



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

MAYOR BETH DELBUONO

NEWINGTON TOWN COUNCIL REGULAR MEETING AGENDA

**Town Council Chamber, Room 103 – Town Hall
200 Garfield Street**

Tuesday, September 14, 2021, 7:00 P.M.

*****This Regular Town Council Meeting to begin at the conclusion of the Public Hearings taking place at 6:40 PM and 6:50 PM, but no earlier than 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. Constitution Week 2021
- 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. 150th Anniversary Steering Committee Report
 - C. Adoption – Permanent Municipal Building Commission Creation
 - D. Adoption – Land Acquisition Fund Amendment
 - E. Discussion – Panhandling Ordinance Language
- VIII. NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
 - A. Introduction – Fire Marshal, Douglas (DJ) Zordan
 - B. Introduction – Facilities Director, Joseph Salamone
 - C. Discussion – Virtual Meeting Standards for Boards, Committees and Commissions Booklet
- IX. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Resignation – Economic Development Commission, J. Slater
- X. REFUNDS (**Action Requested**)
 - A. Approval of September 14, 2021 Refunds for an Overpayment of Taxes
- XI. MINUTES OF PREVIOUS MEETINGS
 - A. August 4, 2021 Special Meeting Minutes
 - B. August 10, 2021 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. EXECUTIVE SESSION
 - A. Personnel §1-200(6)(A) – Town Manager Evaluation
- XVII. ADJOURNMENT

AGENDA ITEM: IV.A

DATE: 9/14/2021

RESOLUTION NO. 2021-

**PROCLAMATION
CONSTITUTION WEEK**

WHEREAS, The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2021, marks the two hundred and thirty-fourth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Beth DelBuono, by virtue of the authority vested in me as Mayor of the Town of Newington, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town to be affixed this 14th day of September of the year of our Lord Two Thousand Twenty-one.

Signed _____
Mayor Beth DelBuono

SEAL

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD 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: September 7, 2021
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

200 GARFIELD 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: September 7, 2021
Re: 150th Anniversary Steering Committee Report

Eileen Francolino, Chairperson of the 150th Anniversary Steering Committee will be present to update the Town Council on the events taking place for the Town-wide Anniversary Celebration. This is a continuing update, during the first Regular meeting of each month, to keep the public and the Town Council informed of events and programs going forward.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 Garfield 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: September 9, 2021

Re: Ordinance Amendment-Introduction & Public Hearing: Chapter 8, Article XII, Permanent Municipal Building Commission

The Town Council, during the August 10, 2021 Regular Meeting, introduced and scheduled a Public Hearing to amend Chapter 8, Article XII, to create a Permanent Municipal Building Commission. The proposed ordinance would create a professional review board for all town projects that the Town Council determines should move forward based on their submitted proposal. The Town Attorney has previously reviewed the changes to the draft language presented for your action this evening.

The Public Hearing was held prior to this meeting to receive public comments on the proposed ordinance. The Town Council may choose to make any changes to the language based on comments received during the Public Hearing, prior to adoption.

The process to amend Town Ordinances is dictated by the Newington Town Charter §C-405 & §C-406. Once the ordinance has been adopted it would go into effect 15 days after publication.

Attached please find the Resolution for adoption of the Proposed Ordinance.

- Resolution to Amend Chapter 8, Article XII, Permanent Municipal Building Commission

AGENDA ITEM: VII.C

DATE: 9/14/2021

RESOLUTION NO. 2021-

RESOLVED:

That the Newington Town Council hereby approves the amendment to the Newington Code of Ordinances, Chapter 8, Boards, Committees, Commissions and Bureaus, Article XII, Permanent Municipal Building Commission, a copy of said ordinance is attached to this resolution.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

PROPOSED ORDINANCE #1921-03

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.

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 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, or building trades, two (2) of which shall be appointed by each major party, but shall not require additional qualifications, and all of whom shall be electors of the Town of Newington, and shall serve without compensation.
2. There shall be three (3) members appointed by the Town Manager, (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 Manager, or by either party, shall serve on any other elected or appointed board, commission or position within the Town of Newington.

