



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**

**Thursday, October 13, 2022, 7:00 P.M.**

**This meeting will be presented as a Zoom Webinar/Hybrid Meeting. Information on how to attend will be posted on the website at <https://www.newingtonct.gov/virtualmeetingschedule>**

---

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PRESENTATIONS
  - A. Lucy Robbins Welles Library Update
  - B. Parks & Recreation Department Update
  - C. Town Facilities & Infrastructure Update
5. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom Application or Phone**)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ITEMS IN GENERAL)
  - A. Public Comments
  - B. Email Correspondence
6. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
7. CONSIDERATION OF OLD BUSINESS
  - A. Job Description – Director of Administrative Services (A-9)
  - B. Great Blue Research, Inc. – Community Assessment Survey
8. RESIGNATIONS/APPOINTMENTS
  - A. Appointment – Town Plan & Zoning Commission, Alternate
9. REFUNDS (**Action Requested**)
  - A. Approval of October 13, 2022 Refunds for an Overpayment of Taxes
10. APPROVAL OF MINUTES
  - A. August 16, 2022 Special Meeting Minutes
  - B. September 29, 2022 Regular Meeting Minutes
11. EXECUTIVE SESSION
  - A. 1-200(6)(A) – Personnel -Town Manager’s Contract
12. NEW BUSINESS
  - A. Resignation – Town Manager, Keith Chapman
13. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER

14. COUNCIL LIAISON/COMMITTEE REPORTS
15. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom Application or Phone**)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ITEMS IN GENERAL)
16. REMARKS BY COUNCILORS
17. 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: October 5, 2022  
Re: Presentation – Lucy Robbins Welles Library Update

---

Lisa Masten, Library Director of the Lucy Robbins Welles Library, will be present to give a brief presentation of the programs and services currently taking place at the library.



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: October 5, 2022  
Re: Presentation – Parks and Recreation Department Update

---

Bill DeMaio, Superintendent of Parks & Recreation will be present to update the Town Council on the success of the annual Life. Be In It. Extravaganza, and discuss current and upcoming programs within Parks and Recreation. Mr. DeMaio will have a short PowerPoint presentation during the meeting.



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: October 5, 2022  
Re: Presentation – Town Facilities and Infrastructure Update

---

John Kubachka, Acting Director of Facilities Management, Gary Furestenberg, Town Engineer and Joseph Salamone, Assistant Town Manager (formerly Director of Facilities Management) will be present to discuss the projects and improvement to the existing town buildings and infrastructure. A PowerPoint presentation and photo slideshow will be shown during the meeting.



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

## OFFICE OF THE TOWN MANAGER

James E. Krupienski CCTC  
Town Clerk

To: Newington Town Council  
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)  
Date: October 5, 2022  
Re: Job Description – Director of Administrative Services

---

The draft job description for the Director of Administrative Services (A-9), which was revised from the previously approved job description, included within the Classification and Pay Plan, was presented to the Town Council during the September 29<sup>th</sup> meeting.

This job description has been revised to update and expand job responsibilities of the existing position.

I am requesting that the Town Council approve the updated job description, as presented.

A Resolution has been included to approve the job description, as presented.

**Attachments:**

- Resolution - Job Description – Director of Administrative Services (A-9)

AGENDA ITEM: 7.A

DATE: 10/13/2022

RESOLUTION NO. 2022-

RESOLVED:

The Newington Town Council hereby approves the amendment to the "Classification and Pay Plan" by approving a job description for the Director of Administrative Services (A-9) position, as recommended by Keith Chapman, Town Manager, in his capacity as Personnel Director.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

## **TOWN OF NEWINGTON**

**TITLE:** Director of Administrative Services

**GRADE:** A-9

**DEPARTMENT:** Town Manager's Office

**ADOPTED:** October 13, 2022

---

### **POSITION DESCRIPTION**

Under the supervision and direction of the Town Manager, performs increasingly responsible tasks in administrative and management duties in the Town Manager's office. Performs purchasing functions including preparation of advertising and specifications, supervising bid openings and awards, securing and monitoring contracts and bonds, and approving purchase orders. Serves as risk management officer for the development of loss control, safety and self-insurance programs. As directed, may act on behalf of the Town Manager for boards and commissions meetings, performs administrative functions for Town Council.

