



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR BETH DELBUONO

NEWINGTON TOWN COUNCIL

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

AGENDA

February 11, 2020, 7:00 P.M.

-
- I. PLEDGE OF ALLEGIANCE
 - II. ROLL CALL
 - III. APPROVAL OF AGENDA
 - IV. AWARDS/PROCLAMATIONS
 - A. 2019 Volunteer of the Year – Fernando G. Rosa
 - V. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
 - VI. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
 - VII. CONSIDERATION OF OLD BUSINESS (Action May Be Taken)
 - A. Town Hall Project Update
 - B. Discussion-Facility Presentation & Proposal Review
 - C. Update to Town Council Rules & Procedures
 - D. Appropriation Transfer-Serial Bond Interest
 - E. Appropriation Transfer – Indian Hill Roof Repair
 - F. Complete Streets Project Presentation
 - G. Town Manager Contract Adoption
 - VIII. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
 - A. OPM Regional Performance Incentive Program
 - B. Sale of Town Property-§8-24 Referral-Portion of 88 Stamm Road
 - C. Update on Town-wide Blight Enforcement Efforts
 - IX. RESIGNATIONS/APPOINTMENTS (Action May Be Taken)
 - X. TAX REFUNDS (**Action Requested**)
 - A. Approval of February 11, 2020 Refund for an Overpayment of Taxes
 - XI. MINUTES OF PREVIOUS MEETINGS
 - A. January 28, 2020 Regular Meeting Minutes

- 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

AGENDA ITEM: IV.A

DATE: 2/11/2020

RESOLUTION NO. 2020-

- WHEREAS,** each year the Town Council recognizes someone who has voluntarily dedicated time and/or resources for the benefit of others and the community at large; and
- WHEREAS,** this year Fernando G. Rosa is being recognized for his active and continuing involvement with so many local, state-wide, national and international organizations; and
- WHEREAS,** Mr. Rosa is a current member of the Development Commission in addition to previously serving as the Chairman, a Justice of the Peace, a Notary Public a member of the Democratic Town Committee; and
- WHEREAS,** Mr. Rosa is a member of the Newington Portuguese Club, serving previously as a Director and as President of the General Assembly of the Portuguese Club of Newington and currently serves as financial advisor for the reconstruction of the Newington Portuguese Club due to the December, 2017 fire; and
- WHEREAS,** Mr. Rosa served as the Chairman of the Board of Catholic Charities, United Way Allocations Committee Chairman, on the Economic Council of Our of Fatima Parish, and former President of the Rancho Folclorico of the Portuguese Club of Hartford; and
- WHEREAS,** Mr. Rosa has served two terms as President of the Connecticut Economic Development Association (CEDAS), and the former Chairman of the Economic Development Commission in Wethersfield. He was also a Volunteer of the Year recipient while residing in Wethersfield; and
- WHEREAS,** Mr. Rosa is a former President of the Portuguese American Leadership Council of the United States (PALCUS), in addition to his current position of Director he also served as Chairman for 9 ½ years and Treasurer for 2 years. He also provides, with his son Marc, a national scholarship to provide stimulus to students learning Portuguese and supports the Portuguese School; and
- WHEREAS,** Mr. Rosa created an endowed scholarship at Central Connecticut State University(CCSU) in memory of his late wife Graciette; and
- WHEREAS,** Mr. Rosa is a Co-Founder, current Director and former President of the Portuguese Foundation, Inc. He serves as a Corporator for Catholic Charities and the Village for Children and Families and he has served as a CCD Teacher, and
- WHEREAS,** Mr. Rosa writes a weekly column for the national newspaper Luso Americano and the Hartford news. He also hosts three radio programs weekly on WFAR-FM, WWUH-FM and RDVE; and
- WHEREAS,** Mr. Rosa has been recognized by the Government of Portugal and awarded the title “Comendador of the Order of Merit” receiving the insignias from the President of Portugal among many other recognitions from his volunteer efforts; and

WHEREAS, Mr. Rosa truly personifies what it means to volunteer to improve the lives of all individuals locally, nationally and internationally; and