A. 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 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. The Town Manager shall have the ability to appoint advisory ex-officio non-voting members of the sponsoring or requesting project area, to serve until the completion of the project and acceptance by the Town Council.

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.

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 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. The Town Manager 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 Clerk of the Works, 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 Clerk of the Works 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, Clerk of the Works' 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 14th day of September, 2021

Attest: James E. Krupienski, CCTC
Newington Town Clerk



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD 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: September 9, 2021
 Re: Ordinance Amendment Adoption - Chapter 48, Funds, Article V, Land Acquisition Fund, Section 48-21

The Town Council, during the August 10, 2021 Regular Meeting, introduced and scheduled a Public Hearing to amend Chapter 48, Funds, Article V, Land Acquisition Fund, Section 48-21. The proposed ordinance would create a minimum annual appropriation to the Land Acquisition Fund during the budget process. The Town Attorney has previously reviewed the change to the draft language presented for your action this evening.

The Public Hearing was held prior to this meeting to receive public comments on the proposed ordinance. The Town Council may choose to make any changes to the language based on comments received during the Public Hearing, prior to adoption.

The process to amend Town Ordinances is dictated by the Newington Town Charter §C-405 & §C-406. Once the ordinance has been adopted it would go into effect 15 days after publication.

Attached please find the Resolution for adoption of the Proposed Ordinance.

- Resolution to Amend Chapter 48, Funds, Article V, Land Acquisition Fund, Section 48-21

AGENDA ITEM: VII.D

DATE: 9/14/2021

RESOLUTION NO. 2021-

RESOLVED:

That the Newington Town Council hereby approves the amendment to the Newington Code of Ordinances, Chapter 48, Funds, Article V, Land Acquisition Fund, Section 48-21, a copy of said ordinance is attached to this resolution.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

PROPOSED ORDINANCE #1921-04

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

Chapter 48, Funds, Article V, Land Acquisition Fund, Section 48-21 of the Newington Code of Ordinances is hereby amended:

**Chapter 48
FUNDS
ARTICLE V
LAND ACQUISITION FUND**

§ 48-21 Establishment.

There is hereby established a Land acquisition fund for the purpose of acquiring, in the name of the Town, development rights or real property to be used for open space, recreational or agricultural purposes. There shall be deposited into said fund, annually, an amount not to exceed the amount which would be generated by the imposition of a tax of two mills against the property subject to tax in such municipality pursuant to C.G.S. § 12-40 et seq., **but no less than \$10,000**, as may be appropriated by the Town. Such fund shall not lapse at the close of the municipal fiscal year.

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

Dated at Newington, CT this 14th day of September, 2021

Attest: James E. Krupienski, CCTC
Newington Town Clerk



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD 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: September 7, 2021
Re: Discussion – Panhandling Ordinance Language

This item is a continuing discussion from the July 13 & July 27th, 2021 Regular meetings. The Town Council was supplied with ordinance examples from nine (9) towns to assist with the possible draft language. Town Attorney, Benjamin Ancona will be present to discuss his review of the supplied ordinance examples and to answer any questions that may arise out of the discussion.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

Fire Marshal's Office

Memorandum



Douglas J. Zordan
Fire Marshal

To: Newington Town Council
From: DJ Zordan, Fire Marshal
Date: September 9, 2021
Re: Introduction to Town Council

It is my distinct pleasure to have been appointed as the Fire Marshal for the Town of Newington and my pleasure to provide a brief background of my training and experience.

I started my fire service career with the Cromwell Fire Department Explorer program at the age of 14. After high school, I took some time away from the department and returned in 2002 as a regular member. During my time with the department, I have held several positions with increasing responsibility and leadership requirements; these positions include Lieutenant, Training Officer, Captain, and Assistant Chief.

Also during my time with the department, I was afforded the opportunity to enroll in the State of Connecticut Pre-Certification Training Program for Fire Officials. Upon successful completion of this program in 2007, I was appointed as a Fire Inspector for the Cromwell Fire District.

Recently, due to the new responsibilities of the Fire Marshal's position in Newington, I have resigned from the fire department with 19 years of service as a firefighter and 14 years of service in the Fire Marshal's Office.

