



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR BETH DELBUONO

NEWINGTON TOWN COUNCIL REGULAR MEETING AGENDA

**Conference Room L-101 – Town Hall
131 Cedar Street**

Tuesday, June 23, 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>

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. AWARDS/PROCLAMATIONS
 - A. Chair Recognition – Mayor
 - B. Chair Recognition – Town Council Members
- V. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom Application or Phone**)
(4 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)
 - A. Public Comments
 - B. Email Correspondence
- VI. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
- VII. CONSIDERATION OF OLD BUSINESS
 - A. Health Update – COVID-19
 - B. Town Hall Project Update
 - C. Mill Pond Park Pool PBC-Amendment
 - D. Anna Reynolds School Renovation
 - E. Bid Waiver Request – LED Lighting Project
 - F. Annual Suspense List
 - G. Discussion – 2030 Plan of Conservation & Development (POCD)
- VIII. NEW BUSINESS
 - A. Discussion – Sale of Town Property, Fenn Road
 - B. Discussion – Facilities Review Contract
 - C. Town Hall Site Plan
- IX. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Appointment – Board of Ethics

- X. TAX REFUNDS (**Action Requested**)
 - A. Approval of June 23, 2020 Refunds for an Overpayment of Taxes
- XI. MINUTES OF PREVIOUS MEETINGS
 - A. June 9, 2020 Special Meeting Minutes
 - B. June 9, 2020 Regular Meeting Minutes
- XII. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER
- XIII. COUNCIL LIAISON/COMMITTEE REPORTS
- XIV. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom Application or Phone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)
- XV. REMARKS BY COUNCILORS
- XVI. ADJOURNMENT

PROCLAMATION

WHEREAS, Roy Zartarian, as a prior Mayor of the Town of Newington voluntarily provided service to the Town and did so professionally and proudly; and

WHEREAS, as a community leader he placed the interests of the Town above his personal life, to attend numerous Town Council, Board, Commission and other public meetings and gatherings; and

WHEREAS, Mayor Zartarian was a dedicated public servant who diligently performed his role, knowing that the future of our Town was affected by his decisions and actions; and

WHEREAS, former Mayor Roy Zartarian is to be recognized for his loyal service; and

WHEREAS, over the years, an official Town of Newington chair has been presented to former Mayors in recognition of their hard work and to serve as a symbol of the Town's gratitude;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council, on behalf of the residents of the Town of Newington, hereby presents an honorary chair to Roy Zartarian, Mayor from 2015-2019 and extends its sincere appreciation to him for a job well done.

Dated in Newington, Connecticut, this 23rd Day of June, 2020.

Beth DelBuono, Mayor
On Behalf of the Newington Town Council

PROCLAMATION

WHEREAS, the members of the 2017-2019 Newington Town Council voluntarily provided service to the Town and did so professionally and proudly; and

WHEREAS, these community leaders placed the interests of the Town above their personal lives, sacrificing major events in the daily activities of their spouses, children and families to attend numerous Town Council, Board, Commission and other public meetings and gatherings; and

WHEREAS, these dedicated public servants diligently performed their role, knowing that the future of our Town was affected by their actions; and

WHEREAS, former Town Council members Diana Casasanta, James Marocchini and Nicholas Arace are to be recognized for their loyal service; and

WHEREAS, over the years an official Town of Newington chair has been presented to former Councilors in recognition of their work and to serve as a symbol of the Town's gratitude;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council, on behalf of the residents of the Town of Newington, hereby presents an honorary chair to the former members of the Town Council and extends sincere appreciation to them for a job well done.

Dated in Newington, Connecticut, this 23rd Day of June, 2020.

Beth DelBuono, Mayor
On Behalf of the Newington Town Council



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: June 17, 2020
Re: Health Update – COVID-19

Keith Chapman, Town Manager, will update the Town Council on the status of the COVID-19 virus and the actions being taken within the municipality.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

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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: June 17, 2020
Re: Town Hall Project Update

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



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: June 18, 2020
Re: Mill Pond Park Pool PBC Resolution Amendment

During the Leadership Agenda setting process it was determined that the approved creation resolution required additional details to outline the scope of the project. I have included a revised resolution for your adoption.

Attachments:

- Resolution – Mill Pond Park Pool PBC Amendment.

AGENDA ITEM: VII.C.

DATE 6/23/2020

RESOLUTION NO. 2020-

RESOLVED:

The Newington Town Council hereby moves to amend the prior resolution, adopted on June 9, 2020, as follows:

RESOLVED:

In accordance with Article X, Section 8-39 et seq., Project Building Committees, of the Newington Code of Ordinances, the Newington Town Council hereby establishes a Mill Pond Park Pool Project Building Committee.

Said committee is charged to work with the Town Manager (and/or his/her designee) and any other appropriate Town staff in the oversight of the Mill Pond Park Pool Project to include the following work:

- 1. Review of Aquatic Programming to include the following; a) Splash Pad; b) Zero-Entry Pool; c) Shallow Water Leisure Area; d) Lap Swim; e) Waterslide & Climbing Wall; f) Diving; g) Learn-to-Swim Competitive swimming & Diving.**
- 2. Bathhouse to service Aquatic Facilities & designed to Architecturally relate to the new Town Hall Campus. The structure to include Locker & Shower Rooms, Special Needs/Family Changing Rooms, Lifeguard Office, First-Aid Room and appropriate storage.**
- 3. Soft-Pave Play Area adjacent to pool for campers & VIP space events.**
- 4. Appropriately sized Pool decks to allow for increased patron use and adequate lawn areas to swimmers for longer periods of time.**
- 5. Strategic Landscape and Shade plan for increased sun protection and necessary visual buffer areas throughout the Park and Pool areas.**

The following project may encompass two (2) phases; Phase 1 not to exceed \$8 million dollars; Phase 2 not to exceed \$4 million dollars, for an estimated total project cost not to exceed \$12 million dollars.

Such improvements shall comply with the appropriate sections of the Fire Code, Health Code, Building Code and OSHA regulations, regulations of the Americans with Disabilities Act, and any other health and/or safety code regulations currently in force.

BE IT FURTHER RESOLVED:

The Mill Pond Park Pool Project Building Committee shall be comprised of **7** members, of which **2** shall be representatives of the Town Council and **2** shall be representatives of the Board of Parks and Recreation and **3** members from the Public.

BE IT FURTHER RESOLVED:

That the Newington Town Council hereby appoints the following members to the Mill Pond Park Pool Project Building Committee:

Name	Address	Party	Term
NTC Rep:		R	NTC Term
NTC Rep:		D	NTC Term
Board of Parks & Recreation Rep:		R	Board of Parks & Recreation Term
Board of Parks & Recreation Rep:		D	Board of Parks & Recreation Term
Public Rep:		R	
Public Rep:		R	
Public Rep.		D	

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Keith Chapman
Town Manager

TOWN OF NEWINGTON

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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: June 18, 2020
 Re: Anna Reynolds School Renovation Project

The Board of Education, through Colliers Project Leaders, presented their proposal for the Anna Reynolds School renovation. The Board of Education is requesting that the Town Council indicate their support for moving the project forward. My suggestion is that the Town Council direct Staff to contact our Bond Counsel for the drafting of Bond Resolution. The Town Council would still need to hold a Public Hearing prior to a submission to the Secretary of State to place a Referendum question on a Fall Ballot.

