



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR BETH DELBUONO

NEWINGTON TOWN COUNCIL

REGULAR MEETING MINUTES

Tuesday, April 28, 2020

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Town Clerk

This meeting will be presented as a Zoom Webinar/Meeting.

Mayor DelBuono called the meeting to order at 7:00 p.m. via Zoom.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

- Councilor Anest
- Councilor Braverman
- Councilor Budrejko
- Councilor Camillo
- Councilor Donahue
- Councilor Manke
- Councilor Miner
- Councilor Nagel
- Mayor DelBuono

Staff Attendees:

- Keith Chapman, Town Manager
- James E. Krupinski, Town Clerk
- Susan Gibbon, Council Clerk

III. APPROVAL OF AGENDA

- Motion by Councilor Manke add under New Business VI.I Waiver of RFP for Audio Visual and remove IX. Minutes of Previous Minutes. Seconded by Councilor Anest. Motion passed 8-0 (Councilor Camillo offline) *(roll call vote)*

IV. PUBLIC PARTICIPATION – IN GENERAL (Via Zoom or Telephone: 888-788-0099 or 877-853-5247) (4 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

- None

V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION

- None

VI. CONSIDERATION OF OLD BUSINESS (Action May Be Taken)

A. Town Hall Project Update

- Town Manager Chapman stated that the project continues to be on schedule and on budget. Permanent power is in place. Mr. Chapman provided updates on various projects. Reconstruction of Mazzoccoli Way is underway.

B. Health Update

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov

- Town Manager Chapman stated that there are over 200 cases of COVID-19 in Newington, with a large number of those in nursing homes. Met with staff on Monday to determine what will happen if this continues to be a problem in the new budget year. Asked all departments to look at their budgets and prepare back up budget with 30% reduction. If things do not improve for the town, it will impact the revenue side. Want to be prepared ahead of time. No town employees have been affected by COVID-19. Overall in CT there are 25,269 cases, 1,127 deaths and 1,766 hospitalization.
 - Mayor DelBuono thanked Mr. Chapman for his updates and for his proactive efforts regarding the budgets.
- C. Discussion-Anna Reynolds Elementary School Roof Replacement
- Town Manager Chapman stated that he is happy to report that the latest report on the roof condition are that the roof is not leaking. It appears that the roof waterproofing has adhered to the old roof and hopeful it will remain that way for the foreseeable future.
- D. Fair Housing Month Resolution

Motion by Councilor Anest

WHEREAS, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, the Town of Newington is committed to upholding these laws and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a non-discriminatory basis; and

BE IT FURTHER RESOLVED, that the Town Manager of the Town of Newington, or their designated representative, is responsible for responding to and assisting any person who alleges to be the victim of any illegal discriminatory housing practices in the Town of Newington and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Seconded by Councilor Budrejko. Motion passed 8-0 (Councilor Camillo offline) *(roll call vote)*

E. TPZ Referral for Robbins Avenue Re-Alignment

- Town Manager Chapman stated that we did received a favorable response from TPZ for this and it can move forward.

Motion by Councilor Manke

RESOLVED:

The Newington Town Council hereby moves to Place on File the Certificate of Action for Petition #14-20 – Sec. 8-24 Referral of Proposed Re-Alignment of Robbins Avenue, received from the Newington Town Plan & Zoning Commission, dated April 8, 2020, a copy of which is attached to this resolution.

Seconded by Councilor Braverman. Motion passed 8-0 (Councilor Camillo offline) (*roll call vote*)

- Councilor Nagel stated he wanted to make sure that the residents in the area were ok with the final plan for the realignment in that area.
 - Town Manager Chapman stated that the neighborhood has been keep informed of this and they were very positive on the final design, it does not interfere with the current layout of the green on Robbins Avenue. Good support from the neighborhood.
 - Mayor DelBuono stated that she did have complaints from people in the neighborhood, but following the changes no additional complaints have been received are fine with the changes.
 - Councilor Manke asked if construction doesn't take place this year due to COVID-19, will we still stay in schedule or get bumped back.
 - Town Manager Chapman stated that we will stay within the schedule. Keep in mind that grant monies may not be available due to COVID-19. Optimistic.
 - Councilor Budrejko stated that it was encouraging as the residents were instrumental in getting this passed. The residents proposed solutions and talked with the town engineer to get this to go through.
 - Mayor DelBuono stated it was a good example of the town working with the community to get a positive outcome.
- F. TPZ Referral for Proposed Sale of Town Owned Property – 88 Stamm Road
- Town Manager Chapman stated that this was referred to TPZ and they did not support this and are not in favor of this.