Professionally, I have held a variety of positions which enhance the diversity of my fire service experience:

- 2005 – 2010: United Technologies Corporation – Hamilton Sundstrand
 - As an Emergency Services Officer, our division was responsible for providing Fire, Rescue, EMS, and Hazardous Materials Response on a 30 acre campus with 1.8 million square feet of building.
- 2010 – 2016: Westfield Fire District – Middletown, CT
 - As the Deputy Fire Marshal for the Westfield Fire District I was tasked with both Fire Code Enforcement and Emergency Response duties.
- 2016 – 2017: State of Connecticut – Leasing and Property Transfer Division
 - This position was responsible for inspections of buildings that were leased by the State of Connecticut – approximately 150 buildings throughout the state.
- 2017 – 2021: State of Connecticut – Office of Education and Data Management
 - As a trainer for this division, I was responsible for the development and delivery of the Connecticut Pre-Certification Training Program. This gave me the opportunity to train fire marshals from across the state to perform code inspections and fire investigations.

It is my honor to be selected and appointed to this position and I look forward to working with all of you ensure the safety of the town and its residents.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD 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: September 7, 2021
Re: New Hire: Facilities Director Joseph Salamone

Mr. Joseph Salamone has been appointed to the Director of Facilities Management position effective July 30, 2021.

Mr. Salamone was previously employed with the Town of East Hartford for the past 7 years where he acted as the Facility Manager. He was responsible for over 50 buildings and approximately 400,000 square feet.

Mr. Salamone has over 20 years of experience in the building construction and facility management field. His experience includes project management for multimillion-dollar construction projects with a regional structural steel company as well Director of Environmental Services for a national management company. Mr. Salamone brings a remarkable balance of experience having worked for multiple municipalities as well as the private sector.

Mr. Salamone will be in attendance at the September 14th Town Council Meeting for introductions.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD 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: September 10, 2021
 Re: Virtual Meeting Standards for Boards, Committees and Commissions Booklet

During the Agenda setting meeting the Leadership discussed the need to outline specific virtual meeting requirements for all board and commissions. Based upon the recent increase in cases due to COVID-19 variants, it becomes necessary to ensure that the Town projects the proper image to the residents and prospective businesses.

The Town Council previously accepted and approved the “Information and Guidelines for Boards, Committees and Commissions” Booklet on July 23, 2019. Upon the approval by the Town Council, the Commission Guidelines Subcommittee was automatically disbanded. The Town Council would now have the ability to make necessary amendments to the existing booklet. Once adopted by the Town Council, all commissions would be required to follow the updated guideline, unless they choose to amend their By-Laws.

I have included for your review a listing of recommended requirements for virtual meeting, hybrid or full, with the understating that the State Legislature has requested a review and report regarding the implementation and use of virtual meetings. This report is expected to be supplied in April, 2022. Should any requirement change, we would be able to adjust our requirements to meet them.

Attachment:

- Draft - Virtual Meeting Requirement Recommendations

Virtual Meeting Requirement Recommendations

- All members should respond to the Staff representative regarding their attendance at the upcoming meeting. Failure to notify may cause the meeting not to take place due to quorum issues and inconvenience the Staff, other members and the general public.
- Members are expected to log into the meeting early to ensure all software and connections are working appropriately. Unless a situation requires it, the members camera should remain on at all time during the meeting. If a member must turn off their camera during a meeting they should inform the chairperson prior to taking that action by raising their virtual hand and being recognized. A member with a camera off is assumed to be away from the meeting and will not be recognized during votes.
- Members should ensure that their microphone is on mute until recognized to speak to limit distracting noises during the meeting. It is recommended, but not required, to utilize a headset with microphone to allow for better audio quality during the meeting. All members **MUST** enable their microphone during each voice vote or when recognized during a roll call vote, at the discretion of the chairperson.
- Members should identify themselves once recognized by the chairperson, but prior to speaking, for the benefit of the audience. Statements or questions should be spoken slowly and clearly for the benefit of all in attendance.
- Members should be aware of how their appearance and surroundings look. When attending the virtual meeting you should dress appropriately, as if you were in the actual room with the public and other members. You should not be seen on camera eating and it is recommended that the blur background or a non-distracting background is utilized. This can be supplied by Staff if requested. Ensure that you have appropriate lighting to be seen on camera.
- Ensure that your device (laptop, tablet, smartphone, ie.) is at an appropriate level to display your head, shoulders and your upper torso.
- Members should not respond directly to other members or the public, unless allowed by the chairperson.
- Members should be aware of how they are speaking to project a polite demeanor between members and the public during all meetings.
- **For Boards that hold Executive Sessions:** All members when attending an Executive Session are assumed to be in a location where all conversations can't be overheard from other individuals. It is required if you do not have a private location that you **MUST** utilize a headset with microphone to prevent the discussion from being overheard.



