NEWINGTON TOWN COUNCIL
SPECIAL MEETING AGENDA

Town Council Chamber, Room 103 – Town Hall
200 Garfield Street
Tuesday, April 5, 2022, 7:00 P.M.

This meeting will be presented as a Zoom Webinar/Hybrid Meeting. Information on how to attend will be posted on the website at https://www.newingtonct.gov/virtualmeetingschedule

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. PUBLIC PARTICIPATION – AGENDA ITEMS ONLY (Via Zoom Application or Phone)
   (3 MINUTE TIME LIMIT PER SPEAKER ON ITEMS ON AGENDA ONLY)
   A. Public Comments
   B. Email Correspondence
4. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
5. CONSIDERATION OF OLD BUSINESS
   A. FY 2022-2023 Proposed Budget Adjustments
   B. Amendment to Chapter 8, Article VI, Environmental Quality Commission
      a. Introduce Ordinance & Set Public Hearing Date
   C. FY 2023 State Historic Documents Grant Program Application
   D. Annual Fair Housing Month Resolution
   E. High School Roof Replacement-Phase 1A
   F. Discussion - Creation of Permanent Municipal Building Commission
   G. Creation of Permanent Municipal Building Commission
      a. Introduce Ordinance & Set Public Hearing Date
6. REFUNDS (Action Requested)
   A. Approval of April 5, 2022 Refunds for an Overpayment of Taxes
7. NEW BUSINESS
   A. Discussion-Budget Memorandum of Understanding (MOU) Between the Board of Education and Town Council for FY 2022-2023
8. PUBLIC PARTICIPATION – AGENDA ITEMS ONLY (Via Zoom Application or Phone)
   (3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)
9. REMARKS BY COUNCILORS
10. ADJOURNMENT
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: April 1, 2022
Re: FY 2022-2023 Proposed Budget Adjustments

The Town Council held its Public Hearing, as required under the Town Charter, prior to this Special Meeting, to received comments from the public on the proposed budget for 2022-2023. The Town Council now has the opportunity to propose and consider changes to the FY 2022-2023 Budget, prior to its adoption on April 19, 2022. Additional changes may also be made during the April 19th meeting.

During the Special Meeting, scheduled for April 19th, the Town Council will need to complete all recommended changes to approve the budget, adopt the Capital Improvement Plan and set the Mill Rate. All Resolutions will be in a draft form, and will be amended during that session.
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: March 31, 2022
Re: Amendment to Chapter 8, Article VI, Environmental Quality Commission

The Chairperson of the Environmental Quality Commission (EQC), Patty Foley, has requested an amendment to the membership of the Environmental Quality Commission. The EQC was originally created in 1987 and amended in 2016. The original commission consisted of eleven (11) members, two from the Fire Dept., one Volunteer Ambulance, two industry reps and 6 public reps. Additionally, two (2) Councilors were included as Liaisons to the commission. The revised ordinance in 2016, reduced the membership from eleven to seven members, consisting of 5 public reps. and two industry members, in addition to the Council Liaisons. The revised language eliminated the volunteer organization members and defined, for clarity, what Industry meant within the confines of the commissions duties.

Included for introduction is the proposed draft language, which has been supplied to the Town Attorney for review and comment.

A Resolution for introduction and scheduling of a Public Hearing has been included for your consideration this evening.

Attachments:
- Proposed Language, Amendment to Chapter 8, Article VI, Environmental Quality Commission – Markup and Clean Versions
- Resolution – Introduction and Scheduling of Public Hearing, EQC Ordinance
AGENDA ITEM: 5.B
DATE: 4/5/2022
RESOLUTION NO. 2022-

INTRODUCTION,

I hereby introduce for the Town Council’s consideration the proposed ordinance amendment to Chapter 8, Boards, Committees, Commissions and Bureaus, Article VI, Environmental Quality Commission, a copy of which has been filed with the Clerk of the Council.

Introduced by:_______________________

RESOLVED,

That the Newington Town Council hereby schedules a Public Hearing on April 26, 2022, at 6:00 PM, to consider the proposed ordinance amendment, Chapter 8, Boards, Committees, Commissions and Bureaus, Article VI, Environmental Quality Commission, a copy of which is attached to this resolution.

MOTION BY:_______________________
SECONDED BY:_______________________
VOTE:_______________________
PROPOSED ORDINANCE #2123-03

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NEWINGTON THAT:

Chapter 8, Boards, Committees, Commissions and Bureaus, Article VI, Environmental Quality Commission of the Newington Code of Ordinances is hereby amended as follows:

Chapter 8
BOARDS, COMMITTEES, COMMISSIONS AND BUREAUS
ARTICLE VI
ENVIRONMENTAL QUALITY COMMISSION

§ 8-19 Establishment.
There is hereby established an Environmental Quality Commission (hereafter referred to as "the Commission") for the purposes stated herein, which shall be appointed and organized and shall have the duties and powers as hereinafter set forth.

§ 8-20 Purpose.
The Commission shall be responsible for responding to and making appropriate recommendations or referrals to the Town Council and Town Manager affecting environmental concerns and the quality of life in the Town of Newington, including but not limited to: To research opportunities and recommend policies and procedures that will improve the quality of the environment in Town; to promote environmentally friendly practices for residents, businesses and Town operations; to plan and promote programs and events related to environmental quality including but not limited to litter pickup events, park cleanup and Earth Day recognition; to monitor and report to the Town Council and Town Manager changes in environmental laws that may impact the Town. A report shall be made to the Council annually.

§ 8-22 Membership.
A. The Commission shall consist of 7 electors of the Town, and shall be appointed by the Town Council. As of the effective date of this ordinance, the Council shall appoint members in the following manner: 4 public members shall be appointed to serve until November 30, 2023 and 3 public members shall be appointed to serve until November 30, 2025. Thereafter, all members may be appointed for a four-year term. Terms shall expire November 30 of odd-numbered years. All members currently appointed, shall continue under this ordinance until expiration of their term, after which they may be reappointed as outlined above.

B. The Commission shall be comprised of the following: seven (7) representatives from the public and two representatives from the Town Council, who shall serve as liaisons. The Town Manager or his/her designee shall serve as the staff member for this Commission.

§ 8-23 Meetings.
This Commission shall meet at least once a year. Meetings may be called by the Chairman or by petition of any three members.

A copy of the proposed ordinance is available in the Town Clerk’s Office, 200 Garfield Street, Newington, CT.

Dated at Newington, CT this ______ day of _____________, 2022

Attest: James E. Krupienski, CCTC
Newington Town Clerk
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)
Date: March 31, 2022
Re: FY 2023 State Historic Documents Grant Program Application

The Town Clerk’s office is preparing to apply for the annual Historic Documents Preservation Grant from the State Library for preservation of records. The application deadline to apply is April 30th. The Municipal Chief Executive Office (MCEO), or the Town Clerk as their designee, must be authorized to execute the Contract by Resolution of the Town Council.

By authorizing the Town Manager, or their designee, to sign all documents related to the Grant it will allow the signed Contract to be immediately returned once it is received from the State Library.

This authorization to execute the application must be approved by the Town Council prior to the application postmark deadline of April 30, 2022.

A Resolution authorizing the Town Manager to execute the application has been included for your consideration.