Motion by Councilor Nagel

RESOLVED:

The Newington Town Council hereby moves to Place on File the Certificate of Action for Petition #08-20 – Sec. 8-24 Referral of Proposed Sale of Town-Owned Property at 88 Stamm Road, received from the Newington Town Plan & Zoning Commission, dated April 8, 2020, a copy of which is attached to this resolution.

Seconded by Councilor Braverman. Motion passed 8-0 (Councilor Camillo offline) (*roll call vote*)

- Councilor Budrejko stated that one item that did keep coming up at the TPZ meeting was the town needs to have a procedure in place regarding the sale of property.
- G. Communications Tower Space Agreement
- Town Manager Chapman stated that this started several years ago with the council and staff looking at an opportunity to move off of Cedarcrest Hospital and having a tower at the Balf area. Recently notified that Cedarcrest Hospital was being demolished. We did work out an agreement with Callahan Acres LLC on top of Cedar Mountain. It is a temporary situation. Moved all radio equipment to new tower. Will occupy space on that tower until we can determine what is the best long term plan for the town. The rent we will pay is equal to the taxes the owner is paying on the tower which is approx. \$7,000 annually. The Town Attorney has reviewed the agreement.
 - Councilor Miner asked on the rent section if is should state that personal property of the town and on the terms, there doesn't seem to be an out clause and is the tower certified as a public safety tower with the required security measures in place. Very thankful to the Callahan's for accommodating the town on such short notice.

- Town Manager Chapman stated that the intent of the agreement is temporary. Both parties understand we may or may not want to continue to stay on that tower and the owner has the option to put others on that tower or request that we move. That is why we need to get the study done quickly. Both parties are comfortable with the arrangement. As far as security what was the question.
- Councilor Miner stated that the thought there was a distinction between a public safety tower and a public use tower. Just want to make sure it is certified for that use.
- Town Manager Chapman stated that was something that did not come up during the discussion of the agreement. Will follow up on that and will verify that.
- Councilor Miner asked if there should be an out clause in the agreement so there is no confusion and we are held harmless. Never entered into an agreement with no out clause.
- Town Manager Chapman stated that because it is temporary agreement and we are on a month to month arrangement we can provide 60 day notice, as they can too. Compliment Mr. Callahan for working with us on this. Did have town attorney review the agreement, will follow up with him about an out clause.
- Councilor Miner asked how many other people/entities are using the tower, and is it public safety or just commercial.
- Town Manager Chapman stated that he believes the only thing on that tower is public safety. He does have another tower on his property which is commercial.
- Councilor Budrejko asked about a statement in the agreement regarding permitted use. Do we have unlimited access, or do we need permission?
- Town Manager Chapman stated that the town has 24-hour access to the tower and to the equipment we own. We cannot give permission for a third party access to go in there to do anything, that would not be allowed.
- Councilor Manke asked if we were the only ones on the tower.
- Town Manager Chapman stated that he believes the state police may be on there, needs to check.
- Councilor Anest stated that she too wanted to thank the Callahan's for working with the town on getting this done so quickly. Are the taxes for the property or just the tower?
- Town Manager Chapman stated that the taxes are based on the tower.
- Councilor Anest stated that instead of the word such "property" it should be such "tower".
- Town Manager Chapman stated that we also have property located off the tower, inside the shed building, a generator and other pieces of equipment contained within the storage area, which is part of the rent we are paying. I will have the assessor refer to the tower and its accessory building that will be a better way to describe it.
- Councilor Anest stated that she just wants it to be clear for our successors or other administrations if this is to go on.

Motion by Councilor Manke

RESOLVED:

That the Newington Town Council hereby authorizes the Keith Chapman, Town Manager to execute an agreement between the Town of Newington and Callahan Acres, LLC for the use of a communications tower located at 99 Cedarwood Lane, said agreement shall be effective upon signing by all parties, a copy of which shall be attached to this Resolution.

Seconded by Councilor Anest. Motion passed 8-0 (Councilor Camillo offline) (*roll call vote*)

H. Indian Hill Country Club Additional Appropriation

- Town Manager Chapman stated that the price for the roof was lower than anticipated, but the price for the HVAC was higher. Need to get an additional \$71,000 to enter into a

contract and get this done. Because of COVID-19, construction sites are required to have someone on site to take the temperature of all workers. That cost is unknown and not sure what will be involved. Once we find out, we can fund that, but will seek reimbursement as a COVID-19 cost. It should qualify as something that is reimbursed.

