



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 22, 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. 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
- V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
- VI. CONSIDERATION OF OLD BUSINESS
 - A. Health Update – COVID-19
 - B. Town Hall Project Update
 - C. Discussion – Mill Pond Park Pool PBC
 - D. Discussion – Update on Facilities Study
 - E. Introduction – Emergency Management Director
- VII. NEW BUSINESS
 - A. Update from Superintendent on Opening of School
 - B. Police Non-Emergency Interagency Agreement
 - C. Emergency Management Performance Grant (**Waiver Requested**)
 - D. Mill Pond Park Pool Project Architect
- VIII. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
- IX. TAX REFUNDS (**Action Requested**)
 - A. Approval of September 22, 2020 Refunds for an Overpayment of Taxes
- X. MINUTES OF PREVIOUS MEETINGS
 - A. September 8, 2020 Regular Meeting Minutes

B. September 9, 2020 Special Meeting Minutes

- XI. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER
- XII. COUNCIL LIAISON/COMMITTEE REPORTS
- XIII. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom Application or Phone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)
- XIV. REMARKS BY COUNCILORS
- XV. ADJOURNMENT



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 18, 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.

Charles Brown, Director of the Central Connecticut Health District, at the request of the Town Council during the September 8, 2020 meeting, has supplied an update on how surrounding district towns are handling public meeting.

Town	Status if In-Person Meetings
Berlin	Yes, only the Council, some boards and commission members meet in person, but the public joins the meeting via video
Rocky Hill	No. May start committee meetings starting in September.
Wethersfield	No in-person meetings.

Attachment:

- Reopening Plan for Library



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

Library Reopening Plan

The Lucy Robbins Welles Library will be opening its doors to the public in mid-October with limited browsing services. We will be receiving our final shipment of plexiglass at the end of September to place at the three public service desks to protect staff during face-to-face transactions.

Browsing will be by appointment only with a set number of people allowed in the building during each time increment. Patrons will have 30 minutes to browse and checkout their materials. In between the scheduled time slots staff will wipe down the high touch areas. Self-serve copy machines and the fax machine will be available as well. Initially the public computers will not be available but when this service is added it will be by appointment only.

Library hours of operation will continue to be Monday – Thursday 10:00 am – 7:00 pm and Friday 10:00 am – 5:00pm and Saturday 9:30 – 1:00 pm. Regular phone and email assistance will continue. Lucy-to-Go curbside service will continue to be offered for a set number of hours each day. Browsing by appointment will be a set number of hours each day as well. These hours will be determined in the next week. The library's book drops will be open 24/7 and items will continue to be quarantined for 3 days before staff will handle them.

All patrons and staff will be required to wear masks at all times. Hand sanitizer will be located at the public desks for patrons and staff to use as needed. There will be no seating for the public other than a few chairs for browsing the collection. Public meeting space will not be available and the library will continue will virtual programming only.



Keith Chapman
Town Manager

TOWN OF NEWINGTON

120 Cedar Street Newington, Connecticut 06111

Senior and Disabled Center



Dianne Stone
Director

Memorandum

To: Keith Chapman, Town Manager
From: Dianne Stone
Date: September 18, 2020
Re: Status of Senior and Disabled Center

As you know, the Senior and Disabled Center closed its doors to the public on March 13, 2020. The State of Connecticut recently released sector guidance for senior centers that provides us with required protocols and the discretion to phase in in-person activities when we assess it to be necessary and safe. We have reviewed the guidance and recently met with our colleagues in Wethersfield and Berlin and Charles Brown and Ann Hartman from CCHD. Based on their advice, the consensus is that we will prepare to offer select individual services that are provided one on one and by appointment in person beginning the later of October 5th or when we are able to adhere to the protocols. We are reminded that the people who we serve are part of the most at-risk population and will consider whether services can be provided remotely before providing then in person. We will continue this for the remainder of the year. Working with CCHD, the Centers will evaluate the conditions, need and risks of expanding to other activities and groups before making any decisions for further expansions to in person activities for 2021.

The center will not be business as usual for some time. The overall guidance for older adults and people at high risk remains to stay home and stay safe. In the meantime, we will continue to put our resources into supporting our residents with both virtual and low-tech programs and services. We continue to find new ways to reach people, especially those at higher risk. We will continue to offer grab and go lunches and our grocery shopping program and to deliver meals and food from the food pantry.

The staff of the Center have worked incredibly hard over the past six months and, while I am saddened that we are in this position, I am proud of the work we have done.

I am also continually awed by the resilience of the older residents of this community.

Thank you for your continued support.

Phone: (860) 665-8778 Fax: (860) 667-5835
tonscenter@newingtonct.gov
www.newingtonct.gov

First in State of Connecticut
Fully Accredited by the National Institute of Senior Centers



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 18, 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

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 18, 2020
Re: Discussion – Mill Pond Park Pool PBC

The following item has been included to allow the Council to discuss whether the project scope for the PBC should include other improvements within the park, or be specific to the pool only.



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: September 18, 2020
Re: Discussion – Update on Facilities Study

The following item has been added to receive an update on the Facilities Study being conducted through Owens Realty Services.

Included for your review is the latest Status Report, dated September 14, 2020 from Owens outlining completed and upcoming work for the study.

Attachment:

- Weekly Status Report, September 1 – 8, 2020



Town of Newington Report

September 14, 2020

Submitted By:

Suzanne Black, Owens Realty Services

Thomas Hulk, Owens Realty Services

Robert Roach, Friar Associates

Week of September 1 and 8th:

- Friar Associates completed their on-site inspections of all facilities.
- Friar Associates is in process of pulling all information together into their Assessment Report format.
- Owens Realty Services is working on compiling the HVAC/MEP data for the sites for inclusion into Friar's report format.
- Tom Hulk met with Lou Jachimowicz from the Board of Education, Paul Boutot the CIO for the Town, and Gary Fuerstenburg, Town Engineer, about the need for maintenance records and invoices, if possible.
- Team is prioritizing the draft reports for Mill Pond Park Pool and Anna Reynolds School.
- TLB Architecture conducted assessment of the pools on Monday, July 13th and Tuesday, July 14. TLB is in the process of putting their report together.

