

**Town of Farmington, CT
Office of the Town Manager
Regular Town Council Meeting**

Date: October 9, 2018
(Council Members should call the Town Manager's Office if unable to attend.)

Time: 7:00 p.m.

Place: Council Chambers

Agenda

- A. Call to Order
- B. Pledge of Allegiance
- C. Public Hearing
- D. Presentations and Recognitions
- E. New Items
- F. Public Comments
- G. Reading of the Minutes
 - 1. September 11, 2018 Regular Town Council Meeting
 - 2. September 25, 2018 Regular Town Council Meeting
- H. Reading of Communications and Written Appeals
 - 1. Correspondence from Kathleen Eagen to John Dunham, Department of Transportation.
 - 2. Resident Correspondence – Westview Terrace
- I. Report of the Committees
 - 1. UCONN Health Committee
 - 2. Land Acquisition Committee
 - 3. Green Efforts Committee
 - 4. FHS Ad Hoc Community Survey Committee
 - 5. FHS Ad Hoc Facility & Financial Committee
 - 6. Farmington Village Center Committee
- J. Report of the Council Chair and Liaisons
 - 1. Chair
 - 2. Board of Education Liaison
 - 3. Chamber of Commerce
 - 4. Economic Development Commission Liaison

5. Farmington Historic District Commission
6. Housing Authority
7. Human Relations Commission
8. Library Board
9. Town Plan and Zoning Liaison
10. Unionville Historic District Commission
11. Unionville Village Improvement Association Liaison
12. Water Pollution Control Authority
13. Other Liaisons

K. Report of the Town Manager — Quarterly Reports, Cemetery Update, Block the Box, SAFER Grant, Veteran’s Day, West District Neighborhood Meeting, Overgrowth Ordinance.

L. Appointments

1. Building Code Board of Appeals (Hammerberg)
2. Conservation and Inland Wetlands Commission Alternate (Markuszka) – **Alternate**
3. Conservation and Inland Wetlands Commission (Amato)
4. Economic Development Commission (Russell)
5. Green Efforts Committee (Hall)
6. Housing Authority (DeMeo)
7. Human Relations Commission (Berzins)
8. Human Relations Commission (Mergenthaler)
9. Human Relations Commission (Pawlik)
10. North Central Regional Mental Health Board (Parady) (U)
11. Plainville Area Cable TV Advisory Council
12. Plainville Area Cable TV Advisory Council (Bernier)
13. Plainville Area Cable TV Advisory Council (Markuszka)
14. Retirement Board
15. Tourism Central Regional District
16. Unionville Historic District & Properties Commission (Johnson)
17. Unionville Historic District & Properties Commission (Martin) – **Alternate**
18. Water Pollution Control Authority (Charette)

M. Old Business

N. New Business

1. To approve a resolution in support of the Town of Farmington’s interest in acquiring the Parson’s property from the State of Connecticut and authorizing the Town Manager to begin the acquisition process with the State of Connecticut (DOT).
2. To award a contract for the purchase of twelve (12) APX6000 Model 2.5 Portable Radios to Motorola Solutions, Inc. of Marlboro, MA at a purchase

price of \$5,532.87 per radio.

3. That the following appropriation transfers be made from and to the accounts listed in the FY2017/2018 General Fund Budget.
 4. To ratify the tentative agreement between the Town of Farmington and Farmington Public Schools Employees United, AFT.
 5. To establish an Auditor Ad-Hoc Subcommittee.
 6. To cancel the October 23, 2018 Town Council Meeting.
 7. To approve property tax refunds.
- O. Executive Session
1. Collective Bargaining
 2. Land Acquisition
- P. Adjournment



September 19, 2018

John S. Dunham, P.E.
District IV Engineer
ConnDOT District IV
359 South Main Street
Thomaston, CT 06787

RE: Timeline of Action Items

Dear Mr. Dunham,

This purpose of this letter is to follow up on the DOT action items outlined in the following letters:

- Landscaping Issues- August 22, 2018
- Traffic Lights and Street Signs- September 4, 2018
- Norton Lane Properties- September 19, 2018

