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Minutes of the Town of Farmington
Regular Town Council Meeting
January 26, 2016

Present:

Nancy W. Nickerson, Chair
Jon Landry
Peter M. Mastrobattista
Gary Palumbo
Amy Suffredini
Meredith A. Trimble
John Vibert

Kathy Eagen, Town Manager
Paula B. Ray, Clerk

A. Call to Order

The Chair called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance

The Council and members of the public recited the Pledge of Allegiance.

C. Public Comments

Christian Germano, Farmington High School Sophomore described her Gold Award event project for the Town Council. On February 6, 2016 at Farmington public library from 10:00 am to 1:00 pm, she had organized an event to allow people who couldn't afford eyeglasses to have exams and to receive donated glasses or glasses at a reduced cost. She thanked Dr. Ryan Trimble of Union Eyeworks, the Unionville Lions Club, members at St. Mary's Church and the local schools for their assistance with the project. She had collected approximately 500 pairs of eyeglasses, and Dr. Trimble read and created a data base of the prescriptions. Dr. Trimble was giving free screenings for those without updated prescriptions.

D. Consideration of Special Topics

Motion was made and seconded (Trimble/Mastrobattista) to waive the Rules of Procedure to add an item to the agenda.

Adopted unanimously.

Motion was made and seconded (Trimble/Mastrobattista) to add as Agenda Item D-4 an appointment of a Board of Education representative to the Farmington High School Building Committee.

Adopted unanimously.

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1. To set a public hearing on February 9, 2016 at 7:15 pm in the Town Hall Council Chambers for the Purchase of 8885 South Ridge Road (Lot 7) and 8809 (Lot 6A/B) Settlement Road owned by October Twenty-Four, Inc. (approximately 107.1 acres) for a purchase price of \$1,225,000.

Motion was made and seconded (Trimble/Mastrobattista) to set a public hearing on February 9, 2016 at 7:15 pm in the Town Hall Council Chambers for the purchase of 8885 South Ridge Road (Lot7) and 8809 (Lot 6A/B) Settlement Road owned by October Twenty-Four, Inc. (approximately 107.1 acres) for a purchase price of \$1,225,000 subject to receipt of an acceptable Phase I Environmental Site Assessment report; and subject to due diligence, including but not limited to title search; and to authorize the Town Manager to sign a purchase agreement for this acquisition; and to authorize the Town Manager to submit a grant application under the State Open Space and Watershed Land Acquisition Grant Program prior to completion the purchase of this property.

Adopted unanimously.

2. To consider the Town of Farmington's Strategic Plan/Town Manager Goals.

Motion was made and seconded (Trimble/Mastrobattista) to consider the attached Town of Farmington Strategic Plan/Town Manager Goals.

The Manager reviewed the Town Manager's 2016-2018 Goals recorded with these minutes as Agenda Item D-2 and answered Council questions. She explained that it was customary for the Council to review the document, make suggestions and then postpone action until the first meeting in February. She highlighted several areas.

Desired Outcome 2.4 Transportation, Goal 7 was discussed. The goal was to work towards creating a separate traffic unit in the Farmington Police Department. The Chair requested to incorporate a goal under Traffic to look into another river crossing on an investigative level not requiring funding.

Desired Outcome 6.3 and 6.6 Recreation, Goal 27 was discussed using the Draft Policy and funding analysis recorded with these minutes as Agenda Item D-2a. The Manager distributed the memorandum recorded with these minutes as Agenda Item D-2b regarding a Rails to Trails Pilot Program under Desired Outcome 6.6 Recreation, Goal 30. Mr. Vibert asked the Manager as part of the Recreation Goals to re-establish the Farmington River trail on the west side of the river from the handicapped fishing area going south that has become over grown and for cost estimates for creating a river access park at Yodkin Memorial Park.

Motion was made and seconded (Trimble/Mastrobattista) to postpone the motion until the February 9, 2016 meeting.

Adopted unanimously.

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3. Debt Forecast Presentation

Joseph Swetcky, Director of Finance and Administration reviewed the current and future debt obligations of the Town of Farmington and answered Council questions using the presentation recorded with these minutes as Agenda Item D-3.

4. Appointment Board of Education Representative to the Farmington High School Building Committee

Motion was made and seconded (Trimble/Mastrobattista) that Mecheal Hamilton be appointed to the Farmington High School Building Committee as a Board of Education representative beginning immediately for an indefinite term.

Adopted unanimously.

E. Executive Session

Motion was made and seconded (Trimble/Mastrobattista) to go into Executive Session at 9:16 pm for discussion of records, reports and statements of strategy or negotiations with respect to collective bargaining with the Town Council, Town Manager, Assistant Town Manager and Director of Finance and Administration present.

The Council returned to Open Session at 9:41 pm.

Motion was made and seconded (Trimble/Mastrobattista) to move to Executive Session for discussion of a site or lease, sale or purchase of real estate at 9:42 pm with the Town Council and Town Manager present.

The Council returned to Open Session at 9:56 pm.

F. Adjournment

Motion was made and seconded (Trimble/Mastrobattista) to adjourn the meeting at 9:56 pm.

Adopted unanimously.

Respectfully submitted,

Paula B. Ray, Clerk

Goal 2 Transportation and Land
 Improve the transportation systems and facilitate implementation of traffic improvement systems; endorse policies that expand, preserve and protect the character of neighborhoods with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>2.1 Partner with the Town Plan and Zoning Commission/Inland Wetlands/Watercourse Agency (TPZ) to facilitate public awareness of the TPZ and Town Council roles, responsibilities and vision in land use matters. Town Inlander – TPZ is no longer IWVA</p>	<p>The Development Wing participates and provides technical professional planning and technical support for all land use committees, including Planning and Zoning Commission, Zoning Board of Appeals, Architectural Review Committee the Inlands Wetlands Commission, Conservation Commission, Historic District commissions and the Economic Development Commission, and maintains a communication link between the public, the Land Use committees, Economic Development Commission and the Town Council. Town Manager recommends modifications to goal. Modifications more accurately describe the deliverable.</p>	

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Town Manager's Goals – 2016-2018