- Councilor Budrejko asked why the cost almost doubled. How could it have been so far off.
- Town Manager Chapman stated that when the original RFP came in, the HVAC system or its age were identified. Upon further inspection it was determined the system was on its last leg and a decision was made to go ahead with replacing the HVAC now and in the best interest for the long run.
- Councilor Miner described the issues with the current system and why there was a price differential.

Motion by Councilor Nagel

CERTIFICATION:

In accordance with Section 808 of the Town Charter, I hereby certify that there exists, free from encumbrances, in the following appropriation in the General Fund, the amount listed below.

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
10191-8101	Salaries	\$71,650

Janet Murphy, Director of Finance

RESOLVED:

That the Newington Town Council hereby transfers the above-certified funds in the General Fund to the following CIP account:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
31110-88006	Indian Hill CC Rooftop Units	\$71,650

Seconded by Councilor Manke. Motion passed 9-0. *(roll call vote)*

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

A. CT State Library Historic Documents Preservation Grant FY2021

- Town Clerk Krupienski this year, as part of the Grant process, I will be applying for the maximum amount of \$7,500, for Storage and Facilities, to replace our current compact Land Record covers with accessible binders. This project will entail the replacement and consolidation of 225 Compact Books, volumes 1526 through 1750, into 75 accessible Archival Binders. The completion of this project will allow for easier page access for searchers and Staff when copies are made and limit possible damage to the records and copier during the copying process. Easy to work with, and replace pages if necessary. We will be able to use books that we currently have. Total cost will be \$10,500 including cost of tabs and shipping. Will take approximately 6-8 weeks.
- Councilor Anest asked how many pages are in the compact books and if they will hold multiple volumes.
- Town Clerk Krupienski stated that there are about 350 page numbers and 180 sheets and will have three volumes enclosed in them.
- Councilor Anest asked if we had sufficient matching funds.
- Town Clerk Krupienski stated that he will be utilizing the Town Clerk funds.
- Councilor Anest asked when these get shipped out, will records still be available?
- Town Clerk Krupienski stated that nothing will be getting shipped out. Town staff will take the documents from the old binders and place them in the new ones.

B. Waiver to RFP for Audio Visual for New Town Hall

- Town Manager Chapman stated that this is something that should have been done months ago. We are now under pressure to get this work done and have determined that we can do it in time with the help of a local (Newington) company called Vision Point. Would like to move this forward at the next scheduled meeting. Critical to get this in place at this time. Will be recommending a bid waiver. Company is from Newington. Not a lot of companies in this business, and is nationwide and worldwide. Did have members of the BOE attend the presentation. If we went out to bid this, it would take several months. Do not have final numbers yet, but comfortable giving them the go ahead. Will have full system in place. NCTV was also involved in the meeting. Want a product that works well with all involved and a product that provides the best technology in any community in the State of Connecticut. Would like to have this on the next agenda for your action for approval.
- Councilor Manke stated he was at the presentation and was impressed with the company's professionalism and they are thinking outside the box. Important that we have technology that works.
- Mayor DelBuono stated that the presentation was impressive and she appreciated the open dialogue with the BOE. Dr. Brummett was there along with members of her IT staff. It was nice to have a dialogue regarding the obstacles we are facing and have needs met at a price most affordable. NCTV was able to have input as well.
- Councilor Miner stated that in March they had agreed to have some work done by D'Agostino. Was that work completed? Is this contractor supplying the equipment for the project? What is this per se?
- Town Manager Chapman stated that for the original design plan D'Agostino gave us a price and we weren't happy with that price. You authorized a bid waiver to go forward. Vision Point came forward and offered us a much lower price for a better product in our opinion, so D'Agostino never did anything with their design since we had no need for them and Vision Point will be taking that on. Give them credit, not involved with the layout or construction of the building, where the wiring is, etc. and it is has been a concern of the town, NCTV and the BOE doing something now that should have been done months ago. Playing catchup, but we are all working together to get a product that we can all use. It is pretty amazing what they put together. D'Agostino is no longer part of the project and Vision Point has taken over.
- Councilor Miner stated that, to clarify, this is for design of the backbone of all the AV in the building.
- Town Manager Chapman stated that this is for the installation and implementation of the hardware. The design has already been completed with some final adjustments from the BOE and NCTV and our IT people. Vision Point was a lot less money than what was anticipated. Now it's the matter of buying the equipment and getting it installed prior to July 14th.
- Councilor Miner stated this is for the procurement of equipment. Any open state contracts we can piggyback on for this equipment or is it too specific?
- Town Manager Chapman stated that he doesn't believe there is. This is high tech, and a very unique situation.
- Councilor Miner stated he is asking because people were hyper sensitive about the cost of the project. Just want to know where the funds are coming from for the project. Would like to ask was the building committee excluded from this project because it was determined to be fixturing within the town's soft costs?
- Town Manager Chapman stated the funds for this project are coming from the CIP. It is not part of the project and the project building committee really doesn't have a role to play in this aspect of the building and do not have a role in this process.