The Town is respectfully requesting a written timeline for the completion of all of the items outlined in the attached letters, as well as all punch list construction items that have not been completed to date.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Kathleen A. Eagen
Town Manager

/Attachments

Cc: Town Council members
Russell M. Arnold, Jr., P.E., Director/Town Engineer
Rose Ponte, Economic Development Director
Mark Rolfe, P.E. Bureau Chief, Bureau of Engineering & Construction
Ravi Chandran, P.E., Transportation Construction Administrator
Scott Hill, P.E., Transportation Engineering Administrator
Michael N. Calabrese, Transportation Supervising Engineer
Craig Albert, Transportation Engineer
Jennifer Mortensen, Milone & MacBroom, Inc., Resident Engineer
File

Anna Savastano

To: Kathy Eagen
Subject: RE: Westview Terrace resurfacing

From: webmaster
Sent: Wednesday, October 03, 2018 12:39 PM
To: Kathy Eagen
Subject: Westview Terrace resurfacing

Message submitted from the <Town of Farmington, CT> website.

Site Visitor Name: Tim Conway
Site Visitor Email: t.conway@comcast.net

Ms Eagen

I live at 43 Westview Terrace and they just completed installing the curb in front of my house. The town employees have done an outstanding job. The entire project from the information letter sent out by Scott Zenke to the finishing touches has been as professional as it can get.

When I received the letter from Scott it noted that the driveway skirts would be cut. Since I had a fairly new driveway I did not want mine cut. The day they were cutting I spoke to Frank Marcello and he took the time to explain what could happen and suggested I look at Walnut Farms which had been just completed. After seeing Walnut Farms I decided to still proceed without cutting. Frank was very helpful and fortunately the milling machine did not hit any big stones. I feel it came out great.

During the prep work of catch basin install and curb removal I personally saw workers diligently competing these tasks. I am retired so I have a lot of time to observe. I spoke to a number of the workers and they were all very cordial and answered all my questions. Tony Iacone was very helpful with backfilling my driveway skirt so it would not roll over.

I also spoke to the operators of the milling machine and from Tilcon and all said that Farmington is one of a few towns that do the resurfacing properly. Remove all the asphalt grade and resurface. That is good to know. Please let everyone involved know that they have a very happy customer.

Tim

MOTION:

Agenda Item K

Report of the Town Manager— Quarterly Reports, Cemetery Update, Blocking the Box, SAFER Grant, Veteran’s Day, West District Neighborhood Meeting, Overgrowth Ordinance

Quarterly Reports

See attachments.

Goal 8 Update- Expansion of Riverside Cemetery

See attached report.

Blocking the Box

At the September 11, 2018 Town Council Meeting a question was asked regarding requesting approval for block the box signs on State Roads. Per Connecticut General Statutes §14-250b, “Obstructing Intersection,” a municipality has two requirements in order for the statute to be enforced. First, the municipality is required to adopt an ordinance designating the intersections for which the law shall apply. Second, signs must be posted at each intersection indicating that blocking the intersection is prohibited and violators are subject to a fine, and the roadway painted with parallel diagonal lines not less than one foot in width. The violation is a State infraction with a payable fine of \$92.00.

Exceptions for violations are included in subsection (a) of the State statute. This subsection states that “no operator of a motor vehicle, other than a tractor-trailer unit, as defined in section 14-1, shall proceed into an intersection that has been designated, posted and marked by a municipality...except when making a turn, unless there is sufficient space on the opposite side of the intersection to accommodate such motor vehicle without obstructing the passage of other vehicles or pedestrians, notwithstanding the indication of a traffic control signal that would permit such operator to proceed into the intersection.” Many intersections in Town appear to have obstructing intersection violations; however this may be caused by a vehicle taking a turn, which is not enforceable.

The Town’s Traffic Review Board is evaluating if an obstructing intersection ordinance would be valuable, or if the Traffic Department’s enforcement resources are better served somewhere else.

