



John L. Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

**MAYOR STEPHEN WOODS**

## NEWINGTON TOWN COUNCIL

**Conf. Room L-101 (Lower Level) – Town Hall  
131 Cedar Street**

**AGENDA  
May 13, 2014  
7:00 P.M.**

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- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone**)
- IV. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
  - A. Newington High School Career Technical Project - Appoint Architect
  - B. Bid Waiver – Fire Department Personal Protective Equipment
  - C. Housing Needs Survey – Create Committee
- V. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken Only by Waiving the Rules.**)
  - A. Discussion: Town Hall/Community Center Renovations Project
  - B. Town Center Streetscape Improvements Phase VI: Constance Leigh Drive and Lowrey Place
  - C. Job Description & Classification Update: Executive Assistant to the Town Manager
  - D. Job Description Updates: Various Board of Education Positions
- VI. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
  - A. Appointments to Boards and Commissions
    - 1. Affordable Housing Monitoring Agency
    - 2. Commission on Aging and Disabled
    - 3. Balf-Town Committee
    - 4. Board of Education Roof Replacement Project Building Committee
    - 5. Capitol Region Council of Governments
    - 6. Committee on Community Safety
    - 7. Conservation Commission
    - 8. Development Commission
    - 9. Downtown Revitalization Committee
    - 10. Employee Insurance & Pension Benefits Committee
    - 11. Environmental Quality Commission
    - 12. Board of Ethics
    - 13. Fair Rent Commission

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

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

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

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

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

X. COUNCIL LIAISON/COMMITTEE REPORTS

XI. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone**)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

XII. REMARKS BY COUNCILORS

XIII. EXECUTIVE SESSION RE: TOWN POLICY/PROCEDURE REVIEW

XIV. ADJOURNMENT



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

**To:** John L. Salomone, Town Manager  
**From:** Jeff Baron, Director of Administrative Services  
**Date:** April 15, 2014  
**Re:** High School Career Tech Architect

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This is regarding appointment of an architect to provide design services for the Newington High School Career Technical Program renovations. The Town issued Request for Proposals No. 2, 2013-14 for these services. Six responses were received on November 20, 2013. Four firms were interviewed and submitted fee proposals. Interviews were held on February 14<sup>th</sup>. They were conducted by Marc Finkelstein, Clarke Castelle, Lou Jachimowicz and I. It was the consensus of those conducting the interviews that Quisenberry Arcari Architects of Farmington is the firm that best met the needs of the Town and the Board of Education for this assignment. Quisenberry Arcari is already under contract to complete the design work for the two middle school STEM (Science, Technology, Engineering and Mathematics) Academies, they have good understanding of the programmatic needs of the Board of Education for both STEM and other career technical development learning spaces, and their fee was competitive.

The School Career Technical Program Renovation Project Building Committee met on April 9<sup>th</sup> and recommended unanimously that the Town Council appoint Quisenberry Arcari Architects as the project architect for the High School work, for the fee of \$19,500 for the programming and schematic design phase, plus 4.56% of the budgeted construction cost once the project is more fully developed and the anticipated costs of construction can be more accurately identified. Please place this item on the Town Council's agenda for discussion on April 22<sup>nd</sup> and action at their May 13<sup>th</sup> meeting. The minutes of the Project Building Committee meeting are attached.

## SPECIAL MEETING MINUTES

### SCHOOL CAREER TECHNICAL PROGRAM RENOVATION PROJECT BUILDING COMMITTEE

April 9, 2014

Town Hall Lower Level Conference Room L100

- I. Call to Order – The meeting was called to order at 4:42 PM. Members present: Dave Nagel, Marc Finkelstein, and Clarke Castelle. Others present: Mayor Stephen Woods; William Collins, Ph.D., Superintendent of Schools; (left at 5:07 PM) Lou Jachimowicz, Chief Finance and Operations Officer; Rusty Malik and Jim Healy, Quisenberry Arcari Architects (left at 5:18 PM); and Jeff Baron, Director of Administrative Services.
- II. Public Participation – None.
- III. Other Business Pertinent to the Committee – This Committee had not met since the municipal election and needed to select a Chairperson. Mr. Castelle made a motion to nominate Dr. Finkelstein as the Committee Chairperson. A second to the motion was provided by Mr. Nagel. The motion passed unanimously. The Committee agreed to return to this agenda item later in the meeting.
- IV. Discuss and Take Action on Martin Kellogg Middle School STEM Academy bid– Presented by Mr. Jachimowicz. Bids were opened on April 7<sup>th</sup>. Three bids were received, with base bid amounts ranging from \$625,242 to \$654,268. All bids exceeded the construction budget, and so the three alternate bid items would not be considered. The lowest bid received was from Martindale and Salisbury Construction Company of Vernon. Mr. Castelle stated that he had a potential conflict of interest and recused himself from any discussion or voting on this agenda item. Mr. Jachimowicz distributed a handout that resulted from his meeting with Martindale and Salisbury that identified a number of value engineering items that could be removed from the project without materially altering the scope of work. He recommended five items to the committee: exterior building signage, purchase of operable wall panels, relocation of a neutralization tank and associated valve work, window wall shades, and certain appliances. Either removing or changing these items would lower the construction contract amount with Martindale and Salisbury to \$571,732. After subtracting out the architect’s fee, bid costs, and contingency, \$500,000 of available funds remain. The difference would be made up by a transfer of \$75,000 from the Board of Education’s Capital Improvement Plan (CIP) Account. Chairperson Finkelstein asked about the cost of deferring the wall panel purchase. The cost would simply be the cost of materials, as all parts necessary for later installation would be provided, except for the panels themselves. The Chair asked if deleting the

window wall shades would compromise the classroom situation. The amount of sunlight would have an impact on the classroom. It is anticipated that this would be the first item purchased by the Board of Education or restored to the project if a credit was to be received. The Chair also asked what wouldn't get accomplished. In addition to the five items identified, money would be taken from the Board's CIP account, their \$125,000 annual appropriation. Some funds have already been committed to other work. This CIP account has five major categories: furniture, painting, security devices, technology and carpeting. Less money would be available to the Board to fund these needs. The Mayor felt the Committee would be smart to move forward as the bids were competitive. It would be considered catastrophic to delay this project. The Committee would be reaping the benefits of a softer market. Mr. Malik identified the major cost driver as being the MEP (Mechanical, Electrical and Plumbing) equipment, for which the lowest bidder carried \$300,000. Mr. Malik did not feel there was that much equipment in the bid and could not explain why it would cost that much. Mr. Nagel made a motion that the Committee recommend to the Newington Town Council that it accept the bid of Martindale and Salisbury Construction Company of Vernon, including the value engineering reductions identified, for the amount of \$571,732 and that the Newington Town Council also accept the proposed project budget, which includes the supplemental appropriation transfer of \$75,000 from the Board of Education's CIP account. A second to the motion was made by Dr. Finkelstein. The motion passed by a vote of 2 YES (Dr. Finkelstein and Mr. Nagel) and 1 Abstention (Mr. Castelle, who had recused himself earlier). The Committee requests action from the Town Council at the Town Council's April 22<sup>nd</sup> meeting as there is a lead time to order materials and the Contractor would need to mobilize on or about May 1<sup>st</sup> in order to complete this project in time for the start of the 2014-15 school year.

- V. Any other Business Pertinent to the Committee – Mr. Jachimowicz reported that, with adoption of the budget earlier in the week, the John Wallace Middle School Project was still on an August of 2015 timeline for completion. This project would include demolition/abatement, reconstruction and interior build out. The Town Council will be asked to pass three motions on April 22<sup>nd</sup> for the grant application with the state for the hazardous materials abatement. A grant commitment is needed. The abatement project would need to be assigned to a Project Building Committee. A decision will need to be made on how to structure the project: a general contractor to manage the entire project, have a separate project for abatement only, or to use a construction manager. Mr. Malik will provide guidance to the Committee at the next meeting. Planning, bidding, demolition and abatement would be completed by around Christmas, leaving approximately eight months for the build out. Build out could be either metal studs or brick and block construction. Review and approval by local code officials is anticipated. The Committee agreed to schedule its next meeting on May 6<sup>th</sup> at 4:30 PM. Mr. Malik was asked to prepare a list of decisions and calendar milestones for the John Wallace Middle School project for that meeting.

- VI. Consider and take action on High School Career Tech Renovations Design proposals – The Town issued RFP No. 2, 2013-14 for architectural services for the High School Career Technical Program renovations project and responses were received from six firms in November. Four firms, Quisenberry Arcari Architects, Friar Associates, Silver/Petrucci + Associates, and Tecton Architects were interviewed on Valentine’s Day. Fee proposals were received from each of the firms interviewed, a summary of which was distributed by Mr. Baron. The interview panel, consisting of Dr. Finkelstein, Mr. Castelle, Mr. Jachomowicz, and Mr. Baron, agreed that Quisenberry Arcari was the firm that best met the needs of the Town. Quisenberry Arcari Architects understood the program at the High School. They are also doing the middle schools’ project design and so it is a natural progression for them to also do the High School. Their fee was competitive, at \$19,500 for the programming and schematic design phase and 4.56% of the budgeted project construction costs. Mr. Castelle made a motion that the Committee recommend to the Newington Town Council that it appoint the firm of Quisenberry Arcari Architects, LLC of Farmington as the Project Architect for the Newington High School Career Tech Program Renovations project, for the fee of \$19,500 for programming and schematic design, plus 4.56% of the budgeted construction cost. A second to the motion was provided by Mr. Nagel. Discussion: Mr. Castelle stated that the Committee has had a good experience with Mr. Malik and his firm, that they had a strategic advantage from working on the middle school projects, and that they clearly understood what the Board of Education and its staff was looking for. Mayor Woods asked about funding. Mr. Baron responded that \$250,000 was currently budgeted and available for the High School project. Work on the High School project is scheduled for 2015-16. The motion passed unanimously by a vote of 3 YES to 0 NO.
- VII. Public Participation – None.
- VIII. Response to Public Participation – None.
- IX. Adjournment – the meeting adjourned at 5:29 PM.