Eventually, Town Council will also need to refer the proposal to the Town Plan & Zoning Commission for its review under CGS §8-24. At this time there are no plans showing the specific details of site work taking place around the building. I would recommend that the Council delay taking any referral action until late summer or early fall.

A Resolution has been added to the June 23, 2020 meeting to confirm the commitment of the Town for the placement of a referendum question on a Fall ballot by requesting the creation of draft Bond language.

Attachments:

- Resolution – Direct Staff to have Draft Bond Language for the Anna Reynolds School Renovation Project created.

AGENDA ITEM VII.D

DATE: 6/23/2020

RESOLUTION NO. 2020 -

RESOLVED, that the Newington Town Council hereby authorizes and directs Janet Murphy, Finance Director and Keith Chapman, Town Manager to have draft Bond language created regarding a referendum on the Anna Reynolds Elementary School Renovation Project.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Keith Chapman
Town Manager

TOWN OF NEWINGTON

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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: June 19, 2020
Re: Bid Waiver Request – LED Lighting Project

The Board of Education has requested competitive bids for an HVAC Control System project. During the bidding process they were contacted by an energy efficiency company to combine a LED update project with the proposed HVAC project.

The Board of Education would see a significant increase in the rebate amounts based on a combined project, in addition to the realized energy savings after completion. For specific information on this request please review the included Memorandum from Dr. Maureen L. Brummett, Superintendent of Schools to the Members of the Board of Educations, dated June 4, 2020, a copy of which is included in the packet.

A Resolution has been added to the June 23, 2020 Town Council meeting to approve the requested waiver.

Attachment:

- Resolution - Bid Waiver Request – LED Lighting Project

DATE: June 4, 2020

TO: Members of the Board of Education

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: **BID WAIVER REQUEST – LED LIGHTING PROJECT**

This spring, the BOE competitively bid an HVAC Control System Project that is ready for award. The project as designed has energy efficiency measures embedded in it. Some of these measures are eligible for the Eversource/CNG rebate programs. At the time of the bid, the BOE was also approached by an energy efficiency company (Power Point Energy of Glastonbury) about the possibility of combining LED lighting upgrades with the energy efficiency improvements embedded in the HVAC project.

The structure of the utility rebate programs that are available today are highly biased to incentivize projects that combine energy efficiency measures. By combining the projects into one package to the utility companies, the available rebates more than double.

The window of opportunity to reap the benefits of combining an LED lighting project with the HVAC project will essentially close by the end of the month. Because of the limited time available, it will not be possible to develop a true competitive bid process for this work. The BOE staff has allowed the successful bidder of the HVAC project (Environmental Systems Corp of West Hartford) to also propose a rebate concept (as a potential add to their base contract) to tie together LED lighting and the HVAC improvements. This will also allow for a reasonable critique of the concept and validate the true value of rebates if this were to move forward.

The energy savings will also be significant if the LED lighting is implemented in conjunction with the HVAC work. Preliminary estimates indicate utility costs should be reduced around \$80,000 per year after installation. The gross cost for the lighting portion of the combined project will be in the neighborhood of \$473,000. The combined rebates from all sources will be approximately \$357,000. The net incremental cost for this project will be around \$116,000. The estimated rebates on just a stand alone HVAC will be in the neighborhood of \$50,000.

Because of the magnitude of the opportunity, the BOE is requested to approve a bid waiver for this work. The Town Council also will then need to approve this request in order for this to move forward. A request to add this to the June 9th Town Council agenda has already been made predicated on approval by the BOE.

Recommended Motion:

Move that the Newington Board of Education approve a bid waiver for the proposed LED lighting upgrade project at Newington High School, Martin Kellogg Middle School, and John Paterson Elementary School and pass this request on to the Newington Town Council for consideration.

AGENDA ITEM VII.E

DATE: 6/23/2020

RESOLUTION NO. 2020 -

RESOLVED, that the Newington Town Council hereby approves a Bid Waiver for the Board of Education for the LED Lighting Project upgrades by Power Point Energy of Glastonbury, in conjunction with the HVAC Control System Project at Newington High School, Martin Kellogg Middle School, and John Paterson Elementary School, to ensure the maximum rebates for the improvements.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Keith Chapman
Town Manager

TOWN OF NEWINGTON

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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: June 18, 2020
Re: Suspense List Transfers 2019 & 2004 Fiscal Years

At the June 9, 2020 meeting, Janet Murphy, Finance Director, reviewed the process of removing taxes deemed, uncollectable, from the Town's receivable assets, as outlined below and in the memorandum from Corinne Aldinger, Revenue Collector, dated June 5, 2020.

In accordance with Connecticut General Statutes §12-165, each municipality has a suspense tax book regarding which at least once per year the Revenue Collector shall provide the municipality's governing body a statement that includes:

The amount of each uncollectible personal property;

- The amount of each uncollectible balance of each real estate tax after crediting such tax with proceeds obtained from a tax sale or lien sale of the real estate and which balance cannot be collected by any other means;
- The name and address of the person against whom the tax was levied; and
- The reason why the Revenue Collector believes each such tax is uncollectible.

Upon receipt and review of the list, the Town Council may act to designate the taxes as uncollectible and transferred by the Revenue Collector to the Suspense Tax Book. Such action in no way constitutes an abatement of any tax so transferred but, as with any such tax, remains subject to interest, penalty, fees and charges and may be collected by the Revenue Collector.

Corinne Aldinger, Revenue Collector, has compiled the tax list for submission to the Town Council for review and for action. A copy of the list is being provided to the Council under separate cover.

A Resolution has been included as part of this item to transfer 2018-2019 accounts to the Suspense Book and remove receivable assets for the 2004 tax year.

Any questions regarding this matter may be directed to the Office of the Town Manager or the Revenue Collector.



TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of Revenue Collector

Keith Chapman
Town Manager

Corinne Aldinger, CCMC
Revenue Collector

To: Keith Chapman, Town Manager
From: Corinne Aldinger, CCMC, Revenue Collector *CA*
Date: June 5, 2020
Re: Suspense List

In accordance with Connecticut State Statute 12-165, the Suspense List must be submitted annually by the Revenue Collector to the Town Council. This year's suspense list totals \$115,378.52 as follows:

List Year	Personal Property	Motor Vehicles & Supplemental MV	Total
2016		\$ 162.46	\$ 162.46
2017	\$14,735.68	\$100,480.18	115,215.86
Total			\$115,378.32
# Accounts	19	519	538

While the above are technically deemed uncollectible, transferring these items does not at all prohibit the Town from collection when and if the taxpayer is located. As a matter of example, the Town collected \$46,998.80 in suspense items in 2019-20 and still continues collecting on these aged accounts. The interest component is not included in the total but continues to accrue should collection occur. Efforts to collect beyond the dunning/delinquency notices included warrants issued to the constables, or sheriff as well as motor vehicle registrations reported to the Motor Vehicle Department and UCC Liens filed with the Secretary of State's Office on Personal Property. That measure too is often circumvented if the delinquent taxpayer elects to register under a different name. Other measures such as newspaper publication are quite costly with little or no financial return.

From an accounting perspective, this transfer presents a more accurate picture of the Town's accounts receivable by reducing it in the above amount. You will note that the majority of the accounts are in motor vehicles. A category which by its type is difficult to administer due to its transient nature. Newington has a large number of automobiles, approximately 29,337 or 1 car per capita. The Personal Property includes companies which have gone out of business, filed for bankruptcy, or have left the state.

