TOWN OF NEWINGTON
131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR ROY ZARTARIAN

NEWINGTON TOWN COUNCIL
SPECIAL MEETING AGENDA

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

AGENDA
September 17, 2019, 6:30 P.M.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. PUBLIC PARTICIPATION – ON AGENDA (In Person)
(3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)

IV. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION

V. EXECUTIVE SESSION
A. PERSONNEL ISSUE §1-200(6)(A): Town Manager’s Evaluation
   (Executive Session to take place in Conference Room L-100)

VI. CONSIDERATION OF OLD BUSINESS (Action May Be Taken)
A. Town Manager’s Evaluation
B. TPZ Referral §8-24 CGS, Municipal Improvements
   1. Town Hall & Community Center Project-Revised Property Line
C. Historic Documents Preservation Grant FY 2020

VII. PUBLIC PARTICIPATION – ON AGENDA (In Person)
(3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)

VIII. REMARKS BY COUNCILORS

IX. ADJOURNMENT
RESOLVED,

That the Newington Town Council, in accordance with CGS §1-200(6)(A) hereby moves to go into Executive Session in Conference Room L-100, and invites the Town Council members, the Mayor and Tanya D. Lane, Town Manager to discuss a Personnel issue: Town Manager’s Evaluation.

MOTION BY: ________________________
SECONDED BY: _____________________
VOTE: _____________________________
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Tanya D. Lane, Town Manager)
Date: September 12, 2019
Re: Town Manager Evaluation/Compensation

During the September 10, 2019 Town Council meeting the Town Manager Evaluation Subcommittee presented their final review regarding the Town Manager’s evaluation for the 2018-2019 Fiscal Year.

A Resolution has been included for the Town Council’s consideration.

Attachment:
Resolution – Town Manager Compensation FY 2018-19
AGENDA ITEM: VI.A

DATE: 9/17/2019

RESOLUTION NO: 2019-

RESOLVED:

That reflective of the Town Manager’s performance from July 1, 2018 to June 30, 2019, the Town Council; hereby authorizes a salary increase of ________% on the current salary of Tanya D. Lane, Town Manager, for the fiscal year beginning July 1, 2019. This increase shall be retroactive to July 1, 2019.

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

To: Newington Town Council
From: James E. Krupienski, (on behalf of Tanya D. Lane, Town Manager)
Date: September 12, 2019
Re: TPZ Referral §8-24 CGS, Municipal Improvements-Town Hall & Community Center Project-Revised Property Line

This item is a continued discussion from the September 10, 2019 meeting. The Town Council requested additional information prior to referral to the TPZ for the proposed change to the existing easterly property line along Mazzoccoli Way.

A Resolution has been added for the Town Council to authorize the Town Manager to refer to the TPZ the revised Property Line for the Town Hall & Community Center Project.

Attachment:

- Resolution – Referral of Town Hall & Community Center Project-Revised Property Line to TPZ
RESOLVED:

That the Newington Town Council hereby directs and authorizes the Town Manager to submit to the Town Plan and Zoning Commission for its report in accordance with Section 8-24 of the Connecticut General Statutes, for the Town Hall & Community Center Project-Revised Property Line.
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Tanya D. Lane, Town Manager)
Date: September 12, 2019
Re: FY 2020 Connecticut State Library Historic Documents Preservation Grant

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

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

This authorization for the Town Manager to execute the application must be approved by the Town Council prior to the application deadline of September 30, 2019.

A Resolution to authorize the Town Manager to execute a contract with the CT State Library for the grant program has been included for your consideration.

Attachments:
- Application Packet-Targeted Grant FY 2020, Narrative Page & Cost Estimate
**APPLICATION**
**TARGETED GRANT FY 2020**
Historic Documents Preservation Program
Connecticut Municipalities
GP-001 (rev. 1/2019)

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

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**Name of Municipality:** Town of Newington

<table>
<thead>
<tr>
<th>Name of Municipal CEO:</th>
<th>Tanya D. Lane</th>
<th>Title: Town Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone with Area Code:</td>
<td>(860) 665-8510</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:tlane@newingtonct.gov">tlane@newingtonct.gov</a></td>
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</table>

<table>
<thead>
<tr>
<th>Name of Town Clerk:</th>
<th>James E. Krupienski</th>
<th>Title: Town Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone with Area Code:</td>
<td>(860) 665-8550</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:jkrupienski@newingtonct.gov">jkrupienski@newingtonct.gov</a></td>
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</tbody>
</table>

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

**Grant Application Deadline:**
- ☑ Cycle 1: April 30, 2019
- ☐ Cycle 2: September 30, 2019

**Grant Contract Period:**
The contract period begins after July 1, 2019 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2020.