Respectfully submitted,

**Jeff Baron**

Jeff Baron  
Director of Administrative Services

AGENDA ITEM: IVA\_\_\_\_\_

DATE: 5-13-14\_\_\_\_\_

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

RESOLVED:

Pursuant to the recommendation of the School Career Technical Program Renovation Project Building Committee, the firm of Quisenberry Arcari Architects of Farmington, CT is hereby selected to provide architectural services for the Newington High School Career Technical Program Renovation Project, said services to be provided based on their fee proposal of \$19,500 for the programming and schematic design phase.

BE IT FURTHER RESOLVED:

That the Town Manager, John L. Salomone, on behalf of the Town of Newington, is hereby authorized to enter into an agreement to employ the firm of Quisenberry Arcari Architects of Farmington, CT to provide architectural services for this project.

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

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

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



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: May 08, 2014  
Re: Bid Waiver Request – Fire Dept.

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A request for a bid waiver for Fire Department turn out gear, also known as Personal Protective Equipment, was discussed by the Town Council and Deputy Fire Chief Bob Regina at the April 22 meeting.

A resolution authorizing the bid waiver is attached for Council consideration. More information about the request may be found in the attached memorandum from Jeff Baron.

Attach.



John Salomone  
Town Manager

# TOWN OF NEWINGTON

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NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

**To:** John L. Salomone, Town Manager  
**From:** Jeff Baron, Director of Administrative Services  
**Date:** April 17, 2014  
**Re:** Bid waiver request

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This is regarding a bid waiver that is being requested from the Town Council for Fire Department turnout gear, also called Personal Protective Equipment (PPE). The Fire Department applied for a grant for PPE to replace turnout gear due changes in standards and the age of some of the gear. The Fire Department began the process of determining the best products for their needs. It requested product demonstrations from four distributors, who were invited to Fire Department headquarters to show their products.

In the review of the turnout gear, the committee established by the Fire Department determined that Innotex turnout pants and coats were the best product for the Department's use. This determination was based on fit, mobility, knee design and overall construction. There was also an issue with one of the other distributor's turnout coats.

Quotes from the four distributors were received. After reviewing the quotes and the information from the demonstrations one of the four distributors, Brigham Industries, was asked to size and order the Innotex turnout gear. This order was made with the Fire Department's understanding that Brigham Industries had a State of Connecticut contract award that the Town/Fire Department could use as a political subdivision of the State. After a requisition was entered in the Town's MUNIS financial software system, it was discovered that the award for Brigham's state contract had expired and was no longer valid. This left the Fire Department with the option to issue a formal bid and get pricing a second time from the distributors who have already provided quotes, or to request a bid waiver from the Town Council for the firm who has already sized the fire department members for their customized gear and who is holding the order to Innotex. The Fire Department has chosen to request the bid waiver.

AGENDA ITEM: IV.B

DATE: 5-13-14

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

WHEREAS, the Newington Town Council has the authority under Section 814 of the Charter to waive the process of procuring sealed bids; and

WHEREAS, the Newington Fire Department has determined the need to replace Personal Protective Equipment (PPE) due to changes in standards and age of the current equipment; and

WHEREAS, Fire Department personnel have determined that Innotex manufactures PPE that best suits the needs of the Town in fit, mobility and overall construction and Brigham Industries is a distributor of said equipment; and

NOW THEREFORE BE IT RESOLVED, that the Town Council grants a waiver, as requested by Fire Department, for the requirement of sealed bids for replacement Personal Protective Equipment; and

BE IT FURTHER RESOLVED, that said bid waiver is granted to Brigham Industries.

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

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

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



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: May 9, 2014  
Re: Housing Needs Survey

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At the April 22 meeting, the Council discussed the possibility of creating and administering a housing needs survey for the Town. The item will appear on the May 13 agenda for further discussion, and if the Council concurs, consideration of a resolution to create, charge and appoint members to a Housing Needs Study Committee.

Attach.

AGENDA ITEM: IV.B

DATE: 5-13-14

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

WHEREAS, the Newington Town Council has identified a need to perform a study regarding housing needs in the Town of Newington;

THREREFORE BE IT RESOLVED, that the Newington Town Council hereby establishes the Newington Housing Needs Study Committee (NHNSC), comprised of five members: two Town Council representatives, one Town Plan and Zoning Commission representative, one public member of the Newington Senior and Disabled Center and one member of the Interfaith Community and will be staffed by the Human Services Director, Senior and Disabled Center Director and the Town Manager or his designee as necessary; and

BE IT FURTHER RESOLVED, that the Newington Housing Needs Study Committee is charged with formulating and carrying out a survey to determine housing needs within the Town; and

BE IT FURHTER RESOLVED, that the NHNSC is further charged to complete the study and submit the results of the study to the Town Council no later than November 13, 2014; and

BE IT FURHTER RESOLVED, that the Newington Town Council appoints the following members to the NHNSC:

Name	Address	Party	Term
NTC REP:			NTC Term
NTC REP:			NTC Term
TPZ REP:			TPZ Term
Senior Center Member (Public):			5/13/14 - Indefinite
Interfaith Community Member:			5/13/14 - Indefinite

BE IT FURHTER RESOLVED, that the Newington Town Council hereby authorizes an expenditure not to exceed seven thousand five-hundred dollars (\$7,500) from Program 962, Contingency, for expenses related to the duties of the Newington Housing Needs Study Committee.

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

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

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



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: May 08, 2014  
Re: Town Hall Renovation Project

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On April 28, 2014, the Town Hall Renovations Project Building Committee voted unanimously to move the Town Hall/Community Center project cost estimates and preliminary plans to the Newington Town Council for approval. Pursuant to § C-408 of the Charter, *No resolution authorizing the issuance of bonds or notes, other than notes in the amount of \$375,000 or less, and no resolution making a special appropriation in excess of \$975,000, shall become effective until the same has been approved by a majority of the qualified electors voting thereon at a regular election or referendum called by the Council for that purpose.*

This item will be on the May 13 Town Council meeting agenda for the first of several discussions at the Council level. Eventually, the Council will consider whether to move the project forward to referendum.

At the May 13 Council meeting, I, along Committee members, the architect, construction manager and Town staff, will provide an overview of the project, its progress to date and the upcoming process required to move the project to referendum. The Council will also discuss the site selection process, upcoming timeline for referendum (attached), the general project budget and how the timeline could potentially affect the budget.

Following the overview, the Council will view an animated tour (a “flyover”) of the renderings of the proposed sites. There will be an opportunity for Council questions and further discussion following the presentation.

The May 13 discussion is intended to be an introduction and general overview of the project. Future meeting agendas will include information and discussions in greater detail on the various components of the project, including the project budget.

Attached, please see the following documents related to the May 13 discussion:

- Project timeline

- The minutes of the April 27, 2014 Town Hall Renovations Project Building Committee including the resolution passed by the Committee on April 27, recommending the project to the Town Council
- Proposed project budget, as approved by the Committee
- Project plans, as approved by the Committee
- Town Hall/Community Center renderings

Attach.



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: May 09, 2014  
Re: Town Hall/Community Center Project – Council and Referendum Timeline

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#### May 13, 2014

- Town Hall Renovations Project Building Committee resolution received by the Town Council.
- Presentation of project by committee members and staff.

#### May 27, 2014

- Continuation of project presentation by committee members and staff.

#### June 10, 2014

- Continuation of project presentation and discussion wrap-up.
- Council resolution to set public hearing date regarding referendum.

#### June 24, 2014

- Public hearing regarding referendum.
- Council resolution to set referendum amount and date.

#### September 16, 2014

- Referendum date

#### September 16, 2014 – January 27, 2015

- Final design phase

#### February 10, 2015 – March 24, 2015

- Project goes out to bid

#### April 2015

- Town Hall/Community Center project construction commences.

TOWN OF NEWINGTON

TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

April 28, 2014

Town Hall – Lower Level Conference Room L101

SPECIAL MEETING MINUTES

- I. Call to Order – Chairperson Castelle called the meeting to order at 5:04 PM.
- II. Roll Call – Members present: Clarke Castelle, Chairperson; Myra Cohen, Daniel Dinunzio (arrived at 5:10 PM), Scott Soares, Paul Vessella, Bill DeBlasio (left at 5:48 PM), and Jen Win-Johnson (arrived at 5:08 PM). Others present: Members of the public; Stephen Woods, Mayor; John Salomone, Town Manager; Ed Moriarty, Downes Construction Company; Dave King, Kaestle Boos Associates; Bob Korpak, Director of Facilities Management; Bruce Till, Superintendent of Parks and Recreation; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – Mady Kenny, 53 Crestview Drive. She has many questions. She has asked them before, but didn't receive answers. These typed questions were presented to Mr. Baron for distribution to the Committee with the minutes. She appreciates the time that the Committee has put in.

Eric O'Neil, 47 Kirkham Street. He encouraged the Committee to move forward and to get ahead of the needs of the building. It is a good plan. The Town is currently putting band aids on a bullet wound. The Committee needs to get ahead of the situation. As Athletic Director for Emmanuel Christian Academy, he uses the building for athletic programs. The Town will have to cancel programs if it can't stay ahead of the situation. He is a lifelong town resident. He feels this is the best course of action.

Rose Lyons, 46 Elton Drive. It appears the Helen Nelson Room is being moved to where L101 is currently located. Will the Town Plan and Zoning Commission meet in that room? Where will the Ambler Room be located?

John Slusarski, 40 Grandview Drive. What will happen to staff while the renovations are taking place? He has concerns about the way this project was run. He feels there are huge offices in the Board of Education, and that they do not need any more space. He hopes the Committee has a backup plan if the referendum does not pass.

Don Woods, 82 Ivy Lane. He is speaking as the Chairman of the Board of Parks and Recreation. It has taken a long time to get to this point. The Town Hall is in desperate shape. Parks and Recreation has dealt with leaks in the gym for years. He compared the current conditions with the benefits of the proposed community center plan. The current gym doesn't have air conditioning for the summer playground program. The current Teen Center doesn't have air conditioning or windows. Current parking is inconvenient, storage is inadequate, and there is a lack of appropriate space for classes. In the proposed Community Center, the lockers would be greatly improved and there would be better, more modern office space. There is currently no space for meetings or room rentals. The pre-school program could be moved to the new location. The project is needed. It would allow Parks and Recreation to serve the public's current needs at a higher level than at the present.