Additionally, in accordance with Connecticut State Statute 12-164, the real estate accounts that are outstanding after 15 years are deemed uncollectible. The amount for the 2004 Grand List is \$42,245.37 and should be removed from the Town's receivable assets as of June 30, 2020.

Previous transfers to the Suspense Tax Book

2019	\$125,771.35	12 Personal Property + 659 MV & Supplemental Motor Vehicles
2018	95,879.20	6 Personal Property + 532 MV & Supplemental Motor Vehicles
2017	76,955.65	12 Personal Property + 420 MV & Supplemental Motor Vehicles

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

cc Janet Murphy, Finance Director

Phone: (860) 665-8540 Fax: (860) 665-8531
tax@newingtonct.gov
www.newingtonct.gov

AGENDA ITEM: VII.F1

DATE: 6/23/2020

RESOLUTION NO 2020-

RESOLVED,

That the Newington Town Council hereby authorizes transfers in the amount of \$162.46 to the Suspense Tax Book for the year 2017-2018 and \$100,480.18 to the Suspense Tax Book for the year 2018-2019. This action is being taken upon the recommendation of Corinne Aldinger, Revenue Collector, as shown in a report dated June 5, 2020.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VII.F2

DATE: 6/23/2020

RESOLUTION NO 2020-

RESOLVED,

That the Newington Town Council hereby authorizes the outstanding balance from the 2004 Grand List in the amount of \$42,245.37 be removed from the Town's receivable assets as of June 30, 2017 as per the recommendation of Corinne Aldinger, Revenue Collector.

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: June 18, 2020
Re: Discussion – 2030 Plan of Conservation & Development (POCD)

The Draft Plan was supplied to the Town Council, on June 9, 2020, for your review and comment, as required by CGS §8-23. The Town Council may choose to hold one or more Public Hearings on the draft plan and shall endorse or reject such entire draft plan or part thereof and may submit comments and recommended changes to the TPZ Commission. The Commission may render a decision on the plan without the report of the Town Council. Any plan, section of a plan or recommendation in the plan that is not endorsed in the report of the Town Council may only be adopted by the TPZ Commission by a vote of not less than two-thirds of all the members of the Commission.

The TPZ Commission will be holding a Public Hearing on July 22, 2020 at 7:00 PM, via the Zoom software, to receive comments by the Public. The Draft Plan may be viewed on the Town Website under the Town Planner's Department page.

This item will be added to upcoming meeting for a continuing discussion on the draft plan.



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: June 19, 2020
Re: Sale of Barbour Road Property

The Town has been approached regarding surplus property adjacent to the former Barbour Road located adjacent to 49 Fenn Road. The proposed sale would require the referral of the sale to the Town Plan and Zoning Commission for the §8-24 Report.

It may also be necessary for the Town Council to hold a Public Hearing on the sale based on CGS §7-163e, if it is determined that the fair market value of the property does not exceed ten thousand dollars (\$10,000).

Should the Town Council be in favor of the sale, a Resolution for the referral action to the TPZ and the possible scheduling of a Public Hearing will be included on a future Agenda.



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: June 18, 2020
Re: Discussion – Facilities Contract Review

The following item has been added to receive an update from Owens Realty Services on the status of the review of all Town facilities.

Included for your review are a copy of the full Request for Proposals (RFP), including Appendix A, a Status Report, dated June 8, 2020 from Owens and a listing of Town/Board of Education facilities for review. Ms. Suzanne O. Black, Executive Vice President of Operations and Tom Hulk, Director of Operations will be present to discuss the status of the review and answer any questions you may have.



Town of Newington Weekly Report

June 8, 2020

Submitted By:

Suzanne Black, Owens Realty Services

Thomas Hulk, Owens Realty Services

Robert Roach, Friar Associates

Week of May 18th:

- Team met with Gary Fuerstenberg to discuss Kick-Off
- Provided Agenda and discussed Project Plan and Logistics
- Reviewed spreadsheet highlighting some disparities between the Scope in RFP and new documents received from the Town
- Met Doug, the Town Engineer, and visited the Plan Room

Week of May 25th:

- Modified and Updated spreadsheet following meeting
- Solicited pricing from Pool Consultant
- Discussed project timeline with Friar

Week of June 1st:

- Solicited additional information needed to update Town
- Discussed project timeline with Friar
- Plan to start project work on-site in upcoming week of June 8th
- Update spreadsheet to be submitted in upcoming week of June 8th

Town of Newington Facilities

BUILDING	ADDRESS	SF/Est SF	In scope	Out of scope	Price to add	COMMENTS	TON / BOE Staff Resource
Town Hall /BOE office old	131 Cedar Street					building to be razed	
Town Hall /BOE office new	200 Garfield Street					building under construction	
Mortenson Community Center old	131 Cedar Street					building to be razed	
Mortenson Community Center new	200 Garfield Street					building under construction	
Police Department/Lavery Law Enforcement Ctr	131 Cedar Street (300 Garfield Street)	19,684				closed to civilians during pandemic	
Lucy Wells Robbins Library	95 Cedar Street (100 Garfield Street)	25,200				closed to public	
Senior and Disabled Center	120 Cedar Street	25,288				closed to public	
Landfill - Attendant Office	2045 Main Street	100			\$200.00		
Highway garage - shop/office	281 Milk Lane	26,240					
Highway garage - former dog pound	281 Milk Lane	1,500					
Highway garage - fire training building	281 Milk Lane	100			\$200.00		
Highway garage - police training building	281 Milk Lane	1,500			\$662.50		
Parks garage - office/shop	681 Willard Avenue	912			\$1,440.00		
Parks garage - paint shop/garage	681 Willard Avenue	9,600			TBD		
Parks garage - storage building	681 Willard Avenue	12,000			\$1,750.00		
West Meadow Cemetery Chapel	681 Willard Avenue	1,089					
West Meadow Cemetery office	681 Willard Avenue	700			\$0.00	Not included in original list of buildings	
Clem Lemire Complex - Football Concession	115 New Britain Avenue	1,683					
Clem Lemire Complex - Baseball Concession	105 New Britain Avenue	916					
Badger Field - Baseball Concession	356 Walsh Avenue	240					
Fire Department Museum/Former Ambulance	1161 Main Street	2,280					
Fire Company 1 / Headquarters	1485 Main Street	11,590					
Fire Company 2	190 Richard Street	3,846					
Fire Company 3	255 West Hill	3,720					
Fire Company 3 (retired) storage building	2 Chapman Street	1,882			\$300.00		
Fire Company 4	617 Maple Hill	2,060					
Fire Company 5	84 Fifth Street	2,172					
Newington Emergency Medical Services	71 John H Stewart Drive	5,109					
Indian Hill Country Club (IHCC) clubhouse	111 Golf Street	15,509					
IHCC pro shop	111 Golf Street	1,197	TBD		\$180.00	may be included in Clubhse. SF	
IHCC garage	111 Golf Street	4,704	TBD		\$650.00	Not in original list of bldgs	
IHCC vacant garage	111 Golf Street	3,200	TBD		\$480.00	Not in original list of bldgs	
IHCC storage building	111 Golf Street	2,880					
Kellogg-Eddy House	679 Willard Avenue	5,451					
Kellogg-Eddy Garage	679 Willard Avenue	1,272	TBD		\$190.00		
Kelsey House	1702 Main Street	2470					
Deming Young House	282 Church Street					Not in original list of bldgs	
Deming Young Barn	282 Church Street					Not in original list of bldgs	
American Legion Hall	294 Willard Avenue	2,052					
Churchill Park Pool	1989 Main Street	1,400			\$3,750.00	Not in original list of bldgs	
Churchill Park Building	1989 Main Street	3,283				closed for season	
Mill Pond Park Pool	123 Garfield Street	8,800			\$3,750.00	Not in original list of bldgs	
Mill Pond Park Pool Building/Bathhouse	123 Garfield Street	2,269				closed for season	
Mill Pond Park concession building	123 Garfield Street	864				closed for season	
Mill Pond Park Pump Building	123 Garfield Street	TBD				closed for season	
Sub-Total Town Facilities		214,262					
BOE Elementary School - Reynolds	85 Reservoir Road	65,269				closed to public	
BOE Elementary School - Green	30 Thomas Street	59,093				closed to public	
BOE Elementary School - Patterson	120 Church Street	57,614				closed to public	
BOE Elementary School - Chaffee	160 Superior Avenue	68,012				closed to public	
BOE Middle School - Wallace	71 Halleran Drive	130,854				closed to public	
BOE Middle School - Kellogg	155 Harding Avenue	122,902				closed to public	
BOE Learning Academy	25 Mill Street Extension	2,136				closed to public	
BOE HCD	66 Cedar Street	1,692				closed to public	
BOE High School	605 Willard Avenue	246,767				closed to public	
BOE Field House	168 Alumni Road	9,725				closed to public	
BOE Bus Garage	159 Garfield Street (401 Garfield Street)	12,816				closed to public	
Central Office		15,933					
Sub-Total BOE Facilities		792,813					
Total Facilities		1,007,075			\$13,552.50		