NOW, THEREFORE, BE IT RESOLVED:

that the Newington Town Council hereby recognizes Fernando G. Rosa as its 2019 Volunteer of the Year in recognition of his volunteer activities for the welfare of the community and for serving as a positive role model and an example of all that can be accomplished through the spirit of volunteerism.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: February 5, 2020
Re: Town Hall Renovation Project Update

Keith Chapman, Town Manager, will review the current status of the Town Hall Renovation Project and answer any questions that the Council may have regarding the project.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)
Date: February 5, 2020
Re: Discussion-Facility Presentation & Proposal Review

Representatives Randy Ziegler, Executive Vice-President, Suzanne Black, Executive Vice-President of Operations for OR&L and Robert Roach, Vice President of Friar Architecture will be present to answer questions relative to the RFP and submitted proposal to create a Study Report for the maintenance of Town facilities and structures.

The Town Council may choose to authorize the Town Manager to negotiate or execute a contract at your discretion.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)
Date: February 5, 2020
Re: Town Council Rules Subcommittee Recommendations

The Town Council Rules Subcommittee, during the January 28, 2020 meeting, overviewed the draft proposed rules and discussed the recommendation of the Town Attorney.

A Resolution to adopt the revised Town Council Rules of Procedure is as attached for your consideration.

Attachment:

- Resolution - Proposed Town Council Rules of Procedure

AGENDA ITEM: VII.C

DATE: 2/11/2020

RESOLUTION NO. 2020-

WHEREAS: the Newington Town Council amends its Rules of Procedure on an as-needed basis; and

WHEREAS: the Rules of Procedure document was last amended on May 10, 2016;

NOW THEREFORE BE IT RESOLVED: that the Newington Town Council hereby amends its Rules of Procedure as indicated on the attached document.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



**TOWN COUNCIL
RULES OF PROCEDURE**

***ADOPTED
February 11, 2020***

§1. Adoption of standards.

The Town Council adopts Roberts Rules of Order as a general guide for the conduct of all regular and special meetings.

§2. General

The following sections of the Town Charter are hereby incorporated into these rules:

§ C-403. Organization.

§ C-404. Procedures.

§ C-405. Introduction of ordinances.

§ C-406. Public hearings and passage of ordinance.

§ C-805. Duties of the council on the budget

§ C-906. Conflict of Interest.

These rules may be amended or suspended by a majority vote of the full Council.

§3. Town Manager

The Town Manager shall attend all meetings of the Council unless his/her absence is excused in advance by the Mayor or his/her designee.

§4. Regular Meeting.

Regular meetings of the Town Council shall be held in the Town Hall at 7:00 p.m. on each second and fourth Tuesday of each month unless otherwise determined by majority vote of the full Council.

§5. Quorum.

The presence of five members shall constitute a quorum, and no ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by less than five affirmative votes. **(Charter, Section §-404)**

§6. Placement of items on agenda.

A member of the Town Council will have an item placed on the next agenda or future agenda by contacting the Town Manager, Majority or Minority Leader of the Town Council or one of their designees prior to the agenda setting meeting.

§7. Inclusion of items on agenda.

When possible, the agenda along with relevant resource material will be distributed to the Town Council members three (3) business days prior to the meeting. Items not specifically included on the agenda may be included by a 2/3 vote of those present and voting. Except in emergency or unusual circumstances, action will not be taken on any agenda item so placed until the next meeting. Under no circumstances will any item be added to the agenda later than 9:00 p.m., or two hours after the beginning of the meeting, whichever is earlier. In accordance with Connecticut General Statutes, no items will be added to a special meeting agenda.

§8. Special Meeting.

Special Meetings may be called by three (3) or more Council members upon written request, or by the Mayor, or the Town Manager. The agenda of any special meeting must state all business to be considered and must be posted and made available not less than twenty-four (24) hours before the time of the meeting. No matter shall be considered at a special meeting that is not included on the agenda. Public Participation shall be limited to those subjects listed on the agenda.

§9. Order of Meeting Agenda.