Attachments:
- Memorandum from James E. Krupienski, Town Clerk, dated March 14, 2022
- Application-Targeted Grant FY 2023 & Narrative Page
- Resolution - Connecticut State Library Targeted Grant Application FY 2023
MEMORANDUM

To: Keith Chapman, Town Manager
From: James E. Krupienski, Town Clerk
Date: March 14, 2022
Re: FY 2023 Connecticut State Library Historic Documents Program Grant

Since the inception of the Historic Document Preservation Grant Program, the Town of Newington has applied each year, and has received over $164,000 to date. The use of these funds has assisted the Town in completing projects ranging from:

- Integrating Map Indexes to the Land Record search terminals;
- Expansion of Land Record and Vital Vault shelving;
- Installation of new Land Record Index/Search System;
- Live Land Record Index from 1976-Current;
- Implementing print and web access for Land Record searching;
- Back scanning, image linking and microfilm preservation of Land Record books;
- Implementation of Laserfiche Enterprise Solution;
- Purchase of Copier/Kiosk solution;
- Military Discharge imaging, microfilm preservation and re-creation.
- Preservation of Town Grand Lists, 1871-1890.

The office is allowed to apply once per year, in either April or September, under one of five (5) categories:


This year, as part of the Grant process, I will be applying for the maximum amount of $7,500.00, for Preservation/Conservation, to begin the scanning and recreation of the existing large-format Land Record Books. This project will begin with in-house scanning of Volumes 168-124, with the end result of creating new Legal-size volumes. Secondly, the new Land Record scans would be utilized in the future to begin a back-indexing project that would see the final 105 years of Land Records indexed and images linked. This would allow for Attorney, Title Searchers and residents to have access to all Land Records any hour of the day. The Staff would begin the process of scanning the documents in preparation for printing of the new pages and ordering of the new covers. The supplies needed to complete the work could be purchased no sooner than July 1st for this Grant Cycle, and upon approval by the State Library. This application must be approved by the Town Council prior to the application deadline of April 30, 2022.

Attachments:

- Application-Targeted Grant FY 2023
- Narrative Page & Supporting Documentation
APPLICATION
TARGETED GRANT FY 2023
Historic Documents Preservation Program
Connecticut Municipalities
GP-001 (rev. 1/2022)

STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATOR
231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at https://ctstatelibrary.org/publicrecords/hdpp

Name of Municipality: Town of Newington

Name of Municipal CEO: Keith Chapman
   Title: Town Manager
   Phone with Area Code: 860-665-8514
   Email: kchapman@newingtonct.gov

Name of Town Clerk: James E. Krupienski
   Title: Town Clerk
   Phone with Area Code: 860-665-8550
   Email: jkrupienski@newingtonct.gov

TC Mailing Address: 200 Garfield Street, Newington, CT 06111

Grant Application Deadline: Cycle 1: April 30, 2022  Cycle 2: September 30, 2022

Grant Contract Period: The contract period begins after July 1, 2022 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2023.

Maximum Grant Allowed:
   Small Municipality Population less than 20,000 $5,500
   Medium Municipality Population between 20,000 and 69,999 $7,500
   Large Municipality Population of 70,000 or greater $10,500

Amount Requested: $ 7,500

Grant Category(ies):
   □ Inventory and Planning
   □ Organization and Indexing
   □ Program Development
   □ Storage and Facilities
   □ Preservation/Conservation

See Page 6 of the Guidelines for Category descriptions.

<table>
<thead>
<tr>
<th>Budget Summary</th>
<th>Grant Funds (A)</th>
<th>Local Funds (B)</th>
<th>Total Funds (A+B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Consultants/Vendors (Total cost for all consultants and vendors)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2. Equipment (Total cost for eligible items, i.e. shelving)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3. Supplies (Total cost for eligible items, i.e. archival supplies)</td>
<td>$ 7,500.00</td>
<td>$ 425.00</td>
<td>$ 7,925.00</td>
</tr>
<tr>
<td>4. Town Personnel Costs (Total cost for all town personnel)</td>
<td>1$</td>
<td>2$</td>
<td>$</td>
</tr>
<tr>
<td>5. Other (Please specify on a separate sheet; rarely used)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>6. TOTAL</td>
<td>$ 7,500.00</td>
<td>$ 425.00</td>
<td>$ 7,925.00</td>
</tr>
</tbody>
</table>

1 Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.
2 Personnel taxes, benefits and any overtime must be paid by the municipality.
Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project separately and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant’s own words, not by referencing the vendor’s proposal.

1. **Describe the project.** State what will be done and why. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on Page 9.

2. **Provide vendor/personnel info & timeframe.** For vendors, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on Page 12.

3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.

4. **Provide a detailed budget.** If applying for only one project with one vendor – omit this question. If applying for more than one project – show the detail for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the split between grant and local funds for each line item (if any).

5. **Attach supporting documents.** For vendors: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

---

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, ________________________________, the Town Clerk, as the agent for making the above application.

__________________________________________  Date

Signature of MCEO

__________________________________________

Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the **FY 2023 Targeted Grant Guidelines** have been met.

__________________________________________  Date (must be same as or later than above date)

Signature of Applicant (MCEO or Town Clerk if Designated)

__________________________________________

Name and Title of Applicant

---

For State Library Use Only

Grant Disposition:  [] Approved  [] Denied

Grant Award:  $________________________  Grant Number:  _________-________-_________

__________________________________________  Date

Signature of Public Records Administrator
1. **Describe the project.** State what will be done and why. For records projects, identify the specific records involved, including volume numbers and date range.

For our Fiscal Year 2023 Historic Documents Preservation Grant we will begin to scan/image our large-format Land Record books as a reformatting project. The original volumes will be scanned in-house, with original marginal notations and the new images will then be reprinted into new legal-sized volumes. We are proposing 45 new legal-sized volumes, which could consist of more than one volume per binder, depending on paper weight and final volume width.

2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the **company** and the **timeframe** for completing the work within the grant period. For **town personnel**: Refer to the detailed **instructions** provided on page 12 of the Guidelines under Section D, Town Personnel Costs.

   a. **ADKINS, Inc.** of New Britain, CT will be the Vendor for this project. They expect to have delivery of the new binders and corresponding volume divider tabs, should they be necessary, six to eight weeks after ordering. The specific volume width would be determined after the new archival pages are printed. The vendor has that necessary paper stock on hand to ensure on-time completion of the project.

3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.

   a. The reformatting project of the large-format books will begin the process required to replace the existing roller shelves in the vault to allow for the 50-year expansion estimate. The new image scans that are created will also allow for a future back-indexing project, allowing for expanded access to the Land Records after normal business hours. The ultimate goal will be to complete each of the four shelving units, consisting of 45 volumes each over the next several years.

4. **Provide a detailed budget.** If applying for more than one project – show the breakdown for each project under each line item (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the split between grant and local funds where applicable. If applying for only one project with one vendor, omit this question.

   - Single vendor proposed for this project. Job estimate has been included.

5. **Attach supporting documentation.** For vendors, provide a copy of the proposal or quote. For direct purchases of equipment or supplies, provide a copy of the product information/pricing.