Next Steps (September):

Meeting with Friar Associates and TLB to finalize responsibilities and assign final tasks

Continue completion of the first draft reports for the Town for October 8th

Energy Review



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 18, 2020
Re: Introduction-Megan Manke, Emergency Management Director

Meghan Manke has been appointed to the position of Director of Emergency Management for the Town of Newington effective September 18, 2020. Meghan enters this position with more than 7 years of experience in Emergency Management, having previously served as Newington's Deputy Director of Emergency Management.

Meghan has worked for the Town in the Fire Marshal's Office since June of 2012. She has also been a firefighter with the Newington Volunteer Fire Department for over 10 years, where she also serves as Captain of the Fire Prevention Bureau. Meghan is heavily involved in program development and risk reduction efforts for a variety of topics including fire prevention, emergency preparedness, hoarding intervention, youth fire setting, and other related issues impacting our community.

Meghan was born and raised in Newington, and still lives in Town today. In 2011, Meghan received her BA in Psychology with concentrations in Criminal Justice & Mental Health and Behavior Analysis & Autism from the University of St. Joseph. In 2015, she received her MS in Applied Psychology with a concentration in Community Psychology from Sacred Heart University. She also holds a number of professional certifications relating to Firefighting, Public Education, Emergency Management, and Hoarding Intervention.

Meghan will attend the September 22, 2020 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 18, 2020
Re: Update from Superintendent on Opening of Schools

Dr. Maureen L. Brummett, Superintendent of Schools has supplied a memorandum outlining the opening of schools for the 2020-2021 year. Dr. Brummett will also be in attendance at the meeting for any questions the Town Council may have.

Attachment:

- 2020-2021 First Day of School Message

DATE: September 17, 2020

TO: Mr. Keith Chapman, Town Manager

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

SUBJECT: **2020-2021 FIRST DAY OF SCHOOL MESSAGE**

We had a tremendously successful school opening. The students were very excited to be back. I had an opportunity to visit each school to observe students “settling” into the classroom routine very quickly. The schools were all in great shape and staff offered all our students a very warm welcome.

The Transportation Department ran very smoothly on the first day as students were transported to the different schools. Kindergarten to high school students exited the busses with smiles and excitement. Great day for all!

The convocation on August 24th provided the opportunity to recognize the contributions of our staff. Mr. Vessella and Ms. Miotke, NTA President, provided staff with warm and reassuring remarks. Service awards were presented to each of the employees who have completed 5, 15 or 25 years of service to the district. Dr. Marc Brackett was our keynote speaker. He addressed the staff about the importance of social/emotional learning practices in our schools, especially during this incredibly stressful time. We look forward to our continued work in this area in all of our schools. Immediately after the convocation, all staff met with their building principals to discuss building priorities for the new year. Lunch was provided to all staff to acknowledge the hard work ahead in getting ready for the new year.

Ms. Elsa Batista, World Language Teacher at Martin Kellogg Middle School, was recognized as Newington’s Teacher of the Year. Ms. Batista was recently notified that she is a semi-finalist for Connecticut’s Teacher of the Year!

All certified staff participated in professional development from August 24 – August 28. Professional learning focused on improving teaching and learning for all students with topics such as health and safety protocols, social emotional learning, and strategies to promote engaging synchronous instruction.

A detailed report was provided to the Board of Education on the school opening enrollment data. The following enrollment information will provide an overview enrollment in different schools. The enrollment information follows.

	EG (K-4)		AR (K-4)		JP (K-4)		RC (K-4)		Elem Total	MK (5-8)	JW (5-8)	Middle Total	HS (9-12)	TOTAL
Projected	283		373		372		309		1,353	607	635	1,242	1,326	3,921
Actual	282		365		364		333		1,344	613	628	1,241	1,286	3,871
Difference	-1		-8		-8		+24		-9	+6	-7	-1	-40	-50
Preschool	3	4	3	4	3	4	3	4						
	2	13	3	25	4	22	3	22	94					

Magnet school enrollment will not be known until October 1st. The last projection was 135 students. As of today, there are 58 outplaced students. NPS outplaced 31 students, DCF or Court placed 6 students, and parents placed 21 special education students in magnet schools. As you have seen, this number is very fluid and changes almost daily. Today’s total enrollment is 4,023 students.



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: September 18, 2020
Re: Non-Emergency Interagency Agreement

Before you this evening is an Agreement between the towns of Newington, Rocky Hill, Berlin, Cromwell and Wethersfield for the pooling of non-emergency Police services. The agreement outlines which services each town is responsible for over the next five (5) years of the Agreement. Should it be determined at any time that the is not working, the town has the ability, with thirty (30) day written notice, to withdraw.

Benjamin Ancona, Town Attorney has reviewed the agreement and supplied a markup copy for your review, in addition to the clean draft agreement.

Police Chief, Stephen Clark will be available on the meeting to discuss the Agreement and answer any questions that may arise.

A Resolution to approve the Agreement can be included for adoption at a future meeting.

Attachments:

- Draft Markup – Non-Emergency Interagency Agreement
- Clean Draft – Non-Emergency Interagency Agreement

NON-EMERGENCY INTERAGENCY AGREEMENT

Berlin Police Department
Cromwell Police Department
Newington Police Department
Rocky Hill Police Department
Wethersfield Police Department

WHEREAS, Connecticut General Statute § 7-148cc authorizes two or more municipalities to jointly perform any function that each municipality may perform separately under any provisions of the general statutes or of any special act, charter or home rule ordinance.