Where possible, the order of the agenda at all Meetings shall be as follows:

- Pledge of Allegiance
- Roll Call
- Approval of Agenda
- Awards/Proclamations
- Public Participation
- Remarks by Councilors on Public Participation
- Consideration of Old Business
- Consideration of New Business
- Resignations/Appointments
- Tax Refunds
- Minutes of Previous Meetings
- Written/Oral Communications from the Town Manager, other Town Agencies and Officials, other Governmental Agencies and Officials, and the Public
- Council Liaison/Committee Reports
- Public Participation
- Remarks by Councilors
- Adjournment

When a board, commission, organization or individual is invited to the meeting to discuss a particular agenda item, that item shall be placed on the agenda at the time requested, if possible. Where possible, all other items of a routine nature, such as communications, committee reports, etc., shall be placed in the final portion of the agenda.

§10. Public participation.

The public shall be provided two (2) opportunities to participate in each Town Council meeting. One opportunity shall appear on the agenda immediately prior to Consideration of Old Business, and one opportunity shall appear on the agenda following the Council Liaison / Committee Reports. A telephone line shall be provided for members of the public to utilize during each public participation opportunity, subject to the same rules indicated below.

Public Participation may pertain to an agenda item or any subject of interest, welfare or concern to the Town (except at Special Meetings). Each speaker shall limit his or her remarks to four (4) minutes at the first public participation and three (3) minutes during the second, and shall be heard only once during each Public Participation. This time restriction may be enforced by use of a timing device. If a speaker exceeds the time limitation, the chair shall notify the speaker and allow 30 seconds for summation. The chair, at his/her discretion, may grant the speaker additional time.

Any citizen so speaking shall identify himself/herself by name and address, and if he/she is representing a group or organization, he/she may so state. The Chair, upon approval by unanimous consent, may allow additional public participation on an agenda item under discussion.

Written communications, either by letter or by email, (TownCouncil@newingtonct.gov) must adhere to the same requirements as other public participation. The letter or email shall identify the author by name and address, and if he/she is representing a group or organization. To ensure inclusion in the council's public participation section of the meeting minutes, written communication must be received no later than 3:00 pm on the day of the meeting.

Should an individual Councilor receive an email directly they should forward it to the email address listed above by 3:00 pm on the date of the meeting. If a Councilor receives an email before 3:00 pm on the day of the meeting, but was unable to forward before the deadline, they should do so as soon as possible. Such emails should also be forwarded to each individual Councilor.

In the event of a high volume of letters (10 or more) the letters will be acknowledged by reading the author's name and address into the record. Councilors will be provided with copies of all letters received and they will have an opportunity to review the submitted letters. The letters in their entirety will become part of the official record.

If a citizen's letter is read or acknowledged they cannot also participate in the first public participation.

§11. Voting.

No vote shall be taken on an agenda item under "Consideration of New Business." In an emergency or unusual circumstance, this Rule may be waived by a 2/3 vote of the Council members present and voting. In this instance, Public Participation shall be added prior to a Council vote on a New Business item.

No ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by fewer than five (5) affirmative votes. **(Charter, Section § C-404)**

A voice vote shall be sufficient on all matters unless a roll call vote is required by the Charter or requested by a Council member. The roll call shall be in alphabetical order by Councilor's last name and the Mayor shall be the last name called.

§12. Time Limitation.

No consideration of any agenda item, which may include a vote being taken, shall commence after 10:30 p.m. except public participation and adjournment. This Rule may be waived by a 2/3 vote of the Council members present and voting, prior to 10:30 p.m. It is the Town Council's objective to complete meetings by 11:00 p.m. when possible.

§13. Executive Session.

The Town Council may enter executive session as permitted by Connecticut General Statutes. The motion must state the reason for the executive session, and all those who will be in attendance.

§14. Councilor Expectations

As Town Councilors are elected to represent Newington, they are expected to maintain a sense of decorum while at meetings. They are urged to put their cell phones on mute and not access them while at meetings.

The rules adopted by the preceding Council shall be the rules of the newly elected Council until the adoption of permanent rules (Charter, Section § C-403).



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: February 7, 2020
Re: Appropriation Transfer-Serial Bond Interest

At the January 28, 2020 Regular meeting, Finance Director, Janet Murphy presented the Council with a request to transfer previously budgeted funds for Serial Bond Interest. Please see her original memo as included with this item.

Resolutions have been included for your consideration.