   - Inventory showing volumes page/sheet counts showing estimated volume size after project completion.
JOB ESTIMATE

February 16, 2022

Client: James Krupienski, Newington Town Clerk

Title of Job: Archival Supplies

- 45 Land Record Binders @ $100.00/ea.......................$4,500/lot
  - Black binder/gold stamping
  - 14 x 8.5
  - Stamped on spine in gold
- 40 reams of Land Record Paper @ $80.00/ea..........$3,200.00/lot
  - 14 x 8.5
  - 28 lb. archival 100% cotton
- Shipping/delivery ...........$225

TOTAL COST - $7,925

Irene Sulewski, Municipal Account Specialist
<table>
<thead>
<tr>
<th>Vol 1</th>
<th>Pages</th>
<th>Sheets</th>
<th>Combine</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vol 2</td>
<td>660</td>
<td>330</td>
<td>2.00</td>
<td>P</td>
</tr>
<tr>
<td>Vol 3</td>
<td>588</td>
<td>294</td>
<td>1.72</td>
<td></td>
</tr>
<tr>
<td>Vol 4</td>
<td>476</td>
<td>238</td>
<td>1.44</td>
<td></td>
</tr>
<tr>
<td>Vol 5</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td>P</td>
</tr>
<tr>
<td>Vol 6</td>
<td>626</td>
<td>313</td>
<td>1.82</td>
<td></td>
</tr>
<tr>
<td>Vol 7</td>
<td>606</td>
<td>303</td>
<td>1.77</td>
<td></td>
</tr>
<tr>
<td>Vol 8</td>
<td>600</td>
<td>300</td>
<td>1.75</td>
<td>P</td>
</tr>
<tr>
<td>Vol 9</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>Vol 10</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td>P</td>
</tr>
<tr>
<td>Vol 11</td>
<td>640</td>
<td>320</td>
<td>1.85</td>
<td></td>
</tr>
<tr>
<td>Vol 12</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>Vol 13</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>Vol 14</td>
<td>644</td>
<td>322</td>
<td>1.86</td>
<td>P</td>
</tr>
<tr>
<td>Vol 15</td>
<td>704</td>
<td>352</td>
<td>2.01</td>
<td></td>
</tr>
<tr>
<td>Vol 16</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>Vol 17</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>Vol 18</td>
<td>652</td>
<td>326</td>
<td>1.88</td>
<td></td>
</tr>
<tr>
<td>Vol 19</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>Vol 20</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td>P</td>
</tr>
<tr>
<td>Vol 21</td>
<td>652</td>
<td>326</td>
<td>1.88</td>
<td></td>
</tr>
<tr>
<td>Vol 22</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>Vol 23</td>
<td>712</td>
<td>356</td>
<td>2.03</td>
<td></td>
</tr>
<tr>
<td>Vol 24</td>
<td>652</td>
<td>326</td>
<td>1.88</td>
<td></td>
</tr>
<tr>
<td>Vol 25</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>Vol 26</td>
<td>652</td>
<td>326</td>
<td>1.88</td>
<td></td>
</tr>
<tr>
<td>Vol 27</td>
<td>704</td>
<td>352</td>
<td>2.01</td>
<td></td>
</tr>
<tr>
<td>Vol 28</td>
<td>430</td>
<td>215</td>
<td>1.33</td>
<td>P</td>
</tr>
<tr>
<td>Vol 29</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>Vol 30</td>
<td>652</td>
<td>326</td>
<td>1.88</td>
<td></td>
</tr>
<tr>
<td>Vol 31</td>
<td>610</td>
<td>305</td>
<td>1.78</td>
<td></td>
</tr>
<tr>
<td>Vol 32</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>Vol 33</td>
<td>762</td>
<td>381</td>
<td>2.16</td>
<td></td>
</tr>
<tr>
<td>Vol 34</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td>P</td>
</tr>
<tr>
<td>Vol 35</td>
<td>652</td>
<td>326</td>
<td>1.88</td>
<td></td>
</tr>
<tr>
<td>Vol 36</td>
<td>660</td>
<td>330</td>
<td>1.90</td>
<td></td>
</tr>
<tr>
<td>Vol 37</td>
<td>700</td>
<td>350</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>Vol 38</td>
<td>658</td>
<td>329</td>
<td>1.90</td>
<td></td>
</tr>
<tr>
<td>Vol 39</td>
<td>660</td>
<td>330</td>
<td>1.90</td>
<td></td>
</tr>
<tr>
<td>Vol 40</td>
<td>678</td>
<td>339</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>Vol 41</td>
<td>792</td>
<td>396</td>
<td>2.23</td>
<td>P</td>
</tr>
<tr>
<td>Vol 42</td>
<td>644</td>
<td>322</td>
<td>1.86</td>
<td></td>
</tr>
<tr>
<td>Vol 43</td>
<td>678</td>
<td>339</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>Vol 44</td>
<td>66</td>
<td>33</td>
<td>0.42</td>
<td></td>
</tr>
<tr>
<td>Vol 45</td>
<td>726</td>
<td>363</td>
<td>2.07</td>
<td></td>
</tr>
<tr>
<td>Vol 46</td>
<td>764</td>
<td>382</td>
<td>2.16</td>
<td></td>
</tr>
<tr>
<td>Volume</td>
<td>Pages</td>
<td>Sheets</td>
<td>Combine</td>
<td>Size</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>--------</td>
<td>---------</td>
<td>------</td>
</tr>
<tr>
<td>Vol 93</td>
<td>568</td>
<td>284</td>
<td></td>
<td>1.67</td>
</tr>
<tr>
<td>Vol 94</td>
<td>630</td>
<td>315</td>
<td></td>
<td>1.83</td>
</tr>
<tr>
<td>Vol 95</td>
<td>568</td>
<td>284</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Vol 96</td>
<td>574</td>
<td>287</td>
<td></td>
<td>1.69</td>
</tr>
<tr>
<td>Vol 97</td>
<td>570</td>
<td>285</td>
<td></td>
<td>1.68</td>
</tr>
<tr>
<td>Vol 98</td>
<td>574</td>
<td>287</td>
<td></td>
<td>1.69</td>
</tr>
<tr>
<td>Vol 99</td>
<td>536</td>
<td>268</td>
<td></td>
<td>1.59</td>
</tr>
<tr>
<td>Vol 100</td>
<td>568</td>
<td>284</td>
<td></td>
<td>1.67</td>
</tr>
<tr>
<td>Vol 101</td>
<td>220</td>
<td>110</td>
<td></td>
<td>0.80</td>
</tr>
<tr>
<td>Vol 102</td>
<td>602</td>
<td>301</td>
<td></td>
<td>1.76</td>
</tr>
<tr>
<td>Vol 103</td>
<td>372</td>
<td>186</td>
<td></td>
<td>1.18</td>
</tr>
<tr>
<td>Vol 104</td>
<td>604</td>
<td>302</td>
<td></td>
<td>1.76</td>
</tr>
<tr>
<td>Vol 105</td>
<td>596</td>
<td>298</td>
<td></td>
<td>1.74</td>
</tr>
<tr>
<td>Vol 106</td>
<td>592</td>
<td>296</td>
<td></td>
<td>1.73</td>
</tr>
<tr>
<td>Vol 107</td>
<td>582</td>
<td>291</td>
<td></td>
<td>1.71</td>
</tr>
<tr>
<td>Vol 108</td>
<td>574</td>
<td>287</td>
<td></td>
<td>1.69</td>
</tr>
<tr>
<td>Vol 109</td>
<td>602</td>
<td>301</td>
<td></td>
<td>1.76</td>
</tr>
<tr>
<td>Vol 110</td>
<td>574</td>
<td>287</td>
<td></td>
<td>1.69</td>
</tr>
<tr>
<td>Vol 111</td>
<td>620</td>
<td>310</td>
<td></td>
<td>1.80</td>
</tr>
<tr>
<td>Vol 112</td>
<td>396</td>
<td>198</td>
<td></td>
<td>1.24</td>
</tr>
<tr>
<td>Vol 113</td>