Excludes:
Newington Housing Authority Facilities (3 sites)

APPENDIX A

TOWN OF NEWINGTON

REQUEST FOR PROPOSALS

FACILITIES MANAGEMENT SERVICES

- I. GOALS OF THE REQUEST FOR PROPOSALS
 - A. The Town of Newington is requesting proposals from experienced, qualified firms for assistance in administering its property and buildings. The Town seeks a firm to work with the Town on a daily basis.
 - B. The Town is seeking proposals from qualified firms to join in its' efforts to extend the life cycle of its Town-owned buildings and capital investments.
 - C. The firm the Town is seeking to retain a firm that will provide a wide range of services that covers the entire gamut of facilities related services. It is expected that this firm will be knowledgeable in, and provide assistance with, the installation, maintenance and repair of: heating, ventilating and air conditioning (HVAC) equipment and controls, and mechanical systems; electrical, lighting, uninterruptible power supply, generator, and energy management systems; plumbing, water, sewer, and fire suppression (both wet and dry); and other ancillary systems such as roofs, doors (both automatic and manual), locks, security, and insulation; in addition to floors, siding, basements, ceilings, attics, roofs, and roof drainage.
 - D. The firm that the Town is seeking to retain shall provide oversight to other services, in addition to repair and preventative maintenance services, such cleaning and custodial services, pest control services, fire alarm and fire extinguisher testing services, and any other facilities related contractual services.
 - E. The firm that the Town is seeking shall assist the Town to operate and maintain its buildings, which includes a variety of uses, including office space, police and ambulance facilities, recreational space, bathhouses, concession stands, a library, a senior and disabled center, historical homes, highway and parks garages, storage space, and a cemetery chapel. The firm shall assist in helping the Town: to provide safe and healthy environments for all its buildings and those who use them; perform all work in accordance with applicable codes, such as ADA, OSHA, fire, building codes, health codes, etc.
 - F. This firm shall also assist the Town's various departments with other facilities related services, such as working with the Information Technology Department in providing low voltage (telephone and data) wiring, working

with the Finance and Town Manager's Offices on Capital Improvement and facilities related budget requests, recommendations for facilities improvements, etc.

- G. The Town is also seeking to retain a firm to conduct a physical assessment of all Town and public school buildings. The fee for this will be broken out separately. Please note that items A through F above do not include the buildings of the Newington public school system. Should the Town decide to add them to any Scope of Services at a later date (which the Town reserves the right to do), a separate cost proposal will be requested. Newington public school system buildings will be included in the Building Physical Assessment Report. This assessment will be used to create a schedule for all future major and minor repairs of the facilities.
- H. The Town is in the process of constructing a new Municipal Center (a Town Hall and two-gymnasium Community Center), which is expected to be completed in mid to late 2020, after which the existing Town Hall and Community Center will be demolished. The Town is not seeking any services for the old Town Hall and Community Center, nor does it desire any services to assist with the construction of the new Municipal Center.

II. SCOPE OF SERVICES

A. FACILITIES MANAGEMENT SERVICES

1. The firm selected (hereafter the "Contractor") shall manage the Town's real estate and building assets using a preventive maintenance system that maintains the property/building and its equipment properly, extends life cycles, and maintains warranties.
2. This preventive maintenance system shall include the implementation of a computerized maintenance management system. This system shall be non-proprietary, in that it is to remain in place when the Contractor is no longer used by the Town, without required payment by the Town of royalties, copyright fees, etc. for the system's continued use.
3. This maintenance management system shall be used to schedule routine preventive maintenance activities by contractors and Town personnel, and shall also allow Town departments to track work order requests.
4. The Contractor shall supervise Town maintenance personnel and all contractors who are performing maintenance or repairs in or on Town buildings, or who are responsible for cleaning services in Town buildings. This shall include activity that occurs during evenings, night time, weekends and holidays.
5. The Contractor shall be aware of the needs and hours of operation of Town departments and take them into account when scheduling cleaning, maintenance and repair activities, in order to ensure minimal disruption.
6. Assist the Town with bidding of all contractual services by: assisting in the preparation of specifications through the provision of appropriate performance

standards; identifying qualified bidders and encouraging them to bid; checking references of bidders to ensure that they have the size and performance record to meet the Town's specifications and technical requirements.

7. The Contractor shall work with Town staff. The Contractor shall maintain regular communication with the Town Manager.
8. The Contractor shall perform vendor management by monitoring the performance of all cleaning and maintenance/repair contractors. The Contractor shall require all contractors to adhere to the standards set forth in their respective contracts and shall work with the Town to remove those contractors who consistently fail to adhere to those standards. The Contractor shall assist the Town in finding temporary replacements for firms whose performance is unsatisfactory, until new bids can be issued and awarded.
9. The Contractor shall keep records of all its activities on behalf of the Town. This shall include the assignment of work orders and the number of workers on site, their trade, and the firm they are working for (and, if appropriate, how long they worked). If necessary, this record may be used in the verification of certain information contained on invoices.
10. Record the nature and location of work being performed, as well as meetings attended and matters discussed, and submit this to the Town Manager's Office for timely inclusion in the Town Manager's monthly report to the Town Council.
11. Report any suspicious, illegal or improper activity observed promptly and directly to the Town Manager and/or the Newington Police Department, as appropriate.
12. The Contractor shall assist the Town Manager, the Town Finance Department, and the Town Council with the annual preparation of both the Facilities operating budget and the five year Capital Improvement Plan. The Contractor shall use the Building Physical Assessment Report in making recommendations to the Town.
13. The Contractor shall assist the Town with inventory management, as needed, in order for the Town to properly maintain financial and insurance inventory records.
14. The Contractor shall either have an emergency call center that is staffed 24 hours a day, every day of the year, or an on-call employee who is familiar with all Town owned buildings; and an Emergency Response Team that is capable of responding when needed by the Town. The emergency, after hours call procedure shall be provided to the Newington police dispatcher and to all appropriate Town departments. If an on-call employee is selected by the Contractor, this shall not be a rotational option, but rather a permanent on-call employee with a permanent backup, in the event the primary on-call employee cannot be reached. Failure by the Town to be able to contact the Contractor in the event of an after-hours emergency is sufficient grounds for termination of the contract.
15. Observe activity to make certain that safety standards are adhered to, especially for protection of the public.