Staffing for Adequate Fire and Emergency Response (SAFER) Grant

I am pleased to announce that the Town of Farmington has received the Federal Government SAFER Grant to offset the costs of hiring one additional firefighter at Farmington Fire Station for three years. This will bring our full time staffing level from eight to nine full-time firefighters. This grant will allow us to provide an additional firefighter to meet the staffing need at an augmented cost over a three

year period. In the first year of the contract, the Town will be responsible for 25% of the cost of the employee. This equals about \$15,675 in year one. The Town Finance Director has reviewed the FY18/19 budget to date and found that there are sufficient funds in the Fire Department budget to hire the 9th firefighter any time after October 1, 2018. This is possible for two reasons, one is due to vacancies in the department and second is that a top earning firefighter retired in this fiscal year and the new employee will be hired at a lower rate.

Congratulations to Steve Hoffman, Director of Fire and Rescue Services and the Volunteer Chiefs for applying and securing this very beneficial grant for the Town of Farmington.

Veteran's Day

A short ceremony will be held at the Farmington Town Hall, 1 Monteith Drive, in front of the Veterans Memorial Monument at 11:00 a.m. on Sunday, November 11, 2018. If you have any questions regarding the ceremony, please contact Paul Krause at 910.376.5454.

West District Neighborhood Meeting

On October 2, 2018, Chief Paul Melanson and the Traffic Review Board hosted a West District Neighborhood Meeting in response to an increased number of traffic and safety concerns in the West District Neighborhood. Approximately 15 residents were in attendance and a candid conversation enabled the Town to understand the immediate needs of the residents and work together to identify possible solutions. West District School Principal, Kelly Sanders, was also in attendance which was extremely beneficial since there were school-specific issues discussed. This is just another example of our outstanding collaboration and partnership between the school system and the police department.

Overgrowth Ordinance

The Town of Farmington has received an increased number of complaints regarding overgrowth of vegetation on personal property. The Town does not currently have an ordinance related to overgrowth, and the blight property pertains to vacant properties. As a result, Town staff is conducting research on this topic and analyzing similar ordinances in other Towns to evaluate if an overgrowth ordinance can be implemented in Farmington. The Town's housing code is in the process of being updated, and we are also evaluating if an overgrowth section will be an appropriate addition. I will provide an update to the Council when research on this topic is complete.

Cemetery Update

Town Manager Goal #8: *To work with the Farmington Cemetery Committee to identify land that would be suitable for the expansion of the Riverside Cemetery and present a report including options to the Town Council.*


At the September 11, 2018 Town Council Meeting, a report containing of a condensed list of five suitable properties was presented to the Town Council for consideration. It was the consensus of the Council to have the Town Council Chair and Town Manager work with the Cemetery Association to review this report.

The Town Manager, Town Council Chair, and Town of Farmington Staff met with representatives from the Cemetery Association on September 28, 2018. The Tinty Property was identified by all parties as a potential site for the cemetery expansion (see attached map).

At this time, I am looking for Town Council approval for the Town to work with our attorneys to help determine what the process and options would be if the Town Council determines that the Tinty Property is an appropriate cemetery site. At the same time, the Cemetery Association will work to create a schematic layout of the proposed cemetery on the Tinty Property.

Tinty Property - Potential Cemetery Location



 Tinty Property - 16 Acres

 Open Field - Approximately 9 Acres

Town Manager’s Goals – 2018-2020

K

Goal 2 Transportation and Land

Improve the transportation infrastructure systems to allow for better traffic movement through town and facilitate implementation of traffic improvement systems including alternate means of transportation (biking and walking); endorse policies that expand, preserve and protect the character of neighborhoods including the town’s significant historic roots and charm with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2018-2020 Goals</u>
<p>2.1 Partner with the Town Plan and Zoning Commission (TPZ) to facilitate public awareness of the TPZ and Town Council roles, responsibilities and vision in land use matters.</p>	<p>The Development Wing participates and provides 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.</p>	
<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.</p>	<p>1) To appoint a Farmington Center Committee as soon as possible. (Parson’s acquisition/other) Status: See Attachment 1</p>

