any means or method without the express consent of the Sexton.
- D. Willfully damage, cut, carve, transplant or remove any tree or plant or injure the bark of any tree, nor shall any person pick the flowers or seeds of a plant or dig in or otherwise disturb lawn areas or walk upon planted areas which are designated as being prohibited to foot travel.
- E. Hold picnics or parties in a cemetery.
- F. Enter the grounds of a cemetery except through the established and designated entrances, loiter near or intrude upon any funeral services, or stand about an open grave unless a member of a funeral party.
- G. Bear firearms within a cemetery except as may be expressly permitted by the Sexton and except law enforcement officers.
- H. Allow a dog to be in a cemetery except while enclosed in a vehicle.
- I. Be in a cemetery if he/she is under 12 years of age and is not attended by a supervising adult.
- J. Enter an area posted as "closed to the public," nor shall any person use or abet the use of any area in violation of posted notices.
- K. Solicit alms or contributions for any purpose, whether public or private.
- L. Be under the influence of intoxicating liquor or drugs while in the cemetery.
- M. Ride, lead or allow a horse within a cemetery except as may be expressly permitted by the Sexton.
- N. Expose or offer for sale any article or thing, nor shall he/she station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing on Town-owned grounds adjacent to a cemetery.
- O. Announce, advertise, or call the public's attention in any way to any article or service for sale or hire.
- P. Paste, glue, tack, or otherwise post any sign, placard, or advertisement or inscription whatever, nor shall any person erect or cause to be erected any sign whatever in a cemetery or on any public lands or highways adjacent to a cemetery.

- Q. Ride a bicycle except on established roads. Bicyclists shall at all times operate their machines with reasonable regard for the safety of others and shall observe the accepted rules of the road for motorized vehicles.
- R. Willfully litter a cemetery or allow materials to be scattered or blown about a cemetery so as to cause litter.
- S. Photograph or record a committal service except with the permission of and under the direction of the Sexton.

## § 194-9. Traffic and parking within cemeteries.

No person while in a cemetery shall:

- A. Fail to comply with all applicable provisions of the state motor vehicle traffic laws in regard to equipment and operation of vehicles.
- B. Fail to obey all police officers and cemetery employees when such persons are duly authorized to direct traffic in a cemetery and on the highway, streets or roads immediately adjacent thereto.
- C. Fail to obey all traffic signs indicating speed, direction, caution, stopping or parking.
- D. Drive or ride a vehicle at a rate of speed exceeding 15 miles per hour, or exceeding a lower speed limit as posted by the authority of the Sexton.
- E. Drive any vehicle on any area except established roads and parking areas.
- F. Park a vehicle in other than an established or designated parking area, and such use shall be in accordance with the posted directions thereat and/or with the instructions of any authorized attendant who may be present.
- G. Leave a vehicle standing or parked anywhere in a cemetery after the official closing time.
- H. Double-park any vehicle on any roadway or driveway unless directed to do so by a cemetery attendant, nor shall any person otherwise park any vehicle so as to block any roadway or driveway.
- I. Operate a vehicle which causes excessive noise due to a defective or deficient muffler, tailpipe or other equipment.
- J. Operate snowmobiles, minibikes, trail bikes, or other all-terrain-type, off-the-road, recreational vehicles.
- K. Willfully drive his/her vehicle or the wheels thereof on any lawns or gardens or borders thereof. Any damage inadvertently caused by the operation of vehicles shall be the responsibility of the vehicle operator to repair or be responsible for the cost of repair.
- L. Drive a vehicle so as to impede a funeral procession. The driver of any vehicle, upon meeting a funeral procession, shall clear the vehicle from the path of said procession and come to a standstill until said procession passes.

## § 194-10. Gravesites.

[Amended 9-12-1989]