B. BUILDING PHYSICAL ASSESSMENT REPORT

1. If the Contractor's fee proposal for a Building Physical Assessment Report is accepted, the Contractor shall submit a written document to the Town detailing the current physical condition of each Town-owned and public school building in

Newington, with an eye to maintenance and repair, as well as necessary capital improvements. Town-owned and public school buildings are identified in Schedule A.

2. This report shall contain the address/location of each building, its year of original construction, identify any significant modifications or additions, identify the primary construction material (wood, brick, block, etc.), identify the systems that are operational in each building (HVAC, fire suppression, security, and the like), and identify the condition of those systems and any related equipment. All mechanical equipment, along with its age and condition, should be identified, along with any relevant observations (such as use in an above the ceiling plenum, carbon dioxide levels in the space the equipment is meant to control, the position of dampers, location of vents, etc.). Any major repairs or additions scheduled to be completed should also be included in the report.
3. The report should contain recommendations for each building, stating what improvements would be most critical, what items may be missing entirely that should be present, and what equipment would need to be repaired or replaced. These recommendations should bear in mind that the Town has finite financial resources, and that any repairs or improvements will need to be funded from the Town's operating budget or the Town's five year Capital Improvement Plan.
4. The report should include the energy usage and efficiency of each building, identifying the annual costs for heat and electricity, along with recommendations for improvements, if any, in these areas. Any improvements recommended should include the estimated payback time period (from energy savings to recoup the expenditure) that the Town should expect.
5. The report should include an assessment of the exterior conditions of the building (roof, siding, masonry, foundation, etc.) as well as the interior.
6. If the report recommends standardized energy management systems, fire alarm systems, security systems, and the like, it should bear in mind that the Municipal Center is expected to be completed in 2020 and that many systems in Board of Education buildings are already standardized.
7. The Contractor shall provide 35 sets of the report to the Town Manager, for distribution to the Town Council, Board of Education, appropriate staff, and the public.

III. PROPOSAL

- A. In order to provide the requested service to the Town, the respondent must be able to demonstrate that it has the expertise, flexibility, and personnel available to successfully provide these services.
- B. To comply with the requirements of Section III D, below, the proposal shall contain a detailed listing of the qualified individuals who will be assigned to this project.
- C. The proposal shall demonstrate the ability of the firm to respond to the needs of the Town. If the proposal contains a joint-venture approach, overall responsibility must be clearly identified, as well as a detailed plan of

delineation of work assignments. The Town will only contract with one principal firm.

- D. The proposal format should contain a letter of transmittal, an executive summary and the experience of the firm. This third section (experience of the firm) should address the firm's skills and experience with other municipalities, particularly in Connecticut. It should respond to and document the specific requests for information included in items E through M below.
- E. Fees shall be included in the respondent's initial submittal. All charges for normally reimbursable items and any other miscellaneous expenses shall be included in the rates and fees for services requested above. The fee proposed for Facilities Management Services shall be a lump sum monthly fee amount, and the fee proposed for the Building Physical Assessment Report shall be a separate lump sum.
- F. Respondents shall provide a history of the firm, identify the type of legal entity that they are, provide any proof of incorporation in the State of Connecticut, and list the officers/directors/owners.
- G. Respondents shall describe the firm's capabilities, including the number of employees, the number and location of offices, etc.
- H. Respondents shall provide their relevant facilities management experience, including the number and square footage of properties managed within the past five years.
- I. The proposed project team shall be identified in the proposal and be present at any interviews with the Town.
- J. Respondents shall provide a copy of the declarations page of their current insurance policies that pertain to the requirements of item V D. below.
- K. Respondents shall provide an overview of their performance over the past five years with respect to facilities management, i.e. significant improvements, building closures, legal suits, etc.
- L. Respondents shall provide at least three references from recent facilities management services clients, with contact information, including name, current title, current telephone number, current e-mail, and identification of the building or properties referenced.
- M. Respondents shall state what they feel is unique about their firm that, in their opinion, would give them "an edge" and have them stand out as the firm that the Town of Newington should hire to be a partner on their facilities team. Membership in national associations shall be identified. The firm selected shall be and shall remain knowledgeable on all issues regarding facilities management in Connecticut. It shall retain all necessary certifications and training of its employees at its own expense.

IV. SELECTION PROCESS

All firms wishing to be considered for this appointment shall submit five (5) sets of their proposal based on the format and requirements set forth in this Request for Proposals to the office of the Town Manager, 131 Cedar Street, Newington, CT 06111, before 2:30 p.m., October 30, 2019. All submittals shall be clearly

labeled "RFP No. 4, 2019-20, Facilities Management Services". The Town, at its sole discretion, shall determine those respondents that best meet its needs. Those firms shall be invited for interviews at a date and times to be determined. One or more finalist shall be selected following interviews. This is a Request for Proposals and the Town will award, negotiate and contract with the firm that it determines best meets its needs, which may not be the respondent with the lower cost proposal, as fees will only be one of several factors under consideration.

V. GENERAL REQUIREMENTS

A. RESERVATION OF RIGHTS

The Town reserves the right to waive informalities or to reject any or all proposals when such action is deemed to be in the best interests of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals. Respondents are directed to be certain that they understand the terms and conditions as specified in this RFP. All exceptions of the respondent to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the respondent. It will be expected that all remaining terms and conditions expressed herein are acceptable and shall govern any resulting contract. The Town reserves the sole right to reject proposals that contain exceptions which are unacceptable. In order to provide the requested services to the Town, the respondent must be able to demonstrate the expertise and flexibility necessary to successfully complete this work. Services shall only be provided after written authorization is received from the Town. The Town reserves the right to utilize some, all or none of the various services identified in this RFP. All services performed shall be completed to the satisfaction of the Town Manager. The Town reserves the right to terminate any agreement upon ten (10) calendar days' written notice of failure by the respondent to provide service to the satisfaction of the Town Manager. The Town shall not be responsible for any expenses incurred in preparing and submitting a response to this Request for Proposals.

B. NONDISCRIMINATION

The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental disability, physical disability, or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Newington.

C. HOLD HARMLESS

The Contractor agrees to indemnify, defend and hold harmless the Town of Newington and its respective officers, employees, agents and/or servants against all

demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Newington resulting from or arising out of:

1. Any breach by the Contractor of the terms of the specifications, or
2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Newington or the Contractor or subcontractors or material men, or
3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
4. Any damage to property, real or personal, (including property of the Town of Newington or its respective officers, agents and servants)

caused in whole or in part by the acts or omissions of the Contractor, any subcontractor, or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.

D. INSURANCE

The successful respondent shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from notice of award. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut and that has a current A.M. Best's rating of A-(VII) or better. Insurance coverage shall remain in full force for the duration of the award/contract term including any and all extensions. All insurance, except for Professional Liability Insurance, shall be carried on an occurrence basis. Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:

\$1,000,000 Each Occurrence

\$2,000,000 Aggregate

Combined Single Limit for personal injury or property damage or both combined.