- IV. Approval of Prior Meeting Minutes –Mr. DeBlasio made a motion that the minutes of the April 7, 2014 meeting be approved as written. Second by Mrs. Cohen. The motion passed unanimously.
- V. Discuss and Take Action on Project Recommendation – Mrs. Cohen made the following motion: Whereas the Town Hall Renovations Project Building Committee was established by Council resolution on April 29, 2008 and amended on October 28, 2008, January 11, 2011, May 22, 2012, and November 13, 2012 as hereby resolutions attached represent;  
And whereas, the charge of the Town Hall Renovations Project Building Committee was established on April 29, 2008 and amended on October 28, 2008, January 11, 2011, May 22, 2012 and November 13, 2012 which the attached represent;  
And whereas, the Town Hall Renovations Project Building Committee, in accordance with Chapter 8, Article 10 of the project building committee ordinance, recommends that the Town Hall project now be considered by the Newington Town Council;  
And whereas, the project cost estimate for the Town Hall renovations project is hereby attached as recommended by the Town Hall Renovations Project Building Committee;  
And whereas, the preliminary plans for the Town Hall renovations project are hereby attached;  
Now therefore be resolved that the Town Hall Renovations Project Building Committee recommends to the Newington Town Council the project cost estimates and preliminary plans, as attached.  
Mr. Soares provided a second to the motion. Mr. Baron provided the preliminary cost estimates. The preliminary plans were distributed prior to the start of the meeting. Discussion: Mrs. Cohen asked that the preliminary cost estimates be changed to include the amounts that have already been spent. Mr. Baron distributed a preliminary cost estimate that included amounts already expended or encumbered. Otherwise, the dollar amounts are the same as was presented at earlier meetings. Mrs. Cohen requested that the attachments to

the motion be forwarded to the Town Council immediately, if the motion is approved. Mr. Salomone has suggested that this matter be placed on the Town Council's agenda for the May 13<sup>th</sup> meeting. Consideration by the Town Council would include a presentation from Mr. Moriarty and Mr. King. Mrs. Cohen thanked the Chairperson and the Town Manager for the large size set of plans that she received. These plans have been revised to include changes in the rest room locations on the Main Level of Town Hall. She also stated that a big issue has been cost. The Town has a cap to its bonded debt and to its annual Capital Improvement Plan projects. This project will not affect the mill rate. It will postpone other projects that are in the hopper waiting to be done. The Town Hall has been a priority item for many years, and has been postponed in favor of other projects. This project really has to go forward. She supports the project wholeheartedly. The project will be complicated. The Committee will be relying on those that are in charge of the project. The Committee needs to move forward.

Chairperson Castelle noted that the charge of the Building Committee ordinance was to submit preliminary plans and cost estimates. The cost estimates for soft costs were received by the Committee on April 7<sup>th</sup> and the construction plans and costs on March 17<sup>th</sup>. Mr. Dinunzio stated that, looking at cost, he had come across an article from last March, when former Chairperson McBride stated that the costs were not set in stone and that the plans could change. Chairperson Castelle stated that the cost increase for the Town Hall was a bitter pill to swallow. Compared with other surrounding Towns, Newington's debt service is very low. Newington has very modest debt for a town this size. Mr. Dinunzio observed that now is a good time to bond. The plans and cost estimates are preliminary. They are a step in the right direction. If the project is defeated, the Committee is back to square one.

Mr. Salomone gave a brief overview of the procedure moving forward. The Building Committee has a charge which has evolved as priorities have been determined. The Town Council will determine the final scope of the project. The Committee will work on the final design after funding is in place and a referendum has passed. There could also be non-bonding components melded in. Financing is a Town Council decision. Then the Town Council would set a referendum date. There would then be a series of meetings to answer questions about the project, and a mailing to explain the project to voters. The Committee will start work on the project again after a referendum passes, to recommend a final design. The Town Council will award bids and contracts. The Chair asked if the project would have to be referred to the Board of Education and the Board of Parks and Recreation. The ordinance says that the project be referred to the requesting agency. In this case, that would be the Town Council. Both boards had input through their representatives on the Building Committee. Mrs. Cohen noted that she had reviewed the proposed plans for the main and lower levels of Town Hall in depth. Other than the rest rooms that were changed, other potential changes that she has raised can be

relayed as options with the Town Council when it reviews the plans. The plans are subject to change. They constitute a dynamic document.

A vote was then called for on the motion. The motion passed unanimously by a vote of 7 YES to 0 NO.

VI. Other Business Pertinent to the Committee – None.

VII. Public Participation – Rose Lyons, 46 Elton Drive. As a follow up to Ms. Kenny’s handout, she wants to know what the master plan is. She is hoping their questions will be answered. They will keep asking the questions until they get answers. What is happening with the library and the bus garage looking forward, what plans for the next five years? She is hoping there is a master plan for the whole area and what the costs will be. She would like to see a vision for the next five to ten years.

Michael J. Fox, 1901 Main Street. He agrees with Ms. Lyons. He also would like to know the overall plan for the Town Hall campus. He hasn’t seen a copy of the plans for this project. His main concern is that offices be up front and easy to get to. As Chair of the Environmental Quality Commission, the environment is also a concern. The building will be gutted. The project will take care of mold and asbestos. He congratulated the Chair and the Committee.

Mady Kenny, 53 Crestview Drive. On the plans of the Parks and Recreation building, there is nothing on them for meeting rooms. There is damage from use at various locations around town. What will happen if something occurs that cannot be postponed?

VIII. Response to Public Participation – Mrs. Cohen stated that the Town has a rainy day fund to cover emergencies. The Mayor noted that a number of these questions should be addressed to the Town Council. Even at the peak of borrowing, 50% would be available to fund the pay as you go portion of the Capital Improvement Plan. The Capital Improvement Plan is the Town’s five year plan. The Helen Nelson Room has been shared with the Town throughout the years, and that is not expected to change. Mr. Baron was directed to distribute Ms. Kenny’s questions with the minutes of this meeting.

IX. Adjournment – the meeting adjourned at 5:58 PM.

AMENDED RESOLUTION

AGENDA ITEM: V.A.1.

DATE: 4-29-08

RESOLUTION NO. 2008-49

RESOLVED:

In accordance with Article II, of Chapter 2, Section 2-17, Project Building Committees, of the Newington Code of Ordinances, the Newington Town Council hereby establishes a Town Hall Heating System Replacement 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 oversight of the heating system replacement. 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.

The Town Manager is authorized to obtain the services of a Clerk of the Works or to utilize Town staff in overseeing improvements as they are finally determined.

BE IT FURTHER RESOLVED:

That the Town Hall Heating System Replacement 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.

Motion to waive the rules by Councilor Cohen. Motion seconded by Councilor Boni.  
Motion to waive the rules passed 9-0.

*Changed to  
sawm  
PBC  
10/28/08  
Res. # 2008-118  
Renewal*

MOTION BY: Councilor Cohen

SECONDED BY: Councilor Bowen

VOTE: 9 Yes

AGENDA ITEM: V.C.

DATE: 10-28-08

RESOLUTION NO.: 2008-118

RESOLVED:

That the Town Hall Heating System Replacement Project Building Committee is hereby renamed as the Town Hall Renovation 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 oversight of renovations to the Town Hall, including the space formerly occupied by the Police Department.

BE IT FURTHER RESOLVED:

That the current members of the Town Hall Heating System Replacement Project Building Committee will continue to serve on the Town Hall Renovation Project Building Committee.

MOTION BY: Councilor Bottalico

SECONDED BY: Councilor Bowen

VOTE: 8 Yes (Councilor Nagel Absent)

---

AGENDA ITEM: IV.A.

DATE: 1-11-11

RESOLUTION NO. 2011-1

WHEREAS, the Town Hall Renovation Project Building Committee has been charged to work with the Town Manager (and/or his/her designee), Superintendent of Schools, and any other appropriate Town staff in the oversight of renovations to the Town Hall, including the space formerly occupied by the Police Department, as per Town Council resolution 2008-118 dated October 28, 2008; and

WHEREAS, the Board of Education has requested that the Town consider creating space within the Town Hall for the Transition Academy education program; and

WHEREAS, with renovations to the Town Hall lower level, sufficient space will be created to move the Engineering, Building and Planning departments to the lower level, creating space for the program in the area vacated by these departments; and

WHEREAS, this project will allow the Board of Education to conform to mandates related to special education;

NOW, THEREFORE BE IT RESOLVED, that the Newington Town Council hereby assigns the Transition Academy space need project to the Town Hall Renovation Project Building Committee; and

BE IT FURTHER RESOLVED, that the project costs will be charged to the Board of Education in an amount not to exceed \$150,000.

**ROLL CALL VOTE**

Councilor Banach – yes  
Councilor Casasanta – abstain  
Councilor Cohen – yes  
Councilor Klett – yes  
Councilor McBride – yes  
Councilor Nagel – abstain  
Councilor Nasinnyk – yes  
Mayor Wright – abstain  
Councilor Lenares – absent  
Vote – 5 yes – 3 abstain – Councilor Lenares absent

MOTION BY: Councilor Banach

SECONDED BY: Councilor Nasinnyk

VOTE: 5 yes – 3 abstain – Councilor Lenares absent

AGENDA ITEM: V.B.5.a

DATE: 5-22-12

RESOLUTION NO.: 2012-67

RESOLVED, that the Newington Town Council authorizes the Newington Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the Newington Town Hall Roof Replacement Project.

MOTION BY: Councilor Castelle

SECONDED BY: Councilor Klett

VOTE: 8 – 0 (Councilor McBride-Absent)

AGENDA ITEM: V.B.5.b

DATE: 5-22-12

RESOLUTION NO.: 2012-68

RESOLVED, that the Town Hall Renovation Project Building Committee is hereby charged as the building committee with regard to the Newington Town Hall Roof Replacement Project.

MOTION BY: Councilor Castelle

SECONDED BY: Councilor Bottalico

VOTE: 8-0 (Councilor McBride-Absent)

AGENDA ITEM: V.B.5.c

DATE: 5-22-12

RESOLUTION NO.: 2012-68

RESOLVED, that the Newington Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Newington Town Hall Roof Replacement Project.