- A. For the purpose of this chapter, the word "gravesite" shall also mean "lot" or "plot."
- B. The Sexton shall have authority to sell gravesites. Gravesites shall only be sold to persons having residence within the Town of Newington for a period of six months or more, or to persons who formerly had residence within the Town of Newington of at least six months' duration. Gravesites containing two or more plots shall not be broken up into smaller gravesites if smaller gravesites are available. No burial shall be permitted unless the grave to be used is paid in full prior to or at the time of interment. Full payment for the purchase of gravesites shall be rendered within 30 days of the time of sale. No credit or installments shall be allowed. All lots must be paid in full before any monument or markers are placed on the lot. Lots will be reserved for a prospective purchaser for a period no longer than 10 days. Upon payment in full of the purchase price, a deed will be executed and delivered to the purchaser for each gravesite sold. Each such deed shall be subject to the terms of this chapter and such other rules and regulations as may be adopted for the management of the cemetery. Any deed shall grant to the purchaser only the right to use the lot for burial purposes for himself/herself, his/her family, his/her heirs and devisees and such friends (provided such friends have been Newington residents) as may be buried therein without profit, gain, emolument, or advantage to the purchaser or owner of the lot.
- C. All gravesites which are sold shall be furnished perpetual care by the Town of Newington, which shall include the regular mowing of grass, trimming of grass, and the raising and grading of sunken graves. Prices charged for gravesites shall reflect the assumption of perpetual care expenses by the Town. Perpetual care shall not include maintenance, repair or replacement of monuments or markers.
- D. In the event of any transfer or sale of a burial lot by the purchaser or owner, the Town of Newington shall have the first right to purchase the lot at the same price at which the Town originally sold the lot to the owner. Any sale or transfer of any lot which has not been first offered to the Town in accordance with the above shall be void. Furthermore, no sale or transfer of a lot by any purchaser or owner or heir will be allowed or be valid except upon the prior written notice to and consent of the Sexton and upon receipt of the original deed. The Sexton shall impose a reasonable charge for effecting any proper transfer of a lot.
- E. When a deed is issued for a gravesite, it shall convey only the right of burial therein, and it shall be the duty of the Sexton to enter thereon and prohibit, remove, or modify an object or adornment or work done in violation of this chapter or rules and regulations established pursuant thereto which may be judged objectionable or injurious to the cemetery. The Town of Newington shall reserve the right to develop and improve the cemetery from time to time in accordance with the judgment of the Sexton.
- F. No fence, hedge, railing or coping not existing on the effective date of this amendment shall be allowed to enclose a lot. All boundaries between lots shall be uniform and shall be as provided by the Sexton.

## § 194-11. Interments.

[Amended 9-12-1989]

- A. No body except that of a human being may be interred in any cemetery. All graves shall be opened and closed under the supervision of the Sexton. No interment or disinterment

shall be allowed without the consent of the Sexton. Interments or disinterments shall be made only by Town personnel unless the Sexton shall authorize otherwise. All funeral processions shall be entirely under the control of the Sexton upon entering any cemetery. Notice of at least 24 hours shall be given to the Sexton in advance of any desired grave opening, except for circumstances dictated by religious tenets or by extraordinary circumstances. No grave shall be opened or interment or disinterment made on a legal holiday unless required for public health reasons and ordered by the Sexton. Funerals and/or graveside/chapel service shall be concluded no later than 3:30 p.m., unless the Sexton expressly permits otherwise in consideration of special hardship.

- B. All interment charges and any arrears for purchase or work done on the lot shall be paid on or before the day of burial.
- C. When an interment is to be made, the location of such interment shall be designated by the lot owner, legal representative or funeral director. Locations given over the telephone should be confirmed in writing prior to interment, otherwise location will be made at lot owner's risk. The Town will assume no responsibility for errors in locations. When instructions regarding the location of an interment space in a lot cannot be obtained or are indefinite, or when for any reason the interment space cannot be opened where specified, the Sexton may, at his discretion, open it in such location in the lot as he deems best and proper, so as not to delay the funeral, and the Town shall not be liable in damages for any change so made.
- D. Assignment of grave spaces by any purchaser, owner or heir will only be valid when recorded in the Town cemetery records.
- E. The Town reserves and shall have the right to correct any errors that may be made by it either in making interments, disinterments or removals. In the event such error shall involve the interment of the remains of any person, the Town reserves and shall have the right to remove or transfer such remains so interred to such other property of equal value and similar location. In the event of an error in the description, transfer or conveyance of any interment property, the Town reserves and shall have the right to cancel such conveyance or substitute and convey in lieu thereof other interment property of equal value and similar location so far as practicable or as may be selected by the Town. Nothing will be allowed to be taped, adhered to, or in any way placed on the gravestone. All such items shall be removed by the Town of Newington cemetery personnel and the expense for removal shall be charged to the owner of the gravesite.  
[Amended 2-23-2010<sup>[1]</sup>  
[1]: *Editor's Note: This ordinance also provided for an effective date of 3-17-2010.*
- F. Agreement to make a disinterment must be signed by the owner of the lot from which the removal is to be made and by the next of kin of the decedent. When such agreement is filed with the Town, and the cost of removal is paid, a permit must then be presented to the Sexton, at which time arrangements may be completed for the removal. Disinterment fees include opening of the grave only.
- G. The Town will exercise care in making a disinterment, but the Town assumes no liability for damage to any casket or vault in making the removal unless the disinterment was necessitated by an error in placement made by the Town.
- H. For all double-depth burials, any funeral or related service in the cemetery shall be held with the casket on firm ground in the vicinity of the grave, the specific location to be determined by the Sexton. The casket shall be lowered into the grave only after the ceremony is over.