Such policy shall name the Town as additional insured.

2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Workers Compensation Insurance in accordance with Connecticut State Statutes.

Employers Liability Limit

- \$500,000 each accident for bodily injury by accident
- \$500,000 for each employee for bodily injury by disease

E. FREEDOM OF INFORMATION

All proposals and any related submittals to the Town are subject to the requirements of the State of Connecticut Freedom of Information Act, regardless of whether they are marked as confidential, proprietary, or in any other manner. By the act of submitting a proposal, respondents agree that they will be subject to Connecticut General Statutes §1-200 et seq.

F. AWARD

The Town intends, but is not required, to make one award as a result of this RFP. That award will be to the firm which the Town, at its sole discretion, determines best meets the needs of the Town.

G. WORK PRODUCT OWNERSHIP

All responses and submittals received as a result of this Request for Proposals shall become the property of the Town upon receipt. All work products provided to the Town following award shall also be the sole property of the Town upon receipt.

H. OFFICE

The Town shall provide the contractor with office space in the existing Town Hall. This space will be furnished by the Town with a desk, table, chair and file cabinet. The contractor shall supply all necessary office supplies and all office equipment, such as a computer, camera, telephone, photocopier, printer, etc. The contractor or its employees shall furnish motor vehicle transportation. All employees assigned to the project shall have a valid driver's license.

VI. FEES

Respondents who feel they are able to meet the Town's goals for the Request for Proposals and comply with the Scope of Services herein (both Sections A and B) are asked to submit proposed fees. Respondents are asked to submit their proposed fees with

the other proposal document submittals. Payments to the Contractor will be paid by the Town monthly, following submittal of an invoice to the Newington Finance Department, 131 Cedar Street, Newington, CT 06111 by noon on the previous Friday. Payment will cover the period from the first day of the month through the last day of that calendar month. All workers assigned to this project will be employees of the Contractor, not the Town. Each response should contain two fee proposals, one for a lump sum monthly fee to provide Facilities Management Services, and one for a one time lump sum fee to complete the Physical Assessment Report.

VII. QUESTIONS

All questions regarding this request for proposals shall be directed to Jeff Baron Director of Administrative Services, Town of Newington, 131 Cedar Street, Newington, CT 06111, telephone (860) 665-8513, fax (860) 665-8507. Office hours are 8:30 to 4:30, Monday through Friday. All questions shall be presented at least four business days prior to the submission deadline to allow for the preparation and distribution of addenda. Any addenda will be posted on the Town's website, www.newingtonct.gov under Doing Business, Bid Opportunities, at least forty eight hours prior to the response deadline. It is the responsibility of each respondent to check this web site for the presence and content of any addenda.

SCHEDULE A
TOWN OF NEWINGTON
GENERAL GOVERNMENT BUILDINGS
OCTOBER 2019

BUILDING	LOCATION	SQUARE FOOTAGE
Lucy Robbins Welles Library	95 Cedar Street	25,200
Senior and Disabled Center	120 Cedar Street	25,288
Lavery Law Enforcement Center	131 Cedar Street	19,684
Fire Dept. Headquarters & Fire Company One	1485 Main Street	11,590
Fire Company Two	190 Richard Street	3,846
Fire Company Three	255 West Hill Road	3,720
Fire Company Four	84 Fifth Street	2,060
Fire Company Five	615 Maple Hill Avenue	2,172
Fire Department Training Tower	281 Milk Lane - Rear	Unknown
Former Ambulance/Fire Co. 1	1161 Main Street	2,280
Ambulance Building	71 John Stewart Drive	5,109
Highway Garage	281 Milk Lane	26,240
Police Training/Former Dog Pound	281 Milk Lane - Rear	1,500
Parks and Grounds Garage	681 Willard Avenue	9,600
West Meadow Cemetery Chapel	681 Willard Avenue	1,089
Mill Pond Bathhouse	123 Garfield Street	2,269
Mill Pond Concession	123 Garfield Street	864
Churchill Park Bathhouse	1989 Main Street	3,283
Lemire Little League Concession	195 New Britain Avenue	916
Walsh Ave. Little League Concession	356 Walsh Avenue	240
Lemire Football Concession	115 New Britain Avenue	1,683
Kellogg Eddy House	679 Willard Avenue	5,451

Kelsey House	1702 Main Street	2,470
Indian Hill Country Club Clubhouse	111 Golf Street	15,509
American Legion Hall	294 Willard Avenue	2,052

There are also smaller storage buildings at:

- Highway Garage
- Parks Garage
- Churchill Park
- Mill Pond Park
- Kellogg Eddy House
- Indian Hill Country Club
- Chapman Street (Fire Department)

Others:

- Mill Pond Gazebo and Pavilion
- Mill Pond Pumphouse
- Churchill Park Pavilions and Gazebo

NEWINGTON PUBLIC SCHOOL BUILDINGS

Based on architectural verifications done as part of the various building expansions done over the last twenty years, the square footages of Newington Schools and facilities are as follows:

	Existing	Additions	New Total
John Paterson ES	46,011	11,603	57,614
Anna Reynolds ES	47,557	17,712	65,269
Ruth Chaffee ES	57,226	10,786	68,012

Elizabeth Green ES	49,255	9,838	59,093
Martin Kellogg MS	106,400	16,502	122,902
John Wallace MS	111,388	19,466	130,854
Newington HS	236,748	10,019	246,767
Field House **	5,420	4,305	9,725
Bus Garage *	12,816	0	12,816
Central Office	15,933	0	15,933
Transition Academy (Sr. Ctr)	2,136	0	2,136
HCD (66 Cedar Street)	1,692	0	1,692
Total Square Footage	694,959	100,231	792,813

Notes: * BG office space included in BG # 1 total.

** Part of NHS square footage calculations for SDE purpose

*** Sq. Ft. of Transition Academy and HCD – Formerly at Town Hall 6,700

TOWN OF NEWINGTON

RFP NO. 4, 2019-20

FACILITIES MANAGEMENT SERVICES

ADDENDUM ONE

OCTOBER 23, 2019

The following additions, deletions, corrections, changes and clarifications are hereby incorporated into to the Request for Proposals document for RFP No. 4, 2019-20, Facilities Management Services, and any contract that results from that RFP. This Addendum consists of two (2) pages.

- A. The fire department and school (Board of Education) buildings are only to be included in the Building Physical Assessment Report.
- B. The following questions have been received by the Town. The Town's response follows each question.
 1. Please provide existing maintenance and custodial staffing of Town personnel (# of personnel, titles, and schedules). Response: The Town general government has four individuals: Todd Breton, LT-12, Head Custodian I; Tom Trumbull, LT-15, Heating & Ventilating Mechanic; Shawn Brennan, LT-17, Air Conditioning & Heating Control Mechanic; and Timothy Bodine, LT-18, Electrician. Mr. Breton works second shift, the others work first shift (7:30 am to 4:00 PM, Mondays through Fridays, with an unpaid half hour for lunch).
 2. Will the assigned Contractor/Facility Management firm have authority to manage and direct the efforts of the Town maintenance and custodial staff? Response: Yes, they will.
 3. Are the maintenance and custodial employees covered under a collective bargaining agreement? If so, which one(s)? Response: Yes, they are covered by the Agreement between the Town of Newington and Local 2930, American Federation of State, County and Municipal Employees (affiliated with AFL-CIO), that expires on June 30, 2020. This Agreement may be accessed through the Town's website, <https://www.newingtonct.gov>, by clicking on "Departments", "Town Manager", and then on "AFSCME contract" found on the tool bar on the left.
 4. Does the Town have records/building plans to identify mechanical equipment model #'s and serial numbers and dates of install? Response: No, it does not. The Town has some plans, but they are not necessarily complete for each building, nor are there plans for every building. The plans the Town does have do not show any later modifications (after the work for which the plans were prepared was completed). Any plans the Town does have will be made available for the Contractor to examine, but they will not be allowed to leave the building in which they are housed. The Contractor should anticipate gathering this information in the field, rather than through examination of plans and drawings.
 5. Will the existing Town employees have time to assist in the gathering of the data above by visual inspection and recording, or will the Contractor need to provide these resources? Response: This will be negotiable. If the respondent is looking for assistance from Town staff, it should clearly state in its written response what assistance it is looking for Town staff to provide.