Attachments:

- Memorandum from Janet Murphy, Finance Director, Appropriations Transfers for FY 2019-2020, dated January 28, 2020
- Resolutions – Appropriation Transfers FY 2019-20



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Finance Department

Janet Murphy
Director of Finance

Memorandum

To: Newington Town Council
From: Janet Murphy, Director of Finance
Date: January 28, 2020
Re: Appropriation Transfers for FY 2019-2020

Section C-808 of the Town Charter allows appropriation transfers from one department to another only in the last six months of the fiscal year. Below are two transfers that I am requesting. These items should be introduced for discussion at the January 28th Town Council meeting with the adopting transfer resolution to be scheduled for the February 11th meeting.

- On May 23, 2019 we went out to bond for the Town Hall/Community Center Building Project. The results, as per the attached accepted bid sheet, was a premium of \$714,550.50. This amount is to be used towards our interest payments so that we can achieve the true interest cost of 2.7%. As per our bond attorney, we need to use this premium within 3 years of the issue of the bond. Due to this I am looking to transfer from the CIP Fund to the General Fund the total amount of interest for the 2019-2020 fiscal year.

11014-8220	Serial Bond Interest	\$475,666.67
31110-8550	Transfer to the General Fund	(\$475,666.67)

- The budget for the 2019-2020 fiscal year was established prior to our going out to bond for the Town Hall/Community Center Building Project. We had budgeted \$315,000 in interest for the new bond. Since we will be using the premium that we received from bonding for this years' interest payments, I am requesting that the \$315,000 be transferred to CIP to be used for Furniture, Fixtures & Equipment for the Town Hall/Community Center. Currently the total estimated amount for this is \$450,000, which will be covered by an open purchase order in the amount of \$62,000 from prior years' budget, this \$315,000 budget transfer, and the remainder is a request for funding in the 2020-2021 fiscal year CIP budget.

11014-8220	Serial Bond Interest	(\$315,000.00)
31110-88804	Town Hall Improvements	\$315,000.00

Phone: (860) 665-8520 Fax: (860) 665-8670
finance@newingtonct.gov
www.newingtonct.gov

BNYMellon Capital Markets - Pittsburgh , PA's Bid



**Newington (Town)
\$9,000,000 General Obligation Bonds, Issue of 2019**

For the aggregate principal amount of \$9,000,000.00, we will pay you \$9,714,550.50, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount \$	Coupon %
06/01/2020	450M	5.0000
06/01/2021	450M	5.0000
06/01/2022	450M	5.0000
06/01/2023	450M	5.0000
06/01/2024	450M	5.0000
06/01/2025	450M	5.0000
06/01/2026	450M	5.0000
06/01/2027	450M	4.0000
06/01/2028	450M	4.0000
06/01/2029	450M	4.0000
06/01/2030	450M	4.0000
06/01/2031	450M	4.0000
06/01/2032	450M	4.0000
06/01/2033	450M	3.0000
06/01/2034	450M	3.0000
06/01/2035	450M	3.0000
06/01/2036	450M	3.0000
06/01/2037	450M	3.0000
06/01/2038	450M	3.0000
06/01/2039	450M	3.0000

Total Interest Cost: \$3,366,500.00
 Premium: \$714,550.50
 Net Interest Cost: \$2,651,949.50
 TIC: 2.699687
 Time Last Bid Received On:05/23/2019 11:29:54 EDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: BNYMellon Capital Markets, Pittsburgh , PA
 Contact: Andrew Richless
 Title: Trader
 Telephone:212-815-5333
 Fax:

Issuer Name: Town of Newington Company Name: _____

Accepted By: _____ Accepted By: _____

AGENDA ITEM: VII.D1

DATE: 2/11/2020

RESOLUTION NO. 2020-

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 CIP Fund, the amounts listed below.

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
11014-8220	Serial Bond Interest	\$475,666.67

Janet Murphy, Director of Finance

RESOLVED:

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

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
31110-8550	Transfer to the General Fund	\$475,666.67

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VII.D2

DATE: 2/11/2020

RESOLUTION NO. 2020-

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 amount listed below.

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
11014-8220	Serial Bond Interest	\$315,000.00

Janet Murphy, Director of Finance

RESOLVED:

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

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
31110-88804	Town Hall Improvements	\$315,000.00

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: February 7, 2020
Re: Appropriation Transfer-Indian Hill Roof Repair

At the January 28, 2020 Regular meeting, Finance Director, Janet Murphy presented the Council with a request to transfer funds that were returned to the General Fund due to the closing of several CIP projects. This transfer would fund the necessary repairs to the Indian Hill Country Club roof and HVAC system.