[Added 2-23-2010<sup>[2]</sup>]

[2]: *Editor's Note: This ordinance also provided for an effective date of 3-17-2010.*

## § 194-12. Memorials.

[Amended 6-28-1977; 9-12-1989]

- A. No monument or other memorial may be brought into a cemetery until a sketch or a blueprint showing the design, material, finish, size and inscription thereon is first submitted to the Sexton for approval.
- B. Workpersons engaged in the erection of memorials, monuments, markers and vaults of any description shall be subject to the control of the Sexton. Any workperson failing to conform to the directions of the Sexton shall not be allowed to continue his/her work.
- C. Notice of the intent to set a monument shall be given at least one day in advance of the work.
- D. The building of monument foundations shall only be in accordance with the specifications for same as promulgated by the Sexton.
- E. The erection or installation of monuments or memorial markers shall not take place on Saturdays, Sundays or holidays.
- F. The lower base of all monuments must be dressed to a true level on the bottom so as to bear evenly at all points upon the foundation without the use of chips, sprawls, or underpinnings. A bed of cement must be spread evenly over the top of a foundation and the base lowered into it.
- G. Upright monuments shall only be allowed in those areas of a cemetery designated therefor by the Sexton. No chains or ropes may be attached to trees or other objects for the installation of monuments.
- H. All monument foundations shall be installed clear of graves and shall be constructed to a depth equaling that of a single-depth grave, except where a concrete vault is used and a marker foundation may be constructed at the end of same. Bridging or constructing any foundation for a monument over a grave is prohibited. The provision and installation of all markers and monuments and the bases and foundations therefor shall be at the cost and expense of the gravesite owner.
- I. The following provisions shall apply to the West Meadow Cemetery only:
  - (1) Upright monuments in Section D may be of variable heights not to exceed four feet in height. No monument shall be wider than 36 inches at its widest point when placed on a gravesite containing less than three contiguous plots.  
[Amended 6-10-2008 by Ord. No. 0709-1]
  - (2) No memorial, whether upright monument or flush marker, shall be less than four inches in thickness at its narrowest dimension, nor more than a maximum of 14 inches. Upright monuments in the nonveterans' section added in 2009, known as Section F, may be of variable heights, not to exceed 48 inches in height, including the base. No monument shall be wider than 36 inches at its widest point, when placed on a single-grave monument lot. No monument shall be wider than 54 inches at its widest point when placed on a double-grave monument lot.  
[Amended 2-23-2010<sup>[1]</sup>]

[1]: *Editor's Note: This ordinance also provided for an effective date of 3-17-2010.*

- (3) Upright monuments shall be made only of granite. Memorial flush markers shall be made only of granite or bronze. No monumental work, once installed, shall be removed from a grave unless approved by the Sexton.
- (4) Only one upright monument shall be allowed for each monument lot and only one flush marker per grave will be permitted. On a flush marker lot, two flush markers will be permitted per grave.

[Amended 2-23-2010<sup>[2]</sup>]

[2]: *Editor's Note: This ordinance also provided for an effective date of 3-17-2010.*

- (5) Each grave shall have a concrete vault of a type approved by the Sexton and installed in accordance with his/her direction. The provision and installation of vaults shall be at the cost of the gravesite owner.

## § 194-13. Planting.

[Amended 9-12-1989]

- A. Flowers, shrubs, plants and trees shall only be planted in accordance with the rules and regulations established for planting by the Sexton. No planting shall be done without the permission of the Sexton. The cutting of turf on any lot shall be prohibited. The placing of potted plants on lots may be permitted if done in accordance with the rules established therefor by the Sexton. Any plant materials may be removed at the discretion of the Sexton at any time.
- B. No person shall create any mound, depression, hole, or otherwise change the grade of any lot or gravesite without the consent of the Sexton. No person shall spread fertilizer, ashes, chemicals or other material on lots to stimulate the growth of grass or to discourage weeds.
- C. Artificial decorations shall not be permitted during the growing season between April 1 and November 1. All artificial decorations placed in nonconformance with this chapter or with rules established by the Sexton pursuant thereto shall be subject to confiscation. All winter decorations shall be removed prior to March 15 of each year, or they shall be confiscated by the Sexton.
- D. Articles such as glass jars, watering cans, votive lights, palms, and bric-a-brac of any description are forbidden and may be removed without notice. Potted plants shall be contained only in clay pots not exceeding 10 inches in diameter and six inches in height, and in rustic baskets not to exceed 12 inches in diameter. Only one pot or rustic basket will be allowed to be placed on any one grave. The cemetery shall not be responsible for items left on the grounds or at graves.

## § 194-14. Cremated remains columbaria.

[Added 2-23-2010<sup>[1]</sup>]

- A. Unless specifically provided herein, the provisions of § **194-11**, Interments, shall also apply to this section. For this section, "graves" shall be replaced with "niches," "interment" with "inurnment," and "disinterment" with "removal of urns."