WHEREAS, each of the participating municipalities recognizes the benefits of joining together for the performance of joint police functions;

WHEREAS, each of the participating municipalities find that entering into a joint participation agreement is necessary for the delivery of more effective services to the citizens of their respective municipalities; and

WHEREAS, the undersigned municipalities wish to cooperate in the joint performance of General Law Enforcement Services;

NOW, THEREFORE, it is agreed by and between the municipalities signing this compact by their respective chief executive officers, duly authorized upon approval as set forth in said **Connecticut General Statute**, to the following:

1. The undersigned municipalities hereby delegate to the Chief of Police of their respective municipality the authority to determine when the provision of police personnel resources best serves the purpose of this compact and benefits their respective community.
2. The Police Chiefs of the municipalities participating in this compact shall constitute an oversight board for the group created herein. This board is authorized to administer the procedures attached to this compact and may modify these procedures as necessary to insure efficient and effective operation.
3. The services performed under this compact shall be deemed to be for public and governmental purposes.
4. That at all times when joint police functions are being conducted, police officers assigned to the function shall be deemed to be members of an authorized group and shall have the same powers, duties, privileges, and immunities as are conferred on the police officers of the municipality in whose jurisdiction the group is operating.

5. Each participating municipality agrees that it shall be responsible for all costs, whether monetary or in the form of goods or services, it incurs as a result of participation in this compact. Such costs may include, but are not limited to:
 - a. The actual payroll, including overtime, for the agency's personnel participating in compact activities.
 - b. The replacement or repair cost for any equipment lost, destroyed, damaged or made unavailable as a result of participation in this compact.
 - c. Fuel and maintenance costs for any vehicles and equipment.
 - d. Training cost arising from participation in this compact.
 - e. Worker's Compensation claims pursuant to Connecticut General Statutes §§31-275 through 31-355a.
 - f. Awards for death, disability or injury to employees participating in compact related activities to the extent that such awards exceed Worker's Compensation coverage.
 - g. Survivor's benefits pursuant to Connecticut General Statute §7-323e.
 - h. Heart and hypertension claims pursuant to Connecticut General Statute §7-433c.
 - i. Cost arising from agreement, contracts or obligations the municipality entered into prior to entering this compact.
6. To the fullest extent permitted by law, any participating municipality causing injury or damage shall indemnify and hold harmless the other parties to this Agreement (and their employees, agents, elected and appointed officials) from any and all claims, demands, actions and damages arising from or relating to such injury or damage. In instances where the identity of the responsible party cannot be determined and/or where liability is predicated upon joint venture, vicarious liability or upon other similar grounds, it is the intent of this Agreement that each participating municipality shall be liable only for its proportionate share of responsibility as adjudicated by a court of competent jurisdiction. All disputes concerning apportionment of liability hereunder shall be resolved by a single arbitrator chosen by the parties. If the parties are unable to agree upon a single arbitrator, then the parties shall submit the dispute to the American Arbitration Association or ADR Center, Inc.
7. For grant and funding initiative purposes, the Chief of Police for the lead agency within the participating group, or his designee, shall act as the representative and fiduciary for the group. Lead agency responsibility may be transferred to another participating agency upon the unanimous written consent of all the Chiefs of Police for the departments participating in this compact.
8. Not later than five (5) years from the effective date of this agreement, the effectiveness of this agreement shall be reviewed by the body that approved the agreement for each participating municipality.
9. Any participating municipality may withdraw from this compact by giving thirty (30) days written notice to all the other participating municipalities. Withdrawal of one or more participants shall not void the compact so long as two or more participants shall

not void the compact so long as two or more participants remain active in this compact.

IN WITNESS WHEREOF, the parties hereto have executed this compact this September , 2020.

Anthony J. Salvatore
Town of Cromwell
Chief Executive Officer

Witness

Keith Chapman
Town of Newington
Chief Executive Officer

Witness

John Mehr
Town of Rocky Hill
Chief Executive Officer

Witness

Gary Evans
Town of Wethersfield
Chief Executive Officer

Witness

Arosha Jayawickrema
Town of Berlin
Town Manager

Witness

NON-EMERGENCY INTERAGENCY AGREEMENT

Berlin Police Department
Cromwell Police Department
Newington Police Department
Rocky Hill Police Department
Wethersfield Police Department

WHEREAS, Connecticut General Statute § 7-148cc authorizes two or more municipalities to jointly perform any function that each municipality may perform separately under any provisions of the general statutes or of any special act, charter or home rule ordinance.

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WHEREAS, each of the participating municipalities find that entering into a joint participation agreement is necessary for the delivery of more effective services to the citizens of their respective municipalities; and

WHEREAS, the undersigned municipalities wish to cooperate in the joint performance of General Law Enforcement Services;

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2. The Police Chiefs of the municipalities participating in this compact shall constitute an oversight board for the group created herein. This board is authorized to administer the procedures attached to this compact and may modify these procedures as necessary to insure efficient and effective operation.
3. The services performed under this compact shall be deemed to be for public and governmental purposes.
4. That at all times when joint police functions are being conducted, police officers assigned to the function shall be deemed to be members of an authorized group and shall have the same powers, duties, privileges, and immunities as are conferred on the police officers of the municipality in whose jurisdiction the group is operating.
5. Each participating municipality agrees that it shall be responsible for all costs, whether monetary or in the form of goods or services, it incurs as a result of participation in this compact. Such costs may include, but are not limited to:
 - a. The actual payroll, including overtime, for the agency's personnel participating in compact activities.

- b. The replacement or repair cost for any equipment lost, destroyed, damaged or made unavailable as a result of participation in this compact.
 - c. Fuel and maintenance costs for any vehicles and equipment.
 - d. Training cost arising from participation in this compact.
 - e. Worker's Compensation claims pursuant to Connecticut General Statutes §§31-275 through 31-355a.
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 - g. Survivor's benefits pursuant to Connecticut General Statute §7-323e.
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9. Any participating municipality may withdraw from this compact by giving thirty (30) days written notice to all the other participating municipalities. Withdrawal of one or more participants shall not void the compact so long as two or more participants shall not void the compact so long as two or more participants remain active in this compact.

IN WITNESS WHEREOF, the parties hereto have executed this compact this September , 2020.