MOTION BY: Councilor Castelle

SECONDED BY: Councilor Bottalico

VOTE: 8 – 0 (Councilor McBride-Absent)

AGENDA ITEM: IV.B

DATE: 11-13-12

RESOLUTION NO.: 2012-132

WHEREAS, the Town Hall Renovations Project Building Committee will consider an expansion and/or separate building for the Mortensen Community Center; and

WHEREAS, two members from the Board of Parks and Recreation can assist the Committee in their deliberations;

NOW, THEREFORE BE IT RESOLVED, That the Town Council appoints two additional members of the Town Hall Renovations Project Building Committee from the Board of Parks and Recreation who would have the following responsibilities and whose votes would be considered on these matters specifically;

1. Site selection
2. Building size and configuration
3. Relocation of other facilities on site ( i.e. new Mill Pond Park Pool)
4. Other assistance required from the additional members as ruled by the Chair

BE IT FURTHER RESOLVED,

The Newington Town Council hereby makes the following appointments:

**Town Hall Renovations Project Building Committee**

Name	Address	Party	Term	Replaces
Board of P&R Member: William DeBlasio	68 Harold Drive	D	Immediate – TBD	None
Board of P&R Member: Jeff Perillo	269 Beacon Street	R	Immediate – TBD	None

Roll call vote:

Councilor Borjeson – yes  
Councilor Bottalico – no  
Councilor Castelle – yes  
Councilor Cohen – yes  
Councilor DeBuono – no  
Councilor Klett – no  
Councilor McBride – yes  
Councilor Nagel – no  
Mayor Woods - yes

MOTION BY: Councilor Castelle

SECONDED BY: Councilor McBride

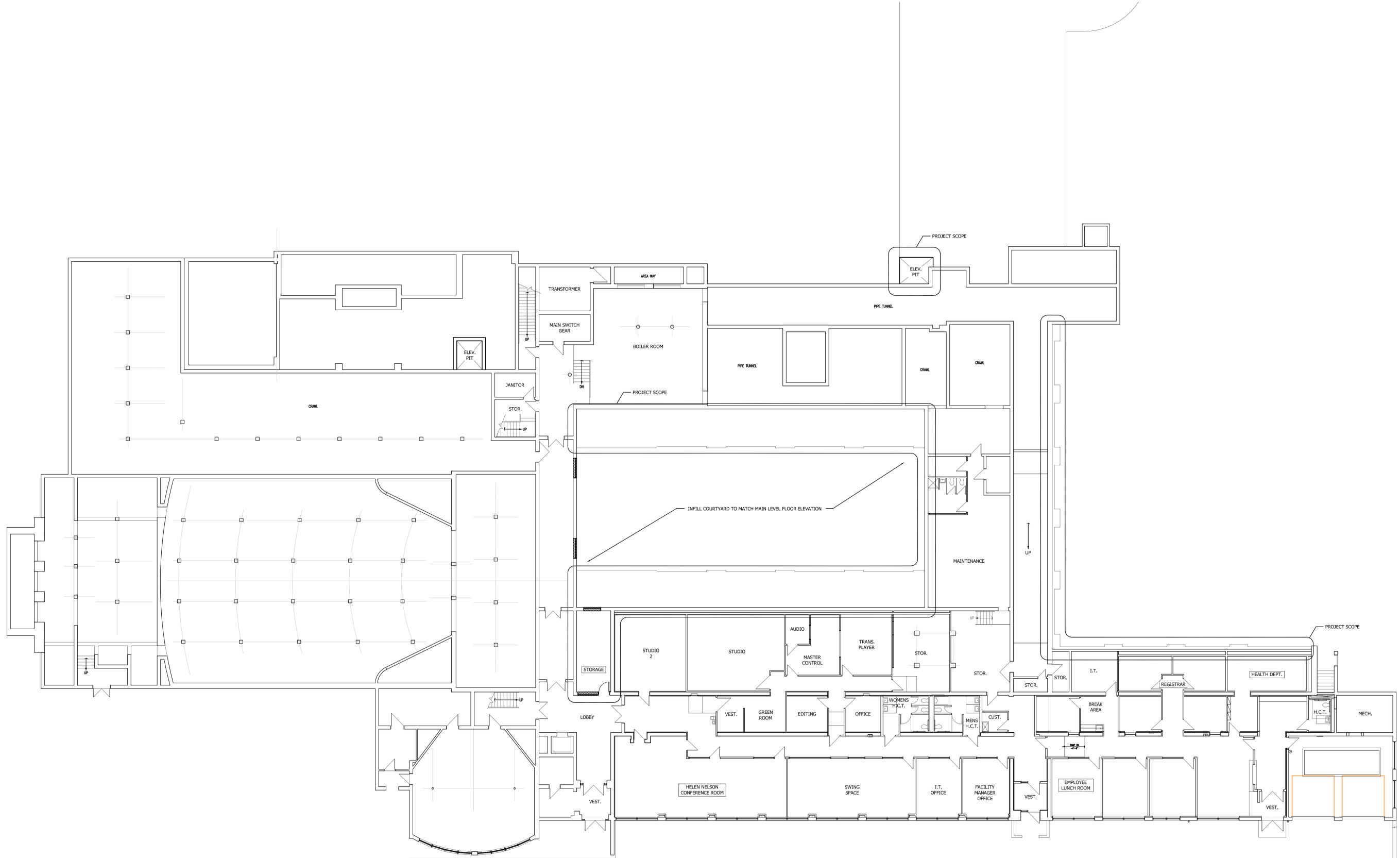
VOTE: Passed 5-4 (roll call vote)



**TOWN HALL & COMMUNITY CENTER PROJECTS  
NEWINGTON CT.  
MARCH 17, 2014**

**CONSTRUCTION BUDGETS**

	<u>Town Hall &amp; Courtyard Atrium</u>	<u>Community Center</u>	<u>Total</u>
Budget Date	March 13, 2014	Jan. 27, 2014	
Cost Breakdown			
Construction	\$ 13,735,234	\$ 7,123,144	\$ 20,858,378
Contingency	\$ 1,373,523	\$ 569,852	\$ 1,943,375
General Conditions	\$ 1,222,480	\$ 528,000	\$ 1,750,480
Insurance	\$ 97,987	\$ 49,326	\$ 147,313
Performance & Payment Bonds	\$ 147,863	\$ 82,703	\$ 230,566
CM Fee	\$ 278,495	\$ 140,331	\$ 418,826
Escalation	\$ 977,759	\$ 339,734	\$ 1,317,493
Total	\$ 17,833,341	\$ 8,833,090	\$ 26,666,431

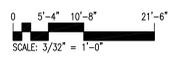


**LOWER LEVEL**

**PROPOSED NEWINGTON TOWN HALL FLOOR PLAN**

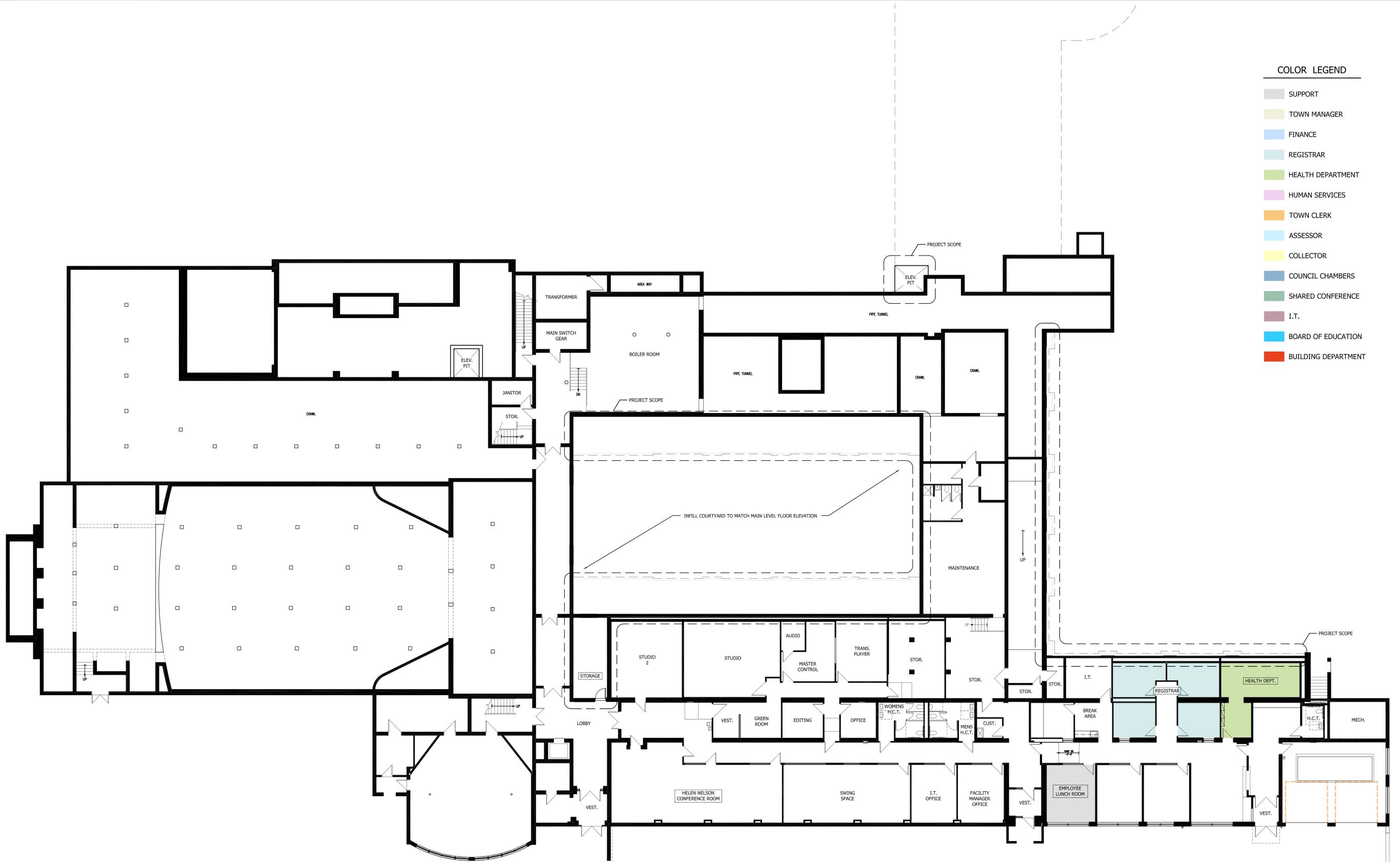
**NEWINGTON, CT**

April 28, 2014



COLOR LEGEND

- SUPPORT
- TOWN MANAGER
- FINANCE
- REGISTRAR
- HEALTH DEPARTMENT
- HUMAN SERVICES
- TOWN CLERK
- ASSESSOR
- COLLECTOR
- COUNCIL CHAMBERS
- SHARED CONFERENCE
- I.T.
- BOARD OF EDUCATION
- BUILDING DEPARTMENT