<td>642</td>
<td>321</td>
<td></td>
<td>1.86</td>
</tr>
<tr>
<td>Vol 114</td>
<td>542</td>
<td>271</td>
<td></td>
<td>1.61</td>
</tr>
<tr>
<td>Vol 115</td>
<td>550</td>
<td>275</td>
<td></td>
<td>1.63</td>
</tr>
<tr>
<td>Vol 116</td>
<td>574</td>
<td>287</td>
<td></td>
<td>1.69</td>
</tr>
<tr>
<td>Vol 117</td>
<td>612</td>
<td>306</td>
<td></td>
<td>1.78</td>
</tr>
<tr>
<td>Vol 118</td>
<td>638</td>
<td>319</td>
<td></td>
<td>1.85</td>
</tr>
<tr>
<td>Vol 119</td>
<td>584</td>
<td>292</td>
<td></td>
<td>1.71</td>
</tr>
<tr>
<td>Vol 120</td>
<td>582</td>
<td>291</td>
<td></td>
<td>1.71</td>
</tr>
<tr>
<td>Vol 121</td>
<td>584</td>
<td>292</td>
<td></td>
<td>1.71</td>
</tr>
<tr>
<td>Vol 122</td>
<td>572</td>
<td>286</td>
<td></td>
<td>1.68</td>
</tr>
<tr>
<td>Vol 123</td>
<td>580</td>
<td>290</td>
<td></td>
<td>1.70</td>
</tr>
<tr>
<td>Vol 124</td>
<td>104</td>
<td>52</td>
<td></td>
<td>0.51</td>
</tr>
<tr>
<td>Vol 125</td>
<td>568</td>
<td>284</td>
<td></td>
<td>1.67</td>
</tr>
<tr>
<td>Vol 126</td>
<td>582</td>
<td>291</td>
<td></td>
<td>1.71</td>
</tr>
<tr>
<td>Vol 127</td>
<td>300</td>
<td>150</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>Vol 128</td>
<td>612</td>
<td>306</td>
<td></td>
<td>1.78</td>
</tr>
<tr>
<td>Vol 129</td>
<td>572</td>
<td>286</td>
<td></td>
<td>1.68</td>
</tr>
<tr>
<td>Vol 130</td>
<td>574</td>
<td>287</td>
<td></td>
<td>1.69</td>
</tr>
<tr>
<td>Vol 131</td>
<td>592</td>
<td>296</td>
<td></td>
<td>1.73</td>
</tr>
<tr>
<td>Vol 132</td>
<td>608</td>
<td>304</td>
<td></td>
<td>1.77</td>
</tr>
<tr>
<td>Vol 133</td>
<td>602</td>
<td>301</td>
<td></td>
<td>1.76</td>
</tr>
<tr>
<td>Vol 134</td>
<td>636</td>
<td>318</td>
<td></td>
<td>1.84</td>
</tr>
<tr>
<td>Vol 135</td>
<td>328</td>
<td>164</td>
<td></td>
<td>1.07</td>
</tr>
<tr>
<td>Vol 136</td>
<td>618</td>
<td>309</td>
<td></td>
<td>1.80</td>
</tr>
<tr>
<td>Vol 137</td>
<td>680</td>
<td>340</td>
<td></td>
<td>1.95</td>
</tr>
<tr>
<td>Vol 138</td>
<td>292</td>
<td>146</td>
<td></td>
<td>0.98</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Volume</th>
<th>Pages</th>
<th>Sheets</th>
<th>Combine</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Vol 139</td>
<td>600</td>
<td>300</td>
<td></td>
<td>1.75</td>
</tr>
<tr>
<td>X Vol 140</td>
<td>700</td>
<td>350</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>X Vol 141</td>
<td>704</td>
<td>352</td>
<td></td>
<td>2.01</td>
</tr>
<tr>
<td>X Vol 142</td>
<td>676</td>
<td>338</td>
<td></td>
<td>1.94</td>
</tr>
<tr>
<td>X Vol 143</td>
<td>688</td>
<td>344</td>
<td></td>
<td>1.97</td>
</tr>
<tr>
<td>X Vol 144</td>
<td>694</td>
<td>347</td>
<td></td>
<td>1.99</td>
</tr>
<tr>
<td>X Vol 145</td>
<td>592</td>
<td>296</td>
<td></td>
<td>1.73</td>
</tr>
<tr>
<td>X Vol 146</td>
<td>682</td>
<td>341</td>
<td></td>
<td>1.96</td>
</tr>
<tr>
<td>X Vol 147</td>
<td>610</td>
<td>305</td>
<td></td>
<td>1.78</td>
</tr>
<tr>
<td>X Vol 148</td>
<td>698</td>
<td>349</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>X Vol 149</td>
<td>760</td>
<td>380</td>
<td></td>
<td>2.15</td>
</tr>
<tr>
<td>X Vol 150</td>
<td>726</td>
<td>363</td>
<td></td>
<td>2.07</td>
</tr>
<tr>
<td>X Vol 151</td>
<td>710</td>
<td>355</td>
<td></td>
<td>2.03</td>
</tr>
<tr>
<td>X Vol 152</td>
<td>704</td>
<td>352</td>
<td></td>
<td>2.01</td>
</tr>
<tr>
<td>X Vol 153</td>
<td>690</td>
<td>345</td>
<td></td>
<td>1.98</td>
</tr>
<tr>
<td>X Vol 154</td>
<td>674</td>
<td>337</td>
<td></td>
<td>1.94</td>
</tr>
<tr>
<td>X Vol 155</td>
<td>700</td>
<td>350</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>X Vol 156</td>
<td>760</td>
<td>380</td>
<td></td>
<td>2.15</td>
</tr>
<tr>
<td>X Vol 157</td>
<td>732</td>
<td>366</td>
<td></td>
<td>2.08</td>
</tr>
<tr>
<td>X Vol 158</td>
<td>744</td>
<td>372</td>
<td></td>
<td>2.11</td>
</tr>
<tr>
<td>X Vol 159</td>
<td>724</td>
<td>362</td>
<td></td>
<td>2.06</td>
</tr>
<tr>
<td>X Vol 160</td>
<td>750</td>
<td>375</td>
<td></td>
<td>2.13</td>
</tr>
<tr>
<td>X Vol 161</td>
<td>738</td>
<td>369</td>
<td></td>
<td>2.10</td>
</tr>
<tr>
<td>X Vol 162</td>
<td>722</td>
<td>361</td>
<td></td>
<td>2.06</td>
</tr>
<tr>
<td>X Vol 163</td>
<td>726</td>
<td>363</td>
<td></td>
<td>2.07</td>
</tr>
<tr>
<td>X Vol 164</td>
<td>732</td>
<td>366</td>
<td></td>
<td>2.08</td>
</tr>
<tr>
<td>X Vol 165</td>
<td>738</td>
<td>369</td>
<td></td>
<td>2.10</td>
</tr>
<tr>
<td>X Vol 166</td>
<td>706</td>
<td>353</td>
<td></td>
<td>2.02</td>
</tr>
<tr>
<td>X Vol 167</td>
<td>750</td>
<td>375</td>
<td></td>
<td>2.13</td>
</tr>
<tr>
<td>X Vol 168</td>
<td>740</td>
<td>370</td>
<td></td>
<td>2.10</td>
</tr>
<tr>
<td>Vol 169</td>
<td>730</td>
<td>365</td>
<td></td>
<td>2.08</td>
</tr>
<tr>
<td>Vol 170</td>
<td>738</td>
<td>369</td>
<td></td>
<td>2.10</td>
</tr>
<tr>
<td>Vol 171</td>
<td>732</td>
<td>366</td>
<td></td>
<td>2.08</td>
</tr>
<tr>
<td>Vol 172</td>
<td>738</td>
<td>369</td>
<td></td>
<td>2.10</td>
</tr>
<tr>
<td>Vol 173</td>
<td>290</td>
<td>145</td>
<td></td>
<td>0.98</td>
</tr>
<tr>
<td>Vol 174</td>
<td>740</td>
<td>370</td>
<td></td>
<td>2.10</td>
</tr>
<tr>
<td>Vol 175</td>
<td>742</td>
<td>371</td>
<td></td>
<td>2.11</td>
</tr>
<tr>
<td>Vol 176</td>
<td>718</td>
<td>359</td>
<td></td>
<td>2.05</td>
</tr>
<tr>
<td>Vol 177</td>
<td>716</td>
<td>358</td>
<td></td>
<td>2.04</td>
</tr>
<tr>
<td>Vol 178</td>
<td>714</td>
<td>357</td>
<td></td>
<td>2.04</td>
</tr>
<tr>
<td>Vol 179</td>
<td>720</td>
<td>360</td>
<td></td>
<td>2.05</td>
</tr>
<tr>
<td>Vol 180</td>
<td>720</td>
<td>360</td>
<td></td>
<td>2.05</td>
</tr>
<tr>
<td>Vol 181</td>
<td>720</td>
<td>360</td>
<td></td>
<td>2.05</td>
</tr>
<tr>
<td>Vol 182</td>
<td>724</td>
<td>362</td>
<td></td>
<td>2.06</td>
</tr>
<tr>
<td>Vol 183</td>
<td>728</td>
<td>364</td>
<td></td>
<td>2.07</td>
</tr>
<tr>
<td>Vol 184</td>
<td>720</td>
<td>360</td>
<td></td>
<td>2.05</td>
</tr>
</tbody>
</table>
RESOLVED:

That Keith Chapman, Town Manager, or his designee, is authorized to execute and deliver in the name of and on behalf of this municipality an application and contract acceptance with the Connecticut State Library for the Historic Documents Preservation Grant for Fiscal Year 2023.

MOTION BY: ______________________
SECONDED BY: __________________
VOTE: __________________________
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: March 31, 2022
Re: Annual Fair Housing Month Resolution

Since 1993, the Town of Newington has been the recipient of grant funding through the Small Cities Grant Program. The program assists in funding the Town’s housing rehabilitation loan program as well as infrastructure and other improvements to Newington’s housing stock.

As a recipient of such grant funding and potential future applicant, the Town of Newington documents its commitment to the principles and practices of Fair Housing by the adoption of an Annual Fair Housing Resolution.

Following adoption, the resolution will be included in the Town’s Small Cities Fair Housing Plan Component. In addition, the Town Planner will be forwarding letters to local lenders and real estate professionals encouraging their continued commitment to Fair Housing.

A Resolution has been included for your consideration this evening.

Attachment
• Resolution – Annual Fair Housing Month Resolution
WHEREAS, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, the Town of Newington is committed to upholding these laws and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a non-discriminatory basis; and

BE IT FURTHER RESOLVED, that the Town Manager of the Town of Newington, or their designated representative, is responsible for responding to and assisting any person who alleges to be the victim of any illegal discriminatory housing practices in the Town of Newington and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the Newington Town Council this 5th day of April 2022.

______________________________________________
Beth DelBuono, Mayor

Town Seal

MOTION BY: ___________________________
SECONDED BY: ______________________
VOTE: ______________________________
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: April 1, 2022
Re: Newington High School Roof Replacement, Phase 1A

The Town, in coordination with the Board of Education, is preparing to complete repairs to the roof at the Newington High School. This work would be completed during the current and next Fiscal years. The work is proposed to begin during the school vacation period during April, 2022. Joe Salamone, Director of Facilities, has supplied a memorandum, dated March 21, 2022 outlining the proposed work and timetable.

A Resolution is included for your consideration this evening.

Attachment
- Memorandum from Joe Salamone, Director of Facilities to Keith Chapman Town Manager, dated March 21, 2022
- Resolution – Waiver of Bid Requirements, Charter C-814, Newington High School Roof, Phase 1A
Memorandum

To: Keith Chapman, Town Manager
From: Joe Salamone, Director of Facilities Management
Date: March 21, 2022
Re: Newington High School Roof Replacement Phase 1

Mr. Chapman

Over the past couple of weeks, I have familiarized myself with the ongoing deficiencies associated with the Newington High School’s roof system. With the assistance from the Public School’s Administration Department, I have been able to obtain and compare multiple proposal. I have reviewed all of the information provided by multiple contractors for the labor and materials associated to complete this work.

Based upon this information as well as my conversations with these contractors, I am requesting a bid waiver for Silktown Roofing to complete Phase 1 Roof Replacement at the High School location, for the amount of Nine Hundred and Fifty Thousand Dollars ($950,000.00). As you are aware, supply chains and material procurement continue to be problematic and extremely volatile. Not only did Silktown submit the lowest price, they were the only contractor that has confirmed and guaranteed the quantities of materials required to complete this project.

This project will work towards addressing the worst sections of the building’s roof as well as areas associated with the ongoing Solar initiative project at this location.

In addition, if timing of approvals is expedited, Silktown can potentially complete the section of roof above the Event Center and Culinary Arts Kitchen in the northwest section during spring break this April. This area has an active leak.

Joe Salamone
Director of Facilities
WHEREAS, the Town of Newington, has been approached by the Board of Education regarding roof repairs to Newington High School; and

WHEREAS, the Board of Education is interested in repairing at least three (3) sections of the High School roof; and

WHEREAS, the Town has solicited a quote from Silktown Roofing of Manchester, CT to complete several roof areas, with a 30-year NDL Warranty upon final inspection; and

WHEREAS, Silktown Roofing has acquired the necessary roofing materials to complete the repairs to multiple areas, with a 30-year NDL Warranty upon final inspection; and

WHEREAS, Silktown Roofing is working to acquire the necessary roofing materials to complete additional areas, with a 30-year NDL Warranty upon final inspection; and

WHEREAS, the Town Council, under the Newington Town Charter, Section C-814, hereby determines that it is not in the best interest of the Town to require sealed bids, due to the health and wellbeing of the affected employees and students within the School system; and

WHEREAS, the Town Council hereby determines that at least the three (3) roof areas should be completed immediately and that additional areas should be completed once all necessary roofing materials have been acquired; and

WHEREAS, the cost of the outlined roof repairs should be funded through the use of the CIP, Town Buildings Roof Replacement and Repairs account.

NOW THEREFORE, BE IT RESOLVED: that the Town Council hereby authorizes Keith Chapman, Town Manager to execute any and all necessary contracts with Silktown Roofing to complete the repairs to the Newington High School roof, as outlined above.
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: March 31, 2022
Re: Discussion – Permanent Municipal Building Commission Creation

The Town Council has previously discussed the creation of a Permanent Municipal Building Commission to manage all projects within the Town. The membership of the commission would be primarily of individuals with training specific to construction trades. This would also allow for continuity of design creation across all Town projects.