Goal 2 Transportation and Land

Improve the transportation systems and facilitate implementation of traffic improvement systems; endorse policies that expand, preserve and protect the character of neighborhoods with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>2.2 Collaborate with Town Plan and Zoning Commission to implement the vision in land use matters.</p>	<p>Assist the Town Plan and Zoning Commission with their leadership and policy-making roles and assist in the implementation of the Town of Farmington Strategic Plan. Ensure the administration and compliance with Town Plan of Conservation and Development. Review and make recommendations to the Town Plan and Zoning Commission regarding town planning issues re-zoning and density requirements.</p> <p>Town Manager recommends modifications to goal. Modifications more accurately describe the deliverable.</p>	<p>Provide needed support to ensure that the Private/Public Land Initiatives Committee moves forward and receives the appropriate staffing support to complete objectives. Provide Quarterly Reports to the Town Council.</p> <p>1) Provide needed support to ensure that the Gateway Committee moves forward and receives the appropriate staffing support to complete objectives. Provide Quarterly Reports to the Town Council.</p> <p>Town Manager recommends the modified goal to continue.</p> <p>NEW GOAL</p> <p>2) Prepare for the acquisition of the Parsons property in 2017.</p> <p>Town Manager recommends the new goal.</p>

DRAFT

Town Manager's Goals – 2016-2018

Goal 2 Transportation and Land

Improve the transportation systems and facilitate implementation of traffic improvement systems; endorse policies that expand, preserve and protect the character of neighborhoods with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>2.3 Collaborate with Federal and State officials to expedite traffic improvement plans.</p>	<p>Oversee actions taken to improve traffic issues to include meeting with the State of Connecticut staff representatives on a regular basis. Work with the State of Connecticut to implement future State DOT projects and apply to CRGOG or to the State for the new projects.</p>	<p>3) Manage actions taken to improve traffic problems including meeting with the State of Connecticut Department of Transportation on quarterly basis. Report on the following projects to the Town Council on a quarterly basis.</p> <p><u>State Project(s)</u> #51-260 Backage Road Project #51-270 Sewer Project Backage Road Project #51-268 Rails to Trails Project #51-269 New Britain Ave. Project Route 4 Corridor Study Project South Road Reconstruction Project</p> <p>Town Manager recommends the modified goal to continue.</p> <p>NEW GOAL</p> <p>4) Work with the Connecticut Department of Transportation to facilitate the construction of improvements to Route 10 at Route 4, including improvements to the northbound right-turn lane and southbound left-turn lane, which were originally proposed as part of State Project 51-260. Report to the Town Council on a quarterly basis.</p> <p>Town Manager recommends the new goal.</p>

DRAFT

Town Manager's Goals – 2016-2018

Goal 2 Transportation and Land

Improve the transportation systems and facilitate implementation of traffic improvement systems; endorse policies that expand, preserve and protect the character of neighborhoods with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>2.4 Seek innovative solutions to mitigate traffic problems including public transportation opportunities.</p>	<p>Staff to participate in the Traffic Review Board, coordinate and work closely with the police department special projects unit. Manage the statistical data and information from traffic accident data to address neighborhood traffic concerns and update the traffic enforcement plan.</p> <p>Staff to work with the Town Plan and Zoning Commission with regards to alleviating particular traffic issues in conjunction with developments that have been submitted to the Town Plan and Zoning Commission.</p> <p>Staff to continue to utilize non-structural improvements within new developments submitted to the Town Plan and Zoning Commission (school bus access, curb cuts, mass transit, and emergency access).</p>	<p>5) Provide needed support to ensure that the Bicycle Advisory Committee moves forward and receives the appropriate staffing support to complete objectives. Provide Quarterly Reports to the Town Council.</p> <p>Town Manager recommends the goal to continue.</p> <p>6) Town staff and Bicycle Committee begin to analyze the existing trail and parking lot system with respect to neighborhood accessibility. Prioritize higher connectivity versus low cost. Provide Quarterly reports to the Town Council. (Priority 2) Priority 1</p> <p>Town Manager recommends the goal to continue.</p> <p>NEW GOAL</p> <p>7) The Police Department will work towards creating a separate traffic unit in the Farmington Police Department in order to increase enforcement and compliance of traffic laws, and work together with the community to address neighborhood traffic concerns. This Unit will also be responsible for managing data collection, and other relevant information required by the Traffic Review Board and the Town Manager.</p> <p>Town Manager recommends the new goal.</p>

DRAFT

Town Manager's Goals – 2016-2018

Goal 2 Transportation and Land

Improve the transportation systems and facilitate implementation of traffic improvement systems; endorse policies that expand, preserve and protect the character of neighborhoods with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>2.5 Ensure that roads and sidewalks are maintained at a high level of quality and are accessible to all residents.</p>	<p>Public Works Department to manage the safe, efficient and effective construction and maintenance of public roadways, including directing road construction, snow, leaf removal, and tree removal and overall general maintenance and upkeep of all public roads</p>	<p>OLD GOAL To complete the design of the Irving A. Parking Lot and provide quarterly reports to the Town Council.</p> <p>Complete</p> <p>8) To complete the design construction of sidewalks from Depot Place to Keene place and administer the Main Street Grant. Provide quarterly reports to the Town Council.</p> <p>Town Manager recommends the modified goal to continue.</p>
<p>2.6 Determine Farmington's citizen and business priorities for future land use in regards to initiatives put forth by federal and state agencies.</p>	<p>Maintain a communication link between the public, the business community and the Town through the implementation of the Plan of Conservation and Development and encourage those priorities at the federal and state level.</p>	<p>NEW GOAL</p> <p>9) Prepare for the 10-year re-write of the Plan of Conservation and Development starting in 2017. Provide Quarterly Reports to the Town Council.</p> <p>Town Manager recommends the new goal.</p>