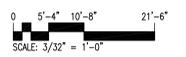


**LOWER LEVEL**

**PROPOSED NEWINGTON TOWN HALL FLOOR PLAN**

**NEWINGTON, CT**

April 28, 2014





**RELOCATIONS:**

- TOWN CLERK
- ENGINEERING / BUILDING DEPARTMENT
- REGISTRAR
- HEALTH DEPARTMENT

**COLOR LEGEND**

- SUPPORT
- TOWN MANAGER
- FINANCE
- REGISTRAR
- HEALTH DEPARTMENT
- HUMAN SERVICES
- TOWN CLERK
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- COLLECTOR
- COUNCIL CHAMBERS
- SHARED CONFERENCE
- I.T.
- BOARD OF EDUCATION
- BUILDING DEPARTMENT

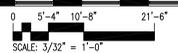


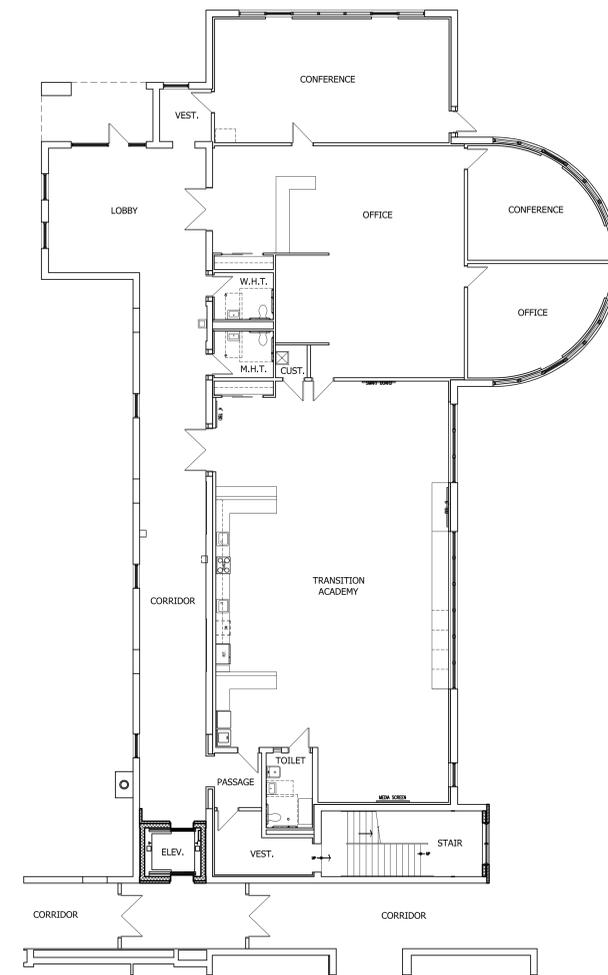
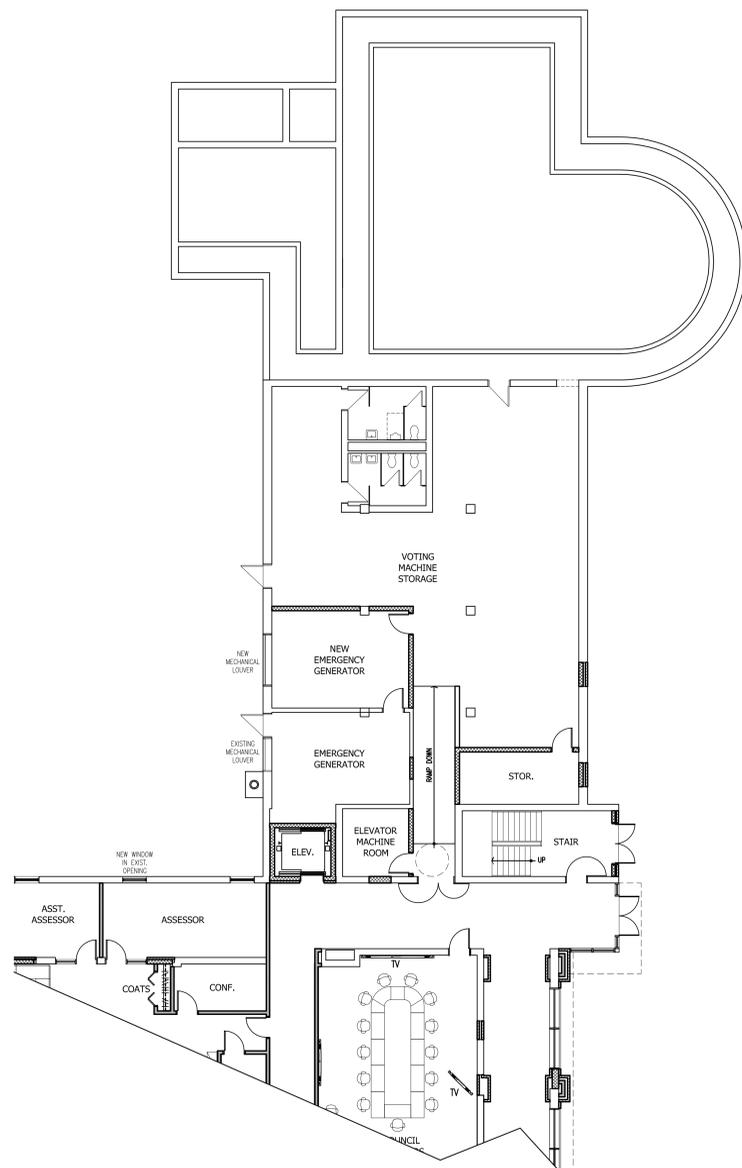
**MAIN LEVEL**

**PROPOSED NEWINGTON TOWN HALL FLOOR PLAN**

**NEWINGTON, CT**

April 28, 2014



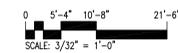


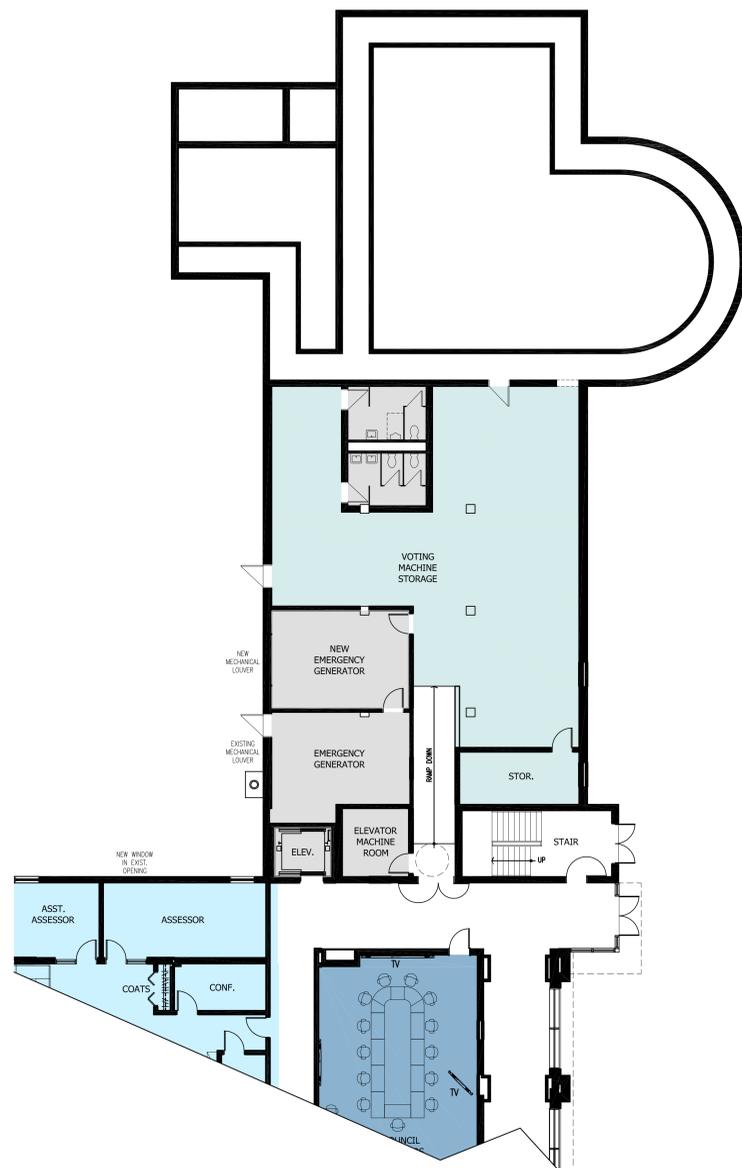
**MAIN LEVEL @ TRANSITION ACADEMY**

**PROPOSED NEWINGTON TOWN HALL FLOOR PLAN**

**NEWINGTON, CT**

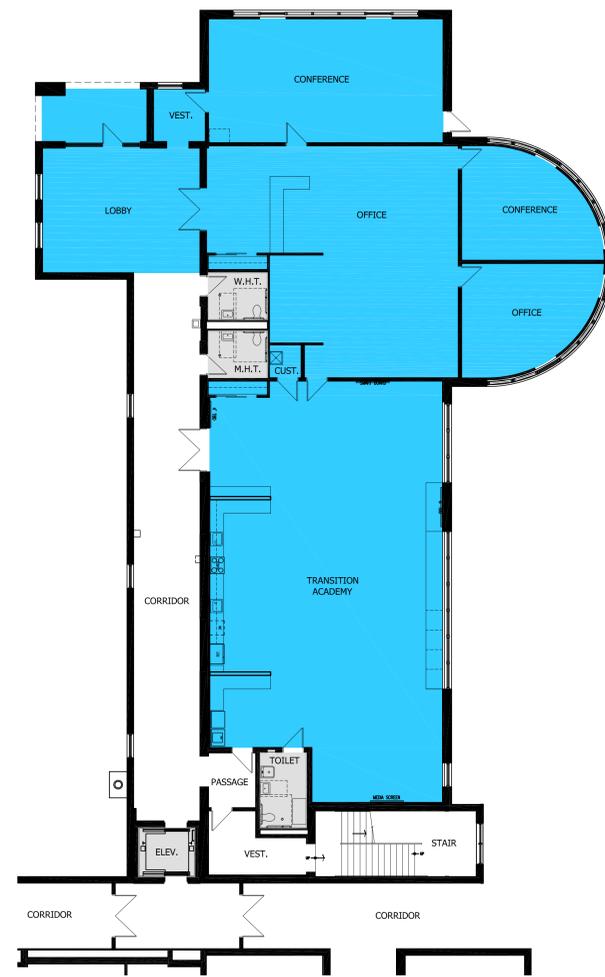
April 28, 2014





COLOR LEGEND

- SUPPORT
- TOWN MANAGER
- FINANCE
- REGISTRAR
- HEALTH DEPARTMENT
- HUMAN SERVICES
- TOWN CLERK
- ASSESSOR
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- COUNCIL CHAMBERS
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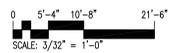