Anthony J. Salvatore
Town of Cromwell
Chief Executive Officer

Witness

Keith Chapman
Town of Newington
Chief Executive Officer

Witness

John Mehr
Town of Rocky Hill
Chief Executive Officer

Witness

Gary Evans
Town of Wethersfield
Chief Executive Officer

Witness

Arosha Jayawickrema
Town of Berlin
Town Manager

Witness



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 18, 2020
Re: Emergency Management Performance Grant Application

Megan Manke, Emergency Management Director will be available to discuss the Emergency Management Performance Grant program and answer questions. The application deadline for submission of the FFY 2020 Application is September 30, 2020.

Due to the time constraints with the Grant Application, I am requesting that the Town Council waive the Rules of Procedure on Voting to act upon the Memorandum of Agreement and Blanket Resolution to meet the Grant deadline. A Resolution has been included for your adoption.

Attachment:

- EMPG FFY 2020 Grant Application & Budget Outline
- Resolution – EMPG FFY 2020 Grant Application with Waiver



E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT

**FFY 2020 APPLICATION
Due: September 30,
2020**



State of Connecticut

**Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security**

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COMPLETION CHECKLIST FOR SUB-GRANTEE

The following forms are necessary for the timely completion of this document. Please use this aid to ensure all documents are included in your submission. More detailed information is available in the EMPG Manual.

- Section B: Application Information and Data Sheet
- Section C: Municipal Resolution
- Section D: EMPG Financial Tool Budget Tab
- Section E: Master Staffing Pattern and Training History
- Section F: NEMA Survey attached (Optional)
- Job Descriptions have been attached if applicable (Available on website)

DEMHS REGIONAL CONTACT INFO

For assistance filling out this application please contact your DEMHS Regional Coordinator.

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06604 Phone: 203.696.2640 Email: Robert.Kenny@ct.gov	Fax: 203.334.1560
Region 2	Jacob Manke Regional Coordinator	1111 Country Club Road, Middletown, CT 06457 Phone: 860.685.8105 Email: Jacob.Manke@ct.gov	Fax: 860.685.8366
Region 3	William Turley Regional Coordinator	DEMHS - 360 Broad Street Hartford CT 06105 Phone:860.529.6893 Email: William.Turley@ct.gov Mailing address: P.O. Box 1236 Glastonbury, CT 06033	Fax: 860.257.4621
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road Colchester, CT 06415 Phone:860.465.5460 Email: Mike.Caplet@ct.gov	Fax: 860.465.5464
Region 5	John Field Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 203.591.3509 Email: John.Field@ct.gov	Fax: 203.591.3529

SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. **Please be reminded that all signatures are required to be original on this document. Copies will not be accepted.** Please sign or initial where you see the following tabs: 

1. **Manual:** Please print and review the EMPG Program Manual (https://portal.ct.gov/-/media/DEMHS/_docs/Grants/EMPG/2019-Manual-Sample.pdf?la=en). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package on behalf of the municipality. For more information on resolution specifics please reference the EMPG Program Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 10/1/20-9/30/21 in the 2020 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2020 EMPG Manual for any additional forms.
5. **Section E: Master Staffing Pattern:** The Master Staffing Form comes pre-populated with the training records of local personnel who have reported completion of the IS and/or PDS course requirements. Towns may use this form to report on any additional courses completed since their last EMPG application.
6. **Additional Forms:** Please review the remaining list of forms available on our website at <https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms> to determine if any of these forms will be needed for your application:
 - Emergency Management Director Job Description** – Use this form if you have hired a new Emergency Management Director.
 - Emergency Management Deputy Director Job Description** – Use this form if you have hired a new Emergency Management Deputy Director.
 - Emergency Management Support Staff Job Description** – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).
 - Request for Transcripts from EMI** – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the Budget and all other forms and submit the Application Package to your DEMHS Regional Office.

SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET

All Forms Must Be Original - Copies Will Not Be Accepted

Mail Completed Applications To:
DEMHS Regional Coordinator (See Page 2 of this application for contact information)

SPCP Unit Use Only

1. Name of Municipality or Agency Applying for Subgrant: **2. Period of Award for this Subgrant: 10/1/20 – 9/30/21**

3. Emergency Management Director Name & Address

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

4. Official Authorized to Sign for the Applicant:

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

5. Municipal/Agency Financial Officer

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

6. Fiscal Point of Contact: (If Different than Financial Officer)

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

7. Applicant FEIN:

8. Applicant DUNS #:

9. Applicant Fiscal Year End:

10. Date of Last Audit:

11. Dates Covered by Last Audit: _____ to _____

12. Date of Next Audit:

13. Dates to be Covered by Next Audit: _____ to _____

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION

14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Initial to indicate that this requirement has been read and understood: _____

INITIAL

15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

Initial to indicate that this requirement has been read and understood: _____

INITIAL

16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

SIGN & DATE

Authorized Signatory: X _____ Date: _____

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, _____, the _____ of _____,

(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by _____ at its duly called and held meeting on _____, 20__,

(name of governing body)

(Month, Day)

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the _____ may enter into with and deliver

(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that _____, as _____ of

(name and title of officer)

_____,
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that _____

(name of officer)

now holds the office of _____ and that he/she has held that office since

_____.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of

_____ 20_____

(Name and title of record keeper)



The Chief Executive Officer has not changed since the previous resolution was authorized on _____

(Date)

SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET

Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget” tabs.

Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

1. Award Amounts:

Per Capita Award: This amount is based on your town’s population as listed in the State Register and Manual and is entered by the applicant from a table contained in the tool.

Sub grant Allocation: This totals as you fill in the categories below.

2. Enter Categories:

- **Personnel**- Enter the total estimated cost for salaries or stipends for full or part-time EMDs, Deputy EMDs and support staff.
- **Organization**- Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment**-Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind**-Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **All other**- Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated** – This is the remaining balance of funding that you have not yet allocated to a particular category.

EMPG Subgrant Budget (Fill In Green Cells Only)	
PER CAPITA AWARD	
Total:	\$147,216.00
Federal Per Capita Share ² :	\$73,608.00
Local Match ² :	\$73,608.00
SUBGRANT ALLOCATION	
Total:	\$0.00
Federal Per Capita Share ² :	\$0.00
Local Match (Includes In-Kind) ² :	\$0.00
Personnel:	\$0.00
<i>Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.</i>	
Organization:	\$0.00
<i>Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.</i>	
Equipment:	\$0.00
<i>Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.</i>	
In-Kind:	\$0.00
<i>Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692</i>	
All Other:	\$0.00
<i>Allocate (Enter) the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.</i>	
Unallocated:	\$73,608.00

SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2020, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to Congress.

