Mayor Zartarian called the meeting to order at 7:00 p.m. in room L-101

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL
Councilor Anest
Councilor Arace
Councilor Budrejko
Councilor DelBuono
Councilor Manke
Councilor Marocchini
Councilor Miner
Councilor Serra
Mayor Zartarian

Staff Attendees:
Tanya Lane, Town Manager
James E. Krupienski, Town Clerk
Susan Gibbon, Council Clerk

III. APPROVAL OF AGENDA
Motion to approve the agenda by Councilor DelBuono seconded by Councilor Manke. Motion passed 9-0.

IV. PUBLIC PARTICIPATION – IN GENERAL (In Person/Via Telephone: 860-665-8736)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
- Rose Lyons, 46 Elton Drive thanked NCTV for the ability to watch the meeting from home. Wanted to call tonight because she wanted to talk about the booklet you are going to discussing tonight, especially regarding attendance. Know it is volunteer and it takes time out of peoples lives, but have noticed that people do not attend during a regular year, yet show up when it’s time to elect officers which occurred at last night’s Economic Development meeting. Hope it is addressed that you attend a certain number of meetings and if you can’t do it resign and have someone take your place. Before it is even suggested, I tried that and it doesn’t work, I much prefer to be in the audience. Hope you look at attendance record and get definitive answers on appointments, how it works when someone’s term runs out, and whether they serve de facto and can vote. Everyone has different rules and things change from meeting to meeting. Realize they are governed by different state regulations and by laws. Just a thought as you are looking at the booklet tonight. Thank you.
- Councilor Anest read a letter in to the record sent by Stanley Sobieski (attached)

V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
- None
VI. CONSIDERATION OF OLD BUSINESS

A. Repeal of Newington Town Code §65.1, Article I, Community Cable Access

Motion by Councillor Manke

RESOLVED:

That the Newington Town Council hereby amends the Newington Code of Ordinances by adopting the repeal of the ordinance entitled “Chapter 65, Interlocal Agreements, Article I, Community Cable Access”, a copy of said ordinance is attached to this resolution.

Seconded by Councillor Serra. Motion passed 9-0.

B. 2019 Annual Meeting Schedule

Motion by Councillor Manke

RESOLVED:

The Newington Town Council, in compliance with the Freedom of Information Act, hereby approves the 2019 Town Council Regular Meeting schedule as indicated on the attached document.

Seconded by Councillor Marocchini. Motion passed 9-0.

- Councillor Anest stated that she will not be at the February 12th meeting
- Councillor Serra stated that she will not be at the February 12th meeting
- Councillor DelBuono stated that she will not be at the April 9th meeting
- Councillor Arace stated that he will not be at the April 23rd meeting
- Councillor Marocchini stated that he will not be at the February 26th meeting

C. Town Manager Evaluation/Compensation

Motion by Councillor Anest

RESOLVED:

That reflective of the Town Manager’s performance from July 1, 2017 to June 30, 2018, the Town Council hereby authorizes a salary increase of 2.50% on the current salary of Tanya D. Lane, Town Manager, for the fiscal year beginning July 1, 2018.

Seconded by Councillor Serra. Motion passed 9-0 (via roll call vote).

- Councillor Marocchini stated that without a doubt within that time period we had some uphill battles that Tanya took on wholeheartedly, with the remediation and building committee. When things get tough she keeps pushing forward and I am proud to continue working with her.
- Councillor Arace stated that he seconds Councilor Marocchini’s words. Tanya is a true professional and did well this past year and appreciate all her efforts.
- Councillor Serra stated that she too agrees with all that was said. Have seen a great change and improvement in you from you first year, and when the diesel spill occurred you took control of it. You are always available by email, by phone whenever I have a questions on anything. Appreciate that.
- Councillor Anest stated that she echoes what was said. Wanted to say that the town manager is available 24/7. Whenever I have a question or concern I text her and I get an answer right away which is appreciative, because we can get back to the public quickly as well. Appreciate you stepping up to the plate and taking control of situations.
- Councillor Manke stated that he agrees with all that has been said. Not just because of the diesel spill, but difficult situations sometimes make skills shine. Great job working with the building committee. Has shown a calm demeanor when all the chaos is going on.
- Councillor Budrejko stated that she agrees with all that has been said. Want to mirror what Councillor Serra said. We had faith in you even through the rough first year. We knew the
talent was there and knew that you were going to grow into the position quickly and we supported you during the good times and the bad times and definitely right now this is the best times and hope for many more to come. Thank you.

- Councilor Miner stated that he wanted to echo what has been said across the table. As a new councilor last November, within 30 days we had the fuel spill, found out that we were being shorted approx. $3.2 million from the state. Tanya navigated the ways to keep us on track during that difficult time. She kept us on a good path and appreciate all her efforts. Thank you.

D. Economic Development Director Staff Position Review

- Councilor DelBuuono stated that she requested that this be put on the agenda so that we can review idea of the current layout of the position which is a consultant position for 19 hours per week at a rate of $90,000 per year versus the idea of considering the council creating a fulltime staff position. The information we received from other towns regarding this position has salaries between $73,000 and $126,000, not including the costs of benefits. In looking at goals and what has been accomplished the past few years in town, we all consider economic development a huge concern for our town, I would like for the council to consider making this a full time position or perhaps a different configuration of the part time position. Nineteen hours at $90,000 per year seems excessive. I think there is more that can be done if we have more hours.