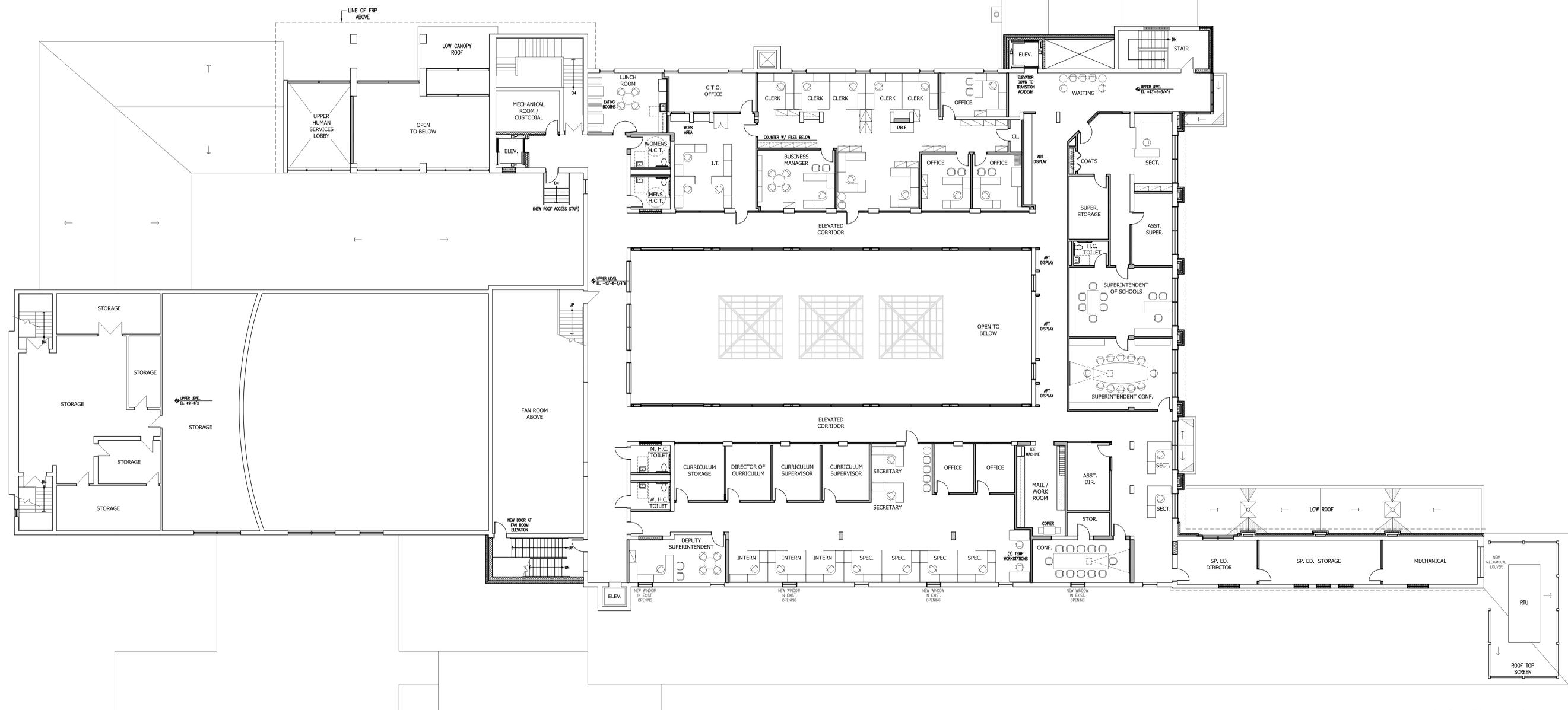
**MAIN LEVEL @ TRANSITION ACADEMY**

**PROPOSED NEWINGTON TOWN HALL FLOOR PLAN**

**NEWINGTON, CT**

April 28, 2014



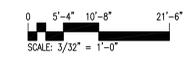


**UPPER LEVEL**

**PROPOSED NEWINGTON TOWN HALL FLOOR PLAN**

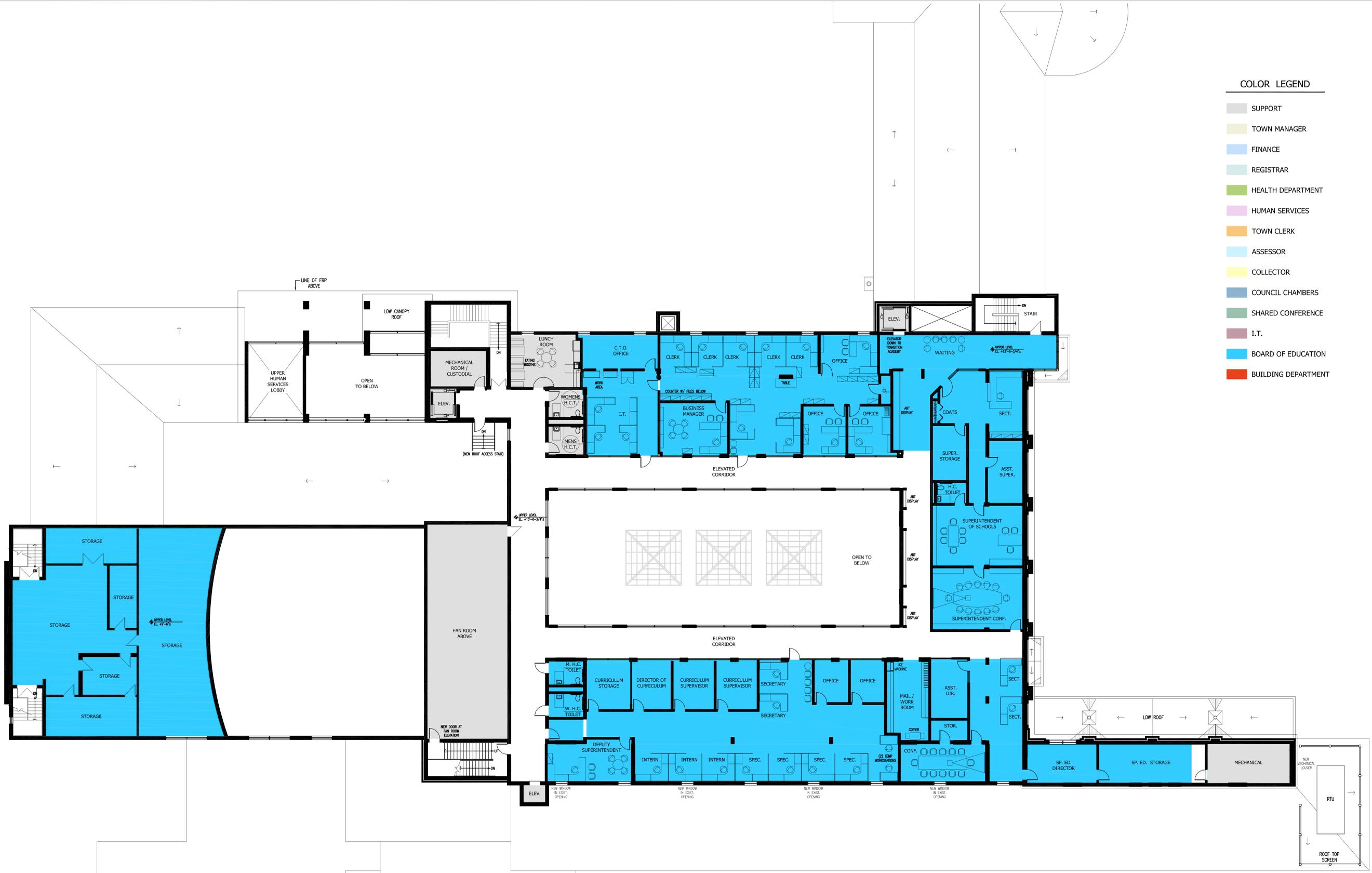
**NEWINGTON, CT**

April 28, 2014



COLOR LEGEND

- SUPPORT
- TOWN MANAGER
- FINANCE
- REGISTRAR
- HEALTH DEPARTMENT
- HUMAN SERVICES
- TOWN CLERK
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- SHARED CONFERENCE
- I.T.
- BOARD OF EDUCATION
- BUILDING DEPARTMENT

