



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 28, 2021, 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. Proclamation – Recognition of Lifeguards
- 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. TPZ Referral CGS §8-24 - Municipal Dog Park Proposal
 - C. Adoption – Permanent Municipal Building Commission Creation
 - D. Discussion – Virtual Meeting Standards for Boards, Committees and Commissions Booklet
- VIII. NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
 - A. Sonick Group – Grantwriter Update
- IX. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
- X. REFUNDS (**Action Requested**)
 - A. Approval of September 28, 2021 Refunds for an Overpayment of Taxes
- XI. MINUTES OF PREVIOUS MEETINGS
 - A. September 14, 2021 Public Hearing Minutes – Permanent Municipal Building Commission
 - B. September 14, 2021 Public Hearing Minutes – Land Acquisition Fund
 - C. September 14, 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: 9/28/2021

RESOLUTION NO. 2021-

PROCLAMATION

Recognition and Commendation of Eight Lifeguards

WHEREAS, the Newington Parks and Recreation Department administers the operations of three pools annually, Churchill Pool, Mill Pond Pool and Newington High School Pool, and

WHEREAS, every year, the Department employs over 45 lifeguards throughout the year to lifeguard at the pools and teach swim lessons during our summer season at the outdoors pools and during swim lessons and recreational swim at the Newington High School Pool, and

WHEREAS, we have over 45,000 visits to the pools each year, and

WHEREAS, the American Red Cross certified Water Safety Instructors teach over 2,000 swim lessons throughout the year, and

WHEREAS, this year, we also taught American Red Cross training classes and certified 15 new lifeguards and 8 new Water Safety Instructors, and

WHEREAS, each summer, we have numerous special events including kids' parties with a DJ, candy drops, dance parties, games and more, birthday parties and even a party for our senior and disabled swimmers, and

WHEREAS, our lifeguards receive over 40 intensive training hours each summer and have to maintain their skills by doing weekly fitness requirements and in-service trainings, and

WHEREAS, all that training proved to be successful, as five lifeguards successfully performed lifesaving rescues on five of our patrons and three more lifeguards performed critical care to injuries on the deck with the aid of their fellow lifeguards, and

WHEREAS, they saved the Newington Parks and Recreation Department and the Town of Newington from any and all negative impacts that could have occurred with an unsuccessful operation, as well as provided essential care to people who needed it,

NOW THEREFORE, BE IT PROCLAIMED, the Newington Town Council wish to recognize and honor Sean Vasi, Maddy Jordan, Jodie Hammond, Mike Bohlke, Bryce Turner, Amber Rocheleau, Gabriella Targonska, and John Famiglietti for their heroism, initiative, work ethic, superb training, and ability to make the residents of Newington safe in our Town's public swimming pools.

Dated in Newington, Connecticut, this 28th day of September, 2021.

Beth DelBuono, Mayor

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. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: September 22 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. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: September 23, 2021
Re: Municipal Dog Park Proposal

The Town Council was presented with a Municipal Dog Park proposal during the September 22, 2021 Special meeting. Upon consultation with the Town Attorney, he has determined that a CGS 8-24 referral to the Town Plan and Zoning Commission, for their report on the proposal will be required.

I have included a resolution to refer this matter to the Town Plan and Zoning Commission for their report. Should the Council pass this resolution, the Town Plan & Zoning Commission could take up this item during their October 13, 2021 meeting. This would allow the Town Council to complete any necessary actions at your October 26, 2021 Regular meeting.

Attachment:

- Resolution – TPZ Referral, CGS §8-24 - Proposed Municipal Dog Park Proposal

AGENDA ITEM: VII.B_____

DATE: 9/28/2021_____

RESOLUTION NO 2021-_____

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, the Municipal Dog Park Proposal.