Town Manager's Goals – 2016-2018

Goal 2 Transportation and Land

Improve the transportation systems and facilitate implementation of traffic improvement systems; endorse policies that expand, preserve and protect the character of neighborhoods with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>2.7 Promote the maintenance, improvement and expansion of infrastructure.</p>	<p>Manage and continue to implement the maintenance and improvement plans for all Town infrastructures through the five-year Capital Improvement Plan. Assist in updating the Town's sanitary sewer master plan of the Water Pollution Control Authority.</p>	<p>10) To begin the construction of the comprehensive upgrade of the Water Pollution Control Plant. complete the final design for a comprehensive upgrade of the Water Pollution Control Plant. Receive all appropriate Federal/State and Local approvals. Advertise and award bid for a Fall-15 construction start. Provide quarterly reports to the Town Council.</p> <p>Town Manager recommends the modified goal to continue.</p>
<p>2.8 Collaborate with all relevant boards and commissions to present and protect the environment.</p>	<p>Assist and provide technical support to the Inlands/Wetlands and Conservation Commission with their leadership and policy-making roles in the implementation of the Strategic Plan. Work with the Land Acquisition Commission to continue the acquisition of open space and apply for state grants for reimbursement.</p>	<p>11) To work with the Farmington Cemetery Committee and Farmington State Legislative Delegation to identify town land that would be suitable for the expansion of the Riverside Cemetery.</p> <p>Town Manager recommends the modified goal to continue.</p>

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Town Manager's Goals – 2016-2018

Goal 3 Economic Development

Promote growth of the tax base through programs and processes designed to encourage business retention, expansion and attraction while maintaining the character of the community.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>3.1 Assure that Farmington's policies and procedures are competitive and conducive to economic development in the community.</p>	<p>Manage and support the Economic Development Commission in all aspects of the Economic Development policy and program.</p> <p>Establish and maintain working relationship with commercial real estate companies, developers, State of Connecticut Department of Economic Development, and local utility providers. Work in conjunction with the Planning and Development office on policy development.</p>	<p>12) Provide needed support to ensure that the Town Council UCONN sub-committee moves forward and receives the appropriate staffing support to complete objectives. Provide Quarterly Reports to Town Council.</p> <p>Town Manager recommends the goal to continue.</p>
<p>3.2 Continually monitor and update a plan that promotes the retention and expansion of existing businesses and attraction of new businesses.</p>	<p>Economic Development Director to participate in business visitation meetings and maintain a communication link between the business community and the Town Government. Maintain inventory of available Town properties, vacancy rates, and information on the local utility infrastructure. Provide guidance to businesses concerning various economic development programs. Track trend changes critical to businesses and develop reporting mechanisms to applicable parties.</p>	

Town Manager's Goals – 2016-2018

Goal 3 Economic Development

Promote growth of the tax base through programs and processes designed to encourage business retention, expansion and attraction while maintaining the character of the community.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>3.3 Ensure Farmington business satisfaction with business-related policies, and participation in Town sponsored/endorsed offerings and/or events.</p>	<p>Economic Development Director to serve as the Town's representative to a number of organizations such as the Chamber of Commerce. Maximize economic development through regional and civic cooperative efforts and organizations.</p>	<p>13) That the Town of Farmington actively participates in regional and state economic development activities; and provides quarterly reports to the Town Council concerning regional and state activities.</p> <p>Town Manager recommends the goal to continue.</p>
<p>3.4 Facilitate and partner with stakeholder groups to implement redevelopment plans.</p>	<p>Support businesses that are affected by redevelopment. Incorporate the needs of existing businesses in the planning process for redevelopment. Provide relocation assistance to affected businesses.</p>	<p>14) Per the Plan of Conservation and Development, seek to re-zone the 86-acre property (with 10 acres of usable land) at Batterson Park for office and or research and development use including uses eligible for the bioscience zone such as Jackson Labs.</p> <p>Town Manager recommends the modified goal to continue.</p>
<p>3.5 Ensure that Farmington's economic development materials provide factual, timely and user-friendly information to existing and potential businesses.</p>	<p>Review and update communication materials. Promote Farmington businesses and economic development activities.</p>	

DRAFT

Town Manager's Goals – 2016-2018

Goal 4 Budget

Operate with balanced budgets supported by stable and equitable revenues collected from varied public and private sources.

Desired Outcomes

2016-2018 Goals

4.1
 Prioritize service expenditures (beginning with the 05-06 budget based on citizen polling/surveys) to ensure that services are competitive within the region and are based on "best practices".

15) Prepare and present the 2015-16 2016-2017 Annual Budget to Town residents and ensure that a budget is prepared on a timely basis, according to Town Council direction and Town Charter guidelines.

Town Manager recommends the goal to continue.

16) Conduct contract negotiations with all of the Town's Bargaining Units. Provide Quarterly Reports to the Town Council on progress.

Town Manager recommends the goal to continue.

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Town Manager's Goals – 2016-2018

Goal 4 Budget

Operate with balanced budgets supported by stable and equitable revenues collected from varied public and private sources.

Desired Outcomes

2016-2018 Goals

4.2 Promote private contributions of funds and property to the Town.

17) Continue outreach to citizen, volunteer and business groups to promote monetary and property private contributions to the Town of Farmington. Allocate appropriate resources to enable the Town to assist groups through appropriate procedures and processes. Report to the Town Council on an annual basis.

Town Manager recommends the goal to continue.

OLD GOAL

~~Support efforts to promote the 375 Anniversary of the Town of Farmington.~~

Complete

4.3 Explore ways to increase and create more awareness of property tax relief for those in need.

OLD GOAL
~~To Amend Chapter 176-“Taxation” Article VI, Property Tax Exemption for Qualifying Veterans and their Surviving Spouses and to review all other Articles in Chapter 176 including the Elderly Tax Credit and to recommend changes to the Town Council for consideration.~~

Complete

NEW GOAL

18) Complete the revaluation of all real property located within the limits of the Town including a physical inspection of at least 50% of commercial properties for inclusion in the October 1, 2017 Grand List. Report to the Town Council on a quarterly basis.

Town Manager recommends the new goal.

DRAFT

Town Manager's Goals – 2016-2018

Goal 4 Budget

Operate with balanced budgets supported by stable and equitable revenues collected from varied public and private sources.

Desired Outcomes

2016-2018 Goals

4.4
Coordinate efforts with elected federal and state officials to explore alternate ways to decrease reliance on the local property taxes.

19) Continue to meet with Farmington's delegation on a yearly basis to explore ways to decrease reliance on local property taxes.
Town Manager recommends the goal to continue.

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Goal 5 Best Practices
 Incorporate Best Practices in all government services to provide excellent customer service and increase civic responsibility.