1. What is your total emergency management budget: \$_____.
Please provide your total budget even if these costs exceed your EMPG allocation.

2. Is your Emergency Management Director?:
(Check One)
 Full-Time
 Part-Time
 Volunteer

3. Which official (if any) has the authority to issue a mandatory evacuation order?:
(Check One)
 Mayor
 First Selectman
 Town Manager
 Other

EMPG Subgrant Budget (Fill In Green Cells Only)		Fiscal Year	2020	Sub-grantee Name:	Newington	Sub-Grant Number:	020E094A	QUARTERLY FINANCIAL REPORT /CLOSEOUT REPORT					
PER CAPITA AWARD		Line Item Descriptions (Required) <i>Please Provide a 1-line Description of the Item Being Requested for Reimbursement</i>				COST AND PAYMENT INFORMATION				All cells in this report will automatically total your figures based on the entries provided in Sections I and II.			
Total:	\$30,404.00					DATE PREPARED	PERIOD COVERED FROM	THROUGH	FEDERAL FISCAL QUARTER				
Federal Per Capita Share ¹ :	\$15,202.00					ALL DIRECT COSTS PERSONNEL EQUIPMENT ETC.	FEDERAL SHARE Direct Costs @ 50% In-Kind Costs @ 33 1/3%	ATTACH COPY OF CHECK OR PAID RECEIPT	DATE OF PAYMENT				
SUBGRANT ALLOCATION		Total:		Total:		Total:		Total:		Total:			
Personnel:	\$30,404.00	Personnel Costs & Benefits (Includes Planning, Training and Exercises)				100.00%	50.00%						
Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.		Emergency Management Director (EMD) Salary Percentage of Salary Fringe Benefits: Emergency Management Director (EMD) Stipend Percentage of Stipend Fringe Benefits: Deputy EMD or Support Staff Salary Percentage of Salary Fringe Benefits: Deputy EMD or Support Staff Stipend Percentage of Stipend Fringe Benefits:											
Organization:	\$0.00	Organizational Costs (Phone, Fax, Internet, Cable TV etc.)				100.00%	50.00%						
Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.													
Equipment:	\$0.00	Equipment Costs (IT, Radios, Computers Printers Etc.)				100.00%	50.00%						
Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.													
In-Kind:	\$0.00	All In-Kind Costs (Volunteers, Donated New Equipment)				100.00%	33 - 1/3%						
Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692		Volunteer EMD Enter Total Hours Here: Deputy/Support Staff Enter Total Hours Here: Donated New Equipment Donated New Equipment											
All Other:	\$0.00	All other Costs (Travel, Training, Mileage, Meetings, EOC Activations, Emergency Responses, etc.)				100.00%	50.00%						
Allocate (Enter) the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.													
Unallocated:	\$0.00	TOTAL QUARTERLY AMOUNT EXPENDED (100%):											
				FOR GRANTS/FISCAL USE ONLY:				GRANT FUNDING GRAND TOTAL:					
								MATCH FUNDING GRAND TOTAL:					

Certification: I hereby certify that the information contained herein is based on official accounting records, and that project outlays shown have been made in accordance with applicable grant terms and conditions, and that documentation is available to support these project outlays.

Signature: [Signature] Date: 9/18/2020 Signature: _____ Date: _____
Emergency Management Director
 Check here if this is the final request for the current subgrant. Chief Elected Official

Signature: [Signature] Date: 9/2/20 Signature: _____ Date: _____
Financial Officer of Record in charge of Sub-Grant
Regional Coordinator

By signing above the Financial Officer has confirmed the eligibility status (via Sam.gov) of all vendors/contractors included in this reimbursement. The vendors and contractors do not appear on the SAM's Exclusion List.

¹ Please do not exceed the total Federal Share of your award. ² In-Kind Service Require Double the Match.

ITEM: VII.C1

DATE: 9/22/2020

RESOLUTION NO. 2020-

RESOLVED:

The Newington Town Council, in accordance with §11 of the Town Council, Rules of Procedure, adopted February 11, 2020, hereby moves to allow action on Agenda Item VII.C to execute the FFY 2020 Emergency Management Performance Grant Application.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VII.C2

DATE: 9/22/2020

RESOLUTION NO. 2020-

AUTHORIZING RESOLUTION OF THE NEWINGTON TOWN COUNCIL

RESOLVED:

That the Town of Newington, Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED:

That Keith Chapman, as Town Manager of the Town of Newington, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Newington and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

Be it further certified that Keith Chapman now holds the office of Town Manager and that she has held that office since January 10, 2020

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. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: September 18, 2020
Re: Mill Pond Park Pool PBC Architect Recommendation

The Mill Pond Park Pool PBC, at its meeting of September 14, 2020, voted to recommend to the Town Council the appointment of TLB Architecture, LLC., to complete various professional services relative to the Mill Pond Park Project.

Please see the memorandum from Jeff Baron outlining the committee's actions. Also included are the Draft minutes from the meeting and the revised scope of work proposal from TLB Architecture, LLC.

A Resolution to approve the recommendation can be included for adoption at a future meeting.

Attachment:

- Memorandum from Jeff Baron, Director of Administrative Services to Keith Chapman, dated September 15, 2020; Re: Mill Pond Park
- Draft Special Meeting Minutes of the Mill Pond Park Pool PBC for September 14, 2020
- Proposal from TLB Architecture, LLC., dated August 14, 202, revision 01 September 15, 2020, Conceptual Park Master Plan, Fee Proposal – Design Services



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Keith Chapman, Town Manager
From: Jeff Baron, Director of Administrative Services *JB*
Date: September 15, 2020
Re: Mill Pond Park

The Mill Pond Pool Project Building Committee met last evening and voted to recommend to the Town Council that they appropriate \$57,100 for various professional services at the park. These services would allow a project to proceed towards a referendum with a greater degree of certainty as to the cost. Specifically, this money would go towards a boundary survey of the entire park and the placement of some (10) survey pins; a topographic survey of the area in the park where the majority of any work would take place, a survey of the bridge, borings and geotechnical services where footings for structures will be needed, wetlands mapping; location of the underground utilities; and an update to the Master Plan for the park. These services would primarily be coordinated by TLB Architecture, who prepared the original Master Plan for the park. It was stated at last evening's meeting that this information will be helpful for the Town to proceed towards referendum. The revised proposal from TLB Architecture and the minutes of last evening's meeting will also be provided. Please place this matter on the Town Council's Agenda for their consideration.