- Councilor Budrejko stated that she read through some of the job descriptions and given the economic situation of the town, especially since we don’t have a lot of area for new development, it seems more critical for us a town that is built out. Worth looking at some of the responsibilities, expanding on what we have and revising a bit, so we can make the most of what we have out of this position with limited resources we have both fiscally and physically within the confines of the boundaries of Newington.

- Councilor Anest stated that this discussion will also go in to the goals we have for the economic development director. A lot of our concerns are about what he is doing. Tanya did enter into a contract for 2-years, she is comfortable with that and don’t want to micromanage her. Think if we work on his goals now and take this discussion up during budget, maybe not this year, but when the contract expires and have an in depth conversation then. Think we can make this positions goals tighter, so we know exactly what he is doing. Believe he is putting in more than 19 hours per month. Hopefully going forward with his new reporting it will show he is putting more hours in than he is actually contracted for. I would like to see this discussion under goals.

- Town Manager Lane stated that she did some research and from 2002-2006 and the economic director was a part time position. From 2007-2010, Ed Meehan was acting as town planner and economic development director. In 2012 the contract with Andy was initiated and that is how it has been until now.

- Mayor Zartarian stated that it started out as a full time position developing the industrial parks and those have been completely marked by now.

- Councilor Manke stated that he would like to see this as a full time position. Economic development for a town our size is critical. With the extra money for a full time position, you get extra hours, almost double what we are getting now. Nothing to do with the person currently in the position think he is doing a great job. Someone full time can cultivate the old businesses as well as bring in the new. It also sends a message to people thinking of opening a business here that this is important to Newington. The only way to get away from increasing tax bills to the taxpayer is get more businesses in town. Need to fill those empty store fronts with new businesses.

- Councilor Marocchini stated that we have been talking about this since November; know Beth requested that this be on the agenda publicly a couple of times and the current contract
was discussed in executive session a couple times. I have to disagree. It’s not about the time, I know we are getting the time that is necessary. As we discussed before, I don’t believe that a town employee will have the latitude to discuss confidential items with developers and discuss confidential terms with the FOI rules. There have been things that have been in the works that we know very little about. Think the timing is poor since we just resigned a 2-year contract with our current economic director. We are also in the midst of shrinking the town hall, so in the future we are going to have less employees in the building. Will never support a full time position. Don’t feel we are on the same page as far as this is concerned.

- Councilor DelBuono stated that she wanted to address a couple of comments that were made. As far as micromanaging, when a town councilor requests a discussion prior to the town manager signing a contract, that is not micromanaging, that is giving the town manager direction prior to signing the contract. Regarding that the timing is poor, ditto. We are discussing it here because my agenda item was not put on months ago. This was meant to be discussed prior to the town manager signing the contract. Regarding FOI requirements, I ask that the town manager or staff do research regarding FOI constraints to see if an economic director is bound by the same rules, even if it is a staff member and if it is a real estate deal or economic development, wonder if different rules regarding that. Would also like to get some numbers from our finance department to work out a cost of a full time position, just so we have accurate numbers. Think this is something that may come up again at budget time, something I will bring up at budget because it is something that should be considered at least.

- Councilor Manke stated that Berlin, Branford, Farmington, New Milford, Newtown, and Windsor all have full time economic directors. Don’t think they have any issues with FOI and they have full time people doing this.

- Councilor Marocchini state that we do have a full time economic director. The hours are stated for contractual purposes. 24/7 that man is there for us.

- Councilor Manke stated that his concern is not about the current person holding the position. I think we need someone in a full time position. A full time person that spends 40 hours per week on economic development.

- Councilor Anest asked if we didn’t have a full time position, but had a contractual person for 35 hours per week, how would you feel about that?

- Councilor DelBuono stated that she is not opposed to that, but would need to see the terms of the contract.

- Councilor Anest stated that way we don’t need to worry about benefits. It is something to consider down the road. Could get somebody for less. Not saying to micromanage Tanya regarding contracts, that is under her purview. Know that we do authorize her to sign other contracts, but historically the town manager has signed this.

- Councilor DelBuono stated that historically, when looking back at the Charter language when this was first initiated, is for this to come to the council. If we are going to quote that for other purposes, we should quote that for this as well.

- Councilor Anest stated that historically, this position has been entered in to without the council’s knowledge. Now the council did have knowledge, and did give input. Going forward is this going to be under the council’s purview for whatever contracts the town manager enters into? We need to make a determination going forward on how we handle contracted positions. Think that is a discussion we need to have.

- Councilor Miner stated that he did some quick math to get rough idea and the ranges would be from $100 to $170 thousand dollars. This discussion has been going on since last April in the budget sessions. Nineteen hours is a contractual obligation that he has. To me, it seems that he puts in more hours than that. That position is all about relationships, knowing who to go to in state and developers. That position does have more latitude by being a contractor
versus a town employee and I would like to get the town attorney’s opinion on that. Some developments make take years to occur, the Villas are currently slated to go in to construction in the spring and that has been well over 12 months since we had discussions on it. Some projects we may never know about because they die before they come to fruition. 3333 Berlin Turnpike is a critical property for us to develop and hopefully he can have ongoing discussions with the ownership as well as potential developers. National Welding has been in discussion for over 5 years. Newington residents overwhelmingly stated that they did not want any transit oriented or high density development just by original discussions that were brought up. Things are changing to some degree with mixed use development and that needs to be discussed. I don’t agree on adding headcount, but optimizing the current position we do have and see it continue as it is.