A Resolution has been included for your consideration.

Attachments:

- Memorandum from Janet Murphy, Finance Director, Appropriations Transfers for FY 2019-2020, dated January 28, 2020
- Resolution – Appropriation Transfers FY 2019-20



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Finance Department

Janet Murphy
Director of Finance

Memorandum

To: Newington Town Council

From: Janet Murphy, Director of Finance

Date: January 28, 2020

Re: Appropriation Transfers for FY 2019-2020

Section C-808 of the Town Charter allows appropriation transfers from one department to another only in the last six months of the fiscal year. At the Town Council meeting on August 27, 2019 there was an acceptance of the closure of some CIP projects which resulted in a return to the General Fund of \$274,712.97. I am requesting that \$238,400 be transferred back to the CIP fund for the Indian Hill Country Club roof repairs and replacement of rooftop HVAC units. This item should be introduced for discussion at the January 28th Town Council meeting with the adopting transfer resolution to be scheduled for the February 11th meeting.

10151-7002	Transfer from Public Bldg. Fund	(\$238,400)
31110	Indian Hill Country Club Roof Repair	\$138,400
31110	Indian Hill Country Club Rooftop Units	\$100,000

AGENDA ITEM: VII.E

DATE: 2/11/2020

RESOLUTION NO. 2020-

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>
10151-7002	Transfer from General Fund	\$238,400.00

Janet Murphy, Director of Finance

RESOLVED:

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

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
31110	Indian Hill Country Club Roof Repair	\$138,400.00
31110	Indian Hill Country Club Rooftop Units	\$100,000.00

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)
Date: February 6, 2020
Re: Town Manager Contract Ratification

The Town Council, at the January 9, 2020 Special Town Meeting, authorized Leadership to negotiate and execute a Contract with Keith Chapman as Town Manager for the Town of Newington. The negotiated Contract was executed by all parties on January 21, 2020.

A Resolution for the Town Council to ratify the negotiated Contract is attached for your consideration.

Attachment:

- Resolution – Ratify the Town Manager Contract with Keith Chapman

AGENDA ITEM: VII.G

DATE: 2/11/2020

RESOLUTION NO. 2020-

RESOLVED:

That the Newington Town Council hereby ratifies the negotiated Contract between Keith Chapman, Town Manager and the Town of Newington. A copy of the contract shall be filed in the Town Clerk's Office and attached to this Resolution.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

TOWN OF NEWINGTON

TOWN MANAGER CONTRACT

This Agreement, made and entered into as of the date the last party hereto signs this Contract, by and between the Town of Newington, a municipal corporation, 131 Cedar Street, Newington, Connecticut, hereinafter called, "Employer," as a party of the first part, and Keith H. Chapman, 17 Twin Lakes Drive, Waterford, Connecticut, as the party of the second part, hereinafter called "Employee," both of whom agree as follows:

WHEREAS, Employer desires to employ the services of Keith H. Chapman as Town Manager; and

WHEREAS, it is the desire of the governing board, hereafter called "Council," to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, Employee desires to accept employment as Town Manager of said Town of Newington; and

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1: DUTIES

Employer hereby agrees to employ said Keith H. Chapman as Town Manager of said Employer to perform functions and duties specified in the Town Charter and Ordinances of the Town of Newington and to perform other legally permissible and proper duties and functions as the Council shall from time to time assign unless otherwise restricted by the terms of this Agreement.

The Employer acknowledges that the Town Manager is the Chief Administrative Officer of the Town pursuant to the terms of the Charter. In that respect, the Town Manager is the person authorized to undertake the appointment of any person to, or removal from, employment in the service of the Town, except where expressly provided for by the Town Charter or State Law.

SECTION 2: TERM

A. Subject to the terms specified herein, the Employee agrees to remain in the exclusive employ of employer from the date Employee commenced his Services to

Employer as appointed Town Manager. Employee agrees to neither accept other employment nor become employed by any other employer until the date of termination as set forth in this Contract.

B. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Council to terminate the services of Employee at any time, subject only to the provisions set forth in Section 3 of this agreement.

C. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with Employer.

D. The period of employment is for an initial 6 month period and this agreement will terminate after 6 months regardless of any other provision of this contract unless it is renewed by the parties.

SECTION 3: TERMINATION

For the purpose of this agreement, termination shall occur when:

- A. The Newington Town Council votes with at least six affirmative votes to terminate the Employee at a duly authorized public meeting.
- B. If the Employer or legislature acts to amend any provisions of the charter, code, enabling legislation pertaining to the role, powers, duties, authority, or responsibilities of the Employee's position that substantially changes the form of government, the Employee shall have the right to declare that such amendments constitute termination.
- C. Employee decides to terminate this Contract pursuant to Section 6 hereof.
- D. After 6 months unless otherwise extended by the parties.

SECTION 5: HEALTH INSURANCE BENEFITS

Health benefits are intentionally omitted as they are not required by the employee.

SECTION 6: RESIGNATION

In the event Employee voluntarily resigns his position with Employer, then Employee shall give Employer 60 days' advance notice, unless the parties agree otherwise.

SECTION 7: SALARY

A. Base Salary: Employer agrees to pay Employee an annual base salary of \$147,000, payable in installments at the same time that the other management employees of the Employer are paid.

B. This agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer's compensation policies.

SECTION 8: HOURS OF WORK

It is recognized that Employee must devote extensive time outside the normal office hours to do business of the Employer, and to that end, Employee acknowledges this requirement as part of the terms of employment. It is expected that the Employee will be working during the regular business hours of the Town, but it is also anticipated that there will be some periods of time during the regular business hours when the Employee will find it necessary to attend to personal matters and activities.

SECTION 9: VACATION AND SICK LEAVE

Upon commencing employment, the Employee shall be entitled to sick and vacation leave equal to the highest annual number of days provided to all other administrative staff, but nonetheless, shall be entitled to an immediately available 2 weeks of vacation and 8 days of sick time. Should this agreement be extended beyond the initial period, annually accrued sick and vacation leave shall be carried beyond the year they accrued and Employee shall report the status of all sick and vacation time either accrued or used as the Council may request. Annually accrued sick and vacation time may be carried over each year, but the employee is not entitled to redemption of accrued sick time at separation of employment.

SECTION 10: OUTSIDE ACTIVITIES

The employment provided for by this Agreement shall be the Employee's sole employment and any additional opportunities available to the Employee shall be subject to the Council's approval.

SECTION 11: AUTOMOBILE

The Employer agrees to pay to the Employee, during the term of this Agreement and in addition to other salary and benefits herein provided, the sum of \$425.00 per month, as a vehicle allowance to be used to purchase, lease, or own, operate and maintain a vehicle. The Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle. The Employer shall reimburse the Employee at the IRS standard mileage rate for any business use of the vehicle beyond the greater Town of Newington area. For purposes of this Section, use of the car within the greater Town of Newington area is defined as travel to locations within a 35-mile radius of the Town of Newington.

SECTION 13: DEFERRED COMPENSATION

The Employer shall adopt a qualified 401(a) defined contribution plan offered through ICMA Retirement Corporation for the Employee in the form of a money purchase plan to which the Employer shall contribute 8% of salary.

The Employee shall be required to contribute 3% of base salary annually on a pre-tax basis as a condition of participation. Employee and Employer's contributions shall immediately be 100% vested.

SECTION 14: DUES AND SUBSCRIPTIONS

Employer agrees to budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state and local associations, and organizations necessary and desirable for his continued professional participation growth and advancement, and for the good of the Employer.

SECTION 15: PROFESSIONAL DEVELOPMENT

A. Employer hereby agrees to budget for and to pay for travel expenses of Employee, while so employed pursuant to this Contract, for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official functions for Employer. Approval by the affirmative vote of five members of the Newington Town Council shall be required for any overnight out of state travel requested by Employee for the purposes set forth in this Section 15 A.

B. Employer agrees to budget for and to pay for travel and subsistence expenses of Employee for short course, institutes, and seminars that are necessary for his professional development and for the good of the Employer.