Included for your review is the revised working draft language as discussed on March 8th & 22nd and includes the revisions proposed by the working subcommittee at a meeting held on March 29th.

The draft language, as proposed by the subcommittee, was supplied to the Town Attorney for his review and comment.

A Resolution for introduction and scheduling of a Public Hearing has been included as a separate item under this agenda, for possible action.

The process for amending Town Ordinances is dictated by §C-405 and §C-406 of the Town Charter. The process generally spans up to three council meetings.

Attachments:

- Draft Revised Ordinance Language - Permanent Municipal Building Commission
BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NEWINGTON THAT:

Chapter 8, Boards, Committees, Commissions and Bureaus, Article XII, Permanent Municipal Building Commission of the Newington Code of Ordinances is hereby created:

Chapter 8

BOARDS, COMMITTEES, COMMISSIONS AND BUREAUS

ARTICLE XII

PERMANENT MUNICIPAL BUILDING COMMISSION

Establishment.
Pursuant to Article VI, §C-610, of the Charter of the Town of Newington, there is hereby established a Commission to be known as the "Permanent Municipal Building Commission."

Power and duties.
This Commission shall be responsible for the execution of major construction and maintenance projects for the Town, including but not limited to responsibilities related to school buildings whether or not described in C.G.S. §10-291. The Commission shall have the powers and duties set forth herein and shall be vested with such general powers as inure in a building Commission and shall have and exercise responsibility for the construction or alteration of all municipal properties or structures for which it has been charged.

1. To work with the architectural firm(s) on project design issues, including structural, building systems, landscaping, and interior design;

2. To authorize and oversee the preparation of architectural drawings, development of building construction or renovation specifications, completion of professional services, and administration of the building project(s);

3. To approve design and construction expenditures pursuant to project construction and change orders;

4. To recommend to the Town Council, for its approval, contracts with architects, engineers, electronic consultants, building contractors, and others in the name of and on behalf of the Town of Newington with respect to the design and construction of the project(s), said contracts to be executed by the Town Manager;

5. To exercise such other powers as are necessary with respect to the construction of a municipal or school building project(s); and

6. To report biennially, to the Town Council, on the status of all municipal & school buildings and facilities.

7. Interim status reports shall be provided by the Commission to the Town Council on a quarterly basis or more frequently upon request. Upon completion of the project, the Commission shall make a complete report and accounting to the Town Council and the Town and recommend acceptance of the building project. Upon completion of the project, the Commission shall make a complete report and accounting to the Town Council and the Town and recommend acceptance of the building project.

8. Any prior project, which has already been approved at a Referendum, prior to 2022, will remain in effect for the duration of that project, and will not be subject to this ordinance.

Definitions.
The following definitions shall apply:
1. “Building Project” any construction or alteration of a Town facility, including but not limited to School District properties and structures, in accordance with the costs as outlined in the Newington Town Charter, Chapter C-408.

2. “Construction” and “Demolition” shall include excavation, filling and grading of the building or project site.

3. “Contract” a signed agreement between the Town of Newington and the general contractor and/or architect/engineer/consultant, including any modifications issued after execution of the agreement.

4. “Cost Estimates” including, but not limited to construction, contingency, architect and/or engineering fees, clerk of the works, consultant services, furnishings, landscaping, paving, insurance, legal notices, inflation, and any other related costs.

5. “Design” includes selection of architects and consultants as needed in compliance with applicable provisions.

6. “Extraordinary conditions” are defined as conditions that are not known until after an operation has begun and that require unanticipated parts, equipment, or materials or services to complete the project.

7. “Ex-Officio Member” is a member (non-voting) who holds their position by virtue of their office and their official capacity.

8. “Major maintenance” shall not include routine maintenance and upkeep of a building or other structure, or its service equipment, which is performed on a regular basis and shall include projects that are capital in nature, that is, having a useful life of seven (7) or more years and an estimated cost of more than $25,000, or such other amount as may be established from time to time by the Town Manager, subject to approval by the Town Council, in writing addressed to the Commission.

9. “Municipal” shall refer to public buildings that are not under the jurisdiction of the School Department.

10. “Project Budget” the Commission's proposed budget as presented to the Town Council for review, prior to the Town Council’s authorization for the Town Manager to execute the contracts and commence the project.

11. “Proposing Body” means the Town of Newington department, appointed or elected board or Commission sponsoring or requesting a construction or major maintenance project, or in the case of major maintenance initiated by the Permanent Building Commission itself, the department, board or Commission whose facility would be the recipient thereof. The Proposing Body is responsible for:
   a) Determination of the program for the proposed project, including the function and needs which it is designed to fulfill, expanded services, auxiliary public use if any, additional personnel required to maintain the facility, annual maintenance costs, expected hours of the facility’s availability, and overall effect on the Town.
   b) Performance of feasibility studies and determination of the estimated size and cost requirements of the project.
   c) Determination of the estimated requirements for equipment and furnishings.
   d) Approval of transitional building plans, including health and safety protocols for maintaining the underlying service associated with the facility while construction takes place.
e) Approval of any design change or budget reprioritization having a material impact, as determined by the Proposing Body, on the programmatic design, transitional building plans, or outcome of the project.

12. “Service equipment and major systems” shall include boilers, elevators, generators, HVAC systems, septic systems, fire alarms, overhead doors, automatic handicapped access doors, major electrical service including wiring and fixtures, major plumbing service including piping and sanitation fixtures, building skin (roofs, gutters, masonry, windows, exterior paint, etc.). It shall not include information system technology (computers and computer systems).

13. “Statement of Needs” a written narrative, provided by the proposing body, presenting the public-interest reasons for undertaking a building project, an explanation of the function and purpose(s) of the proposed facility and recommendations, if any, on its size, scope, location and special features.

Composition.

1. The Commission shall consist of five (5) voting members, three (3) of which shall be qualified because of their experience in the fields of architecture, landscape architecture, building construction, contract review or building trades, two (2) of which one shall be recommended by each major party, subject to the approval of the Town Council, and at least one (1) with similar qualifications as shown above. All of whom shall be electors of the Town of Newington, and shall serve without compensation.

2. There shall be three (3) members recommended by the Town Manager, and presented to the Town Council for appointment subject to the appointment of the Town Council, (a) one shall be for a three (3) year term; one shall be for a two (2) year term; and, one shall be for a one (1) year term; and, (b) one (1) from each major party, shall be appointed for one (1) year, after the expiration of each initial term each member shall be appointed for a term of three (3) years. All terms shall begin on December 1st expire on November 30th, unless appointed to fill the remainder of a vacancy term.

3. Any vacancy in the Commission shall be filled by the, relevant appointing authority, and the member appointed shall serve for the unexpired term of his predecessor. If any member shall cease to be a resident of the town, they shall cease to be a member of the Commission.

4. No member appointed by the Town Council, or by either party, shall serve on any other elected or appointed board, commission or position within the Town of Newington, with the exception of the Lucy Robbins Welles Library representation, which may be members of the Board of Trustees if the project involves the Library or surrounding properties under the ownership and control of the Board of Trustees.