### **ESSENTIAL JOB FUNCTIONS**

- Administers routine procurement bid process, including preparation of advertising and specifications, provides information to potential bidders, supervises bid openings and awards, secures and monitors contracts and bonds.
- Performs bid analysis, recommends bid award, ensures bid process complies with town, state, and federal procurement policies, procedures, and regulations.
- Reviews and analyzes requisitions; confers with departments regarding procurement issues and requests; reviews specifications; prepares purchase orders; clarifies user/department needs; and determines qualified vendor with best prices.
- Performs purchasing function such; approves purchase orders and invoices, maintains vendor lists and product information files; assists employees with identifying sources for items, equipment, and supplies.
- Prepares a variety of purchasing documents, records, correspondence, and other materials.
- Responsible for Town Hall copiers, supplies, mail purchases, including envelopes.
- Serves as risk management officer for the development of loss control, safety and self-insurance programs.
- Completes insurance applications for NCTV.
- Responsible for OSHA reports, written responses, violations.
- Completes Bureau of Labor Statics reports for the General Government and Board of Education.
- Conducts special studies for Town Council, boards or commissions as directed by the Town Manager.
- Serves as liaison and may act on behalf of the Town Manager to boards or commission as directed.
- Records status of pending items list which would include when items are ready for scheduling by Committee Chairs, why items have been delayed, and if an item has been handled and is ready for removal, and notifies appropriate Chair.
- Transmits directions of Manager to departments and follows up to assure compliance and timely completion of assignments.
- May coordinate with Council and Charter Review Commission members and secretary.
- Assists the Town Manager in the research of the annual budget and capital improvement program.
- Answers routine correspondence.
- Participates in professional public administration organizations to remain current in the field.
- Prepares statistical and narrative reports of some complexity for the Town Manager.
- Reports work accomplished to Town Manager.

### **ADDITIONAL JOB FUNCTIONS**

- Participates in meetings, seminars and training sessions; serves as a member of various employee committees; serves on special committees as assigned by Town Manager.
- Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**



- Thorough knowledge of the principles and practices of modern public administration and related research methods and techniques; good knowledge of organizational development, municipal finance, public works, public safety and community development.
- Skill in preparing and administering municipal budgets; skill in planning and administering municipal programs; skill in operation of listed tools and equipment.
- Good executive ability to carry out assigned projects to their completion; good ability to prepare factual reports and to make reasonable conclusions and recommendations; good ability to present reports in a clear and concise manner; good ability to establish and maintain effective working relationships with other employees, public officials and the general public.
- Considerable knowledge of data processing and computer operations.

**REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Works in office setting subject to continuous interruptions.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

**REQUIRED MINIMUM QUALIFICATIONS**

- Master's degree in public administration, business management or a related field, with five years increasingly responsible municipal government experience; or
- Any equivalent combination of education and experience.

**LICENSE OR CERTIFICATE:**

Must possess:

- A valid Connecticut Motor Vehicle Operator's License or ability to obtain one.
- Associate Risk Management (AMR) preferred

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.*

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date



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: October 5, 2022  
Re: Great Blue Research, Inc., Community Assessment Survey

---

During the September 29, 2022 meeting, Great Blue Research, Inc. reviewed their proposal to assist the Town of Newington with a community assessment survey. The Council is being asked this evening to signify their endorsement of the project and authorize Keith Chapman, Town Manager to execute the contract.

A Resolution has been included for you adoption this evening.

**Attachment:**

- Resolution - Great Blue Research, Inc. Proposal – Community Assessment Survey 2022

AGENDA ITEM: 7.B

DATE: 10/13/2022

RESOLUTION NO. 2022-

RESOLVED,

That the Newington Town Council hereby endorses the preparation of a Community Assessment Survey, and authorizes Keith Chapman, Town Manager to execute the necessary paperwork. A copy of the executed contract shall be attached to this resolution.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

AGENDA ITEM: 8.A

DATE: 10/13/2022

RESOLUTION NO.: 2022-

RESOLVED:

That the Newington Town Council here by makes the following appointment:

**Town Plan & Zoning Commission**

7 Members – 4 year term  
3 Alternates – 4 year term  
Member Max: 5  
Alternate Max: 2

Name	Address	Party	Term	Replaces
Gia Georgette Pascarelli, Alternate	62 Welles Drive North	D	10/13/2022- 11/30/2025	DeFacto Term of H Braverman since 12/1/2021

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

AGENDA ITEM: 9.A

DATE: 10/13/2022

RESOLUTION NO. 2022-

RESOLVED:

That property tax refunds in the amount of \$ 10,705.15 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 – Oct 13, 2022**

Gombieski, Robert or Diane 21 Baldwin Ct Newington, CT 06111	\$ 68.16
Guerrette, Jamie PO Box 429 Sebago, ME 04029	\$ 77.94
Honda Lease Trust Po Box 1027 Alpharetta, GA 30009-1027	\$ 807.76
Honda Lease Trust Po Box 1027 Alpharetta, GA 30009-1027	\$ 374.26
Hong, Sungwoo 41 Sterling Dr Newington, CT 06111	\$ 64.92
Hyundai Lease Titling Trust 3161 Michelson Dr Ste 1900 Irvine, CA 92612	\$ 698.09
Hyundai Lease Titling Trust 3161 Michelson Dr Ste 1900 Irvine, CA 92612	\$ 67.55
Hyundai Lease Titling Trust 3161 Michelson Dr Ste 1900 Irvine, CA 92612	\$ 463.72
Jascowski, Constance 48 Flood Rd Marlborough, CT 06447	\$ 122.21
Jascowski, Constance or Thomas 48 Flood Rd Marlborough, CT 06447	\$ 41.45
JP Morgan Chase Chase Auto Finance PO Box 901098 Fort Worth, TX 76101-2098	\$ 210.76
Minja, Agron 12 Faith Rd Newington, CT 06111	\$ 10.49
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, Ma 01801-1057	\$ 3,780.77
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, Ma 01801-1057	\$ 3,908.96
Zysk, Andrzej 291 Culver St Newington, CT 06111	\$ 8.11
<b>TOTAL</b>	<b>\$10,705.15</b>

AGENDA ITEM: 11.A

DATE: 10/13/2022

RESOLUTION NO. 2022-

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, the Mayor and Keith Chapman, Town Manager, to discuss a Personnel issue: Town Manager's Contract.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

## OFFICE OF THE TOWN MANAGER

James E. Krupiensi CCTC  
Town Clerk

To: Newington Town Council  
From: James E. Krupiensi, Town Clerk (on behalf of Keith Chapman, Town Manager)  
Date: October 5, 2022  
Re: Resignation – Keith Chapman, Town Manager

---

Keith Chapman has been back with the Town of Newington since January 10, 2020. During this time, he has steered the town through a world-wide pandemic, several contract negotiations and increased development within the town and various other project and issues. He leaves the Town of Newington with over 50-years in municipal government within the State of Connecticut.

An Executive Session was held prior to this discussion item to perform an exit interview in order for the Town Council to be aware of upcoming and outstanding topics within the town.

A draft Resolution has been included for your review, with proposed action to accept the Resignation during the October 25<sup>th</sup> meeting, effective December 2, 2022.

### **Attachments:**

- Draft Resolution – Acceptance of Town Manager's Resignation



**Krupiensi, James**

---

**From:** Chapman, Keith  
**Sent:** Friday, September 30, 2022 10:08 AM  
**To:** DL Town Council Staff  
**Cc:** DL Town Department Heads; Massaro-Cook, Jennifer; Shonty, Heather; Avey, Theresa; Marie Fox  
**Subject:** Resignation

Please be advised that in conformance with my employment contract, I am providing the required 60 day notice of resignation from my the position as Newington's Town Manager. Therefore, my last day of employment will be December 2, 2022.

Keith Chapman, Town Manager

Sent from my iPhone

*James O. Krupiensi*  
Town Clerk

RECEIVED FOR RECORD  
NEWINGTON, CT  
2022 SEP 30 AM 10:15

AGENDA ITEM: 12.A

DATE: 10/25/2022

RESOLUTION NO. 2022-

RESOLVED,

That the Newington Town Council hereby accepts the resignation of Keith Chapman as Town Manager, effective at the end of the day on December 2, 2022, as submitted in an email on September 30, 2022. A copy of which shall be attached to this resolution.

DRAFT

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_