SECTION 16: GENERAL EXPENSES

Employer recognizes that certain expenses of a non-personal and generally job-affiliated nature are incurred by Employee, and hereby agrees to reimburse or to pay said general expenses and the finance director is hereby authorized to disburse such moneys upon receipt of duly executed expense or petty cash vouchers, receipts, statement or personal affidavits.

The Employer shall provide Employee with a laptop or Ipad and cellphone required for the Employee to perform the job and to maintain communication.

Employer also recognizes that the Town Manager and his spouse are expected as a condition of employment, to support and be active in the various local cultural, charitable and civic organizations, direct support and contributions to which would normally not fall within the confines of community expense reimbursement policies. Accordingly, the Employer agrees to pay the Town Manager an expense allowance not to exceed \$100.00 per month as approved through the normal budgetary process.

SECTION 17: BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 18: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town of Newington Charter or any other law.

Except as otherwise provided in this Agreement, the Employee shall be entitled to the highest level of benefits that are enjoyed by other appointed officials, appointed employees, department heads or general employees of the Employer as provided in the Charter, Code, Personnel Rules and Regulations or by practice.

SECTION 21: NOTICES

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (1) EMPLOYER: c/o the Office of the Mayor and Town Council,
Town Hall, 131 Cedar Street, Newington, Connecticut 06111.
- (2) EMPLOYEE: Keith H. Chapman, 17 Twin Lakes Drive,
Waterford, CT 06385.

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Either address as set forth herein may be changed by either party upon giving notice to the other party.

SECTION 22: GENERAL PROVISIONS

- A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer.

Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.

- B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest
- C. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

IN WITNESS WHEREOF, the Town of Newington has caused this Agreement to be signed and executed on its behalf by its Mayor, Majority Leader and Minority Leader and duly attested by its Clerk, and the Employee has signed and executed this Agreement, both in duplicate, the day and year written below.

Town of Newington

By Beth DelBuono 1/21/2020
Beth DelBuono, Mayor Date of Execution

Timothy Manke 1/21/2020

Timothy Manke, Majority Leader Date of Execution

Carol Anest 1/21/2020

Carol Anest, Minority Leader Date of Execution

Attestation and Form:

Benjamin Ancona Jr.

Benjamin Ancona Jr., Town Attorney

Keith H. Chapman 1/21/2020
Keith H. Chapman Date of Execution



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, (On behalf of Keith Chapman, Town Manager)
Date: February 6, 2020
Re: OPM Regional Performance Incentive Program

The Capital Region Council of Governments (CRCOG) intends to apply to the State of Connecticut for a “Regional Performance Incentive Program (RPIP)” grant to fund four new region-wide programs. Under one of the programs, CRCOG would hire an architect, who would be available to Newington to help us market our future train station by creating design guidelines for our “Transit Village Design District” overlay zone. Newington would have to shoulder 20% of the architect’s fee for these services. This would be beneficial to the Town, because we were expecting to have to hire an architect ourselves in the next year or so to create these design guidelines.

CRCOG is asking member towns to support their application for the RPIP grant by approving a resolution of support. Endorsing CRCOG’s application for the RPIP grant is not a commitment by Newington to participate in the program, it is just a show of support. The resolution of support must be submitted by February 28, 2020, a draft copy of which is included with this item.

The Resolution will be included for your consideration at the February 25, 2020 Town Council meeting for approval prior to the February 28, 2020 deadline.

Attachment:

- Draft Support Resolution-Regional Performance Incentive Programs

**Town of Newington
Support Resolution
OPM Regional Performance Incentive Program**

Whereas Section 4-124s provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

Whereas the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

Whereas on December 18th, 2019 the Policy Board of CRCOG passed resolutions authorizing development and submittal of an application packages to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

Whereas, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

Whereas the Town of Newington has expressed an interest in taking part in the project proposal entitled

1. TOD Marketing and Deal Structuring Assistance

Now, Therefore Be It Resolved that the Newington Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes the Town Manager to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, (On behalf of Keith Chapman, Town Manager)
Date: February 7, 2020
Re: Referral of Request to Purchase Town Owned Land – 88 Stamm Road

The Town Planner is in receipt of a request to purchase a parcel of Town-owned land. The owner of 630 New Britain Avenue is interested in purchasing a portion of the parcel listed as 88 Stamm Road. Prior to any proposal to sell Town land the Town Council would need to referral to the Town Plan & Zoning Commission the proposal for review and comment.