- Councilor Budrejko stated that not speaking about the person holding the current position, but as Councilor Miner stated, this position is all about relationships. Disagree about what this position could or should be. In looking at other towns, and the needs of our town, there is data collection, there is research, and it is how the position is structured. There is marketing, there is help with struggling business. It is more than knowing who to call, there are goals and objectives that require more than that. When looking at other models and towns, whether it is a full time position or expanded consulting hours it is not a waste of time.

- Councilor DelBuono stated that she is glad that you feel confident that he is putting in more hours and contracted for, not confident about that at all since there has been no accounting for his hours in the past and I have an issue with that. Moving forward we have been told that will change and we have been assured of that, but is hasn’t happened. As to adding head count is semantics, that person could be a work at home position, and it doesn’t mean we have to expand our blueprint for the town hall project. Disagree with what you said, but that is healthy and how we get through issues.

- Mayor Zartarian asked if anyone had any more items to discuss and whether this should be kept on the agenda.

- Councilors Miner and Marocchini stated no.

- Councilor Manke stated that he would like to hear from the finance department on what the numbers for a full time position would be. Would also like to know what the ramifications are for FOI for a contractor or consultant versus a full time employee.

- Councilor Budrejko stated that right now my concern is that I am not happy with some of the goals. I drafted something to pass out to you. Right now we have a contract and would like to beef up the goals.

- Councilor Marocchini stated that it is not just one person; there is a whole commission working on that. It is a grander discussion than talking about one person.

E. Transit Village Design District

- Town Manager Lane stated that this a follow up to the discussion held at the December 11th meeting when she presented a draft outline of the TVDD regulations. Wants to make sure that council has ample time to make input in to the regulations we will be presenting to TPZ when completed. She also wants to maintain the momentum to get this on to the DOTs construction schedule as soon as possible. Have distributed the draft outline, and would appreciate your looking over it for any suggestions or comments you many have. She wants to hire a Zoning Code Consultant to help draft the regulations since we don’t have the experience or knowledge to draft these ourselves. Craig Minor is in agreement with her on this and agrees with hiring this type of person. Would like to hire them as soon as possible, which will shave off many months of work of the process and in the end will have better regulations. Glad to accept any comments you have.
• Councilor DelBuono asked the town manager if she could give some more information on the position, what they would be doing and how much it will cost.
• Town Manager Lane stated that she is thinking the cost will be in the $10,000 range. Asking DOT to fund a $55 million train station and potentially $20 million in site improvements and for that Newington is going to get increased developments and think $10,000 is good return on our investment. Could potentially be looking at $5 million in new tax revenue. The position would be a Zoning Code Consultant.
• Councilor Budrejko stated that she has a question regarding the Zoning Code Consultant. Will they be hired solely for the TVDD or will it be broader.
• Town Manager Lane stated that they will be writing regulations for the TVDD.
• Councilor Budrejko asked if the council will be able to review the goals and objectives before the contract is signed.
• Town Manager Lane stated for $10,000?
• Councilor Budrejko stated that she would like to see what the interactions are with other commissions and departments in the town who have similar responsibilities.
• Councilor Marocchini stated again, we tend to overstep our bounds with the town manager and that is exactly what you are doing.
• Councilor Budrejko stated that she responsibly wants to ensure that this position will work cooperatively and advance the good of the town. Unfortunately there are other commissions, like the TPZ, Inlands Wetlands and Economic Development who would like to review the contract. Not asking to write, just to review it. Don’t think an email from the town manager is being an obstructionist. Thank you.
• Councilor Anest stated that we do have an Economic Commission who is an advisory to the council, are the regulations something they can look at and give suggestions on what an economic development commission would like to have there.
• Town Manager Lane stated that anybody’s opinion is welcome, not soliciting opinions from one body or another. The person who will hired will be a professional. Have never worked with a Zoning Code Consultant.
• Councilor Anest stated she is talking about the regulations right now, looking for comments. Can the EDC weigh in?
• Town Manager Lane stated yes. They can send me an email, send me a text or call me on the phone.
• Councilor DelBuono asked if we have ever used this type of consultant in the past.
• Town Manager Lane stated not to her knowledge, this whole TVDD is new.
• Councilor DelBuono stated that she knows that TPZ has to be careful about reviewing things ahead of time because of bias or prejudice. Would any discussion be held with them regarding this role?
• Town Manager Lane stated no. The idea is to have professional input from someone who has done this in another area. You, the council, will have input and be involved the entire step of the way and when all is completed and agreed upon, we will present this to TPZ. We are not voting on the regulations, we are voting to hand this off to TPZ for their review, input and approval.
• Councilor Anest stated that she thinks this is like the when the TPZ puts together their plan for development and conservation, they hire a consultant who gives recommendations. They are going to take recommendations from us and come back and have us review it. TPZ can’t comment because it has to go before a public hearing.
• Town Manager Lane stated that the council would have a public hearing to get opinions on this. Anybody’s opinion is welcome and I can be reached very easily for whatever works for anyone who wants to share their thoughts.
• Councilor Manke stated that we would hire this Zoning Code Consultant, he would add flesh
to the draft, it would come back to the council to discuss it, we will have a public hearing
and then the document would go to TPZ for review.
• Councilor DelBuono stated that this seems counterintuitive to me; that we are doing this
work and hiring a consultant.
• Councilor Marocchini stated that he looks at it as us as the petitioner. So just like anybody
else, we do the work and give it to the TPZ for their review. We came up with this idea,
which I think is great because this is a council who is looking forward in to the future. Quite
honestly, I am surprised it hasn’t happened this way before. Our point it to gain income to
offset our taxes. If it is setting a precedent, I think it is a great precedent to set. We don’t
have the final vote that is for TPZ.