Keith Chapman
Town Manager

TOWN OF NEWINGTON


200 Garfield Street Newington, Connecticut 06111

Office of the Town Clerk

James E. Krupinski CCTC
Town Clerk

Memorandum

To: Keith Chapman, Town Manager

From: James E. Krupinski, Town Clerk 

Date: September 7, 2021

Re: Resignation-Jay Slater – Economic Development Commission

I am attaching a copy of the Resignation email, received in the Town Clerk’s office on September 7, 2021, from Jay Slater who is resigning from the Economic Development Commission, effective immediately. Mr. Slater was serving a term from January 28, 2020 through November 30, 2022.

Section 606 & 611 Town Charter
Newington Code Sec. 8-30 & 8-31

Krupiensi, James

From: Jay Slater <slaterj@cox.net>
Sent: Tuesday, September 7, 2021 2:46 PM
To: Krupiensi, James
Subject: Retiring-Resignation From EDC

Hi James,

Effective today, I will be resigning my commission position on the EDC.
Have already informed Theresa.
You will be seeing us around but now as a civilian!

BTW, You do a great job and service for the town! 😊👍

Thanks

Jay

Sent from Jay's iPad

RECEIVED FOR RECORD
IN NEWINGTON, CT
2021 SEP - 7 PM 2:49
John O. Krupiensi
Town Clerk

AGENDA ITEM: IX.A

DATE: 9/14/2021

RESOLUTION NO: 2021-

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Jay Slater from the Economic Development Commission, as a Member, in accordance with email correspondence received by the Town Clerk, dated September 7, 2021.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: X.A

DATE: 9/14/2021

RESOLUTION NO. 2021-

RESOLVED:

That property tax refunds in the amount of \$ 21,293.44 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 – September 14th, 2021

Albert, Jacqueline 10 Crown Ridge Newington, CT 06111	\$ 24.30
Aligata, Jenny 315 W Hill Rd Newington, CT 06111	\$ 127.46
Allen, Vaughn 80 Timothy St Newington, CT 06111	\$ 35.51
Ames, Robert 37 Reservoir Rd Newington, CT 06111	\$ 21.58
Amoruso, Michael 11 Day St Newington, CT 06111	\$ 234.27
Bassell, Mark & Nora 65 Mountain View Dr Newington, CT 06111	\$ 29.96
Blankenburg, Alan & Patric 3 King Arthurs Way Newington, CT 06111	\$ 35.86
Blazhkevich, Tamara 140 Webster Ct Newington, CT 06111	\$ 283.32
Bonola, David 89 Fleetwood Rd Newington, CT 06111	\$ 17.08
Campbell Cooling LLC Po Box 310253 Newington, CT 06131-0253	\$ 38.77
Charamut, Robert 220 State Rd Apt 212 Kittery, ME 31130	\$ 315.79
Clavette, Elizabeth 143 Ashland Ave Newington, CT 06111	\$ 8.85
Couillard, Robert 308 Audubon Ave Newington, CT 06111	\$ 44.28
Deneault, Lynn 47 Cherry Hill Dr Newington, CT 06111	\$ 88.72
Denigris, Emanuele 297 Vineyard Ave Newington, CT 06111	\$ 21.66