- B. The Sexton shall have authority to sell inurnment rights and inscription rights for cremated remains. Rights shall only be sold to persons having residence within the Town of Newington for a period of six months or more, or to persons who formerly had residence within the Town of Newington of at least six months' duration. There shall be no more than two sets of cremated remains in any niche. All cremated remains shall be contained in urns that will fit within the purchased niche. No inurnment shall be permitted unless the niche to be used is paid in full prior to or at the time of inurnment. Niches may be reserved for a period of no longer than 30 days, upon which time full payment must be made. No credit or installments shall be allowed. All niches must be paid in full before any inscriptions are made on the columbarium. Upon payment in full of the purchase price, a deed will be executed and delivered to the purchaser for each niche sold. Each such deed shall be subject to the terms of this chapter and such other rules and regulations as may be adopted for the management of the cemetery. Any deed shall grant to the purchaser only the right to use the niche for the inurnment of the ashes of himself/herself, his/her family, his/her heirs and devisees and such friends (provided such friends have been Newington residents) as may be placed therein without profit, gain, emolument, or advantage to the purchaser or owner of the niche.
- C. In the event of any transfer or sale of a niche by the purchaser or owner, the Town of Newington shall have the first right to purchase the niche at the same price at which the Town originally sold the niche to the owner. Any sale or transfer of any niche which has not been first offered to the Town in accordance with the above shall be void. Furthermore, no sale or transfer of a niche by any purchaser or owner or heir will be allowed or be valid except upon the prior written notice to and consent of the Sexton and upon receipt of the original deed. The Sexton shall impose a reasonable charge for effecting any proper transfer of a niche. The Sexton shall also charge for a new faceplate cover whenever the Town purchases back a niche whose faceplate cover is no longer blank.
- D. When a deed is issued for a niche, it shall convey only the right of inurnment therein and the inscription of the faceplate, and it shall be the duty of the Sexton to enter thereon and prohibit, remove, or modify an object or adornment or work done in violation of this chapter or rules and regulations established pursuant thereto which may be judged objectionable or injurious to the cemetery. The Town of Newington shall reserve the right to develop and improve the cemetery and the columbarium from time to time in accordance with the judgment of the Sexton.
- E. All inurnments and removals of urns shall be made by Town of Newington cemetery personnel. All inscriptions shall be cut by a method of sandblasting into faceplates affixed to the granite fronts of the niches. The style and size of lettering and numerals shall be determined by the Sexton and a standard set for all lettering on the niche fronts. After completion of the official inscription form by an authorized agent of the deed holder, all inscription work will be done by the Town of Newington or a contractor selected by and working under the direction of the Sexton. In the event that information for inscription provided to the Sexton is inaccurate or incorrect, all costs to correct the inscription or to make a new inscription shall be paid for by the niche owner. Inscriptions shall be limited to the name, on one or two lines, the year of birth, and the year of death only. There shall not be more than 16 characters and spaces per line. For veterans who have received an honorable discharge from United States military service, inscriptions shall include the person's name, year of birth, year of death, the branch of service, and the war(s) in which the veteran served.
- F. There shall be a veterans' section, with graves and a columbarium, in the West Meadow Cemetery, reserved specifically for those who have received an honorable discharge

from United States military service and their spouses only. Inscriptions for the niches in this columbarium shall be limited to the person's name, on one or two lines, the year of birth, the year of death, the branch of service and the war(s) in which the veteran served. There shall not be more than 16 characters and spaces per line. Graves in this veterans' section shall have flush markers only.

- G. All plantings shall be done and maintained by Town of Newington cemetery personnel.
- H. Nothing will be allowed to be taped, adhered to, or in any way placed on the niche fronts or the columbarium. Pictures, flowers, flower holders, decorations, etc., shall not be allowed on the niche fronts or the columbarium. All such items shall be removed by Town of Newington cemetery personnel and the expense for the removal and cleaning of the granite shall be charged to the niche owner. Inurnment rights may be revoked if continued violation of these rules and regulations occur.

[1]: *Editor's Note: This ordinance also provided for an effective date of 3-17-2010.*



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Acting Town Manager)

Date: June 10, 2016

Re: Presentation: Churchill Park Project

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The Council will hold a special meeting to tour Churchill Park with staff and project architect Milone & MacBroom immediately prior to the June 14 regular meeting. There will also be an item on the June 14 regular Council agenda to further discuss the project.