VII. CONSIDERATION OF NEW BUSINESS (Action May Be Taken by Waiving the Rules)

A. Economic Development Director Goals

• Councilor Budrejko stated that at the last meeting the goals were handed out and there was
general discussion around the table we would like to have more input on the goals and it was
suggested that I come up with some new goals. I tried to keep the spirit of the goals listed in
the contact, so that everything mentioned in here is incorporated in one of the goals I came
up with. There may be additions to some of the goals to make them stronger. I would like to
go through my thought process with you and you can comment on them as you see fit. The
first goal on the contract is represent Newington impressively, I believe that is meant to
represent a marking type of goal and rewrote it. The second goal listed “train station” and I
thought that was limiting, so I changed it to “transit proximate sites”; could be around the
bus stations as well and from previous discussions that downtown was a key part so I
rewrote it. I took out Cedar Mountain because the only development we want there
according to the POCD is going on. For goal number three, I thought retaining business was
missing, so I added language regarding that. Number four didn’t say why he needed to
maintain relationships, so I updated it and the language “before relevant government
agencies” incorporates old goal number 6. This new goal is working with effected or
relevant agencies, not only in the community but before state agencies. Number 5 is gone.
The next goal sort of includes old goal number 9; this can be added to or modified. Think
that the economic development commission could be a stronger partner with economic
development director and take on some of the data collection process and a stronger web
presence; that can be added somewhere. Number 6 on my list is a new and I think it is
important and should be stated. Know it is it done now, but important that that they report
on regular basis. Number 7 is the same as number 10, which can be strengthened a little bit.
For number 8, I looked through the job descriptions packet full time positions and all say
“carry out related activities” so that is what I did.
• Councilor Anest stated that she would like to see Cedar Mountain left on to continue
focusing on pushing that project forward.
• Councilor Marocchini stated good job Gail.
• Councilor Anest stated that Gail did a great job. Would also like to include research and
look for EDC grants; development grants would be a positive for this town. Also for
number one, he did say he has a marketing plan, he just hasn’t updated it. Would like to
update it at a low cost, would also like to see a brochure that he and the EDC can use so
that people can see what Newington has to offer.
• Councilor Budrejko stated that she didn’t want to overload him since he is only part time
consultant. A lot of other towns have stuff about demographics, utilities, costs, data
collection and I think that is a lot for someone who is only working part time. Maybe
some of the data collection could be done by the economic development commission under his direction.

- Councilor Manke stated he likes the goals but would like to see more emphasis on keeping existing business. Important that we check in on them to see how their businesses are doing. We always check with them when they are ready to leave town, but it is important to check in with them while here.

- Councilor Anest stated that at one time the EDC had territories, know they haven’t been doing that. Maybe that is something they can do to assist him in doing and bringing that back as part of their goals.

- Councilor Serra stated that see appreciates all the work Gail put in to this. One thing she has a question on, when a businesses closes or leaves, would like to know why. Also, if a business is moving from one site to another, whether expanding or downsizing, would like to know why as well. Also, would like to see the economic director work with the EDC to set up goals.

- Councilor Marocchini stated that along those same lines, don’t think it is the right job for the director to be chasing every business in town, but who owns the building and if that is changing hands or if there is a large corporation should be his focus. Too much for a director to chase all of those smaller business, not that they aren’t important and worth knowing about, his job should be focusing on the owners of the buildings. Again, the web presence should be a major focus. That is top for me, aside from 3333, we have a new website and have plenty of room to expand on that. Sure he has plenty of ideas on that. We have three major areas of concern right now, 3333 Berlin Turnpike, the National Welding site and the current project on Cedar Mountain. He should also be focused on the state property for sale on Cedar Mountain, don’t want anything going in there that we don’t want and don’t want to limit him in any way. Know that those should be his major focus.

- Councilor DelBuono stated that she was going to bring up the website as well. Know that the town manager included testimonials in the original draft of goals. If you look at West Hartford’s website, they have links to all kinds of resources for people looking at the town. They have zoning maps, they have demographics, and they have available properties. There is a lot we can do with the website to make it easier for people who are interested in having their business in Newington. The goal is to make it easy for them to find a home here and that is a key piece. There are lofty goals for a full time position. Hope we can make nice progress with these.