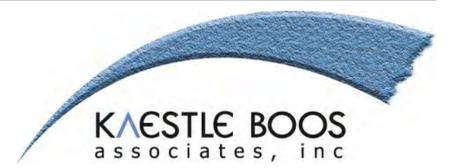


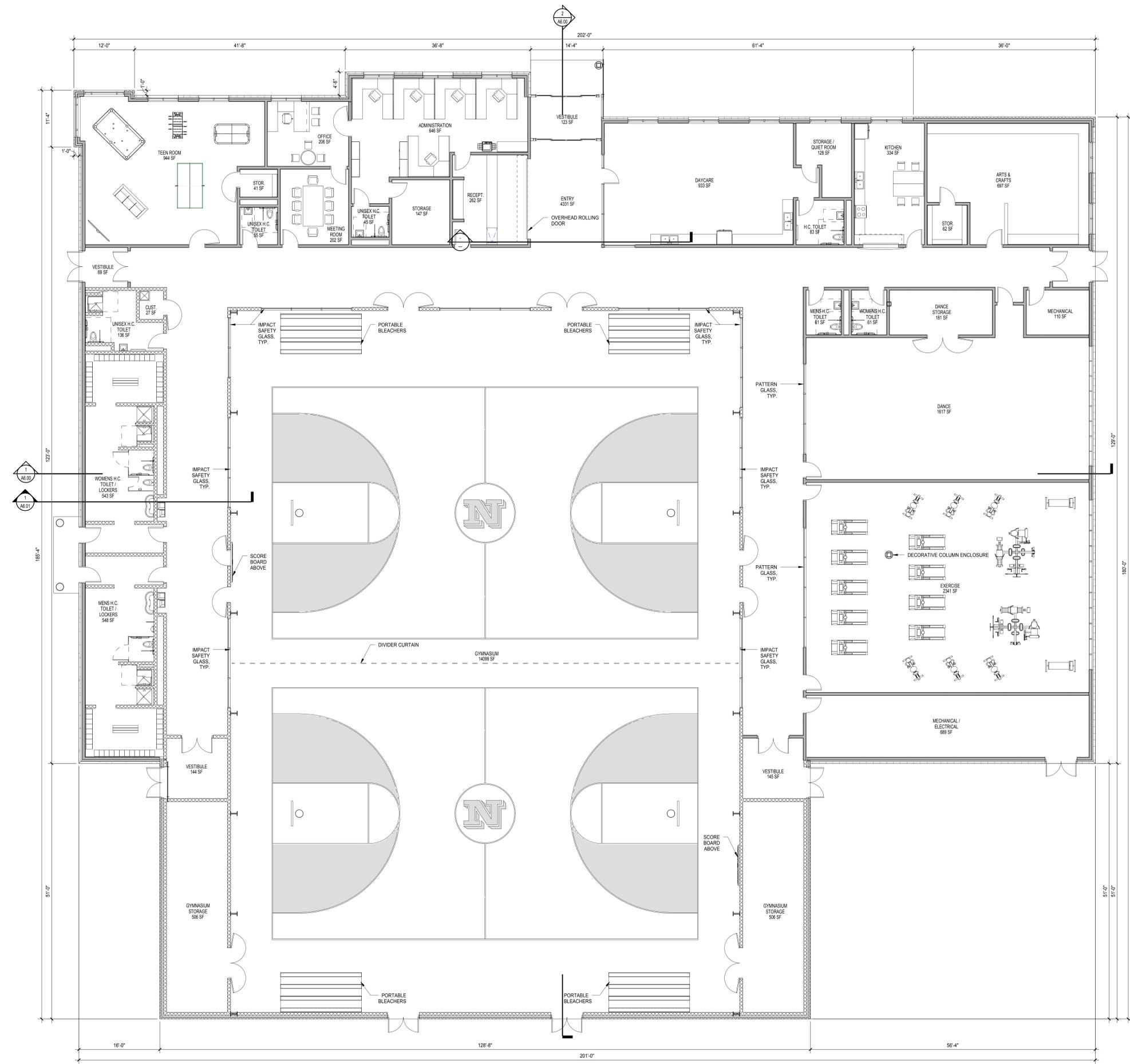
**UPPER LEVEL**

**PROPOSED NEWINGTON TOWN HALL FLOOR PLAN**

**NEWINGTON, CT**

April 28, 2014

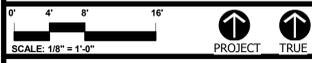
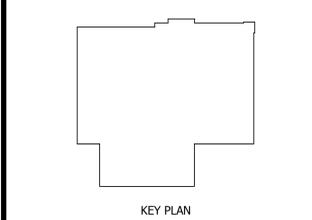




ISSUE DATE	
DATE	DESCRIPTION
04/28/2014	DRAWINGS ISSUED FOR BUILDING COMMITTEE APPROVAL

REVISIONS	
DATE	DESCRIPTION

FOR ALL ABBREVIATIONS, SYMBOL LEGENDS, AND GENERAL NOTES SEE SHEET R0.01



**NEW MORTENSEN  
COMMUNITY  
CENTER**

MILL STREET  
NEWINGTON, CT  
06111

PROJECT NO.: 13013.00 DRAWN BY: NCB

**MAIN LEVEL FLOOR  
PLAN**

**1** MAIN LEVEL FLOOR PLAN  
1/8" = 1'-0"

33,137 GROSS SQ. FT.