Town Manager's Goals – 2018-2020

Goal 2 Transportation and Land

Improve the transportation infrastructure systems to allow for better traffic movement through town and facilitate implementation of traffic improvement systems including alternate means of transportation (biking and walking); endorse policies that expand, preserve and protect the character of neighborhoods including the town's significant historic roots and charm with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2018-2020 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.</p> <p>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>No action at this time. The Town is ready to submit an application when the next grant opportunity/funding cycle is available.</p>	<p>2) 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> #51-269 New Britain Ave. Project #174-423c-Route 10 Paving Project #51-260-Route 4 Project- Review the options of a post construction traffic study.</p> <p>Status: See Attachment 2</p> <p>3) To continue to evaluate the potential and location of an additional river crossing with the State of Connecticut Department of Transportation to alleviate traffic in the Town Centers.</p> <p>Status: No action at this time. The Town is ready to submit an application when the next grant opportunity/funding cycle is available.</p>

Town Manager's Goals – 2018-2020

Goal 2 Transportation and Land

Improve the transportation infrastructure systems to allow for better traffic movement through town and facilitate implementation of traffic improvement systems including alternate means of transportation (biking and walking); endorse policies that expand, preserve and protect the character of neighborhoods including the town's significant historic roots and charm with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2018-2020 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>4) Provide needed support to ensure that the Bicycle Advisory Committee moves forward and receives the appropriate staffing support to complete objectives, and to commit to signage on a minimum of three roads including physical signs or sharrows. Provide Quarterly Reports to the Town Council.</p> <p>Status: See Attachment 3</p>
<p>2.5 Ensure that roads and sidewalks are maintained at a high level of</p>	<p>Public Works Department to manage the safe, efficient and effective construction and maintenance of public roadways, including directing road</p>	

Town Manager’s Goals – 2018-2020

Goal 2 Transportation and Land

Improve the transportation infrastructure systems to allow for better traffic movement through town and facilitate implementation of traffic improvement systems including alternate means of transportation (biking and walking); endorse policies that expand, preserve and protect the character of neighborhoods including the town’s significant historic roots and charm with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2018-2020 Goals</u>
quality and are accessible to all residents.	construction, snow, leaf removal, and tree removal and overall general maintenance and upkeep of all public roads	
2.6 Determine Farmington’s citizen and business priorities for future land use in regards to initiatives put forth by federal and state agencies.	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.	
2.7 Promote the maintenance, improvement and expansion of Town wide infrastructure.	Manage and continue to implement the maintenance and improvement plans for all Town infrastructures through the seven -year Capital Improvement Plan. Assist in updating the Town’s sanitary sewer master plan of the Water Pollution Control Authority.	5) Continue to monitor the comprehensive upgrade of the Water Pollution Control Plant. Provide quarterly reports to the Town Council. Status: See Attachment 4 6) To create an ad hoc committee to determine what a future infrastructure committee will focus on including but not limited to sidewalks and facilities. Status: No action- At this time an ad hoc committee has not been appointed 7) Provide needed support to ensure that the two Farmington High School Ad Hoc Committees move forward and receive the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council. Status: See Attachment 5

Town Manager's Goals – 2018-2020

Goal 2 Transportation and Land

Improve the transportation infrastructure systems to allow for better traffic movement through town and facilitate implementation of traffic improvement systems including alternate means of transportation (biking and walking); endorse policies that expand, preserve and protect the character of neighborhoods including the town's significant historic roots and charm with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2018-2020 Goals</u>
<p>2.8 Collaborate with all relevant boards and commissions to preserve 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>8) To work with the Farmington Cemetery Committee to identify land that would be suitable for the expansion of the Riverside Cemetery and present a report including options to the Town Council. Status: See Attachment 6</p> <p>9) To provide the Town Council a yearly report on Sub-Edge Farm at Fisher Farm. Status: Yearly Report Complete, included in July 10, 2018 Town Council Agenda</p> <p>10) To provide the needed support to ensure that the Land Acquisition Committee moves forward and receives the appropriate staffing to complete its objectives. Status: See Attachment 7</p>