- Councilor Miner stated that he agrees with 99.9% of these goals. Think the marketing plan is a major key to this whole thing. Whether it is a full time employee or contract employee is something we should look at now during budget season. Maybe we could consider something either per diem, or a flat rate, to consider generating marketing material in coordination with EDC to try to get something together. What is on our website is not close to what our neighboring communities have. A lot of the data is already out there, but like Beth said, if we could tie it in to one thing. LoopNet is essentially what commercial real estate developers use and tie that in to our website might be an advantage for us.

- Councilor Budrejko stated that this is a lot of material, basically the old goals but just beefed up. Having been a liaison, with Councilor Anest for the EDC, they want to do something meaty and meaningful and they want to contribute. Some of these goals they can almost take the lead on with direction. Hopeful that the consultant will utilize the resources on the EDC as well.

- Town Manager Lane asked Councilor Miner if LoopNet was a paid subscription.

- Councilor Minder stated it would be to our advantage to have that.

- Councilors Budrejko and Anest stated that the library has that.
• Councilor Marocchini stated that some of this might require seed money. We might need to think about that now that it is budget season.
• Councilor Budrejko asked where we go with this.
• Town Manager Lane stated that tonight is for discussion. Does Andy want to do this, I don’t know. We’ve added a few things, and somebody needs to have a discussion with Andy. This would come back at the next meeting in a better format to vote on; which doesn’t make sense to me. He either signs the contract with the revised goals or he doesn’t.
• Councilor Anest stated that you said that the goals were...
• Councilor Miner stated that you stated the goals were rolling as we went along.
• Town Manager Lane stated that these are the same goals, but added layers to them.
• Councilor Budrejko stated that we just made them more descriptive, when we are reading the general words here, we are just giving him more direction on what to do.
• Town Manager Lane stated that she is not here to argue, it is up to Andy.
• Councilor Marocchini stated that is not different than when update goals for your position.
• Councilor DelBuono stated that she thought that his current contract stated the goals will change as it evolves.
• Town Manager Lane stated absolutory. These need to be reworked so that they flow together, I will do that and give them to Andy.

B. Boards, Commissions & Committees (BCC) Booklet

• Councilor Anest stated that the book was last updated in 1993. It is very simple, we will provide copies so you can see what the original booklet looks like. The subcommittee started on March 12th and had 9 meetings and were in limbo for a bit waiting on social media. We did a comprehensive review of the booklet, and you can see by the redlines the changes we made. We had a least nine revisions and reviewed what other towns had. We reviewed it section by section, removed some sections and added some sections. We also noted issues that we saw from attending the various BCC meetings. Gail, Diana and myself attend many of them and there were issues we saw over the past couple of years that we saw that we concerns to us and the commissions and they didn’t know where to turn, so we incorporated those as well. We have a schedule of when meetings need to be published, FOI is in there as well. We tried to make it as user friendly as possible so there wouldn’t be any question. We included an index and glossary of terms. We started out with an introduction, we reference the Town Charter. The next section is how BCCs are formed, how they are done, and membership types, how reappointments are done concerning whether you can serve de facto and what boards and commissions you can serve de facto on, we talked about ethics, and also included the social media paragraph the town council voted. There is section on how officer elections take place and the roles of the officers. The next session talks about meetings, FOI, executive session, attendance and what constitutes a quorum. We also talk about what happens at an organizational meeting and at that meeting we would like a staff member or town attorney to be present to update FOI laws and anything that board or commission needs to be aware of. We talk about agendas and when they need to be posted, whether it is a special meeting, regular meeting or emergency meeting. We also talk about meeting minutes and when they need to be returned to the town clerk’s office. We talk about legal opinions and that they will be available at the town clerk’s office and the liability of a board or commission member. We go into how communications are handled. Recording attendance at the meeting. That is it in a nutshell. It has not yet gone to the town attorney, we wanted input from your first before it goes to him for review.
Councilor Manke thanked the subcommittee for doing this. The only thing he would add when looking at this is the list of officers, some have secretary’s it should be spelled out here. It says chairperson and vice chairperson, but it says nothing about any other officers.

Councilor Anest stated that we will include the role of secretary, because on some committees the secretary actually takes the minutes because there is not a staff person and on some committees they just read what needs to be read.

Town Manager Lanes stated that she wants to comment on Section 2.1, Resignation where it says resignations by digital means will not be accepted. I want to give a little bit of history regarding that. I have been here 15 years, 13 as town clerk and I questioned accepting resignation by emails when I first got here. When someone has to send something in via mail, it slows the process. I would suggest rethinking that. If it is an elected official, that needs to be in writing with an actual signature, but for something like this, I don’t think it is necessary.

Councilor Anest stated that we put this in there because there were times when people send in resignations and they are not the person who sent it in, someone sent it in on their behalf. That was our thinking by putting that in there. So if we do receive them via digital means, it has to be from that person’s email.

Town Manager Lanes stated that her experience it that a lot of husband and wives shared the same email address, how restrictive do you want to be.

Councilor Anest stated that she has seen emails where a person said I’m going to resign and another person sent it in for them. It has happened. We are open to discussion, these are just thoughts.