5. The Lucy Robbins Welles Library and surrounding property, under the ownership and control of the Board of Trustees, shall have appointed for any project affecting the Library grounds or structure, two (2) voting members appointed to the commission, by the Town Council.

Ex-officio Membership

1. The Mayor and the Town Manager, or their designee, shall both be ex-officio members of the Commission, but without the power to vote.
2. The Chairperson of the Board of Education and the Superintendent of Schools, or their designee, shall serve as ex-officio members of the Commission for any project involving school grounds or structures, but without the power to vote.

3. The Fire Chief and the Chairperson of the Board of Fire Commissioners, shall serve as ex-officio members (non-voting) on any project having responsibility for the construction or alteration of Fire Department buildings, but without the power to vote.

4. The Building Official, Facilities Director, Fire Marshal, Town Engineer and Chief Information Officer, shall be non-voting advisory members to the Commission, as determined by the Town Manager.

5. The requesting department/organization shall have the ability to recommend advisory ex-officio, (non-voting) member, who with the approval of approved and appointed by the Town Council, shall serve until the completion of the project. Appointment of an ex-officio department member would be specifically for department/organization projects only.

Officers; Records.
The Commission shall elect a Chairperson, Vice-Chairperson and Secretary from its membership and shall keep a public record of its activities. All public meetings shall be recorded in accordance with the “Information and Guidelines for Boards, Committees and Commissions” adopted July 23, 2019, as may be amended.

Reasonable and necessary expenses of the Commission shall be included in the cost of any project, including a Commission Clerk, as authorized in the Town Charter, Section C-610 & Article IX, Personnel. All meetings and records of the Commission shall follow applicable state statutes, regulations and guidelines.

Reimbursement
Each Commission member, as approved by the Town Manager, may be reimbursed for necessary expenses incurred in the course of their duties for the commission.

Building Project Procedures.
A building project shall be undertaken in accordance with the following procedures:

A. Project initiation. Any proposing body which considers that the needs of the Town require the construction or alteration of a Municipal facility shall initiate consideration of such need only by presenting a statement of needs to the Council. If the Council determines that a valid need for such construction or alteration exists, it shall, by majority vote, notify the permanent building Commission in accordance with the provisions hereof.

B. Preliminary steps. The Commission shall, in consultation with the requesting agency, review the statement of needs and the proposed project location. It shall thereafter submit an estimate of the cost of project planning to the Council along with a preliminary estimate of the cost of the entire project.

C. Selection of architectural or engineering firm. If the Town Council determines that the proposed building project is financially feasible, it shall authorize the Commission to recommend the selection of a firm of architects and/or engineers, as may be appropriate, to prepare plans for the building project. Such recommendation shall be made from among firms which respond to a request for proposals. Notice of such request for proposals shall be published at least once in each of two newspapers having
circulation within the Town of Newington. The Commission shall review the proposals and shall interview prospective candidates. It shall refer to the Town Council, for approval, the name of the architectural and/or engineering firm for selection. The Town Council shall select such firm or shall ask for further recommendations from said Commission. It shall authorize the Town Manager to employ the firm so named and shall appropriate sufficient funds for the preparation of preliminary plans. If the Council disapproves of the recommendation, the Commission shall make another recommendation and refer it to the Town Council for its action. If the Commission is unable to report to the Town Council the name of another architectural and/or engineering firm within 15 days following the Town Council's disapproval or the Town Council disapproves of said Commission's recommendation for a second time, the Town Council shall select the architectural and/or engineering firm and authorize the Town Manager to employ it.

D. Proposed location. The location for the proposed building project shall be referred by the Town Council to the Town Plan and Zoning Commission for its review consistent with C.G.S. § 8-24.

E. Preparation of preliminary plans. The Commission shall work with the architects and/or engineers on the preparation of preliminary plans. In so doing, it shall consult with the proposing body. There shall be such joint meetings of the Town Council, the Commission, and the proposing body as may be deemed necessary. Upon completion, the Commission shall submit the preliminary plans and cost estimates for the project to the proposing body for its recommendation. After action by the proposing body, the preliminary plans and cost estimates shall be submitted by the Commission to the Town Council for its action.

F. Revision of preliminary plans. If, in the judgment of the Town Council, the resources of the Town are inadequate to finance the estimated cost of the building project, the Town Council shall so notify the Commission and the proposing body and shall advise them of how much the cost shall be adjusted. The Commission shall thereupon work with the architectural or engineering firm to determine how the cost of the building project may be revised to a level acceptable to the Town Council. If the function or size of the facility as specified in the statement of needs must be modified, the Commission shall confer with the proposed body to determine where adjustments may best be made.

G. Appropriation. Should the Town Council approve the preliminary plans, it may appropriate the funds necessary for undertaking the project consistent with Article VIII of the Town Charter, provided that the Town Council shall have the option of proceeding to have final plans developed consistent with Subsection H hereto prior to acting on such appropriation.

H. Preparation and approval of final plans. When the Town Council so directs, the Commission shall, with the help of the retained architect or engineer, prepare final plans, cost estimates, a project budget and specifications for presentation to the Town Council. In so doing, it shall confer with the proposing body and, upon completion, shall submit same to the proposing body for comment and recommendation. Thereafter, the Commission shall submit such final plans, cost estimates, project budget and specifications to the Town Council for its approval and for authorization to proceed with the construction of the building project.
I. Competitive bids. Following the Town Council's authorization to proceed with construction of the project, the Commission shall secure competitive bids for construction or alteration through the purchasing agent in conformance with §C-814 and §C-815 of the Town Charter. The Commission shall present to the Town Council, for review, a final project budget once bids are received. Upon acceptance of a bid, the Town Council shall authorize the Town Manager to execute appropriate contracts to accomplish such construction.

J. Construction procedure. The Town Manager, or his/her designee, shall serve as the Commission's agent in supervising the construction or alteration of the building project, meeting with the architect or engineer, contractor and Commission when necessary on a regular basis. The Commission shall be authorized to approve change orders and disbursements within the project budget or as approved by the Town Council. The Town Manager shall be authorized to approve contract payments, upon certification by the architect and/or engineer that, based on on-site observation, the work and charges are in accordance with contract documents.

K. Project management coordination or supervision. If the Commission determines that consultant services for project management or coordination are needed, and the approved budget allows for such service, it shall, after soliciting competitive proposals and interviewing qualified candidates, recommend a candidate to the Town Council for its action. If the Town Council fails to approve of the recommendation, the Commission shall make another recommendation and refer it to the Town Council for its action. If the Commission is unable to report to the Council the name of another candidate within thirty (30) days following the Town Council's disapproval, or if the Town Council disapproves of said Commission's recommendation for a second time, the Town Council may make its own selection or determine the selection is unnecessary. Employment of the person, firm or corporation so selected shall be by contract approved by the Town Council and executed by the Town Manager. If consultant services for project management or coordination are deemed unnecessary, the Town Council may authorize the Town Manager to appoint a Owners Representative or Consultant, in conformance with the Town Charter, to furnish project supervision and oversee the day-to-day operation of the construction, provided that the approved project budget allows for such a position. The Owners Representative or Consultant shall attend all meetings of the Commission, including job meetings, meetings of the full Commission and joint meetings between the Commission and the Town Council or proposing body. Commission members who wish to may attend job meetings. The Clerk of the Works shall maintain a daily log of all events at the job site. Any minutes of job meetings shall be distributed, and copies of the bid specifications and construction contract shall be made available to Commission members.