Town Manager's Goals – 2018-2020

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>2018-2020 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>Work with the Planning Department and the Town Plan and Zoning Commission to attract housing development which will enhance quality of life and will appeal to young professionals.</p>	<p>11) 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>Status: Ongoing/Complete The committee last met on June 8, 2018. The next meeting is set for October 26, 2018.</p>
<p>3.2 Continue to 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 – 2018-2020

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>2018-2020 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>Develop coordinated marketing aligning tourism with an economic development message to highlight Farmington's historic and cultural institutions, quality of life, and vibrant business community.</p>	<p>12) 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>Status: See Attachment 8</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>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. Develop strategies that encourage people passing through to stop at local businesses and activities.</p>	

Town Manager's Goals – 2018-2020

Goal 4 Budget

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

<u>Desired Outcomes</u>	<u>2018-2020 Goals</u>
<p>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”.</p>	<p>13) Prepare and present the 2019-2020 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. Status: Pending- December 2018- Town Staff to begin budget season and preparation</p> <p>14) Conduct contract negotiations with all of the Town's Bargaining Units, including exploring High Deductible Health Plan options. Provide Quarterly Reports to the Town Council on progress. Status: See Attachment 9</p>

Town Manager's Goals – 2018-2020

Goal 4 Budget

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

<u>Desired Outcomes</u>	<u>2018-2020 Goals</u>
<p>4.2 Promote private contributions of funds and property to the Town.</p>	<p>15) 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.</p> <p>Status: Ongoing/Complete</p> <p><u>Project:</u> Tunxis Mead Turf Field</p>
<p>4.3 Explore ways to increase and create more awareness of property tax relief for those in need.</p>	
<p>4.4 Coordinate efforts with elected federal and state officials to explore alternate ways to decrease reliance on the local property taxes.</p>	<p>16) Continue to meet with Farmington's delegation on a yearly basis to explore ways to decrease reliance on local property taxes, such as, but not limited to, cost sharing with other municipalities.</p> <p>Status: In Process/Pending Legislators will be invited to attend a Town Council meeting in January/February 2019</p>

Town Manager's Goals – 2018-2020

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>2018-2020 Goals</u>
<p>5.1 Deliver and maintain excellent Town-wide services for families, retirees, senior citizens, people in need and veterans in accordance within industry standards, achieving maximum efficiencies and with above average levels of citizen/customer satisfaction to maximize the highest quality of life for all residents.</p>	<p>17) 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. Status: Ongoing/In Process</p> <p>18) Provide Town Council a yearly report on Town Manager's goals and objectives. Status: Pending- June 2019</p> <p>19) To continue to recruit and sustain a primarily volunteer workforce ensuring adequate staffing to provide fire and rescue services to the Town of Farmington with exceptional services through a combination volunteer/career department model. Report to the Town Council on a quarterly basis. Status: See Attachment 10</p> <p>20) Appoint an Ad-Hoc Committee to review Auditor Selection. Status: Ongoing/Complete Anticipating an appointment at the October 9, 2018 Town Council Meeting.</p> <p>21) To work in collaboration with the Superintendent of Schools to provide comprehensive and focused policing services to the Farmington School System to address safety and security in and around the Farmington school system. Report to the Town Council on a quarterly basis. Status: See Attachment 11</p>

Town Manager's Goals – 2018-2020

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>2018-2020 Goals</u>
	22) To appoint a working group to determine what a future ad hoc committee to improve communication and transparency would focus on. Status: No action- At this time a working group has not been appointed
5.2 Endorse and track goals for elected and appointed Boards and Commissions and Department Work Plans on an annual basis.	23) Provide the Town Council with technical information, policy recommendation and legislative advice for each Town Council meeting. Status: Ongoing/Complete
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.	
5.4 Conduct market research/survey periodically to better understand service levels and customer needs.	
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.	