6. With 35 Town buildings and 12 Schools for the Facilities Assessment, does the Town has (sic) a time frame in mind for completion of the assessment? Response: The date of delivery of the completed Building Physical Assessment Report is negotiable, within one hundred eighty (180) calendar days after the date of the Town's written Notice of Award to the selected Contractor. As part of the Contractor's assistance with the Town's budget preparation, the Contractor shall also make recommendations as to their top five priority items for consideration during the Town' preparation of the 1920-21 budget and Capital Improvements Plan.
7. Is it the Town's preference to contract with one company for the Facilities Management component and the Facility Assessment scope of work? Response: Yes, it is the Town's intention to make one award only, to one company, for both the Facilities Management Services and the Facilities Assessment Report. Section VI, FEES, on pages 8-9 of the RFP, states "Respondents who feel they are able to meet the Town's goals for the Request for Proposals and comply with the Scope of Services herein (**both Sections A and B**) are asked to submit proposed fees." (Emphasis added). The last sentence of this section states "Each response should contain two fee proposals, one for a lump sum monthly fee to provide Facilities Management Services, and one for a one time lump sum fee to complete the Physical Assessment Report." Although two fees are requested, it is the Town's intention to make one award only, as stated above.
8. Can the Town supply the current fiscal year facilities budget for the City buildings? Response: The Town's 2019-20 Town Council Adopted budget is posted on the Town's website. It can be accessed through the Town's website, <https://www.newingtonct.gov>, by clicking on "Departments", "Town Manager", and then on the budget icon in the middle, top left. The facilities budget is 10191. The narrative precedes the budget page. The Town budgets by department, rather than by building. Other improvements are located in the Town's Capital Improvement Plan (accessed by clicking on the icon next to the budget in the middle, top right, of the Town Manager's section of the Town website).
9. What is the contract start date and term? Response: The start date is negotiable, within thirty (30) calendar days after the date of the Town's written Notice of Award to the selected Contractor. The term is open ended. Termination of any Agreement resulting from this RFP can be made by either party to the Agreement, following a minimum of ten calendar days' written notice. Service by the Contractor shall be to the satisfaction of the Town Manager.

End of Addendum One

APPENDIX B

2020 Reimbursable Expense Rates

Effective: 1/1/2020



In- House Printing Charges

Large Format

Black & White Prints

- 24"x36" Prints of Drawings \$1.20 / Sheet
- 30"x42" Prints of Drawings \$1.75 / Sheet

Color Prints

- 24 "x 36" Prints of Drawings \$3.00 / Sheet
- 30" x 42" Prints of Drawings \$3.50 / Sheet

Small Format

Black & White

- 8-1/2 x 11 copies (plain paper) \$0.10 / Sheet
- 11 x 17 copies (plain paper) \$0.20 / Sheet
- 8-1/2 x 11 copies (high quality paper) \$0.15 / Sheet
- 11 x 17 copies (high quality paper) \$0.25 / Sheet

Color

- 8-1/2 x 11 copies (plain paper) \$0.30 / Sheet
- 11 x 17 copies (plain paper) \$1.00 / Sheet
- 8-1/2 x 11 copies (high quality paper) \$0.55 / Sheet
- 11 x 17 copies (high quality paper) \$1.25 / Sheet

Scans & Presentation Boards

- Scans (Large Format) cost per sheet \$ 2.50 Each
- Foam presentation boards \$12.00 Each

Travel

- Mileage Not to exceed IRS Standard Mileage Rate
- Tolls, Meals, Lodging, Transportation Invoiced at cost plus 10% handling Charge

These rates cover in-house charges only. Expenses incurred for items reproduced outside the office shall be charged in the amount of invoices issued plus a 10 percent handling charge.



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: June 18, 2020
Re: Revised Town Hall Site Plan

The Town Council, during the August 27, 2019 meeting reviewed a proposed change to the existing easterly property line of the Town Hall site along Mazzoccoli Way. The mapping showed the revision of the lot line to include the entire new Town Hall structure within the site.

The Town Council referred the matter to the Town Plan & Zoning Commission (TPZ) for a report under CGS §8-24, on September 17, 2019. The TPZ completed their review during their October 7, 2019 meeting and the report was referred to the Public Building Committee for their review and comment on the recommendations.

The Town Council received the review from the Public Building Committee and accepted the report on November 26, 2020.

At this time, the Site Plan for the abandonment of a portion of Mazzoccoli Way is before you for your approval and placement on file as a permanent record.

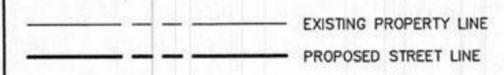
A Resolution will be included in the July 14, 2020 Town Council packet for your adoption.

Attachment:

- Abandonment Map Prepared for Town of Newington Showing Portions of Garfield Street and Mazzoccoli Way to be Abandoned, August 7, 2019.



LEGEND



Line Table		
Line #	Direction	Length
L1	S60°27'48"E	38.70'
L2	S82°32'44"W	9.97'
L3	S11°47'39"W	43.81'

Curve Table			
Curve #	Delta	Radius	Length
C1	92°17'48"	20.00'	32.22'
C2	8°52'14"	239.70'	37.11'
C3	6°36'33"	239.70'	27.65'
C4	21°52'54"	677.27'	258.65'