March 30, 2016

The Honorable Mayor Roy Zartarian  
131 Cedar Street  
Newington, CT 06111

**RE: Churchill Park Masterplan  
Newington, Connecticut  
MMI# 1819-15-3**

Dear Mayor Zartarian and members of the Newington Town Council:

My name is David W. Dickson, Landscape Architect and Senior Associate with the firm of Milone & MacBroom, Inc. (MMI), Cheshire, CT. I would request that this correspondence be read into the minutes during the public participation portion of this Thursday's Town Council meeting (March 30, 2016).

MMI's professional design and engineering services were retained by the Town of Newington to perform a feasibility study and a conceptual masterplan for improvements to Churchill Park. The purpose of my letter is to provide supporting information regarding the proposed park improvements in an effort to justify the funding being requested to advance this project to the next phase of design (the Design Development Phase). We have worked closely with Mr. William DeMaio, Superintendent of Parks and Recreation, and the Parks Board over many months in preparation of the conceptual masterplan. Part of this effort also included the preparation of a preliminary estimate of probable construction costs.

While much work was involved in getting the plans to the current phase of Conceptual Design, this new effort will provide much more detailed design with the proper professional engineering support necessary to seek local and non-local regulatory permits (outlined below).

## **IMPROVEMENTS TO CHURCHILL PARK**

### **PROJECT DESCRIPTION**

The proposed renovations to Churchill Park will truly create a recreational destination that will vastly improve park facilities, enhance safety as well as the park user's experience, and rival parks of similar size (18 acres) in the state of Connecticut. In addition to creating a new park gateway entrance and boulevard style drive with shade trees, we propose shifting the drive away from School House Brook while providing renovations / plantings to enhance the brook and associated wetlands habitat. The plans call for expanding the existing parking and shifting the parking closer to the playground and picnic areas. The new interior park drive will provide accessibility to the top of the hill where ADA accessible parking will be located adjacent to the renovated pool and new spray park, the bath house, the new multi-purpose room, and the lazy river raft ride. Additional park improvements include a new multipurpose synthetic turf field (with bleachers and lighting), relocation/reorientation of the softball field (with new backstop and all new chain link fencing), several new age appropriate playgrounds (with ADA safety surfacing), new ADA accessible sidewalks throughout the park (where currently there are none), multiple new picnic pavilions, new lighted basketball court, comfort station (public bathrooms), new site lighting, relocation of the existing pond and significant enhancements to include: new boardwalk, educational signage, gazebo, and deepening of the pond for enhanced fishing and

habitat. The Robert Stanley Nature Trails will be renovated and widened for ADA compliance, and will create a more clearly defined connection to the Clem Lemire fields. Additionally, a program for the eradication of invasive plants will be undertaken, and an improved system of educational signage is proposed.

It should be noted that the existing park is currently lacking practically all federal requirements related to Americans with Disabilities (ADA) accessibility (with the exception of providing accessible parking spaces at the lower elevations adjacent to the pond). The proposed improvements will address all federal mandated ADA code requirements.

#### **LOCAL PERMITS ANTICIPATED**

1. Inland Wetlands
2. Planning & Zoning
3. 8-24 Referral
4. Possible need for Zoning Board of Appeals for the proposed bleachers for the new synthetic turf athletic field. The bleachers will fall within the front yard setback along Main Street. We may also need to seek a waiver for the height of the proposed athletic field lighting. The need for ZBA approval needs to be investigated further.

#### **NON-LOCAL PERMITS ANTICIPATED**

1. Connecticut State DEEP 401 Water Quality Certificate
2. Connecticut State DEEP Non-Consumptive Water Diversion Permit
3. Army Corps of Engineers Individual Permit

Our current master plan is at the "Conceptual Design Level". As a result of the need to prepare a budgetary estimate of probable construction costs we (along with our architectural sub-consultants) invested additional effort in the consideration of basic engineering and constructability demands on a scale that may have exceeded "concept level" efforts. As such, should that Town Council approve the master plan as shown and the requested funding, we are confident that we can skip over the "Schematic Design Phase" (typically the next phase of design) and move directly into the "Design Development (or DD Phase)". This will result in an immediate cost savings to the Town. Upon completion of the DD Phase, the plans will be ready for submission to the local and non-local regulatory commissions. We have performed a man-day estimate and have come up with a total fee of \$270,000 to get us through DD and the Regulatory Process.

Of the total of \$270,000 we are budgeting \$17,000 for direct reimbursable expenses. These expenses include Test Pits, Environmental Soil Testing, Geotechnical Engineering (borings and report), and mileage / Printing costs. If that \$17,000 can be funded through a different pot of money as a direct reimbursable expense, then we would be at a total of \$253,000. For all intents and purposes that puts us right at your proposed budget of \$250,000 for this next phase of the project.

I trust that this correspondence provides you with the necessary clarification and information that will support the funding that has been requested. Should you have any questions, please do not hesitate to contact me directly.