I have included for your review the Memorandum from the Town Planner, dated January 16, 2020 and site map showing the parcel.

A Resolution to refer the proposed sale of town-owned land would be included on the February 25, 2020 Regular Meeting if the Council is in favor of the request.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Town Planner

Craig Minor, AICP
Town Planner

Memorandum

To: Keith Chapman, Town Manager
From: Craig Minor, Town Planner
Date: January 16, 2020
Re: **Town-Owned Land on Stamm Road**

This memo is in regard to the request from Newington homeowner Paul Dickie to acquire part of a vacant Town-owned parcel at 88 Stamm Road. See attached map. Town Attorney Ancona asked me to prepare this memo for Mayor DelBuono.

Last spring, Mr. Dickie contacted the former Town Manager with a request to buy the portion of 88 Stamm Road that abuts the rear of his home at 630 New Britain Avenue. 88 Stamm Road is the abandoned southern end of Boulevard Road, and it spans the rear of several homes in the area.

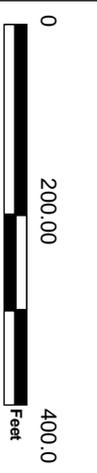
Newington does not have a mechanism for dealing with requests to purchase surplus Town-owned property, real estate or otherwise. At the Council meeting on May 11, 2019 the Town Council discussed Town Attorney Ancona's suggestion to adopt an ordinance similar to Wethersfield's, but apparently nothing came of it.

Due to the odd shape of this parcel it is effectively unbuildable. I recommend the Assessor determine the square-foot value of the entire parcel, and offer Mr. Dickie the opportunity to purchase the portion that abuts his home at the Assessor's price. The remaining land could be either merged with the Stamm Road right-of-way, or offered to the other homeowners at the same square-foot price as Mr. Dickie paid for his portion.

cc:
file



88 Stamm Road



This map is for planning purposes only. Verification of its accuracy, currency, and completeness is the responsibility of the reader's own independent research. Neither the Town of Newington nor any of its consultants shall be held liable for any loss, damages or claims made solely as a result of anyone referring to this map.



Map Legend
 Parcels

- EA REMAP LEGEND**
- Contour Lines
 - Local Roads
 - Major Roads
 - Highways
 - Buildings
 - Pool
 - Deck
 - Railroad
 - Sewer Lines
 - C/A Sewer/S
 - Pav'd Road
 - Sidewalks
 - Wetland/Waterlines
 - Water
 - Vegetation



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupinski, (On behalf of Keith Chapman, Town Manager)
Date: February 6, 2020
Re: Update on Town-wide Blight Enforcement Efforts

Town Manager, Keith Chapman will present an overview of the Town-wide Blight enforcement efforts, including new procedures that are taking place within the Town.

AGENDA ITEM: X.A

DATE: 2/11/2020

RESOLUTION NO. 2020-

RESOLVED:

That property tax refunds in the amount of \$ 2,967.90 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 – February 11, 2020

Yacihuilca Moni 16 Eighth Street Newington, CT 06111	\$23.56
CAB East LLC Ford Credit Personal Property Tax PO Box 67000 Dept 231601 Detroit, MI 48267-2316	\$931.88
William Spigel 57 Glenview Drive Newington, CT 06111	\$407.64
Conrad Ekstrom 48 Sunrise Circle Newington, CT 06111	\$41.15
Mark Joseph 174 Lamplighter Lane Newington, CT 06111	\$30.77
Nissan-Infiniti-LT Tax Operations PO Box 650214 Dallas, TX 75265-0214	\$491.62
Jose Gonzalez 23 Beacon Street Newington, CT 06111	\$175.95
Tara Byrnes 55 Geneva Avenue West Hartford, CT 06107	\$457.62
Pooja Fnu & Arun Kumar 118 Burbank Road Ellington, CT 06029	\$157.87
Leandro Gomes 100 Churchill Drive Newington, CT 06111	\$126.56
Anthony Palermينو 168 Centerwood Road Newington, CT 06111	\$123.28
TOTAL	\$2,967.90