Councilor DelBuono stated just at though. When they resign via email require and electronic signature. It comes through with a signature line on it and the person is taking ownership of that letter. Then we would have recourse to go back.

Councilor Serra stated that another way to do it is have them scan a letter that is signed and have them send it in; that way it is an actual signature.

Town Manager Lanes stated that her position is to make this as easy as possible so that business can go on.

Councilor Anest stated that we should include that elected officials should be in writing with signatures.

Councilor DelBuono wanted to bring up the section on attendance, because it is a hot topic around town. Not sure what the previous number was.

Councilor Anest stated that he original BCC stated that the members shall attend at least 60% of all meetings on which they serve and that the chairperson is required to submit a semiannual report of attendance; then it goes in what the next step is if a committee member does not attend.

Councilor DelBuono stated that she is not opposed to the 75%. Just concerned if there is an actual reason for the excuse, there is no provision in here for that. Is it excused or not excused, know that sounds silly but if you are on a committee that only meets once a month, that is 12 meetings and if you miss three meetings they can boot you off that commission and that doesn’t seem fair.

Councilor Anest stated that the sheet that gets sent to the town manager’s office has an area for comments. We can put that in there. It says regularly attending meetings.

Councilor DelBuono stated that she would like it to be as explicit as it can be.

Councilor Serra stated that on the attendance of 75%. If the same person is missing the meeting for personal reasons, how do we really know? If they can’t attend the meetings they should step down.
• Councilor DelBuono stated that if it is a personal reason, 5, 6, 7 times in a row, then it is excused. There are times in life when someone will miss a few meetings.
• Councilor Budrejko stated she is sure they can find language somewhere that has the spirit of what we are looking for.
• Councilor Anest stated that is why you should contact the chairperson prior to the meeting. That is more important than anything, is to let someone know you aren’t attending.
• Councilor Manke stated that he knows that this is volunteer, but if you are on a committee it is important that people attend meetings. Would endorse language regarding “life getting in the way” things.
• Councilor Anest asked if everyone was comfortable with the 75% for non-excused.
• Councilor DelBuono stated that on an ethical level yes. It just concerns me about filling boards and commissions, because we already have a hard enough time doing that. Hope that this doesn’t act as a deterrent. There are people that might not show up, but they are reading the minutes and discussing issues with other members.
• Councilor Manke stated that accounting for when a committee or board meets, if they schedule a special meeting.
• Councilor Anest stated that it will state regular meetings.
• Town Manager Lane stated another concern is Section 4.11, an audio recording is required for all meeting. When Myra Cohen was a council member she was adamant about keeping audio files for years and years. In dead storage, we have boxes and boxes of recordings for every board and commission. At some point, we won’t have the equipment to play those audio tapes is problem one and problem two is storage. We are moving to a smaller footprint and FOI state that the only commission we are required to digitally record is zoning and that only has to be retained for six months. All others are two weeks after the meeting minutes are approved.
• Councilor Anest stated that is doesn’t say it has to be retained it just says there has to be...
• Councilor Marocchini stated they all get recorded.
• Councilor Anest stated that it says it is available in the town clerk’s office.
• Town Manager Lane stated that they all get recorded and are available. It says that the recorder is available, they are filed in the town clerk’s office.
• Councilor Marocchini asked how do we handle it now that we have gone digital.
• Councilor Anest stated aren’t the digital files stored on a thumb drive?
• Town Clerk Krupienski stated that they are on stored on discs. We still have audio tapes going back to 1986.
• Councilor Anest stated that certain ones you have to maintain.
• Town Manager Lane stated zoning.
• Councilor Anest stated and anything that is verbatim. We are saying audio recorded so that the secretary can do accurate minutes. That is where we are going because you can’t rely on the person to take the notes to make sure they get all the motions. So we can tweak that language and they can be destroyed after the minutes are approved.
• Councilor DelBuono stated that even after the minutes are approved there are times when we are discussing an issue and we will go back to the tape for clarification because our minutes are not verbatim and they are not always as specific as we might recall a conversation. So there have been plenty of times when we wanted to listen to them.
• Town Manager Lane stated that she has always kept them forever, we have stuff going back to 1986.
• Councilor Anest stated that we should leave it the way it is.
• Councilor Serra wanted to know how long NCTV keeps the tapes.
• Councilor Anest stated that they don’t tape every meeting and sometimes the sound is off and it doesn’t broadcast properly.
• Councilor Budrejko stated that if storage is going to be an issue maybe we should ask the town attorney for a legal opinion for storage on each of the commissions we have.
• Councilor Anest stated that when you get sworn in you will receive a form acknowledging receipt of BCC materials Ethics materials and will have to sign the form and return it to the town clerk's office. That way too we can keep track that all the ethic and disclosure forms are returned as well.
• Mayor Zartarian stated that it's not your fault, know you are pulling from different sources. When you are talking about you in a sentence versus the members going second person and third person.
• Councilor Anest stated that we will go through that. It was difficult going through; we put a lot of time in to it.
• Councilor Manke thanked the committee for doing this.
• Councilor Anest stated that the committee will get together and tweak the language regarding the secretary, and other positions; the attendance language and resignations being done electronically. We will ask the town attorney about the retention period. At that point, do you want us to send it to the town attorney for review?
• Councilor Manke stated that would make sense.
• Councilor Anest stated that she wanted input from you if you wanted to change dates, timelines and that type of thing. Think this will take doubt out of peoples minds regarding meeting minutes, when agendas need to be posted, commissions you can serve de facto on. We tried to cover everything. In the electronic version, there is a link to our Code of Ethics.
• Town Manager Lane asked if Councilor Anest stated commissions you can serve de facto on meaning some you can’t.
• Councilor Anest stated yes. Not every commission you can serve de facto.
• Town Manager Lane stated that there are some spelled out in the Charter, but it has always been customary, right or wrong...
• Councilor Anest stated that the TPZ, Zoning Board of Appeals, Library Trustees, Board of Assessment Appeals, Board of Parks & Recreation, Development Commission and Conversation/Inland Wetlands Commission are all de facto as outlined in the Town Charter §C-611.
• Town Manager Lane stated that she is just sharing history. De facto is something I was totally unaccustomed to when I came here. I was told by town attorneys that the reason it was put in place is to keep the work of the commission moving forward so that if a term expires and the party doesn’t reappointment them, the commission can do their work.
• Councilor Anest stated that we looked in to the Charter to see exactly what it was, and the Charter specifies seven boards that you can serve de facto on. It is spelled out.
• Town Manager Lane stated that until now, there have been de facto terms on every board and commission. We are changing that moving forward.
• Councilor Anest stated we are following what the Charter says. I was always you can serve de facto until we did some research and found out it is not true. We will send this to the town attorney for his review and get back to you. Thank you so much for your indulgence.