Town Manager's Goals – 2018-2020

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>2018-2020 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 natural resources conservation, energy reduction/alternative energy, and waste reduction and recycling. Establish a leadership role in the community in promoting environmentally friendly practices in Town. Explore ways to fund green initiatives.</p>	<p>24) 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, moves forward and completes its objectives. Provide Quarterly reports to the Town Council. Status: See Attachment 12</p>
<p>5.9 Affirm that the ADA accessibility standard is the minimum standard and the Town will strive to exceed that standard</p>	

Town Manager's Goals – 2018-2020

Goal 6 Recreation

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

<u>Desired Outcomes</u>	<u>2018-2020 Goals</u>
<p>6.1 Promote and provide recreation and community 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>25) Increase efforts to provide or enhance community events to target all populations to further our community's sense of place and strengthen our community connections. Report quarterly to the Town Council.</p> <p>Status: See Attachment 13</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" or are similar to comparable Connecticut municipalities.</p>	
<p>6.4 Provide adequate funding for the maintenance of recreational facilities and other capital improvements.</p>	
<p>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.</p>	

Town Manager's Goals – 2018-2020

Goal 6 Recreation

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

<u>Desired Outcomes</u>	<u>2018-2020 Goals</u>
6.6 Town Council to address the ease of access to the Town's recreational facilities.	
6.7 Promote and provide access for the active and passive use of Town land for recreational purposes.	
6.8 Manage the maintenance and use of Town open spaces. Expand recreational opportunities such and trails and recreational facilities through state grants.	

Town Manager Quarterly Report

October 2018

Attachment 1

FARMINGTON CENTER COMMITTEE

GOAL 1

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Farmington Center Committee- Goal 1
DATE: October 9, 2018

To appoint a Farmington Center Committee as soon as possible. (Parson's acquisition/other)

The Farmington Village Center Committee (FVCC) was established during the July 10, 2018 Town Council meeting. Membership of the committee consists of two Town Council members, one member of the Farmington Historical Society, one member from the Farmington Historic District Commission, one member from the Farmington Village Green & Library Association, one member from the Farmington Economic Development Commission and three members that are either a Farmington Village Business owner or a Farmington Village Resident and, The Farmington Village Business Owner(s) or Resident(s) will each serve a 4-year term beginning immediately and ending June 30,2022.

The Committee held their first meeting on August 1, 2018. During the August 1st meeting, they discussed the Charge of the Committee, defined the study area, and created the quality of life sub-committee. In an effort to encourage public engagement and participation the Committee will provides ample time for public comments at both the beginning and the end of each meeting. All agendas and minutes are posted on the Town's website. A FAQ information section has been added to the Town's website as a reference guide for interested members of the public. The Committee has met on August 1ST, September 4TH, and September 17TH. The next meeting is planned for October 11th.

To date, the committee has completed the following items:

- On September 4th, 2018 the Committee conducted a widely publicized meeting with over 60 residents of Farmington. The overwhelming consensus was that the town should acquire the Parsons property.
- The FVCC recommended the retention of an environmental consulting firm to receive formal Licensed Environmental Professionals (LEP) opinion on the environmental condition of the property.
 - On September 11, 2018 the Town Council authorized \$5,000, and the Town Manager retained the LEP.

- On September 17, 2018 the FVCC directed the Town Manager to create a resolution for the Town Council's consideration regarding taking ownership of the former Parson's Property from the State of Connecticut. As a starting point, the staff has recommended that the resolution include the following points:
 - The Committee recommends that the Town Council begin the process of acquiring the Parsons Property from the State of Connecticut subject to a full environmental review.
 - The Town Manager notifies the State Department of Transportation (DOT) of Farmington's interest in purchasing the property.
 - Upon receiving the price of the property, the Town Manager works with the Farmington Village Center Committee and the Licensed Environmental Professional to begin to negotiate the purchase price based on the Environmental Study and Title Search.
- The FVCC sub-committee on quality of life conducts public meetings. Meetings are typically scheduled before the FVCC meetings. On September 17, 2018 they conducted a brainstorming session to discuss the current conditions of various intersections and areas in the study area and developed a list of recommendations and improvements that should be made within the RT 4 / RT 10 corridor.

Items that are ongoing/in process include:

- The FVCC is discussing "other" recommendations aimed at protecting and enhancing the quality of life in the corridor (i.e. uniform signage, stronger design guidelines outside of Village Center zone).
- The FVCC sub-committee on quality of life has recommended the retention of a landscape architecture firm to prepare plans and documents to recommend and implement quality of life improvements.
 - A Request for Proposals (RFP) from landscape architecture firms and a matrix detailing recommending improvements are being prepared.