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. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)

Date: September 22, 2021

Re: Ordinance Amendment-Continuing Discussion: Chapter 8, Article XII, Permanent Municipal Building Commission

The Town Council, during the August 10, 2021 Regular Meeting, introduced and scheduled a Public Hearing for September 14, 2021 to amend Chapter 8, Article XII, to create a Permanent Municipal Building Commission. During that Public Hearing and the Regular Town Council meeting that followed, many suggestions and recommendations were supplied by the public as well as Council members. All Councilors were supplied with a marked-up copy of the original language with the relevant changes outlined with different colors for reference. That document has been included as part of this item for discussion.

Based upon the fact that the Town Council has completed the necessary Public Hearing requirements under the Charter, the Council may continue to adjust the proposed language 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.

A Resolution for adoption, by the Town Council, of the Proposed Ordinance has been included should this evenings discussion result in a final version of the proposed language.

Attachment:

- Draft Proposed Ordinance Language, with markups
- Resolution to Amend Chapter 8, Article XII, Permanent Municipal Building Commission

AGENDA ITEM: VII.C

DATE: 9/28/2021

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. 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.
8. **Any prior project, which has already been approved at a Referendum will remain in effect for the duration of that project, and will not be subject to this ordinance.**

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. **(Could included additional Charter Sections C-405, C-406 by reference)**

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 ~~seven (7)~~ five (5) voting members, ~~five (5)~~ three (3) of which shall be qualified because of their experience in the fields of architecture, landscape architecture, building construction, **contract review or building trades**, two (2) of which shall be appointed by each major party, **subject to the approval of the Town Council, preferably with similar qualifications as shown above. 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~~ **recommended** by the Town Manager, **subject to the appointment of the Town Council**, (a) one shall be for a ~~five (5)~~ three (3) year term; one shall be for a ~~four (4)~~ two (2) year term; and, one shall be for a ~~three (3)~~ one (1) year term (**Term staggering can be addressed once total membership is decided**); 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 Council** ~~Town Manager~~, or by either party, shall serve on any other elected or appointed board, commission or position within the Town of Newington.
5. **The Lucy Robbins Welles Library and surrounding property, under the ownership and control of the Board of Trustees, shall have appointed for any project affecting the Library grounds or structure, Two one voting member appointed to the commission, subject to the approval of the Town Council.**

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.~~
5. **The requesting department/organization shall have the ability to recommend an advisory ex-officio, non-voting member, who with the approval of the Town Council, shall serve until the completion of the project. Appointment of an ex-officio department member would be specifically for department/organization projects only.**

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. **(Could add language regarding minimum cost to move project forward.)**
- 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~~ **Commission** 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~~ **Owners Representative or Consultant**, 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~~ **Owners Representative or Consultant** 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' Owners~~ **Representative or Consultant** 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. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: September 23, 2021
Re: Virtual Meeting Standards for Boards, Committees and Commissions Booklet

This item is a continuing discussion from September 14, 2021. The Town Council membership was presented with various guideline booklets for review. Once all recommendations have been brought forward, the Boards, Committees and Commissions Booklet would be revised, and submitted for your approval.

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

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OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (On behalf of Keith Chapman, Town Manager)
Date: September 20, 2021
Re: Sonick Group Grantwriter Update

The Town Council, will receive an update from Sonya Richmond of Sonick Group, relative to the Grant Writing services being provided to the Town of Newington. Included with you packet is a current assessment update developed from discussion and submissions from various departments.

Attachments:

- Presentation – Sonick Group Update, September 28, 2021

Town of Newington:

Sonick Group Update

Town Staff Meeting
September 28, 2021



SONICK GROUP

TOWN OF

Newington

CONNECTICUT

EST. 1871

Activities Review

Sonick Group handles the entire RFP process for the Town of Newington, crafting professional grade proposals to funders for Newington staff review before ultimate submission.

Assessment

Grant Identification

Grant Writing/Administration

A close-up photograph of a person's hand pointing at a whiteboard. The hand is in the foreground, and the whiteboard is in the background. The background is slightly blurred, showing some bokeh light effects.