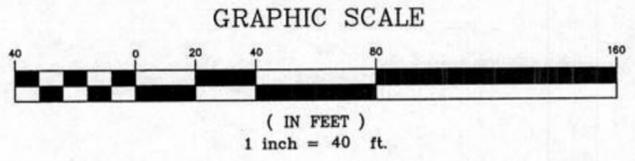
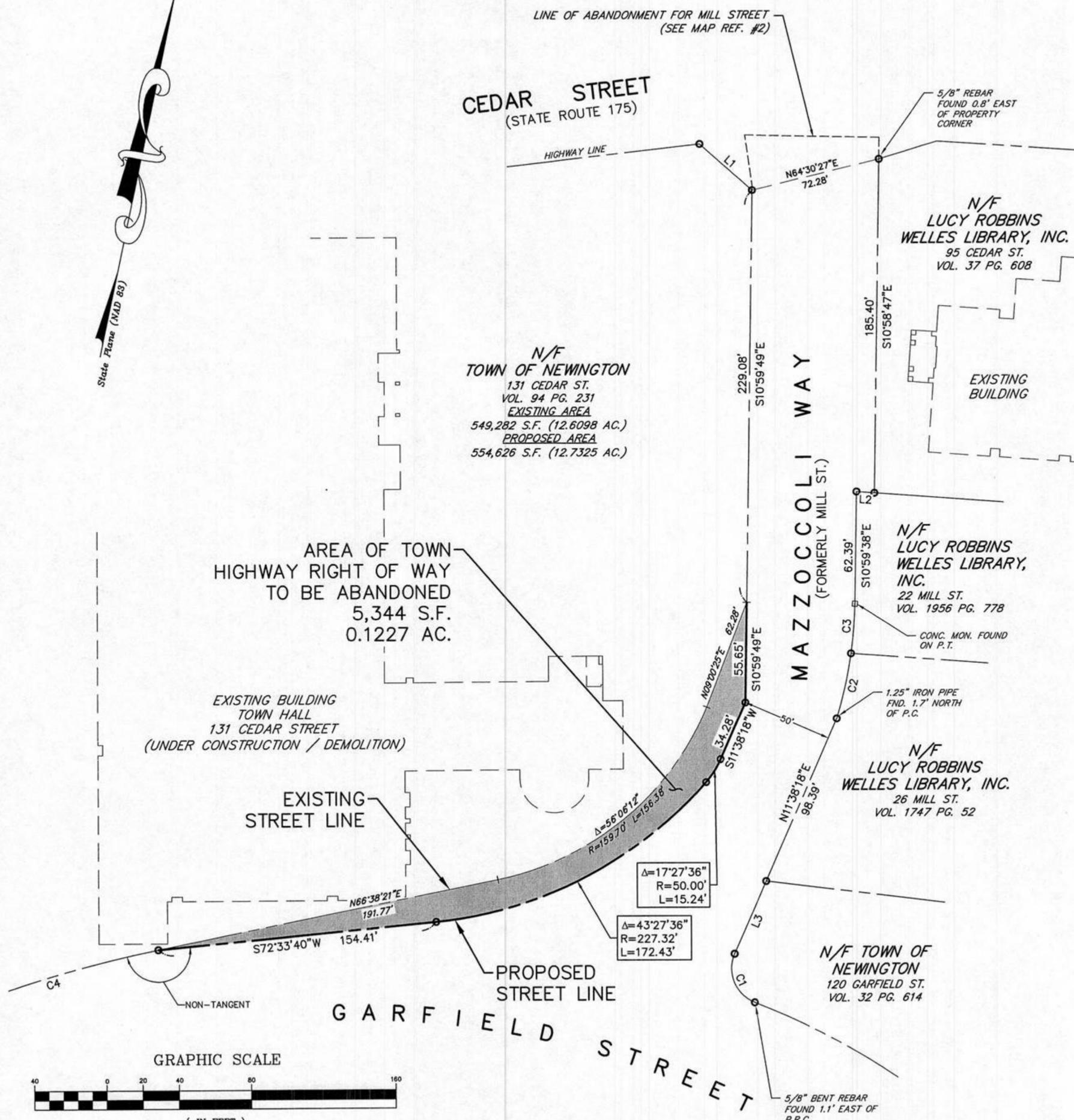
MAP REFERENCES:

- "BOUNDARY & TOPOGRAPHIC SURVEY, PROPERTY OF TOWN OF NEWINGTON, 131 CEDAR STREET & 120 GARFIELD STREET AND LUCY ROBBINS WELLES LIBRARY, INC., 95 CEDAR STREET, 22 MILL STREET & 26 MILL STREET, NEWINGTON, CONNECTICUT, DATE: 4-28-2017, SCALE: 1"=40', SHEET 1 & 2 OF 2, THE BONGIOVANNI GROUP, INC., LAND SURVEYORS"
- "NEWINGTON, MAP SHOWING THE LOCATION OF A SECTION OF HIGHWAY TO BE ABANDONED ON MILL STREET WHICH SHALL REVERT TO THE TOWN AS PER SECTION 2, PUBLIC 235, 1967 SESSION OF THE GENERAL ASSEMBLY, SH. 42A AND SH. 43A, DATE DECEMBER 12, 1969"
- "MAP OF PROPOSED STREET FROM GARFIELD STREET WESTERLY TO WILLARD AVENUE ACROSS LAND OF TOWN OF NEWINGTON, NEWINGTON, CONN., SCALE 1"=40', AUGUST 1971, W.E. PETERS, LAND SURVEYORS"
- "CONNECTICUT STATE HIGHWAY DEPARTMENT, RIGHT OF WAY MAP, TOWN OF NEWINGTON, MILL STREET FROM WILLARD AVE., NORTHEASTERLY TO CEDAR STREET, SCALE 1"=40', NUMBER 93-05, SHEET NO. 2 OF 2, DATE MARCH 31, 1941"
- "CONNECTICUT STATE HIGHWAY DEPARTMENT, RIGHT OF WAY MAP, TOWN OF NEWINGTON, CEDAR HILL ROAD FROM THE NEW BRITAIN TOWN LINE EASTERLY TO MAIN STREET, SCALE 1"=40', NUMBER 321, SHEET NO. 3 & 4 OF 4, DATE APR. 30, 1931"

NOTES:

- THIS SURVEY HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-1 THROUGH 20-300b-20 AND THE "STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 26, 1996;
 TYPE OF SURVEY: ORIGINAL SURVEY
 BOUNDARY DETERMINATION CATEGORY: RESURVEY
 CLASS OF HORIZONTAL ACCURACY: A-2
- HORIZONTAL DATUM IS THE NORTH AMERICAN DATUM OF 1983. (NAD 83)
- THIS MAP IS VALID ONLY IF IT BEARS THE ORIGINAL SIGNATURE AND EMBOSSED SEAL OF THE UNDERSIGNED LAND SURVEYOR.

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.
 SURVEYOR'S SIGNATURE: *CB* DATE: 8-7-19 LICENSE NUMBER: 14649



THE BONGIOVANNI GROUP, INC.
 LAND SURVEYORS
 170 Pine Road
 Newington, Conn. 06111
 TEL (860) 666-0134
 FAX (860) 666-3530

Date: 8-7-19	Scale: 1"=40'	Checked: AB	Date
Drawn: BTM			Revision

**ORIGINAL SURVEY
 ABANDONMENT MAP
 PREPARED FOR
 TOWN OF NEWINGTON
 SHOWING PORTIONS OF GARFIELD STREET AND
 MAZZOCOLI WAY TO BE ABANDONED
 NEWINGTON, CONNECTICUT**

AGENDA ITEM: IX.A.

DATE: 6/23/2020

RESOLUTION NO: 2020-

RESOLVED:

Pursuant to a recommendation by Keith Chapman, Town Manager, the Newington Town Council hereby makes the following appointment of an unaffiliated member of the Board of Ethics:

BOARD OF ETHICS

Name	Address	Party	Term	Replaces
Frank Marci	72 Southwood Road	U	Immed. – 11/30/2021	Self-Defacto Term

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: X.A

DATE: 6/23/2020

RESOLUTION NO. 2020-

RESOLVED:

That property tax refunds in the amount of \$ 367.99 are hereby approved in the individual amounts and for those named on the "Requests for Refund of an Overpayment of Taxes," certified by the Revenue Collector, a list of which is attached to this resolution.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

TAX REFUNDS – June 23, 2020

VW Credit Leasing LTD 1401 Franklin Boulevard Libertyville, IL 60048	\$367.99
TOTAL	\$ 367.99