The bullet points above are highlights of the committee's work to date. The FVCC will continue to provide updates to the Council as they work to complete their charge.

Attachment 2

STATE OF CONNECTICUT DOT PROJECTS

GOAL 2

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: State of Connecticut DOT Projects- Goal 2
DATE: October 9, 2018

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.

Project #51-269 Intersection Improvements Route 177 at New Britain Avenue and Mill Street: The project was advertised by the Connecticut Department of Transportation in July, and bids have been received. It is anticipated the project will be awarded in mid-October. Demolition of the existing package store is currently underway. Utility work is to begin in late September and is anticipated to last through much of the fall season. This project will be inspected and administered by the Conn DOT with the Engineering Division providing Engineering Support during the project. This project is funded 80% federal, 10% state, and 10% Town

Project #51-174-423c Route 10 Paving Project: The Project is complete as of July 2018.

Project #51-260 Route 4 Project review options of a post construction traffic study. No action at this time. New traffic patterns need to be established before a post construction traffic study can be commissioned to evaluate Project #51-260's impact.

Attachment 3

BICYCLE ADVISORY COMMITTEE

GOAL 4

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Bicycle Advisory Committee-Goal 4
DATE: October 9, 2018

Provide needed support to ensure that the Bicycle Advisory Committee moves forward and receives the appropriate staffing support to complete objectives, and to commit to signage on a minimum of three roads including physical signs or sharrows. Provide Quarterly Reports to the Town Council.

The Committee has commenced working on a master plan to develop locations for potential bicycle signage and/or sharrows. The Committee has developed a few locations they feel are priority. The list will be reviewed by the Public Works Department for review and approval, and to schedule implementation.

Attachment 4

WATER POLLUTION CONTROL PLANT UPGRADE

GOAL 5

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Water Pollution Control Plant Upgrade- Goal 5
DATE: October 9, 2018

Continue to monitor the comprehensive upgrade of the Water Pollution Control Plant. Provide quarterly reports to the Town Council.

The WPCA Comprehensive Upgrade Project began in the spring of 2016. The construction will span 3 years and should be complete by the June of 2019. These much needed upgrades were widely approved by Farmington voters in a November 2014 referendum. The upgraded facility will have an improved effluent quality and capacity while treating our wastewater more reliably and efficiently. The upgraded facility will also utilize an Ultra Violet Disinfection System, eliminating the use of chemicals currently used to disinfect treated effluent. Current activity on the site includes near startup of the Ultra Violet Disinfection System and re-routing influent through new portions of the plant. As of September, 2018, \$43,034,293 million has been paid for work completed or 75 percent of the project has been completed.

As you are aware, Farmington is a regional water pollution plant. Town staff is presently working to finalize agreements with the UConn Health Center, Burlington, Canton, and Avon on their individual assessments for their portion of the Water Pollution Control Facility upgrade.

Attachment 5

FARMINGTON HIGH SCHOOL AD HOC COMMITTEES

GOAL 7

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Farmington High School Ad Hoc Committees- Goal 7
DATE: October 9, 2018

Provide needed support to ensure that the two Farmington High School Ad Hoc Committees move forward and receive the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council.

The Farmington High School Facility Survey Ad Hoc Committee

The Ad Hoc Farmington High School Facility Survey Committee has met six times since its formation in May 2018. The committee first worked on a Request for Proposal for solicit survey research firms to conduct the survey. The survey will be of Farmington residents focused on the Farmington High School (FHS) facility. The purpose of the survey is to obtain information about citizen attitudes and willingness to finance a major high school renovations project. In 2017, a major renovation and expansion project failed at town wide referendum. The Town Council and Board of Education continue to review the FHS Statement of Needs and wish to learn more about the willingness of the community to support an infrastructure project. The ad hoc committee intends to focus on the school infrastructure needs but to also gather information necessary to contextualize the information.