Town Needs Assessment

Summary:

9 Responses, 6 respondents

1. Superintendent of Newington Parks and Recreation
2. Town Engineer
3. Fire Marshal
4. Assistant Chief
5. Director of Human Services
6. Lt. Newington Police Department



Town Needs Assessment

- Mill Pond Pool and Splash Pad
- Infrastructure Improvements
- Drone Program
- SCBA Updates
- Firehouse gear washers/dryers
- Exhaust removal systems for firehouses
- Training facility upgrades
- Programs that support increased youth programs:
 - After school, summer, substance use education
- Mental health services in relation to police accountability or population at large
- Financial assistance for residents in need
- Food bank equipment
- ROPES course
- Newington Intersection Surveillance Program

Grant Identification: Research Stage

→ Potential grants

- Connecticut Humanities Council
- US Department of Homeland Security
- Connecticut Department of Economic and Community Development
- CT Dept of Emergency Services and Public Protection
- CT DEEP
- **Neighborhood Assistance Grants**
- Hartford Foundation Regular Grants
(Connecticut) <http://www.hfpg.org/>

A close-up photograph of a person's hands writing on a whiteboard with a marker. The background is blurred, showing what appears to be a meeting room with other people and lights.

Grant Identification: In Process

→ State Sources

- ◆ SHPO: In Process
- ◆ CT Humanities: In Process
- ◆ CT DEEP: In Process

→ Federal Resources

- ◆ Department of Homeland Security/FEMA: In Process

→ Private Resources

- ◆ FireHouse Subs: Drafted

Grant Writing

→ FireHouse Subs

- ◆ Response - drafted
- ◆ Review/edit
- ◆ Submit - opens October

Opportunity Name:
Firehouse Subs Public Safety Foundation

◆ [Firehouse Subs Public Safety Foundation Grant Application](#)

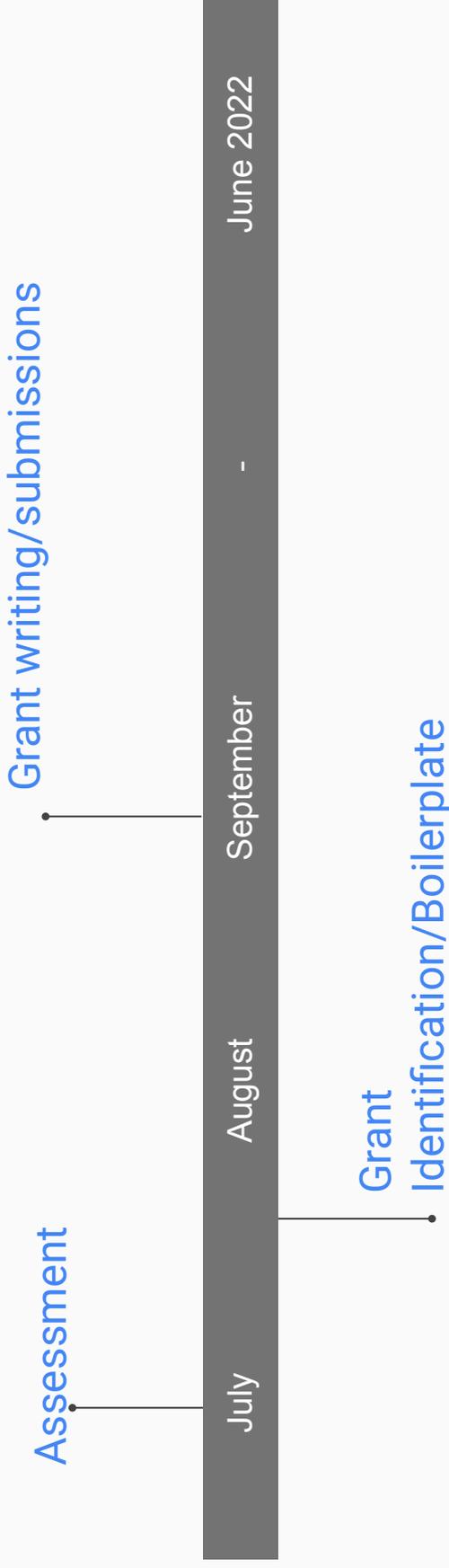
Grant Opportunity Summary:

“Our Mission is to impact the lifesaving capabilities, and the lives of local heroes and their communities. This is accomplished by providing lifesaving equipment and prevention education tools to first responders and public safety organizations. All requests must fall within our Foundation’s funding guidelines..”