C. 2019 Budget Meeting Schedule

• Mayor Zartarian asked if there were any questions for the town manager this. He also stated that we do know if there is a blizzard on the night of a public hearing, we can postpone.
• Councilor Anest says we usually have leeway for the adoption, so if something happens.
• Mayor Zarzarian stated that we will act on this at our next meeting.
• Councilor Anest stated that we usually have the legislators come in.
• Town Manager Lane stated that the mayor did mention it to some members of the delegation and they plan to be at our next meeting on the 22nd.
• Councilor DelBuono stated that it is kind of a moot point to have them come in then.
• [difficult to hear, mic not working]
• Councilor Anest stated that she was glad we had them come in over the summer after session, we would continue that too.
• Mayor Zarzarian stated that Representative Elect Woods has the same sort of meeting in Rocky Hill that night.
• Councilor Manke asked when the governor did his state of the state and presented his budget. Is that the first week of February? Is it better to have them come in after the first week in February? The last meeting in February.
• Councilor Anest stated that is a really good idea.
• Mayor Zarzarian stated that at the next meeting we will act on the budget meeting schedule and will defer the legislators until late February.

VIII. RESIGNATIONS/APPOINTMENTS (Action May Be Taken)
• None

IX. TAX REFUNDS (Action Requested)
A. Approval of January 8, 2019 Refunds for an Overpayment of Taxes

Motion by Councilor Budrejko

RESOLVED:

That property tax refunds in the amount of $1,607.39 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.

Seconded by Councilor Anest. Motion passed 9-0.

X. MINUTES OF PREVIOUS MEETINGS
A. December 27, 2018 Regular Meeting Minutes

Motion by Councilor DelBuono to accept the minutes of the December 18, 2018 meeting, as corrected. Seconded by Councilor Manke. Motion passed 9-0.

• Councilor Budrejko stated that she had some corrections. On page 11, the third bullet down, it should say pursue, not pursed. Two bullets down from that, the first line Councilor Budrejko stated that we were waiting and waiting, it should be on the state for the parking lot and previously instructed you to go forward with the hotel without the parking lot. Page 13, the last bullet, nine lines up from the bottom, it should read plan of conservation, not plan of conversation.

XI. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC
• Town Manager Lane stated that the CCHD moved out of our office to their new offices at 2080 Silas Deane Highway, Rocky Hill. Last time I reported to the council that MIRA had experience a catastrophic equipment failure and expected to be back on line in mid-January.
The Monday after I reported this to you, I receive a certified letter from MIRA stating that the cost of this event averaged over $100 per ton and it may be incorporated in the Tip Fee for this upcoming budget. If that were to happen, it will be an additional $13 per ton and for Newington that will increase our budget by $110,000 dollars for trash disposal. We have a conference call scheduled with MIRA for Thursday, January 10th and we should get more answers then. The superintendent search focus group is organized. Town officials will participate in a morning session on January 17th and then it is open to the community at 6:30 at the high school auditorium. Construction bids for the town hall were opened on January 3rd. Downes is in the process of doing scope reviews. There is a building committee meeting scheduled for January 16th and we hope to have more firm figures at our next meeting. According to Downes schedule, we should have a guaranteed maximum price between January 21st and 25th. On Friday, the mayor and I attended a CT Youth Service Association legislative breakfast, it was in Wethersfield and topic was How to Do More with Less and Unfunded Mandates. Everybody in every department is experiencing the same budgetary crunch. Department budgets were due January 2nd and with that we kick off the budget season. We have our first CIP meeting on January 10th. Last but not least is the library parking lot. Since our last meeting, the plantings have been planted in an area between the library parking lot and the Garfield Street parking lot. That is an incubation area. Those trees will eventually be planted along the property line that separates the library from the house next door. The sidewalk has also been completed. Know that there is concern about lighting for the winter fest on the 18th, lights have been ordered and should be installed by then, but was told that we can use temporary lighting if necessary.