Desired Outcome 2016-2018 Goals

5.1
 Deliver Town-wide services in accordance with industry standards, achieving maximum efficiencies and with above average levels of citizen/customer satisfaction.

20) Manage and monitor all Town departments to ensure they are effectively and efficiently making progress in achieving their individual, specific goals and objectives and that their efforts are in line with the mandates of the Strategic Plan and its goals. Regularly review programs, staffing regionalization efforts, and service levels to ensure that they are utilizing "best practices" in order to meet budgetary constraints and policy objectives. On a quarterly basis, report to the Town Council on the progress each department has made meeting its goals and objectives.

Town Manager recommends the goal to continue.

OLD GOAL

~~To conduct a review of Town of Farmington Ordinances and recommend changes to the Town Council for consideration.~~

Complete / Ongoing

21) Provide Town Council a yearly report on Town Manager's goals and objectives.

Town Manager recommends the goal to continue.

NEW GOAL

22) Provide needed support to ensure that the Farmington High School Building Committee moves forward and receives the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council.

Town Council appointed a Building Committee at its January 12, 2016 Town Council meeting

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Town Manager's Goals – 2016-2018

Goal 5 Best Practices

Incorporate Best Practices in all government services to provide excellent customer service and increase civic responsibility.

Desired Outcome

2016-2018 Goals

~~Petition the State of Connecticut Department of Public Health under the Alternative Local EMS Plan Provision provided for by Public Act 14-217 to have the Primary Service Area Designations reassigned to the Town of Farmington for both Basic Ambulance Transport and Paramedic Service. Once the PSAs have been reassigned, prepare and issue an RFP and evaluate the responses to make a determination about whether the community is better served by staying with the current Basic Ambulance and Paramedic Services, or selecting different providers. Update the Town Council on progress and recommendations on a quarterly basis.~~

23) Petition the State of Connecticut Department of Public Health under the Alternative Local EMS Plan Provision provided for by Public Act 14-217 to have the Primary Service Area Designations reassigned to the Town of Farmington for both Basic Ambulance Transport and Paramedic Service. Specifically, as authorized by the Town Council, to:

1. Formulate and submit an alternative local emergency medical services plan prepared pursuant to Section 19a-181b to the Department of Public Health for reassignment of the Primary Service Area Designations for Paramedic and Ambulance Service within the Town of Farmington as allowed by Section 19a-181f, and to
2. Formulate and submit a Petition and /or Application to the Commissioner of Public Health for the Reassignment of the Primary Service Area Designations for Paramedic and Ambulance Service Levels for the geographic area that is the Town of Farmington to the Town of Farmington in accordance with section 19a-181-f, and to
3. Sign a contract with American Medical Response for two 24-hour Paramedic Level Ambulances with no subsidy to the Town.

Town Manager recommends the new modified goal.

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Town Manager's Goals – 2016-2018

Goal 5 Best Practices

Incorporate Best Practices in all government services to provide excellent customer service and increase civic responsibility.

<u>Desired Outcome</u>	<u>2016-2018 Goals</u>
<p>5.2 Endorse and track goals for elected and appointed Boards and Commissions and Department Work Plans on an annual basis.</p>	<p>24) Provide needed support to ensure that the Web Page Committee moves forward and receives the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council. Town Manager recommends the goal to continue.</p>
<p>5.3 Establish a leadership role among Connecticut communities through the collaboration of the elected leadership – Town Council, Board of Education and Planning and Zoning.</p>	<p>25) Provide the Town Council with technical information, policy recommendation and legislative advice for each Town Council meeting. Town Manager recommends the goal to continue.</p>
<p>5.4 Conduct market research/survey periodically to better understand service levels and customer needs.</p>	
<p>5.5 Increase communication with and encourage participation of citizens, the business community and Town employees regarding the Town's governmental structure, processes and services.</p>	<p>26) Seek innovative efforts to increase public awareness related to the Town's social service offerings. Report on a quarterly basis to the Town Council. Town Manager recommends the goal to continue.</p>

Town Manager's Goals – 2016-2018

Goal 5 Best Practices
 Incorporate Best Practices in all government services to provide excellent customer service and increase civic responsibility.

<u>Desired Outcome</u>	<u>2016-2018 Goals</u>
<p>5.6 Enhance high level of productivity and job satisfaction among Town-wide employees and volunteers.</p>	
<p>5.7 RE-affirm that 100% compliance with the Ethics Policy 100% of the time is the foundation of good government.</p>	
<p>5.8 Increase public awareness and municipal participation in "green" efforts including energy conservation, renewable resources, recycling, and other environmentally friendly practices. Establish a leadership role in the community in promoting environmentally friendly practices in Town. Explore ways to fund green initiatives.</p>	<p>27) To ensure that Green Efforts Committee moves forward and receives the appropriate staff support to complete its objectives. Provide oversight and needed support to ensure that the Green Efforts Committee, including the AMERESCO Performance Contract, moves forward and completes its objectives. Provide Quarterly reports to the Town Council.</p> <p style="color: red;">Town Manager recommends the goal to continue.</p>
<p>5.9 Affirm that the ADA accessibility standard is the minimum standard and the Town will strive to exceed that standard</p>	

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Town Manager's Goals – 2016-2018

Goal 6 Recreation

Provide wholesome programming for all populations including sports and physical fitness, cultural and creative programs, social programs, camp programs, golf course, and passive recreation to achieve creative solutions for a healthy community.

Desired Outcomes

2016-2018 Goals

<p>6.1 Promote and provide recreation programs for the entire community. Continue to review programs, staffing and budgetary consideration to ensure that all recreation programs continue to meet the needs of the entire community.</p>	
<p>6.2 Work with the Board of Education and Library to ensure that all recreation programs and resources are complementary; not in conflict with each other.</p>	
<p>6.3 Ensure that the ratio of Town funded recreation programs versus self-funded or user fee recreation programs are in line with "best practices" are similar to comparable Connecticut municipalities.</p>	<p>OLD GOAL Town Staff to develop a Town policy for Town Council approval which will include the ratio of Town supported funding for recreation vs. user fees. Draft Policy complete – Discussion at tonight's meeting. (Attachment 1)</p>
<p>6.4 Provide adequate funding for the maintenance of recreational facilities and other capital improvements.</p>	<p>28) Town staff to develop a Recreation Capital Plan including the funding source for Town Council approval. Town Council to fund priority recreation capital plan based on survey results. Town Manager recommends the modified goal to continue.</p>

Town Manager's Goals -- 2016-2018

Goal 6 Recreation

Provide wholesome programming for all populations including sports and physical fitness, cultural and creative programs, social programs, camp programs, golf course, and passive recreation to achieve creative solutions for a healthy community.