Sincerely,

David Dickson

**David Dickson, L.A.**  
Landscape Architect / Associate  
Senior Project Manager



99 Realty Drive / Cheshire, Connecticut 06410  
203.271.1773 Ext. 245 / 203.272.9733 (Fax)  
[www.miloneandmacbroom.com](http://www.miloneandmacbroom.com)

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Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Acting Town Manager)

Date: June 10, 2016

Re: Memorandum of Understanding - BOE Non-Lapsing Account

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As a result of discussions at past Council meetings as well as between Town and BOE staff, there will be an item on the June 14 Town Council agenda to discuss and consider a memorandum of understanding (MOU) regarding the Board of Education Non-Lapsing Education Fund as attached.

Pursuant to C.G.S. 10-248a (Unexpended Education Funds Account), for the fiscal year ending 2011 and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance, towns having a board of finance may deposit into a non-lapsing account any unexpended funds from the board of education's budget from the prior fiscal year. The amount placed into such account may not exceed one percent of the total budgeted appropriation for education for such prior fiscal year.

The Board of Education has requested to take action on the MOU at its June 15 meeting, therefore the Council is requested to consider waiving the rules to approve the MOU at its June 14 meeting.

Attach.

MEMORANDUM OF AGREEMENT

This Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 201\_ by and between the Newington Board of Education (hereinafter referred to as "Board of Education") and the Newington Town Council (hereafter referred to as "Town Council").

WHEREAS, C.G.S. 10-248a, specifically authorizes the Town Council to establish a non-lapsing account to deposit unexpended funds from the prior fiscal year's budgeted appropriation for educational purposes capped at one percent (1%) of the Board of Education operating budget for that year; and

WHEREAS, the Board of Education is desirous of establishing a non-lapsing account in accordance with the statutes; and

WHEREAS, the Town Council is desirous of doing so to provide the Board of Education with an incentive to reduce costs, pursuant to the terms and conditions set forth herein, and

NOW THEREFORE, in consideration of the Town Council establishing a non-lapsing account in accordance with C.G.S. 10-248a, the parties hereby agree as follows:

1. The Town Council shall vote to establish a non-lapsing account to be used by the Board of Education in accordance with C.G.S. 10-248a., and direct the Town Finance Director deposit any unexpended Board of Education funds at the end of each fiscal year into this account up to the 1% allowable annual cap.
2. The Board of Education agrees that the use of such funds from this account shall be for a specifically designated purpose or for other extraordinary or emergency expenditures which may be necessary, but not otherwise budgeted.
3. The Town Council agrees to deposit into this account any reimbursement of funds received for state-approved capital projects funded through this account.
4. This Agreement shall become effective and binding upon the parties hereto upon the approval hereof by the affirmative vote of the Town Council of each respective part and the subsequent execution hereof.
5. This Agreement may not be modified orally but only by written agreement between the parties hereto upon affirmative vote of the respective bodies.
6. This Agreement shall terminate upon the following events (i) by agreement of the parties hereto; (ii) upon the non-lapsing account established herein having a zero (0) balance.

In Witness whereof, the parties hereto subscribe their names on the date and year first above written.

**BOARD OF EDUCATION**

**TOWN COUNCIL**

\_\_\_\_\_  
Dr. William C. Collins, Superintendent of Schools

\_\_\_\_\_  
Tanya Lane, Acting Town Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

AGENDA ITEM: VIII.D.

DATE: 6-14-16

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

RESOLVED,

That the Newington Town Council authorizes Acting Town Manager Tanya D. Lane to execute a Memorandum of Understanding Between the Town Council and the Board of Education regarding the Non-Lapsing Education Fund, a copy of which shall be attached to this resolution.

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

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

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



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (On Behalf of Tanya D. Lane,  
Acting Town Manager)

Date: June 10, 2016

Re: Job Description - Civilian Evidence and Property Officer

---

Please see the draft job description for the above referenced position, which was approved as a new civilian position in the Police Department for the FY 2016-17 budget.

If the Council is in concurrence with the attached job description, it will appear on the next agenda for approval and to be incorporated into the Town Classification and Pay Plan.

Attach.

## TOWN OF NEWINGTON

**TITLE:** Civilian Evidence and Property Officer **GRADE:** A-4

**DEPARTMENT:** Police **COUNCIL ADOPTED:** DRAFT 4-2016

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### POSITION DESCRIPTION

Reports to Detective Division Supervisor and under Supervisor's direction is responsible for receiving, cataloging, and maintaining property and evidence seized by the police department; complies with all court orders regarding the disposition of evidence and property. Works cooperatively with representatives from the Connecticut Forensic Science Laboratory, the Office of the Chief Medical Examiner, the Judicial System, and other Law Enforcement agencies. Responsible for completing daily court transmittals, fingerprinting permit applicants, and assists processing temporary pistol permits. Responsible for downloading and copying recording media.