XII. COUNCIL LIAISON/COMMITTEE REPORTS
• None.

XIII. PUBLIC PARTICIPATION – IN GENERAL (In Person/Via Telephone: 860-665-8736)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
• Dana Havens, 113 Stoddard Avenue stated that the EDC did create a brochure which was designed and tied in to a Facebook page which we wanted to start, but were not given the go ahead, so the brochure died with Facebook page. But there is a brochure available. As for the territories we decided not to follow through with that since we have no brochure or Facebook page. As for the comment that was made that we shouldn’t target the business owner, just the property owners, we need to remember that those business also pay taxes and provide jobs and services and we should definitely be contacting them when we have the proper tools. LoopNet is not something we can do; that is the property owner. The Zoning Code Consultant should be put on hold until we have a developer interested in the area. You are assuming that is what the developer wants to do with the development. There is no guarantee that the state will want to put a train station in Newington. Not saying the position isn’t needed, it’s just that you are jumping the gun before the other runners are on the track.
• Rose Lyons, 46 Elton Drive stated as you were discussing the boards and commissions, I was just thinking of the ethics board and thought that they were to meet once a year and to report to you once a year. Can’t remember the last time they met. Another question I had is whether or not there is a differentiation between the attendance requirements for a full member versus an alternate. I find it very frustrating that commission members don’t appear for one or two meetings and then show up a third meeting when something is being discussed and they missed out on previous discussions and are asking the same questions. Know that lots of times the alternate don’t show up. Curious about the ex-officio, sometime the Mayor is there and he is just listening. Another question I have is about the tax refunds. Someone asked me what the tax refunds were for; are they based on overpayments or appeals, just curious. Even though we haven’t seen snow I don’t need to make my annual
appeal about cleaning hydrants, I will make an appeal to clean the storm drains of leaves when you see the rains are coming because they tend to back up as well.

XIV. REMARKS BY COUNCILORS
- Councilor Miner stated that LoopNet statement he made before was more to get a cursory point within our page; not for us to be listing real estate.
- Mayor Zartarian stated that he attended a function on Sunday with Governor Elect Lamont and other folks at the Connecticut Humane Society and as he had an opportunity, he hit up the Governor Elect for more money for Newington. He made no promises.

XV. EXECUTIVE SESSION: REAL ESTATE – POSSIBLE ACQUISITION
Motion by Councilor Marocchini

RESOLVED,
That the Newington Town Council, in accordance with CGS §1-200(6)(D) hereby moves to go into Executive Session, and invites the Town Council members, the Mayor, and Tanya D. Lane, Town Manager, to discuss Real Estate - Possible Acquisition.
Seconded by Councilor DelBuono. Motion passed 9-0.

XVI. ADJOURNMENT
Motion by Councilor Manke to adjourn meeting at 9:12 p.m. Seconded by Councilor Budrejko. Motion passed 9-0.

Respectfully submitted,

[Signature]
Susan Gibbon
Council Clerk
Letter public participation
Carol A. Anest
Majority Leader
Newington Town Council
131 Cedar Street
Newington, CT 06111
860.490.6561

From: Stanley Sobieski
Sent: Tuesday, January 8, 2019 7:05 AM
To: Anest, Carol
Subject: FW: Opinion

Carol
This is an e-mail I sent to Tanya on the Library parking lot, Please have this read into the record
Thank you Stan

From: Stanley Sobieski [mailto:americanflyer@cox.net]
Sent: Friday, January 04, 2019 7:46 PM
To: caanest@cox.net; Michael J. Fox <michaeljfox1944@gmail.com>
Subject: FW: Opinion

From: Stan Sobieski [mailto:ssobieski@cox.net]
Sent: Wednesday, January 02, 2019 3:49 PM
To: Tanya Lane <TLane@NewingtonCT.gov>; stanley sobieski <americanflyer@cox.net>
Subject: Opinion

Tanya Lane
Town manager
Town of Newington Ct

Ms. Lane I just want to take a minute to let you know I fully support you in the way you are handling the issues with the Construction of the Library parking lot, and that since the town contracted with a company to construct said parking lot it’s their call as to when to place pavement down and that if said pavement fails it’s there responsibility to replace binder course. I Think it’s unfair of anyone to ask question of you ( putting you on a spot ) when there questions should be directed to contract of town employee overseeing project.

As you know I am familiar with paving and road construction, and each project follows steps. First clearing and grubbing (Grubbing removal of tree and other unsuitable material) from site, Second drainage installation and base compacting
and then a binder courses put in place and rolled (it buttoning up for winter all basin and water gates as well as handicap access) shall be at grade of fathered in. There all bituminous or other curbing shall be installed on binder course. Roadways are done differently curbing added after on repaving on new curbs put on binder) four final course is added which locks in curbing and then backfilling behind curb and final grading is done.

Again I am expressing my views, and opinions

Thank you
Stanley Sobieski
26 Deepwood Drive
Newington Ct
H 860 666 2015
C 860 212 9653

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