Desired Outcomes

2016-2018 Goals

6.5

Offer a well maintained and managed municipal golf course in which the operations are in line with other municipal golf courses and best practices.

OLD GOAL

~~Collect, codify, and analyze data to establish future benchmarks in all aspects of golf course operations.~~

Complete

29) Town Staff to develop and recommend to the Town Council a long term strategic plan for the Golf Course.

~~Priority 2~~

~~Priority 1~~

~~Town Manager recommends the goal to continue.~~

6.6

Town Council to address the ease of access to the Town's recreational facilities.

OLD GOAL

~~Study the existing Rails-to-Trails system to determine which section of trail could be utilized as a pilot program to provide the community with year round access. Create a pilot program for the Town Council to consider which will include all budgetary implications.~~

Analysis complete -- Discussion at tonight's meeting. (Attachment 2)

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Town Manager's Goals – 2016-2018

Goal 6 Recreation

Provide wholesome programming for all populations including sports and physical fitness, cultural and creative programs, social programs, camp programs, golf course, and passive recreation to achieve creative solutions for a healthy community.

Desired Outcomes

2016-2018 Goals

6.7

Promote and provide access for the active and passive use of Town land for recreational purposes.

Moved from 2.7 Desired Outcomes

30) Bi-annually add and conduct a moderated public forum to review all current plans for the Farmington Trails including Rails-to-Trails, bike and walking paths and to encourage open and active public comment and suggestions. Invite all stakeholders.

Town Manager recommends the goal to continue.

31) To extend the Town Farm Road canal trail on the west side of Town Farm Road to the Avon Town line.

Town Manager recommends the goal to continue.

6.8

Maintain the maintenance and use of Town open spaces. Expand recreational opportunities such as trails and recreational facilities through state grants.

32) Extend the Farmington Canal Heritage Greenway Trail to the Plainville town line. **Complete the construction, design and bid specifications.** Provide quarterly reports to the Town Council.

Town Manager recommends the modified goal to continue.

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SUBJECT: Recreation Operational Funding Policy

PURPOSE: The purpose of this policy is to provide guidelines for the funding of recreation in the Town of Farmington. This policy includes the provision of all recreational type services including: sports and physical fitness, cultural and creative, camps/professional services and golfing .

EXPLANATION: Recreation Fund – A group of accounts used to account for programs and activity costs through recreation participant fees.

POLICY STATEMENT: It shall be the policy of the Town of Farmington to provide recreational services and opportunities to all town residents. The town will support recreation services through the General and Recreation Funds. Relative to this policy, the following guidelines will apply:

Funding

The Town of Farmington will account for the collection of program revenues and program costs through the use of special revenue funds titled "Recreation Fund" and "Golf Course Fund" (the "Funds").

Division of Costs

The Funds will pay for the cost of recreation programs and operations. This will include: personnel to operate programs, supplies and contractual services.

The General Fund will support the overhead costs for recreation. This includes: management (personnel and fringe benefits), office supplies and office equipment.

The General Fund will pay the cost for ground and facilities maintenance. This includes: building/field maintenance, utility costs, maintenance supplies as well as grounds/facilities personnel and fringe benefits.

Fund Balance

The Recreation Fund will seek to maintain an equity balance of 8% of the operating revenue collected in the preceding fiscal year.

Any recreation funds in excess of operating expenses and the 8% equity balance will be dedicated to capital project improvements that benefit the Town's recreational services.

Any golf course revenue in excess of golf course expenses shall be contributed to the General Fund to help offset maintenance costs.

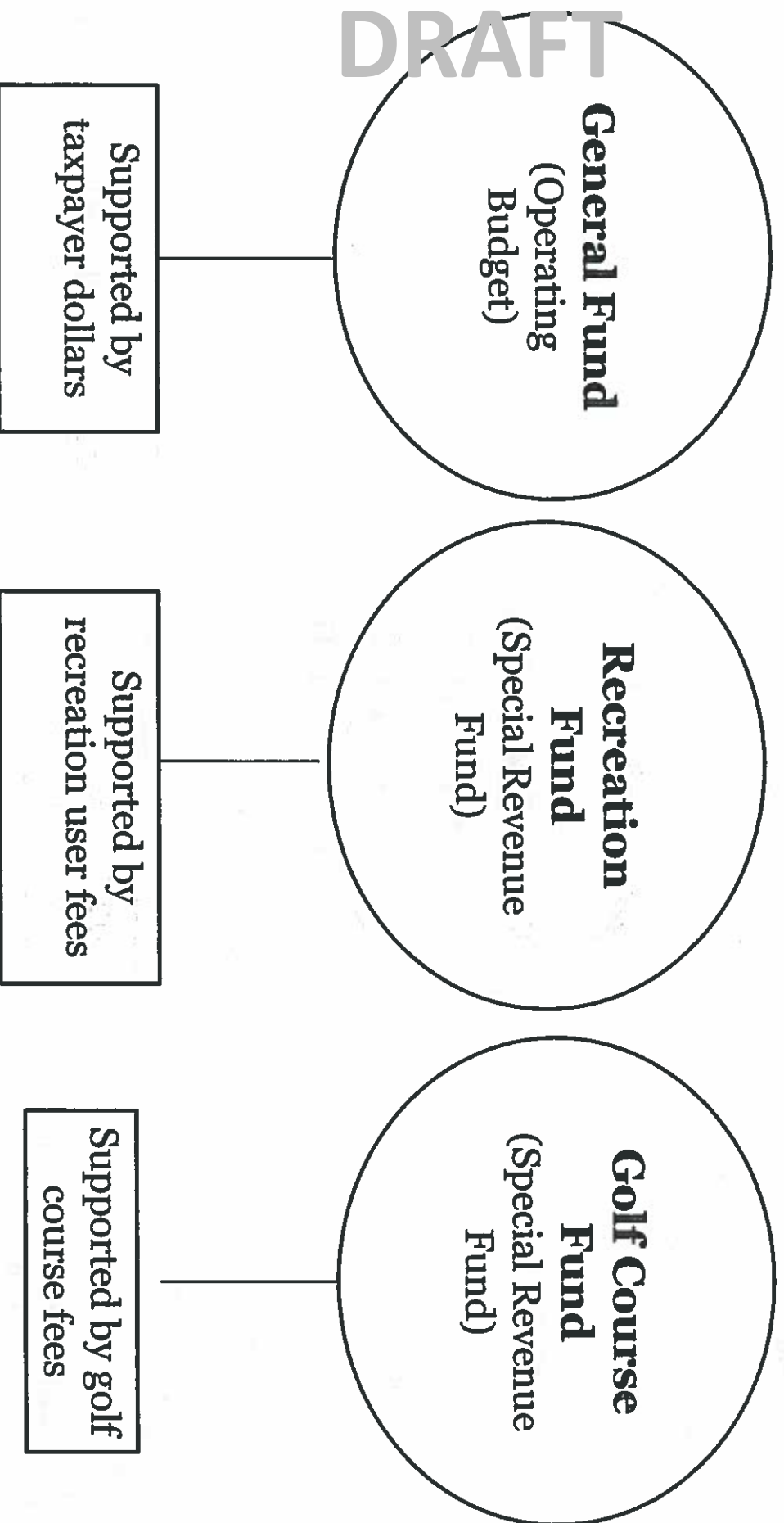
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Recreation Operational Funding Policy Summary