L. Modifications or changes during construction.
(1) The Commission shall be authorized and responsible to administer the project within the financial constraints of the project budget. If an emergency or extraordinary situation arises which precludes the Commission from obtaining Town Council approval and requires a modification or change in the contract which does not affect the financial constraints of the project budget, the Town Manager may certify that an emergency or extraordinary situation exists. Emergencies are situations in which the project would be seriously hampered or
in which public peace, health and safety are seriously threatened. Prompt written notification of such situations should be brought to the proposing body and the Town Council's attention.

(2) If the Commission determines that additional funding is needed above that requested in the project budget, it must refer the request to the proposing body for comment and to the Town Council for review and approval. Major changes which will affect the function or size of a Town facility or building project that arise during construction shall be referred for comment to the proposing body and to the Town Council for review and approval. When a request for additional funding is made to the Town Council, an accounting of the financial receipts, commitments and expenditures to date shall accompany the request. Any change order requiring an increase in cost above the original construction contract shall be subject to the approval of the Director of Finance as to the availability of funds.

M. Final acceptance. After construction and/or alteration of the building project has been completed to the satisfaction of the Commission, as-built plans for the project have been received from the architect and/or engineer, and the proposing body has been asked for its comments, the Commission shall refer the facility to the Town Council for acceptance with a report on the status of the facility and the comments of the proposing body together with any applicable warranties, guarantees, service manuals, surety bonds, original drawings, as-built drawings, Owners Representative or Consultant work log, etc., and operator training. When a project has been fully and satisfactorily completed and a final report has been received from the Commission's Chairperson and the project has been accepted by the Commission, the proposing body and the Town Council, and the Commission has been dismissed, after all outstanding bills have been paid and the Town's independent annual audit has been completed, all unexpended balances in the building project's funds shall revert to the Town's general fund.

A copy of the proposed ordinance is available in the Town Clerk’s Office, 200 Garfield Street, Newington, CT.

Dated at Newington, CT this day of , 2022

Attest: James E. Krupienski, CCTC
Newington Town Clerk
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: March 31, 2022
Re: Introduction & Scheduling of Public Hearing - Permanent Municipal Building Commission

The Town Council has previously discussed the creation of a Permanent Municipal Building Commission to manage all projects within the Town. The membership of the commission would be primarily of individuals with training specific to construction trades. This would also allow for continuity of design creation across all Town projects.

The draft language, as proposed by the subcommittee, was supplied to the Town Attorney for his review and comment. Any recommended changes that the Town Council approved during the prior discussion item will be included as part of the advertised draft language.

A Resolution for introduction and scheduling of a Public Hearing has been included as a part of this item for your consideration.

The process for amending Town Ordinances is dictated by §C-405 and §C-406 of the Town Charter. The process generally spans up to three council meetings.

Attachments:
- Resolution – Introduction and Scheduling of Public Hearing, Permanent Municipal Building Commission
INTRODUCTION,

I hereby introduce for the Town Council’s consideration the proposed ordinance amendment to Chapter 8, Boards, Committees, Commissions and Bureaus, Article XII, Permanent Municipal Building Commission, a copy of which has been filed with the Clerk of the Council.

Introduced by:__________________________

RESOLVED,

That the Newington Town Council hereby schedules a Public Hearing on April 26, 2022 at 6:10 PM to consider the proposed ordinance amendment, Chapter 8, Boards, Committees, Commissions and Bureaus, Article XII, Permanent Municipal Building Commission, a copy of which is attached to this resolution.

MOTION BY:__________________________
SECONDED BY:_____________________
VOTE:____________________________
RESOLVED:

That property tax refunds in the amount of $ 96,479.21 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.
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burts, Bradford</td>
<td>18 Sequin St Hartford, CT 06106</td>
<td>$315.16</td>
</tr>
<tr>
<td>Castillo, Eddy</td>
<td>55 Delaware Ave Waterbury, CT 06708</td>
<td>$444.26</td>
</tr>
<tr>
<td>Enterprise FM Trust</td>
<td>Attn: PPT Team 9315 Olive Blvd St Louis, MO 63132</td>
<td>$178.64</td>
</tr>
<tr>
<td>Financial Services Veh Trust</td>
<td>5550 Britton Pkwy Hilliard, OH 43026</td>
<td>$749.22</td>
</tr>
<tr>
<td>Furniture Executives NO 4 LP</td>
<td>C/O Daniel P Zazzali, McCarter &amp; English LLP 100 Mulberry St, Four Gateway Center Newark, NJ 07102</td>
<td>$38,685.42</td>
</tr>
<tr>
<td>Lowes Home Centers Inc #623</td>
<td>C/O Daniel P Zazzali, McCarter &amp; English LLP 100 Mulberry St, Four Gateway Center Newark, NJ 07102</td>
<td>$55,239.84</td>
</tr>
<tr>
<td>Nissan Infiniti – LT</td>
<td>Tax Operations PO Box 650214 Dallas, TX 75265-0214</td>
<td>$568.57</td>
</tr>
<tr>
<td>Toyota Lease Trust</td>
<td>20 Commerce Way Ste 800 Woburn, MA 01801</td>
<td>$298.10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$96,479.21</strong></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: April 1, 2022
Re: Discussion-Budget Memorandum of Understanding (MOU) Between the Board of Education and Town Council for FY 2022-2023

The Town Council and the Board of Education are interested in entering into a one-year Memorandum of Understanding (MOU) for the Fiscal Year 2022-2023. The proposed MOU would ensure that no staff layoffs would be necessary within the Board of Education. The BOE would agree to return $476,600.00 upon adoption of the FY 2022-2023 budget. The Town Council, based upon the proposed funds being returned to the Town, would increase the Board of Education budget, by $592,113.00, for a total of $78,660,125 for FY 2022-2023. This MOU would be a one-time agreement for the 2022-2023 budget year only.

This item is proposed to move forward to the April 19, 2022 Special Meeting, at which time the Town Manager would be authorized to execute the MOU on behalf of the Town Council. A Resolution will be included for adoption prior to the adoption of the budget to allow for the necessary changes, based on the proposed MOU requirements.

Attachment:

- Draft Memorandum of Understanding (MOU) – FY2022-2023 Budget
MEMORANDUM OF UNDERSTANDING

NEWINGTON BOARD OF EDUCATION
AND
NEWINGTON TOWN COUNCIL

Whereas the Newington Board of Education and the Newington Town Council want the final budget allocation to the Board to not result in any staff layoffs.

Whereas the Town Council wants to approve a budget that results in a mill rate decrease for the 2022-23 fiscal year.

Now, therefore, the Newington Board of Education acting through the Superintendent of Schools, Dr. Maureen Brummett and the Town Council acting through the Town Manager, Keith Chapman agree to the following Memorandum of Understanding:

1. The Board of Education agrees to return $476,600 to the Town after the finalization of the 2022-23 Budget by the Town Council. The Newington Town Council is scheduled to adopt the 2022-23 budget on or before April 19, 2022.

2. The Town Council agrees to restore $592,113 to the Board’s budget for 2022-23, which would be an increase of 2.46% over the 2021-22 budget. This will result in a final allocation for 2022-23 of $78,660,124.

3. This agreement is only for the 2022-23 fiscal year and is not considered a precedent for future budgets.

For the Newington Board of Education
By__________________________________________
Superintendent of Schools

For the Town of Newington
__________________________________________
Town Manager