DRAWING NO.:  
**A1.01**



# Town of Newington

## NEW MORTENSEN COMMUNITY CENTER & ADDITIONS / RENOVATIONS TO TOWN HALL

April 7, 2014

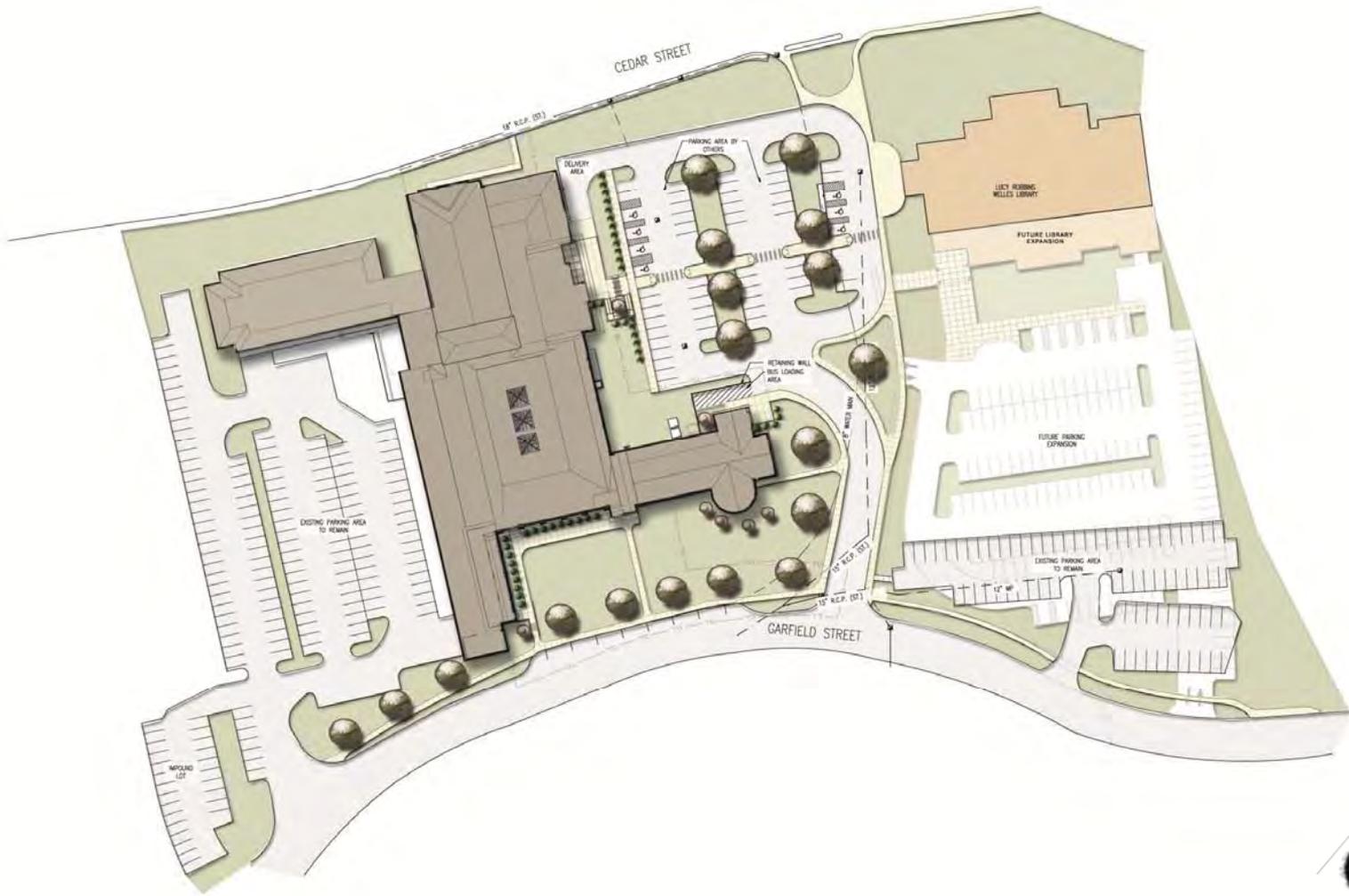


# NEWINGTON TOWN HALL

# Existing Site Plan



# Site Plan at Town Hall



# Parking Lot Regrading



# Exterior Perspective at Main Entry



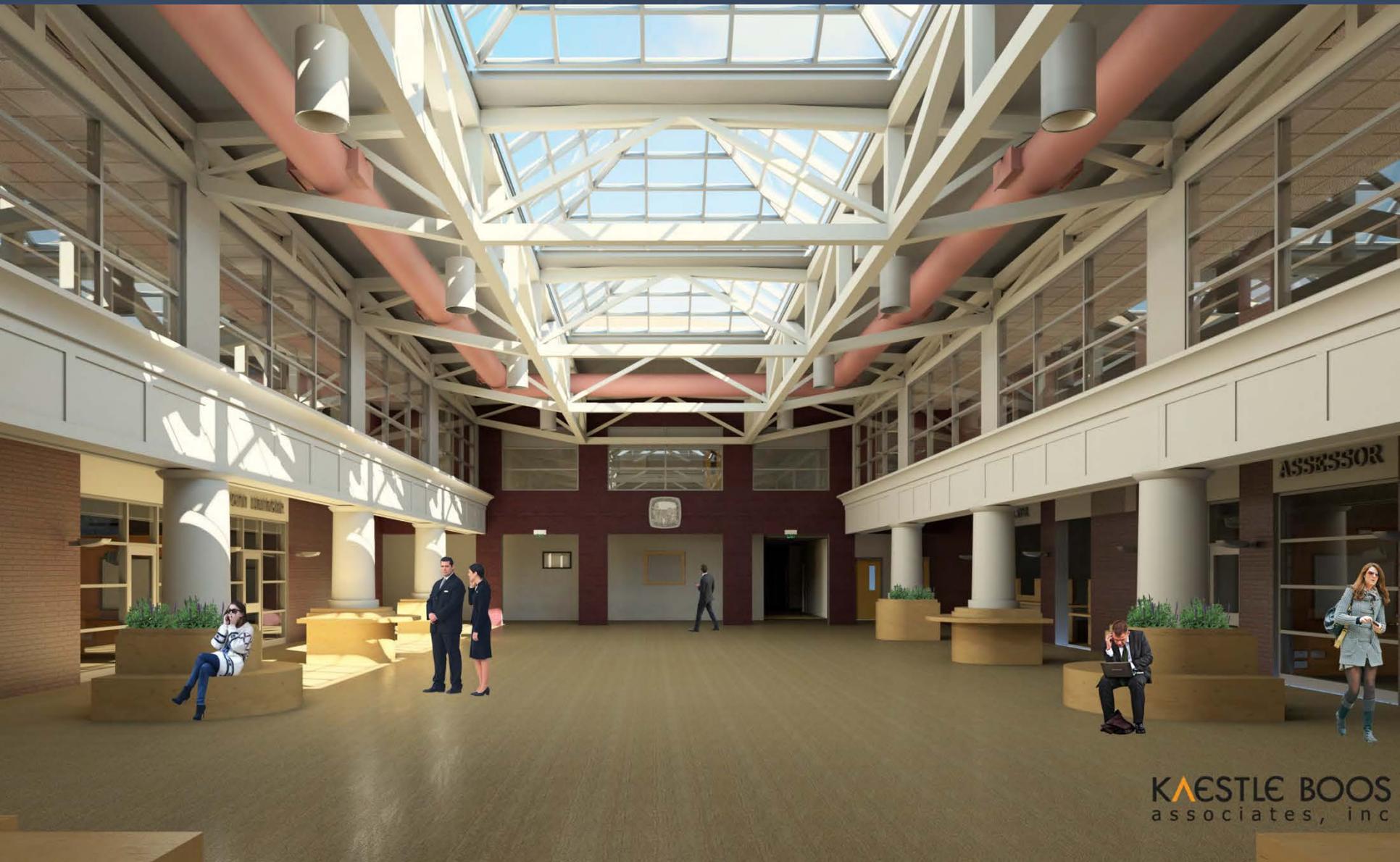
# Perspective at Courtyard



# Interior Perspective into Courtyard



# Interior Perspective at Atrium



# Interior Perspective at Atrium



# Exterior Perspective





# NEW MORTENSEN COMMUNITY CENTER

# Site Plan at Community Center



# Exterior Perspective



# Front Entry



# Gymnasium



# Fitness





John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Town Planner

Craig Minor, AICP  
Town Planner

### Memorandum

**To:** John Salomone, Town Manager  
**From:** Craig Minor, Town Planner  
**Date:** April 28, 2014  
**Re:** **Town Center Phase VI: Constance Leigh Drive and Lowrey Place**

---

Enclosed is a summary of the proposed “Town Center Phase VI: Constance Leigh Drive and Lowrey Place” streetscape project, as directed. Funding for this project is now available under the Connecticut “Main Street Investment Fund” program. Also attached is a resolution for the Town Council to authorize the grant application.

This project will follow-up the five previous phases of the Newington Town Center revitalization program. This phase will provide sidewalk and streetscape improvements to Constance Leigh Drive and Lowrey Place, as well as pedestrian safety improvements at the several intersections along Constance Leigh Drive and Lowrey Place.

The attached resolution authorizes the Town Manager to submit a “Main Street Investment Fund” grant application in the amount of \$500,000 which is the maximum amount allowed under this specific program. Please place the resolution and project summary on the next available Town Council agenda for the Council’s consideration.

cc:  
file

Phone: (860) 665-8575 Fax: (860) 665-8577  
cminor@newingtonct.gov  
www.newingtonct.gov

# Grant Application Project Area

Newington, Ct

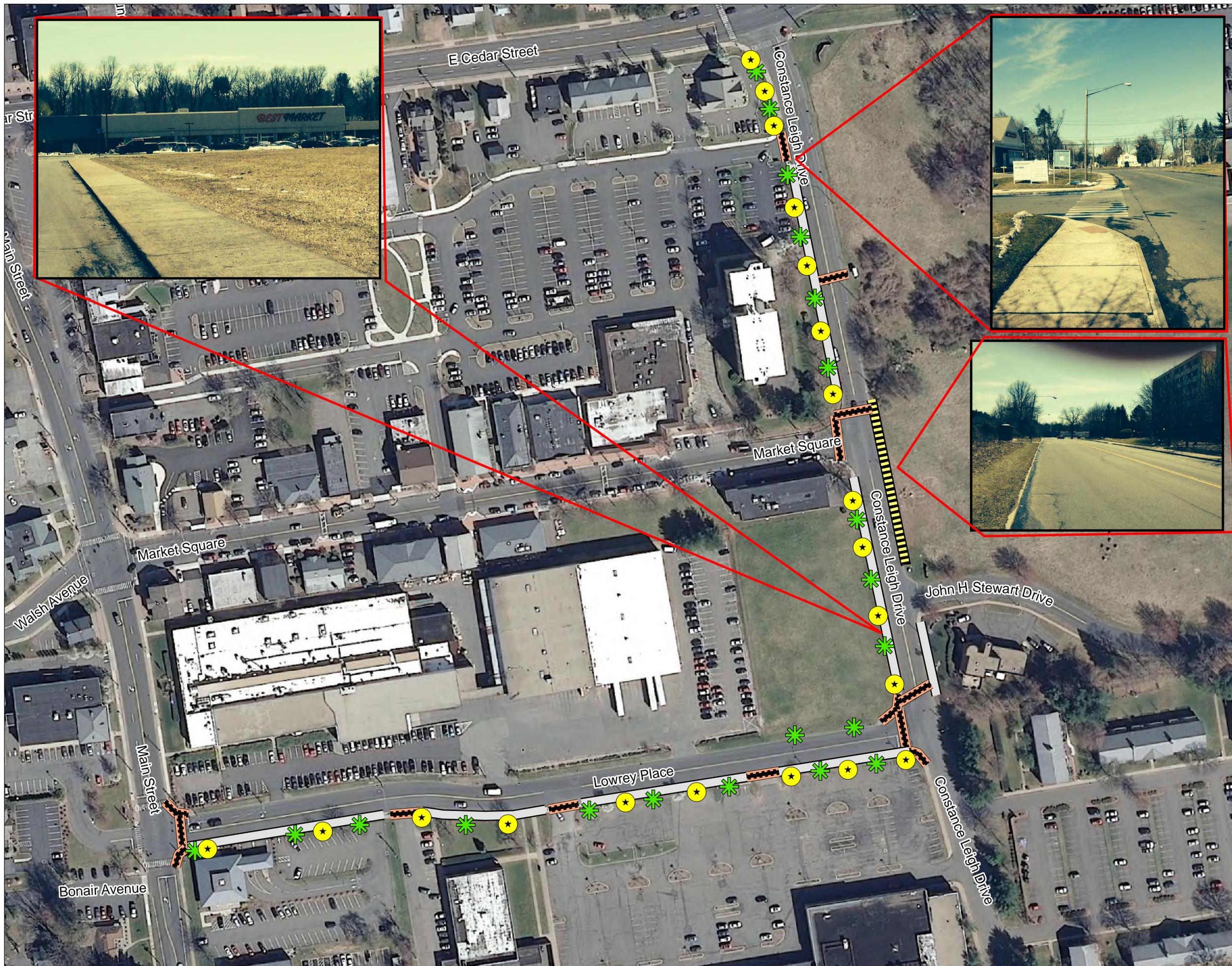
Constitution Square  
Constance Leigh Drive  
&  
Lowrey Place

## Legend

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



Printed:  
04/01/2014



## **Main Street Incentive Fund**

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

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

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

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

Specifically, the project will contain the following elements:

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

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

Detailed Description of the Town Center Elements:

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

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

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

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



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: May 09, 2014  
Re: Job Description/Classification Update – Executive Assistant to the Town Manager

---

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

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

A resolution will appear on a future Town Council agenda for consideration.

Attach.

# TOWN OF NEWINGTON

**TITLE:** Executive Assistant to the Town Manager (?) **GRADE:** A-6

**DEPARTMENT:** Town Manager's Office

**DATE :** Draft 1/2014

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3-24-09

## POSITION DESCRIPTION

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

## ESSENTIAL JOB FUNCTIONS

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

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## ADDITIONAL JOB FUNCTIONS:

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

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Deleted: Receives cash bonds and administers bond accounts in banks. ¶

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## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

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

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

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

**REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with:

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

**LICENSE OR CERTIFICATE:**

Not applicable

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

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

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

Deleted: ¶

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

# TOWN OF NEWINGTON

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

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

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## POSITION DESCRIPTION

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

## ESSENTIAL JOB FUNCTIONS

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

## ADDITIONAL JOB FUNCTIONS:

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

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

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

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

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

**REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with:

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

**LICENSE OR CERTIFICATE:**

Not applicable

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

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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



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: May 09, 2014  
Re: Board of Education Job Description Updates

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Please see attached memorandum from Dr. Christine Carver regarding job description updates for various Board of Education positions. The revised documents include updated language, required ADA verbiage and updated formats. No classification changes are requested. The 30 proposed revised and new job descriptions will be sent under separate cover.

The Town Council is requested to review the proposed revised and new job descriptions and take action to approve them at an upcoming meeting. The separate packet of job descriptions contains the proposed revised descriptions with the currently used descriptions attached as applicable. Newly created job descriptions are indicated as such. Please see Dr. Carver's memo for more information.

Attach.

DATE: April 15, 2014  
TO: Town Council Members  
FROM: Dr. Christine Carver, Associate Superintendent  
SUBJECT: JOB DESCRIPTION REVISIONS



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

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

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

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

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

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

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

\*Positions do not carry any benefits.

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

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

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

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

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

AGENDA ITEM: VI.A.

DATE: 5-13-14

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

RESOLVED:

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

**8. Development Commission**

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

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

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

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

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

AGENDA ITEM: VIII

DATE: 5-13-14

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

RESOLVED:

That property tax refunds in the amount of \$ 366.79 are hereby approved in the individual amounts and for those named on the "Requests for Refund of an Overpayment of Taxes," certified by the Revenue Collector, a list of which is attached to this resolution.

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

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

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

**TAX REFUNDS – May 13, 2014**

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