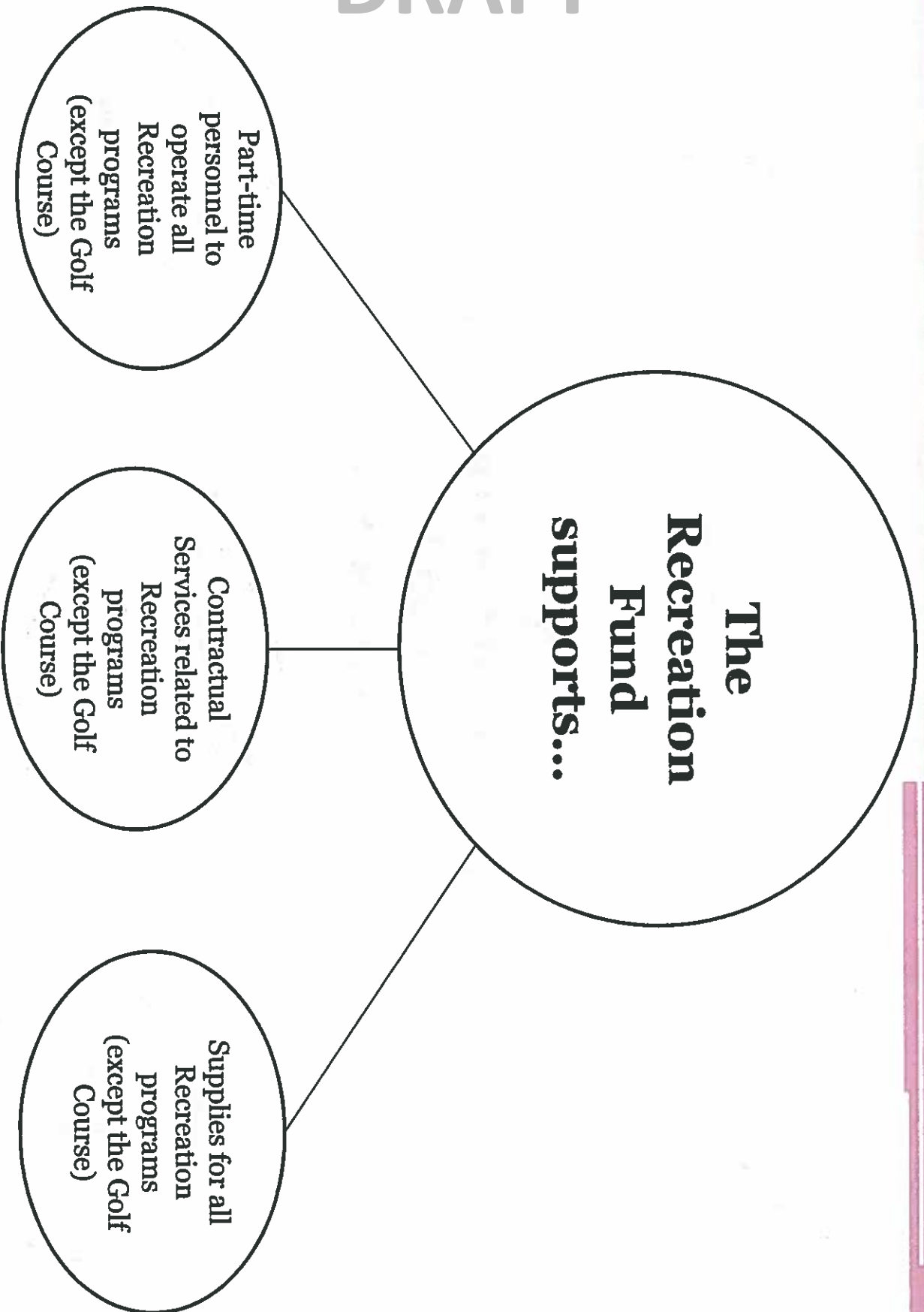
January 26, 2016



What funds do we have?



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What are we proposing?