### ESSENTIAL JOB FUNCTIONS

- Receives oral or written instructions from a department supervisor and plans work according to established department standards.
- Receives information on arrests, accidents, and investigations.
- Receives property reports related to investigations, accidents or when abandoned.
- Classifies, codes, and processes, evidence, property, and recording media.
- Observes strict confidentiality in maintaining restricted information, files, and records.
- Operates computerized report writing and record management systems.
- Records legible fingerprints.
- Reports work accomplished to supervisor.
- Maintains liaison with superior courts and other Criminal Justice agencies.

### ADDITIONAL JOB FUNCTIONS

- Performs related duties as required.
- Provides assistance to patrol officers when necessary.
- May testify in court.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of law enforcement practices relating to property and evidence.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to record legible fingerprints on standard fingerprint cards or live-scan devices.
- Ability to follow instructions furnished in written, oral or diagrammatic form.
- Ability to acquire a working knowledge of laws, regulations and police procedures.
- Ability to type accurately and to learn to operate computer systems and software.
- Ability to maintain accurate files and records.
- Ability to deal cooperatively with others.
- Ability to process confidential information with responsibility.
- 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.)

- This is medium work requiring the exertion of 200 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.

- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.
- The worker may be exposed to bloodborne and airborne pathogens and may be required to wear specialized personal protective equipment.
- 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 concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- 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
- A minimum of at least five (5) years of service as a certified Police Officer preferably with some evidence/property room experience.

**LICENSE OR CERTIFICATE**

Must possess:

- A valid State of Connecticut Driver’s License.

*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



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

**Office of the Town Clerk**

Tanya D. Lane MMC  
Town Clerk

## Memorandum

**To:** Newington Town council  
**From:** Tanya Lane, Acting Town Manager *Tanya Lane*  
**Date:** May 20, 2016  
**Re:** Resignation—Joanne Shulman: Board of Ethics



---

I am attaching a copy of the email from Joanne Shulman who is resigning from the Board of Ethics, effective 5/11/16. Ms. Shulman was serving a term from 12/1/13 – 11/30/17.

Pursuant to §32-11 the Town Council is the appointing authority.

To: Mayor Zartarian; Tanya Lane, Acting Town Manager; John Kelly, DTC Chairman  
From: Joanne Shulman  
Date: May 11, 2016  
Re: Resignation from the Board of Ethics

Please accept my resignation from Newington, CT's Board of Ethics effective today. You may use this correspondence for this sole purpose.

It was my pleasure to work with Barbara DeMaio and the rest of the Board.

During the two years, I became familiar with our Town's Ethics Ordinance and worked with the rest of our politically representative Board in harmony to "clean up" the Ethics Complaint Form for our residents' use making it more streamlined and more accessible to the lay public.

Thank you for the opportunity to serve!

Please let me know if there is anything else you need or if you have any questions.

I appreciate your response to this letter upon your receipt.

Joanne Shulman  
155 Brentwood Road  
Newington, CT 06111  
(860) 667-1785

RECEIVED & RECORDED IN  
NEWINGTON LAND RECORDS

2016 MAY 20 PM 3:45

BY *Tanya Lane*  
TOWN CLERK



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

**Office of the Town Clerk**

Tanya D. Lane MMC  
Town Clerk

## Memorandum

**To:** Town Council  
**From:** Tanya Lane, Acting Town Manager   
**Date:** June 09, 2016  
**Re:** Resignation—Jennifer Spano: Alternate, Economic Development Commission

---

I am attaching a copy of the letter of resignation received in this office on June 6<sup>th</sup> from Jennifer Spano who is resigning as an alternate on the Economic Development Commission, effective June 6, 2016. Ms. Spano was serving a term from 1/26/16 – 11/30/17.

Town Council is the appointing authority.

06.06.2016

Dear Madam Clerk:

I hereby resign as an  
alternate to the Economic Dev.  
Commission.

Sincerely,

Jennifer Spaulo

Jennifer Spaulo

360 Maple Hill Ave  
Newrydan

RECEIVED & RECORDED IN  
NEWINGTON LAND RECORDS

2016 JUN -6 PM 12:56

BY *Tanya D Lane*  
TOWN CLERK



Tanya D. Lane  
Acting Town Manager

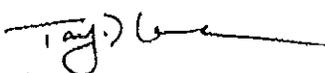
# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

Tanya D. Lane MMC  
Town Clerk

## Memorandum

**To:** Town Council  
**From:** Tanya Lane   
**Date:** June 2, 2016  
**Re:** Resignation—Sarah Jorgensen: Development Commission & Board of Parks & Recreation

---

I am attaching a copy of the email communication received in this office today from Sarah Jorgensen who is resigning from the Development Commission and the Board of Parks & Recreation. Her resignations are effective 6/2/16.