T L B A R C H I T E C T U R E

August 14, 2020
Revision 01_September 15, 2020

Mr. William DeMaio
Superintendent Parks & Recreation
Town of Newington
131 Cedar Street
Newington, Connecticut 06111

Re: Conceptual Park Master Plan
Fee Proposal – Design Services

Dear Mr. DeMaio,

It was a pleasure to discuss the Mill Pond Master Plan with you and the Building Committee last week. It's exciting to see the project is moving forward and we appreciate the opportunity to present this proposal to update the Master Plan and provide Survey and Geotechnical Services for the project.

This proposal includes the following:

1. Update the Master Plan Drawings to revise the location of the swimming pool facilities as required to avoid impacting the 36-inch MDC force main and to stay clear of the 2-foot MDC Right of Way.
2. Land Survey: This proposal includes a Boundary Survey of the entire Park, as well as topographic survey in Area A (see below), which encompasses all areas of significant work. We have included, as an additional service a topographic survey of Area B, which may be desirable for the Town's records or future use. Implementation of the Master Plan will likely require limited topographic survey within Area B, but not all areas.



TLBA

TLB Architecture, LLC - 92 West Main Street - Chester, Connecticut 06412 - 860.526.9448 - 860.526.9020 Fax - www.tlbarchitecture.com

T L B A R C H I T E C T U R E

3. Utility Finding: We have included two full days of utility finding to locate and identify utilities within areas of planned development.
4. Bridge Surveys, which will be required for permitting if/when the bridges are replaced.
5. Wetlands delineation based on wetlands mapping and inclusion on the survey.
6. Geotechnical Analysis: This proposal includes three rig days of soil borings, which will yield 10-12 borings and a groundwater observation well. The proposal also includes geotechnical engineering studies and determination of design parameters for new development.

CLARIFICATIONS/LIMITATIONS

- The Town will provide any sub-surface information that is available, including geotechnical data, groundwater information and buried utilities, including data from the Town Hall complex across Garfield Street, which may be required for proper coordination of utilities and drainage.
- Hazardous materials identification and remediation planning is excluded from this Proposal. This effort will be required for future planning, and will include soils, groundwater monitoring and hazardous materials testing (lead, PCBs and Asbestos).
- No invasive testing, destructive testing or laboratory testing of the facility is included in this proposal.
- The Town will provide necessary historical data including, but not limited to documentation and mapping related to the sites and facilities, site improvements, usage statistics, renovation documents and past studies to the extent that they exist.

COMPENSATION FOR BASIC SERVICES

As requested, separate Lump Sum Proposals are provided for the various Scopes of Work, as follows:

TLBA (Total Contract \$14,250):

Update Master Plan:	\$ 3,000
Manage Effort:	\$ 1,000
Bridge Survey:	\$ 3,250
Wetlands Mapping:	\$ 1,000
Utility Finding:	\$ 6,000

MCA Survey (Total Contract \$29,100):

Boundary Survey:	\$ 10,000
Topo Area A:	\$ 17,600
Pins (10 at \$150/ea):	\$ 1,500

GNCB Geotech (Total Contract \$13,800)

Geo Eng. and Borings:	\$ 13,800
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TOTAL ALL CONTRACTS: \$57,150

TLBA

T L B A R C H I T E C T U R E

COMPENSATION FOR OPTIONAL SERVICES

The services below are optional services that may be requested of TLB Architecture, LLC.

Corner Monuments: Should the Town require additional iron pin monuments at property corners:	\$ 150/pin.
Topo Survey, Area B:	\$ 11,000

Any extension of service to include Schematic Design, Design Development, Construction Documents and Bid and Construction Phase services may be added at any time, based on a mutually agreeable proposal for those changes in services.

REIMBURSABLE EXPENSES

Typical reimbursable expenses are included in the fees above. We have included, within the Lump Sum, printing of two (2) color sets of the Revised Master Plan plus a digital copy in PDF format. Survey and Geotechnical Information will be provided in duplicate, as well as a PDF.

TIME

We can accommodate any reasonable schedule the Town wishes to maintain.

We thank you for the opportunity to provide this proposal and look forward to maintaining a relationship with the Town of Newington.

Sincerely,
TLB ARCHITECTURE, LLC



Michael P. Fortuna, AIA
Principal

cc: file

S:\Proposals\Aquatic\Newington\Mill Pond Park and Pool Improvements - 2020\TLBA - Master Plan Update, Survey and Geotech_R1_09-15-20.doc

TLBA

TLB Architecture, LLC . 92 West Main Street . Chester, Connecticut 06412 . 860.526.9448 . 860.526.9020 Fax . www.tlbarchitecture.com

TOWN OF NEWINGTON
MILL POND PARK POOL PROJECT BUILDING COMMITTEE
SPECIAL MEETING MINUTES

September 14, 2020, Zoom Event

- I. Call to Order – Vice Chairperson Woods called the meeting to order at 6:05 PM and chaired the meeting until Mr. Donahue’s participation began.

- II. Roll Call – Members present: John Donahue (participated at 6:11 PM), Phil Knowlton, Don Woods, John Bachand, Garrett Havens, and Jay Bottalico (participated at 6:20 PM). Others present: Michael Fortuna, TLB Architecture; Richard Couch, Martinez Couch & Associates; David Freed, GNCB Consulting Engineers; Bill DeMaio, Superintendent of Parks and Recreation; James Krupinski, Town Clerk; and Jeff Baron, Director of Administrative Services.