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General Fund
(Operating Budget)

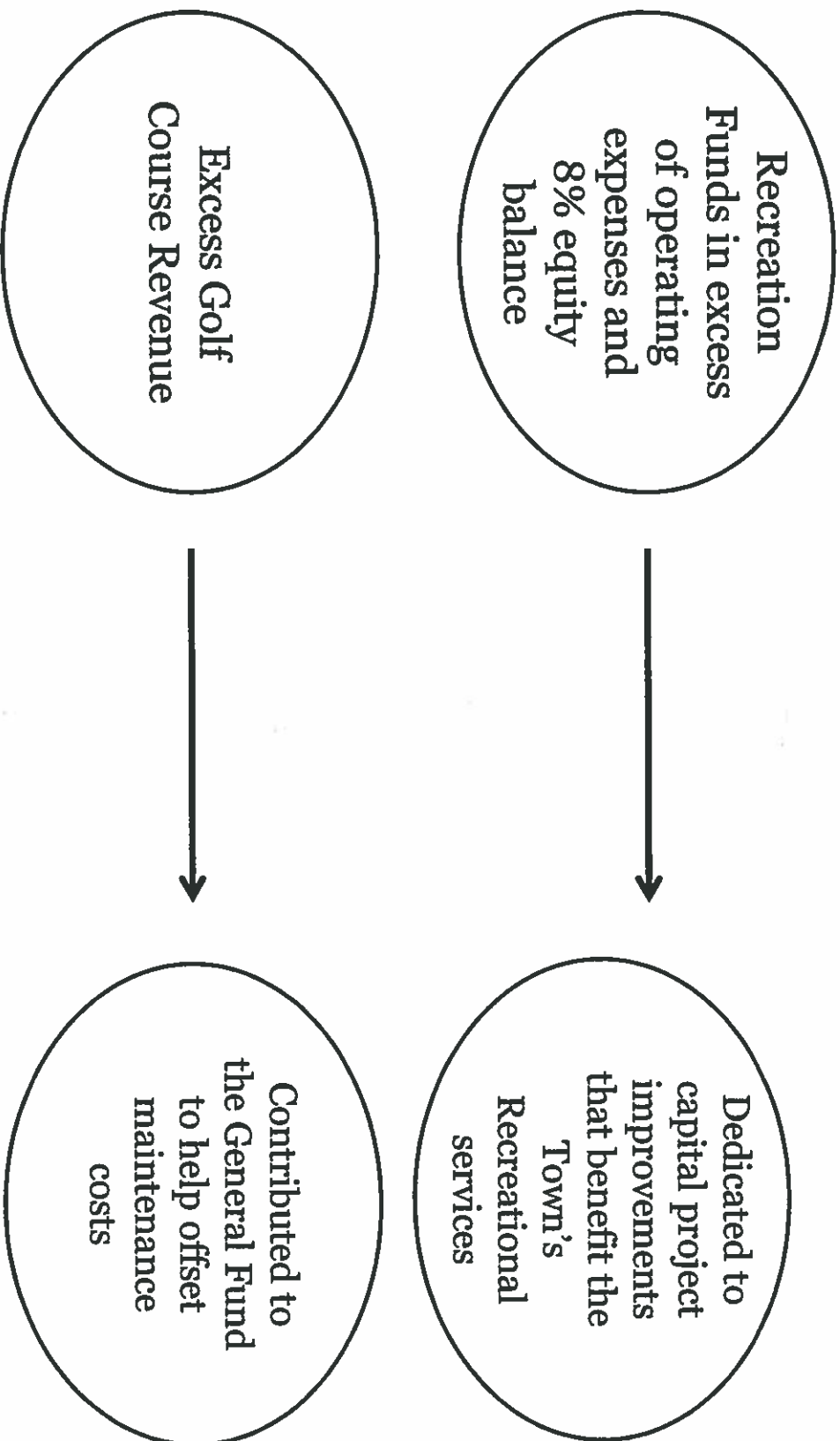
Recreation Fund
(Special Revenue Fund)

Golf Course Fund
(Special Revenue Fund)

To include Westwoods in the Recreation Fund and operate the Golf Course like every other Recreation program.

One Exception: Fund Balance

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OFFICE OF THE TOWN MANAGER
MEMORANDUM

TO: Farmington Town Council

FROM: Kathleen A. Eagen, Town Manager KE

RE: Rails to Trails Pilot Program

DATE: January 20, 2016

Goal 30: Study the existing Rails to Trails system to determine which section of the trail could be utilized as a pilot program to provide the community with year round access. Create a pilot program for the Town Council to consider which will include all budgetary implications.

Background

The Town Manager's office has been charged with investigating the possibility of continuing the use of the existing Rails to Trails as a walking trail throughout the winter. The entire length of the Rails to Trails system was reviewed and analyzed to determine which section, if any, of the trail could be used for a pilot program. Over the last several months Town staff completed the required research for this goal including the budgetary implications of year round access.

Farmington's Rails to Trails includes sections of the Farmington Canal Heritage Trail and Farmington River Trail and provides passive recreation opportunities for residents in the Farmington Valley. Paved trails throughout Farmington are open for activities year round from sunrise to sunset. These multi-use trails experience use throughout the winter months for activities including cross-country skiing and snowshoeing.

Implementation Considerations

Presently, the trails and gravel parking lots are not maintained throughout the winter months. Our research has shown that winter maintenance of the trails system is both a costly and complicated endeavor. To implement year round maintenance of the trails, the following considerations need to be made:

1. Icing and Snow Removal

Built on the old railroad routes, the Rails to Trails are generally located in areas with dense tree cover and are sited in low valleys. The trail's location therefore significantly impedes snow melt. Moreover, the Rails to Trails were not constructed to conform to town road standards. This is important because the trails were not built with a proper drainage system. Without proper drainage, icing becomes a more immediate and constant problem than on the roads and sidewalks. While roads will dry off after plowing it is more difficult to clear ice on

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the trails. Additionally, snow removal is difficult with the wood rail fences that are on both sides of the trail. The rail fences are required because much of the trail has steep drops on either side of the pavement. Plowed snow cannot be easily moved off the trail. Without a proper place to store the snow that is removed, additional icing of the trail may occur.

2. Liability

Maintaining the trails for use in the winter creates the expectation that they are safe and clear of ice and snow. Any portion of the trail that is maintained would have to be constantly attended to in order to ensure that it is free of ice. As discussed above, the trails pose a larger ice threat than regular town roads and sidewalks. The only way to ensure that the trails remain free of ice, and thereby mitigating the Town's liability for slip and fall accidents, is for daily maintenance. Ensuring that all trails are cleared and safe for recreational use would be a seven day a week operation.