Ms. Jorgensen's term of office on the Development Commission was 1/26/16 – 11/30/17. Her term of office on the Board of Parks and Recreation was 12/1/15 – 11/30/19.

Town Council is the appointing authority.

Lane, Tanya D.

From: Dom <dpane6083@gmail.com>  
Sent: Thursday, June 02, 2016 9:50 AM  
To: Lane, Tanya D.  
Subject: Fwd: Resignation # 7

Sent from my iPhone

Begin forwarded message:

RECEIVED & RECORDED IN  
HUNTINGTON LAND RECORDS  
JUN -2 AM 9:54  
Tanya D Lane  
TOWN CLERK

From: [helpsmpp@gmail.com](mailto:helpsmpp@gmail.com)  
Date: May 26, 2016 at 1:06:56 PM EDT  
To: Domenic Paine Head Quarters <dpane6083@gmail.com>, Beth DelBuono <slpbad@snet.net>, flasil@aol.com, benancona@cox.net, Maria <mpane6083@gmail.com>  
Subject: Resignation # 7

To all:

Yet again, I am writing to resign from the RTC, and all committees.

This is the 2nd time in a week.

The difference is that 3 people from our RTC called/emailed my boss with Dan Carter's campaign. Saying that if I was working for them, that I should be fired ASAP, not liked, not a good person, Facebook crap and etc. Imagine if I called their work??? But see that is the difference between them (elected officials) and myself (not elected), plus I would never call their employers. To say that I am livid doesn't even come close to how I feel right now about those who did this.

Luckily for me, I was told just to stay out of local politics because, this is exactly what happens all the time. Nothing good ever comes from local politics, the little games over committees, especially when you (Sarah) are now on the State & Federal level. Keep up the great work!!!

Thank you Dominic, Mia, Beth, Frank & Ben for all of your support and friendship. Hopefully, that won't end because of my resigning. Which has nothing to do with any of you....but I can't risk my job that keeps a roof over our heads & food on the table...

Regretfully,  
Sarah Jorgensen

AGENDA ITEM: VIII.A.1.

DATE: 6-14-16

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

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Joanne Shulman from the Board of Ethics, in accordance with a communication dated May 20, 2016.

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

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

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

AGENDA ITEM: VIII.A.2.

DATE: 6-14-16

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

RESOLVED:

That the Newington Town Council hereby makes the following appointment:

**Board of Ethics**

Name	Address	Party	Term	Replaces
		D	IMMED.-11/30/17	J. Shulman – Resigned 5-2916

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

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

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

AGENDA ITEM: VIII.B.1.

DATE: 6-14-16

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

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Jennifer Spano as an alternate member of the Economic Development Commission in accordance with a communication dated June 6, 2016.

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

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

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

AGENDA ITEM: VIII.B.2.

DATE: 6-14-16

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

RESOLVED:

That the Newington Town Council hereby makes the following appointment:

**Economic Development Commission**

Name	Address	Party	Term	Replaces
Alternate:		R	IMMED.-11/30/17	J. Spano – Resigned 6-2016

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

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

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

AGENDA ITEM: VIII.C.1.

DATE: 6-14-16

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

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Sarah Jorgensen as a member of the Economic Development Commission and the Board of Parks and Recreation in accordance with a communication dated June 6, 2016.

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

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

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

AGENDA ITEM: VIII.C.2.

DATE: 6-14-16

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

RESOLVED:

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

**Economic Development Commission**

Name	Address	Party	Term	Replaces
Jennifer Spano	360 Maple Hill Avenue	R	IMMED.-11/30/17	S. Jorgensen – Resigned 6-2016

**Board of Parks and Recreation**

Name	Address	Party	Term	Replaces
		R	IMMED.-11/30/19	S. Jorgensen – Resigned 6-2016

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

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

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

AGENDA ITEM: X

DATE: 6-14-16

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

RESOLVED:

That property tax refunds in the amount of \$865.10 are hereby approved in the individual amounts and for those named on the "Requests for Refund of an Overpayment of Taxes," certified by the Revenue Collector, a list of which is attached to this resolution.

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

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

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

**TAX REFUNDS – June 14, 2016**

Jerzy Fiedziukiewicz 41 River Camp Drive Newington, CT 06111	\$52.10
Nissan Infiniti – LT Tax Operations P.O. Box 650214 Dallas, TX 75265-0214	\$421.18
Kathryn Ciaffaglione 59 Cobblestone Court Newington, CT 06111	\$253.10
Michael Peter Szahaj 39 Buckland St. A13232 Manchester, CT 06042	\$138.72
<b>Total</b>	<b>\$865.10</b>