- III. Public Participation – None.

- IV. Discuss and Take Action on TLB Architecture submittal – Mr. DeMaio gave the Committee members a brief update on the pools. He met with the owner of Custom Aquatics. Conditions are not good at either pool. Churchill Pool has a filtration problem. It is estimated at \$80,000 - \$100,000 to correct. At Mill Pond Pool the concrete is in deplorable condition. It is delaminating. Repair would involve saw-cutting the worst areas, then patch and fast paint them. There is not a lot of good news about either pool. Mr. DeMaio then introduced Mike Fortuna of TLB Architecture and asked him to explain to the Committee what the items in his submittal would accomplish. Mr. Fortuna stated that there were three things. The first is a land survey. The property is divided into two areas. There will be less work in Area B. The Town will need a boundary survey. He has presumed that the Town will want a survey of the entire park. This will clear up any potential legal issues. The second item would be a topographic survey. The Town does not need a full topographic survey on parcel B. This will delineate the wetlands. There is some ambiguity about the utility findings. Underground utility location would be done in two days or less. The third item is geotechnical services. He anticipates three days of borings, about 12 borings all told. This will entail coring into rock, soil, and groundwater. Mr. DeMaio asked if they would be using a backhoe or an auger for these borings. Mr. Fortuna replied that they use an auger on a rig to go down 15 to 30 feet. The Town could help if it could have Public Works locate the underground utility locations. Mr. DeMaio responded that was really the Town’s forte. Mr. Fortuna stated that he would include a price for ground penetrating radar. After all these services were concluded he could then update the Master Plan to re-locate the pool. He included the cost to install survey pins at \$150 each. That could be money well spent. These services would lay the ground work for the planning of the park. The Town will need this information if there is a Request for Proposals for an Architect or not.

Mr. Bachand noted that for area B there were only three properties that abut it. Mr. Knowlton asked if the boundary survey was needed for both parcels, A and B? Mr. Fortuna responded that it was for the entire park. Borings were for any structure the Town will build. Mr. Knowlton spoke about changing the layout. Mr. DeMaio stated that it had been discussed at an earlier meeting, if we move the aquatics center to the east, there would be no baseball field. It could become a multipurpose field instead. Mr. Fortuna noted that you buy borings by the day. Mr. Bottalico asked if we could determine if the baseball field is needed or not. We have the Lemire complex. He didn't feel that we needed the baseball field at Mill Pond Park. Mr. DeMaio responded that baseball may no longer be in the picture for the Mill Pond Park Master Plan. That needs to be confirmed with the Board of Parks and Recreation the following evening. Mr. Havens requested to ask for permission to get rid of it if that is what is required. Mr. Woods asked about what money the Committee would go to the Town Council for. Mr. DeMaio recommended only going to the Town Council once, and recommended to ask for ten survey pins and the underground utility location. Mr. Fortuna added that the Town did not need the topographic survey for area B. Mr. DeMaio added that it would be prudent to also get survey pins around the bus garage. There are a number of thoughts on this area. It would be good to know what is park land and what is Board of Education land, if the Building Committee chooses to go that way. Mr. Bachand asked if the survey was for area B. Mr. Fortuna responded that the boundary survey cost includes area B, the topographic survey cost does not. You need a boundary survey for the entire parcel or you can't close it. Mr. Knowlton asked if a boundary survey would be needed for parking. Mr. Fortuna said that it would.

Mr. Donahue stated that he had been looking at the Master Plan, at the size of the pool and the bathhouse. He doesn't think it would fit between the pond and the road, which means it will be on the current baseball field. Mr. Fortuna stated that it is tight but it does fit. In order to get around the 36-inch MDC (Metropolitan District Commission) main, we will have to move it where the baseball field is. Mr. DeMaio stated that the use of the baseball field was primarily by the freshman baseball team, who practice there when they can't get onto another field elsewhere. We could make it a multiuse field. It is not a great location for a baseball field already. Mr. Bachand stated that he expects that the Committee will get some push back, as he is also skeptical about the loss of open space. Mr. Knowlton stated that he would prefer to see it on the northwest side of the path. There are pine trees along Garfield Street. Are they going away, and will they be replaced? Mr. Fortuna responded that he would use a landscape architect who will save what they can and will add some others. Mr. Knowlton asked if the 36-inch MDC main was in the triangle to the left of the pond. Mr. Fortuna responded that it bisects the triangle. There is a 36-inch main and a three foot right of way.

Mr. Bachand stated that, if the pool and bathhouse couldn't go at the north end of the pond, and you are back to square one, if the Committee could re-visit re-building the pool where it is now. The pool has been there for sixty years. Mr. Woods asked for Mr. Fortuna's thoughts on that. Mr. Fortuna stated that they can build it anywhere, but it will cost more to put it where it is now. We can look at the location as part of the design process. A lot of design elements were discussed in selecting the location. Mr. DeMaio added that their chlorine supplier has told his department that they won't continue to deliver chlorine there for fear of a lawsuit because it is stored so close to the pond. Mr. Donahue stated that there were four locations considered originally. You could re-build it in place or put in the triangle. What were the other two locations? Mr. Fortuna stated that they were near where the existing playground is located now, and near the soccer field area. Mr. DeMaio stated that

he did not want elected officials to have to go without pool access for a whole season. He doesn't think the Town can open Churchill Park pool next year.