3. Budget

Maintaining a portion of the trails for non-snow related activities, like any increase in services, comes at a cost. Funding would have to be allocated to increase staffing in the Highway & Grounds division. Expenditures for additional overtime hours for current staff would also be required.

A pilot program would require at least one additional Town staff member. Adding one Public Works Maintainer to the budget would have an estimated cost of \$65,000 including salary, benefits and miscellaneous equipment. Additional weekend overtime hours would be required to ensure that the trails are properly maintained. Two employees working each Saturday and Sunday for a minimum of 4 hours per day would cost an estimated \$30,000, depending on the severity of the winter. Incremental costs for materials like salt would also need to be budgeted. The budget increase needed to support this pilot program would therefore be +/- \$100,000. These costs are not in the current FY 15/16 operating budget. Going forward, funding would be required in the FY 16/17 operating budget for a pilot program.

Conclusion

A pilot program to provide the community with year round access to a portion of the Rails to Trails is possible. It is a worthy endeavor that could be a popular and well received service. It would certainly make Farmington unique in the Farmington Valley. However, it is a costly program to manage. The trails are not easy to maintain in the winter. Their design and location creates unique challenges and liabilities. The cost of this program is not feasible within the current budget. Significant funding would be required in the upcoming FY 16/17 operating budget to implement the program.

While I am not recommending a winter program on the Rails to Trails there are alternatives to the trail system that can be considered. Other locations in Town already receive routine maintenance by the Highway and Grounds Department throughout the

DRAFT

winter and are suitable for winter use. The following locations can be marketed as winter walking paths for Town residents:

1. **Tunxis Mead Park:** located off Red Oak Hill Road, is a suitable location to provide residents year round access to outdoor trails and recreation. Both the road and parking lots are plowed, providing ample space to conduct a program at this location.
2. **Town Hall/Library:** The Town Hall and Library offer ample parking to residents who would like to park and walk to Unionville. The sidewalks are cleared after every storm.
3. **Unionville Loop:** Residents can park at CVS/Stop & Shop and walk the following route: Mill Street, Planter Street, School Street, and Perry Street and then return to Route 4. All sidewalks are cleared after every storm.
4. **West Farms Mall:** The Mall already has active walker groups that engage in passive recreation out of the harsh winter weather.

The Recreation Department could market these locations as a winter walking path and create a pilot program to gauge community interest in such an activity. A drop-in walking club could be put in place similar in scope to other adult recreation programs including Badminton and Pickleball. Associated costs for such a program would be minimal.

I look forward to discussing the findings of this goal report at the Town Council meeting.

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Debt

JANUARY 26, 2016

Debt Policy

- Debt shall only be issued for acquiring, constructing or renovating Town owned fixed assets or for refinancing existing debt obligations.

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- Debt obligations will have a maximum maturity of the earlier of :
 1. the estimated useful life of the capital improvement; or,

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Debt Policy (cont.)

- 2. twenty years; or**
- 3. for debt obligations issued to refinance outstanding debt, the final maturity of the debt obligation being refinanced.**

Debt Outstanding

As of June 30, 2015

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• Principal	\$39,180,000
• Interest	<u>\$ 6,456,067</u>
Total	\$45,636,067
BANS	\$ 725,000
CWF Loans	\$ 0

Total Outstanding Debt **\$46,361,067**

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Debt Activity Since July 2015

- Issue of 2015, Series C (November 2015):

Roads	\$1,000,000
IAR Heating System	100,000
IAR School Improve	125,000
Fire Engine Pumpers	250,000
Open Space	<u>625,000</u>
Total	\$2,100,000

Additional Debt in FY2015/2016

Bond Anticipation Note Sale Spring 2016

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Issue April 2016 \$30,000,000

Term 1 year

Interest Due \$300,000

Due Date April 2017

Debt Outstanding

As of June 30, 2016

Principal	\$35,825,000
Interest	<u>5,569,587</u>
Total	\$41,394,587
BANS	\$30,000,000

Total Outstanding Debt **\$71,394,587**

**Future Debt Issues
(Projected FY16/17)**

Issue of 2016, Series A Summer, 2016

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Roads	\$1,000,000
Fire Engines	850,000
Open Space	1,535,000
IAR Heating	<u>1,900,000</u>
Total	\$5,285,000

Future Debt Issues (Cont.)

Bond Anticipation Note Sale Spring 2017

DRAFT

Issue \$40,000,000

Term 1 Year

Interest Due \$600,000

Due Date April 2018

Debt Outstanding

As of June 30, 2017

DRAFT

Principal	\$36,485,000
Interest	<u>5,907,531</u>
Total	\$42,392,531
BANS	\$40,000,000

Total Outstanding Debt **\$82,392,531**

Projected Debt Service Next Ten Years

Fiscal Year	Existing Debt	2016 Issue	Clean		Total	Inc./Dec)
			BAN Interest	Water Loan		
FY15/16	6,568,808				6,568,808	
FY16/17	5,697,003	161,193	300,000		6,158,196	(410,612)
FY17/18	5,577,484	449,943	600,000		6,627,427	469,231
FY18/19	5,359,777	441,136	900,000		6,700,913	73,486
FY19/20	5,168,089	432,329	770,000		6,370,418	2,402,266
FY20/21	4,456,790	423,522		2,280,183	7,160,495	(1,942,684)
FY21/22	3,523,652	414,715		2,280,183	6,218,550	(941,945)
FY22/23	1,920,554	405,908		2,280,183	4,606,645	(1,611,905)
FY23/24	1,913,513	397,101		2,280,183	4,590,797	(15,848)
FY24/25	1,849,438	388,294		2,280,183	4,517,915	(72,882)
FY25/26	1,783,841	379,488		2,280,183	4,443,512	(74,403)

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Summary

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	<u>6/30/15</u>	<u>6/30/16</u>	<u>6/30/17</u>
Prin.	\$39,180,000	\$35,825,000	\$36,485,000
Int.	6,456,067	5,569,587	5,907,531
Total	\$45,636,067	\$41,394,587	\$42,392,531
BANS \$	725,000	\$30,000,000	\$40,000,000
Total Debt	\$46,361,067	\$71,394,587	\$82,392,531