Dolinger, Sheldon 29 Sterling Dr Newington, CT 06111	\$ 122.26
Fenn, Eleanor & Bradford 23 Kirkham St Newington, CT 06111	\$ 24.17
Ferreira-Renk, Helen 31 2B Woodsedge Dr Newington, CT 06111	\$ 46.61
Flores, George 151 Maple Hill Ave Newington, CT 06111	\$ 48.78
Frohock, Richard 13 New Britain Ave Newington, CT 06111	\$ 71.11
Fuentes, Jose 168 Indian Hill Rd Newington, CT 06111	\$ 10.63
GKN Aerospace Newington LLC 183 Louis St Newington, CT 06111	\$ 13,031.05
Hawkins, Brett & Linda 54 Harris Dr Newington, CT 06111	\$ 52.12
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$ 1,110.82
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$ 251.96
Honda Lease trust 600 Kelly Way Holyoke, MA 01040	\$ 689.66
Iqbal, Ghazala 1164 Willard Ave Newington, CT 06111	\$ 117.32
Kalman, David 30 Long St Newington, CT 06111	\$ 28.68
Kevins Koaches LLC 254 Richard St Apt 1 Newington, CT 06111	\$ 24.07
Klemyk, Robert C/O Deborah Klemyk 20 Gilead Rd Andover, CT 06232	\$ 18.86
Kulac, Shannon 257 Main St Newington, CT 06111	\$ 32.09

Landrian Armando & Carmen 38 Tunxis Rd Newington, CT 06111	\$ 322.27
Langevin, Ernestine 246 Main St Newington, CT 06111	\$ 60.54
Leith, Marybeth 250 Cedarwood Ln Newington, CT 06111	\$ 25.62
Mazur, Sara 415 Church St Newington, CT 06111	\$ 54.37
Mortensen, Rodney 17 Fox Ln Newington, CT 06111	\$ 180.85
Muczko, Miroslaw 222 Cedarwood Ln Newington, CT 06111	\$ 437.62
Muse, Bonnie & April 37 Kenlock St Newington, CT 06111	\$ 23.75
Nelson, Winnifred 97 Webster Ct Newington, CT 06111	\$ 121.28
Patel, Aakash 24 Strawberry Ln Newington, CT 06111	\$ 39.31
Pawlak, Gerald 66 Beacon St Newington, CT 06111	\$ 22.51
Pirog, Alexander 701 Churchill Dr Newington, CT 06111	\$ 7.21
Rodriguez, Mercy 181 Hillcrest Ave Newington, CT 06111	\$ 219.24
Savage, Sheila 50 Vivian St Newington, CT 06111	\$ 300.84
Senn, Marjorie 22 Ledgecrest Dr Newington, CT 06111	\$ 13.93
Teape, Glenford 9 Kensington Ln Unit 104 Rocky Hill, CT 06067	\$ 127.69
USB Leasing LT 1850 Osborn Ave Oshkosh, WI 54902-6197	\$ 524.37

USB Leasing LT 1850 Osborn Ave Oshkosh, WI 54902-6197	\$ 279.78
VCFS Auto Leasing Co 1 Volvo Dr Rockleigh, NJ 07647	\$ 736.10
VCFS Auto Leasing Co 1 Volvo Dr Rockleigh, NJ 07647	\$ 528.32
VW Credit Leasing LTD 1401 Franklin Blvd Libertyville, IL 60048	\$ 73.93
Wacht, Julia 574 Maple Hill Ave Newington, CT 06111	\$ 23.29
Waldzinski, Wieslaw 254 Beacon St Newington, CT 06111	\$ 36.49
Wells Fargo Financial Leasing Inc Po Box 36200 Billings, MT 59107	\$ 53.56
Wojnarowska, Dorota 58 Timothy St Newington, CT 06111	\$ 11.30
Yrayta, Gensho & Norma 20 Millbrook Ct Newington, CT 06111	\$ 61.67
TOTAL	\$21,293.44

AGENDA ITEM: XVI.A

DATE: 9/14/2021

RESOLUTION NO. 2021-

RESOLVED,

That the Newington Town Council, in accordance with CGS §1-200(6)(A) hereby moves to go into Executive Session, and invites the Town Council members and the Mayor to discuss a Personnel issue: Town Manager's Evaluation.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____