Due: October 6, 2021

Request: \$49K

Activity Time Frame



Discussion

Q&A

Grant protocols:

Program Officer Outreach?

Matching Fund commitments?

Access to Town's Grants History

AGENDA ITEM: X.A

DATE: 9/28/2021

RESOLUTION NO. 2021-

RESOLVED:

That property tax refunds in the amount of \$ 9,101.79 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 28th, 2021

Acar Leasing Ltd Po Box 1990 Fort Worth, TX 76101	\$ 351.03
Adams, Shirley 16 1 st Ave SE Saint Joseph, MN 56374	\$ 18.56
Ahmad, Syed 32 Robin Brook Dr Newington, CT 06111	\$ 50.22
Ajello, Casey 238 Dix Ave Newington, CT 06111	\$ 21.43
Alves-Decarvalho, Valdirene 34 Pine St Newington, CT 06111	\$ 67.61
Aprea, Mark & Dianna 131 Camp Ave Newington, CT 06111	\$ 70.83
Baranski, Mark 143 Adrian Ave Newington, CT 06111	\$ 126.05
Blazhkevich, Tamara & Shevchenko, Aleksandr 140 Webster Ct Newington, CT 06111	\$ 11.88
Bradley, Michael 12409 Perennial Place Lakewood Ranch, FL 34211	\$ 17.07
Braverman, Hyman & Sharon 39 Churchill Way Newington, CT 06111	\$ 43.12
Cappellucci, Robert 21 Jeffrey Ln Newington, CT 06111	\$ 175.38
Carpenter, John & Deborah 1791 Main St Newington, CT 06111	\$ 55.45
Cosgrove, Anthony 60 Hawley St Newington, CT 06111	\$ 5.78
Donofrio, Thory & Robert 234 Brockett St Newington, CT 06111	\$ 71.02
EAN Holdings LLC Enterprise Rent A Car 8 Ella Grasso Tpke Windsor Locks, CT 06096	\$ 717.85

Gomes, Gary & Christine 11 Cunningham Dr Florham Park, NJ 07932	\$ 48.59
Hellyar, Judy 227 Kimberley Rd Newington, CT 06111	\$ 16.81
Hyundai Lease Titling Trust 3161 Michelson Dr Ste 1900 Irvine, CA 92612	\$ 114.46
Hyundai Lease Titling Trust 3161 Michelson Dr Ste 1900 Irvine, CA 92612	\$ 324.37
JP Morgan Chase Chase Auto Finance Po Box 901098 Fort Worth, TX 76101-2098	\$ 102.22
Lecuire, David 796 Main St Newington, CT 06111	\$ 568.70
Mercedes-Benz Financial Services Lease Tax Support 14372 Heritage Pkwy Fort Worth, TX 76177	\$ 163.19
Michalak, Patrycja 45 Waverly Dr Newington, CT 06111	\$ 20.22
Oetman, Carrie 550 Maple Hill Ave Newington, CT 06111	\$ 29.81
Pizzuto Jr, Michael 290 Old Farm Dr Newington, CT 06111	\$ 11.68
Seguro, Danny 107 Augusta Dr Newington, CT 06111	\$ 100.87
Spilecki Jr, Robert 28 Wakeley Rd Newington, CT 06111	\$ 15.10
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801	\$ 36.53
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801-1057	\$ 80.42
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801-1057	\$ 421.09

Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801-1057	\$ 989.39
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801-1057	\$ 175.58
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801-1057	\$ 593.56
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801-1057	\$ 913.21
Yetil, Turgut & Leyla 26 Deer Path Newington, CT 06111	\$ 2,572.71
TOTAL	\$9,101.79

AGENDA ITEM: XVI.A

DATE: 9/28/2021

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: _____