Mr. Donahue asked Mr. DeMaio, if it was correct from an earlier meeting, that he had lost 120,000 gallons of water? Mr. DeMaio responded that he had, \$40,000 of water. Mr. Bachand asked what is leaking? Mr. DeMaio stated that he filled up the pool. It lost eight inches of water each day for eight days. First, he ruled out the skimmers. Then he ruled out the feed pipes. Then the expansion joints. His guess is that it is the drain pipes. Mr. Bottalico asked if this passes referendum, when will it be up and running? Mr. DeMaio responded that if you start in the spring, you would finish in the fall. Mr. Fortuna stated that if it passed referendum in the fall, you would have swimming in 2021 and the rest of the park in 2022. Mr. Bottalico responded that you couldn't open next year anyway. Mr. DeMaio stated that he wanted to be optimistic and say that he would open one pool with a temporary fix. He loves the ideas of solar heating and opening the pool from April through October that were discussed at an earlier meeting. Mr. Fortuna reiterated that there were lots of compelling reasons to put the pool where it is shown on the Master Plan. The master Plan is a living document. Nothing is a done deal. Mr. Knowlton asked if the pool was back on parcel A, would it be parallel or perpendicular to Garfield Street? Mr. Fortuna responded that you need to maintain the sight lines for police patrolling, with good visual access from Garfield Street. Mr. Donahue expressed his desire to actually be able to see it. Mr. Fortuna stated that the updated Master Plan would do that.

Mr. Bottalico spoke about going to the Town Council. Mr. Donahue noted that the Town Council has the Facilities Study, Anna Reynolds, and other projects. This Committee is putting this before the Town Council to be ready, just in case. We need a revised document before we can send it forward. Mr. DeMaio suggested that the Committee let the Town Council make the decision on whether to proceed. They represent the Town of Newington. Mr. Fortuna stated that he would update his submittal to include the \$57,100. Mr. DeMaio added that we will need the survey and underground information. Mr. Bottalico stated that the Committee would be done if the Town Council didn't approve the \$57,150. Mr. Donahue stated that the Council could make the decision to replace the pool and the bathhouse and to do the rest later. Mr. DeMaio stated that a good Master Plan will give all groups the ammunition they would look for to move forward. Mr. Woods made a motion that the Committee recommends to the Newington Town Council that it appropriate \$57,150 for the services included in TLB Architecture's modified submittal, as presented this evening. A second to the motion was made by Mr. Bottalico. Discussion: Mr. Bachand stated that initially he liked the idea of the path going through the wetlands. He doesn't know if that will affect the survey. The wetlands are inaccessible now. The Inland Wetlands Commission may not like it. Mr. DeMaio stated that he and the design team will also go to an Inland Wetlands meeting to explain our ideas. Mr. Fortuna stated that he expected to meet with all the land use boards early in the process. Every Commission is different. He is not looking to butt heads. The wetlands mapping for \$1,000 is for the area around the pond.

Mr. Havens asked if there were any borings that would be done in the wetlands? Mr. Fortuna responded that they will be looking to avoid borings in the wetlands. They would need Wetlands Commission permission to take borings in the wetlands. They will try to avoid them if possible. They are not developing any structures in the wetlands, so borings there should not be necessary. Mr. Bachand offered the opinion that the Wetlands Commission might look favorably on moving the pool away from the pond. If it is within 100 feet of the pond upland review is needed. Mr. Baron took a roll call vote on the motion on the floor, which passed unanimously by a vote of 6 YES to 0 NO. Mr. Baron said that, if

approved by the Town Council, the Town would send a purchase order to each vendor. Mr. Fortuna will coordinate and manage the information. Mr. Baron was directed to send a memo to the Town Manager in order to get this item on the Town Council's agenda.

- V. Any Other Business Pertinent to the Committee – Mr. Knowlton asked Mr. Fortuna how quickly the survey could be started, and received the response that it would be started right away, after approval, in order to avoid the winter season. The mapping to scale would become more precise on the Master Plan. He won't update the Master Plan until he has the survey. They will touch base with the Committee on where to draw it. Mr. Knowlton asked about the timeline for the Master Plan. Mr. Fortuna responded that he hoped to have it no later than Thanksgiving. They will do it quicker if they can. Mr. Bachand mentioned options for placement. Mr. Fortuna suggested that the Committee talk about that at their next meeting. Mr. DeMaio noted that there would be discussions at the Parks and Recreation Board the following night and then the Town Council. The Committee agreed to tentatively hold their next meeting on October 19th at 6:00 PM.
- VI. Public Participation – None.
- VII. Comments by Members – None.
- VIII. Adjournment – the meeting adjourned at 7:25 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services

AGENDA ITEM: IX.A

DATE: 9/22/2020

RESOLUTION NO. 2020-

RESOLVED:

That property tax refunds in the amount of \$ 3,546.63 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 22, 2020

USB Leasing LT 1850 Osborn Avenue Oshkosh, WI 54902-6197	\$405.29
USB Leasing LT 1850 Osborn Avenue Oshkosh, WI 54902-6197	\$424.89
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801-1057	\$52.87
Martha Veilleux 49 Hopkins Drive Newington, CT 06111	\$7.58
Peter Dolin Jr. 254 Richard Street, Apt 1 Newington, CT 06111	\$10.65
Kerri Miller 60 Ridgeway Street Newington, CT 06111	\$11.47
Grzegorz Maleszewski 64 Fox Run Court Newington, CT 06111	\$233.71
Richard Condon 116 Thornton Drive Newington, CT 06111	\$40.92
Mary Fletcher 57 Mountain View Drive Newington, CT 06111	\$16.22
Daniel Bailey 64 Deepwood Drive Newington, CT 06111	\$47.45
Beverlee Sipes 123 Fisk Drive Newington, CT 06111	\$5.70
Carol & Jerrold Norman 32 Harvest Court Newington, CT 06111	\$10.17
Khadidiatou Diop 81 Pebble Drive Newington, CT 06111	\$14.15
Victoria Hajdasz, Est 11 Shire Court Cheshire, CT 06410-3556	\$7.98
Lee Khuu 57 Michael Lane Newington, CT 06111	\$17.13

Toyota Lease Trust 20 Commerce Way, Ste 800 Woburn, MA 01801-1057	\$1,485.96
Nancy Spindler 45 Salem Drive Newington, CT 06111	\$10.49
Joseph & Robin Stumpf 24 Ministerial Drive Merrimack, NH 03054	\$13.91
Toyotal Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801-1057	\$28.20
Vehicle Asset Universal Leasing Trust Louisville PPC PO Box 9001951 Louisville, KY 40290-1951	\$402.15
Ally Financial Louisville PPC PO Box 9001951 Louisville, KY 40290-1951	\$299.74
TOTAL	\$3,546.63