- Councilor Minder stated that this was included in the 19/20 CIP. Was it part of the soft costs or was it included in the furniture, fixtures and equipment costs?
- Town Clerk Krupienski stated that the security side is soft cost and the AV is under the CIP account specifically.
- Councilor Miner stated that he thinks it is great that we are using a Newington contractor. Were they solicited?
- Town Manager Chapman stated that Paul Boutot, our IT Director reached out to them for potential, because D'Agostino's price was higher than he was willing to propose. This company has been in Newington for a number of years. Great catch for the town. It is a win-win for everybody.
- Councilor Miner asked if we were going to see the cost prior to...
- Town Manager Chapman stated yes, still putting final touches on it. Changing some things that were assumed to be good at the time. Some changes involve NCTV and BOE. Dollar amount still be worked out. Anticipate having a firm figure by your meeting on May 12th.
- Councilor Budrejko stated that she is pleased that the BOE and NCTV were involved with the presentation, it's cheaper than the previous bid and it's a town business. Seems like a win-win. Has Vision Point done any business with the town before?
- Town Manager Chapman stated that they have done work with the police department, as well as other police departments in the area. This will be their biggest undertaking. They have worked with the City of Hartford and understand municipal operations.
- Councilor Donahue stated that it is a totally integrated system. It is a no brainer to work with them.
- Councilor Anest stated that it was a wonderful presentation, really excited for the town hall to get completed. Wondering if on the 12th we can have a short presentation showing what they will be doing.
- Town Manager Chapman stated that Paul is going to create a 10-15 minute presentation of what you saw last night, and any additions that may develop within the next couple of weeks so you and the public can see what is proposed.

VIII. TAX REFUNDS (Action Requested)

- A. Approval of April 28, 2020 Refund for an Overpayment of Taxes

Motion by Councilor Budrejko

RESOLVED:

That property tax refunds in the amount of \$355.06 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 Braverman. Motion passed 9-0 (*roll call vote*)

IX. MINUTES OF PREVIOUS MEETINGS

- *Tabled until next meeting.*

X. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC

- None

XI. COUNCIL LIAISON/COMMITTEE REPORTS

- None

XII. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom or Telephone: 888-788-0099 or 877-853-5247**) (3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

- Town Clerk Krupiensi stated that he received a call from Ms. Squillacote stating that that she was having issues raising her hand, would you like me to put her on?
- Barbara Squillacote stated just sending James a message because there was no raised hands for public participation at the beginning of the meeting and there hasn't been any raised hands at the end of the meeting for public participation. Just wanted you to know that.
- Mayor DelBuono asked James to click on the other participants to see if they wanted to see if they had any comments.
- Town Clerk Krupiensi stated that he is clicking in a number ending in 070.
- Rose Lyons, 46 Elton Drive stated that this is all new to her. Just trying to get up to speed with the new technology. Thank the town council for adapting their new way of holding meetings and NCTV for making it possible for me to attend from the comfort of my home. Just have a comment regarding the cell tower waiver. Over the years it's come up from time to time, surprised to hear we were in a rush. Thank Callahan family for coming to our rescue. Would like to see other departments included in public service video.

XIII. REMARKS BY COUNCILORS

- Mayor DelBuono stated that she went to the Town Hall today and there was a thank you card from the family of Howard Miner thanking us for the flowers we sent.

XIV. ADJOURNMENT

Motion by Councilor Anest to adjourn the meeting at 8:17 p.m. Seconded by Councilor Manke. Motion passed with 8 affirmative - 1 abstention (*roll call vote*).

Respectfully submitted,


Susan Gibbon
Clerk of the Council