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

**Amount Requested:** $7,500.00

**Grant Category(ies):**
- ☑ Inventory and Planning
- ☐ Organization and Indexing
- ☐ Program Development
- ☐ Storage and Facilities
- ☑ Preservation/Conservation

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### Budget Summary

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Grant Funds (A)</th>
<th>Local Funds (B)</th>
<th>Total Funds (A+B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Consultants/Vendors</td>
<td>$6,980.00</td>
<td>$</td>
<td>$6,980.00</td>
</tr>
<tr>
<td>(Total cost for all consultants and vendors)</td>
<td></td>
<td></td>
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<tr>
<td>2. Equipment</td>
<td></td>
<td>$</td>
<td>$</td>
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<tr>
<td>(Total cost for eligible items, i.e. shelving)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3. Supplies</td>
<td>$520.00</td>
<td>$</td>
<td>$520.00</td>
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<tr>
<td>(Total cost for eligible items, i.e. archival supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Town Personnel Costs</td>
<td>¹$</td>
<td>²$</td>
<td>$</td>
</tr>
<tr>
<td>(Total cost for all town personnel)</td>
<td></td>
<td></td>
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<tr>
<td>5. Other</td>
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<td></td>
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<tr>
<td>(Please specify on a separate sheet)</td>
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<tr>
<td>6. TOTAL</td>
<td>$7,500.00</td>
<td>$</td>
<td>$7,500.00</td>
</tr>
</tbody>
</table>

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

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
- If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 1a and 1b, 2a and 2b, 3a and 3b.
- Answers should be provided in the applicant's own words, not by referencing the vendor’s proposal.

1. **Describe the project.** State what will be done and why. Identify the specific records involved, including volume numbers and date range.

2. **Identify the vendors or town personnel; and the project timeframe.** For **Vendors**: Identify the company and the timeframe for completing the work. For **Town Personnel**: Follow specific instructions on page 12 of the **Grant Guidelines** under Section D, Town Personnel Costs.

3. **State what the municipality hopes to accomplish.** Explain how the project will impact the records, the office and/or the municipality.

4. **Provide a detailed budget.** Show the specific project expenses to be included under each line item (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs). Show the split between grant and local funds where applicable. If applying for only one project with one vendor, you may **omit** this question.

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

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**Designation of Town Clerk as Applicant**

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

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

Signature of MCEO __________________________ Date __________

Name and Title of MCEO __________________________

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**Certification of the Application**

This section must be signed by the applicant. If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the FY 2020 Targeted Grant Guidelines have been met.

Signature of Applicant (MCEO or Town Clerk if Designated) __________________________ Date (must be same as or later than above date) __________

Name and Title of Applicant __________________________

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**For State Library Use Only**

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: __________________________ Grant Number: _________-________-_________

Signature of Public Records Administrator __________________________ Date __________

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

   For our Fiscal Year 2020 Historic Documents Preservation Grant we will be completing the back filing of Land Record images consistent with our live index beginning in 1976. Images will be supplied to our existing Land Records vendor, COTT Systems to complete the remaining 241 volumes from January 1976 through January 1985. This will add an estimated 84,500 images to our Land Records to assist Attorney’s and the public with record access.

2. **Identify the vendors or town personnel; and project timeframe.** For consultants/vendors, identify the company and the timeframe for completing the work. For town personnel to be paid with grant funds, follow the instructions provided on Page 12 of the *Grant Guidelines*.

   a. The main vendor will be COTT Systems for all linking of the images.

3. **State what the municipality hopes to accomplish.** Explain how the project will impact the records, the office and/or the municipality.

   a. The Town of Newington is working to increase public accessibility for the Land Records. This will reduce wear and tear on the existing physical book and index pages, while ensuring that the imported images reflect all marginal notations that are recorded on the documents when accessed online and in the office.

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

   a. **Primary Vendor: COTT Systems**

      Volumes 282-522 (84,600 images @ $0.0825 each) – Back-filing costs are estimated at $6,980.00, which would be part of the maximum allowed grant of $7,500.00.

      The remaining grant funds would be utilized for archival supplies, such as archival paper and replacement record book covers that have cracked and broken.

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

   - Backfile Import Project – Grant Money Project Estimate dated September 9, 2019 from Mark Kirk, Account Executive
Thank you for presenting Cott the opportunity to provide budgetary pricing that will enable you to make some of your historical records available electronically. This is a great step, as you are not only making your records more accessible to your constituents, you are also preserving the hard copy records forever. Cott is pleased to be a part of this major milestone. As you apply for grant money to help fund this effort, this memo will provide the necessary support to assist you in the application process.

Project Scope
Complete Backfile Import Project
• Land, estimated Customer-provided images 84,600, accounting for (240) volumes.
• Stopping upon reaching the value of $6,980.
• Unit Price is $0.0825 per image.

Project Deliverables
• Cott evaluates images for quality and completeness.
• Cott formats the images for import into Customer’s land records system.
• Cott develops import utility to load the images and link images to existing index records.
• Cott trains staff and supports issues related to the project.

Project Requirements and Assumptions
• Cott is not responsible for the integrity of the index data nor is Cott responsible for correcting any anomalies with the index data. Any anomalies in the indexed data that may prevent images from properly linking will be flagged and reported to the customer in a log file during the import process.

This proposal is intended for use as an estimate. The town specific project deliverables and scope will be defined more firmly upon customer’s request and an executable agreement between Cott and Customer will be provided. Thank you for your interest in this service.

PLEASE NOTE: The pricing in this offer is valid through 3/31/2020. After this date, this offer will be priced at the current rate.
AGENDA ITEM: VI.C
DATE: 9/17/2019
RESOLUTION NO. 2019-

RESOLVED:

That Tanya D. Lane, Town Manager, is authorized to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for the Historic Documents Preservation Grant for Fiscal Year 2020.

MOTION BY: ______________________
SECONDED BY: __________________
VOTE: ___________________________