



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**

**SPECIAL MEETING AGENDA
Tuesday, May 5, 2020, 7:00 P.M.**

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

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- I. PLEDGE OF ALLEGIANCE
 - II. ROLL CALL
 - III. APPROVAL OF AGENDA
 - IV. PUBLIC PARTICIPATION – ON AGENDA ONLY (Via Zoom or Telephone: 888-788-0099 or 877-853-5247) (4 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
 - V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
 - VI. CONSIDERATION OF OLD BUSINESS (Action May Be Taken)
 - A. CT State Library Historic Documents Preservation Grant FY2021
 - B. Waiver of RFP Bid Requirement for Audio-Visual Package
 - VII. CONSIDERATION OF NEW BUSINESS (Action May Be Taken by Waiving the Rules)
 - A. Report by Town Manager Evaluation Subcommittee Chairman
 - VIII. MINUTES OF PREVIOUS MEETINGS
 - A. March 3, 2020 Public Hearing Minutes
 - B. March 10, 2020 Regular Meeting Minutes
 - C. March 17, 2020 Public Hearing Minutes
 - D. March 24, 2020 Regular Meeting Minutes
 - E. April 14, 2020 Special Meeting Minutes
 - IX. PUBLIC PARTICIPATION – ON AGENDA ONLY (Via Zoom or Telephone: 888-788-0099 or 877-853-5247) (3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
 - X. REMARKS BY COUNCILORS
 - XI. ADJOURNMENT



Keith Chapman
Town Manager

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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: May 1, 2020
Re: FY 2021 Connecticut State Library Historic Documents Preservation Grant

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, but has been extended to July 31, 202, under Executive Order 7M. 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 deadline of July 31, 2020.

The Town Council was presented an overview of the proposed application, a Resolution has been added for your consideration.

Attachments:

- Resolution – Targeted Grant FY 2021 & Application-Targeted Grant FY 2021 & Narrative Page

AGENDA ITEM: VI.A

DATE: 5/5/2020

RESOLUTION NO. 2020-

RESOLVED:

That Keith Chapman, Town Manager, or his designee, is authorized to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for the Historic Documents Preservation Grant for Fiscal Year 2021.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

APPLICATION
TARGETED GRANT FY 2021
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2020)



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:
 Use full name, i.e. 'Town of ___'
 or 'City of ___' **Town of Newington**

Name of Municipal CEO: **Keith Chapman** **Title:** **Town Manager**

Phone with Area Code: 860-665-8510

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 **Check if Designated Applicant:**

TC Mailing Address: 131 Cedar Street, Newington, CT 06111

MCEO Address if Different:

Grant Application Deadline: Cycle 1: April 30, 2020 Cycle 2: September 30, 2020

Grant Contract Period: The contract period begins after July 1, 2020 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2021.

Maximum Grant Allowed:

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

Amount Requested: \$ 7,500

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input checked="" type="checkbox"/> Storage and Facilities
<input type="checkbox"/> Preservation/Conservation	

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$	\$	\$
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 7,500	\$ 3,000	\$ 10,500
4. Town Personnel Costs (Total cost for all town personnel)	1\$	2\$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 7,500	\$ 3,000	\$ 10,500

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 Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
 - If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 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**. Where applicable, identify the **specific records** involved, including volume numbers and date ranges.
 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.
 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 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.
 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.

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.

Signature of MCEO

Date

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 2021 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

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

Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

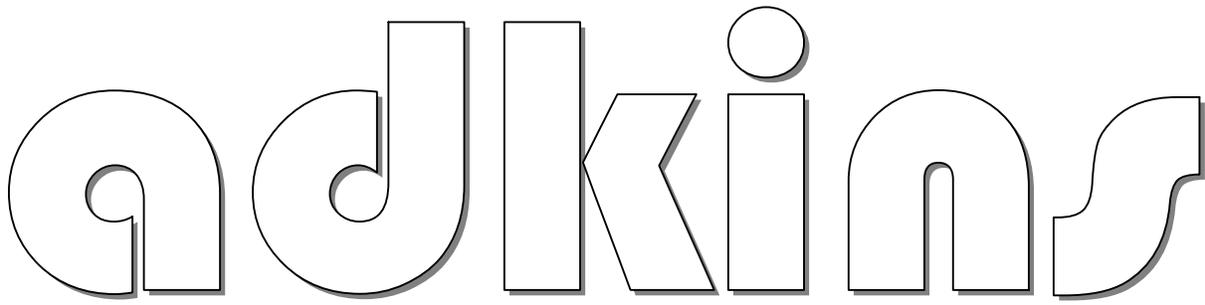
Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

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 2021 Historic Documents Preservation Grant we will be replacing 225 existing compact binder books with seventy-five (75) new Ten Champ Binders, encompassing three volumes per binder. The existing binders cause undue stress on the Land Records pages and the outer binder cover when they are placed upon the copier glass. This move will also allow for damaged pages to be replaced easily when necessary without specialized tools or training.
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.
 - 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, six to eight weeks after ordering.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
 - The replacement of the existing compact binders will minimize the damage to existing covers and stresses placed upon the Land Records pages and covers.
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 project. Job Estimate is 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.
 - ADKINS Job Estimate quote, dated April 16, 2020.



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

JOB ESTIMATE

April 16, 2020

Client: James Krupienki, Newington Town Clerk

Title of Job: Archival Supplies

- 75 Letter Size Land Record Binders @ \$95.00/ea.....\$7,125.00/lot
 - Black binder/gold stamping
 - Round posts 4 – 5/16 – 8-1/4” spacing
 - 3” cap – pulls on top turned in
- 225 divider volume tabs @ \$14.00/ea.....\$3,150.00/lot
 - Maroon poly tabs with gold stamping
 - 11 x 8.5 – (4 – 5/16 – 8-1/4 spacing)
- Shipping/delivery\$225

TOTAL COST - \$10,500


Irene Sulewski, Municipal Account Specialist



Keith Chapman
Town Manager

TOWN OF NEWINGTON

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OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: April 28, 2020
Re: Town Hall Audio-Visual Package

Paul Boutot, Chief Information Office has been working with VisionPoint of Newington to outline the total cost of the Audio-Visual package for both the Town and the Board of Education. It is my hope to supply those estimates by Monday, May 4, 2020, to allow you time to review them prior to your meeting on Tuesday. Should it be necessary, the Council may choose to move action on this item to the May 12, 2020 Regular Meeting to allow more time for review.

At this time, I have included for possible action, a Resolution approving the requested Bid Waiver with a not to exceed clause.

Attachment:

- Resolution – Waiver of RPF Bid Process – Town Hall/Community Center Audio Visual Package.

AGENDA ITEM: VI.B1

DATE: 5/5/2020

RESOLUTION NO: 2020-

RESOLVED:

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

WHEREAS, Town personnel have determined that the installation of the audio-visual package is an integral part of the Town Hall/Community Center Renovation Project, and

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby grants a waiver, for the requirement of sealed bids for the procurement and installation of the audio-visual package for the Town Hall/Community Center Renovation Project, with an estimated cost not to exceed _____; and

BE IT FURTHER RESOLVED, the bid waiver to VisionPoint of Newington, CT, is granted subject to a final negotiated price between VisionPoint and the Town of Newington.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



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Town Manager

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OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: May 1, 2020
Re: Town Manager Evaluation Update

Councilor Nagel, Chairman of the Town Manager Evaluation Subcommittee, will discuss the steps the subcommittee has taken to complete the review process. An Executive Session will be scheduled as part of the May 12, 2020 Regular Meeting for private deliberation of the Council prior to any suggested actions.