The month of September has been spent working on the actual survey document with our consultant, the Center for Research & Public Policy. We expect to conduct this survey in October of 2018. Results should be available in early November. The Committee's next meeting is scheduled for October 4, 2018 at 6:00 PM in the Town Hall – Board of Education Conference Room.

The Farmington High School Facility and Financial Ad Hoc Committee

The Farmington High School Facility and Financial Ad Hoc Committee has met three times since its formation in May 2018. The committee has had numerous presentations and discussions on the Town of Farmington's current and projected debt service, as well as an overview of the Farmington High School facility to better understand its needs.

The committee has been directed to develop and present options for the Farmington Town Council and Board of Education for next steps for the Farmington High School facility, and it is anticipated that this will be complete in early 2019. The committee's next meeting is scheduled for October 16, 2018 at 7:00 PM in the Farmington High School Library.

Attachment 6

FARMINGTON CEMETERY COMMITTEE

GOAL 8

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Farmington Cemetery Committee- Goal 8
DATE: October 9, 2018

To work with the Farmington Cemetery Committee to identify land that would be suitable for the expansion of the Riverside Cemetery and present a report including options to the Town Council.

Riverside Cemetery, located on Garden Street, has an estimated 300 plots left to sell as of January 2018. At the February 13, 2018 Town Council Meeting, the Farmington Cemetery Association asked the Town Council to identify a suitable parcel of town land for a new cemetery, as they will run out of space in the near future.

The Town has been working with the Cemetery Association for years to identify suitable land for cemetery use. Over the past couple of years, efforts were concentrated on acquiring the property at 124 Scott Swamp Road from the State of Connecticut. Multiple efforts to acquire this property through conveyance, sale, or swap have not had a favorable result for the Town of Farmington.

Town staff has evaluated over 15 properties, both Town-Owned land and Privately Owned Land, with at least 8-12 usable acres that would be suitable for cemetery use. A condensed list of five suitable properties was presented to the Town Council for consideration at the September 11, 2018 meeting. It was the consensus of the Council to have the Town Council Chair and Town Manager work with the Cemetery Association to review the report.

The Town Manager, Town Council Chair, and Town of Farmington Staff met with representatives from the Cemetery Association on September 28, 2018. The Tinty Property was identified by all parties as a potential site for the cemetery expansion. Both the Town and the Cemetery Association will exercise due diligence to determine the next steps.

Attachment 7

LAND ACQUISITION COMMITTEE

GOAL 10

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Land Acquisition Committee- Goal 10
DATE: October 9, 2018

To provide the needed support to ensure that the Land Acquisition Committee moves forward and receives the appropriate staffing to complete its objectives

The Town of Farmington has long appreciated the value of open space. Ever since the Flood of '55 ravaged the Town, Farmington has sought to balance its growth with the preservation of open space. Open space acquisition through the 1960's and 70's concentrated on protecting floodplain land and gave the Town such landmarks as Tunxis Mead Park, Westwood Golf Course and all of the fertile farmland land that graces "The Meadows" to the north and south of the bend in the Farmington River.

In the early 1990's the Farmington Conservation Commission began maintaining an inventory of properties that the Town should consider for preservation. This list was incorporated into the 1995 revision to the Town's Plan of Conservation and Development. To further support this effort, the Town Council established the Open Space Acquisition Committee in 1997 with the goal to assure that the properties identified by the Conservation Commission as valuable open space for aesthetic, natural resource, historical or recreation purposes be protected for future generations. The Committee was comprised of two Conservation Commission members, two Farmington Land Trust members and a Town Council representative.

In 2000 the Open Space Acquisition Committee was renamed as the Land Acquisition Committee and added the charge of considering the acquisition of properties for active recreation use and municipal purposes as well as for open space. In 2011 changes were made to the Committee membership to add a second Town Council representative and Town resident.

Since the Land Acquisition Committee was established in 1997, the Town has acquired 49 properties totaling 992 acres of open space for a cost of \$23,806,775. Eighteen of these properties were awarded grants from the DEEP Open Space and Watershed Land Acquisition Grant Program totaling \$4,774,848 or 20% of the Town's total open space expenditures. These properties totaling 626 acres are further protected as open space by a State Conservation Easement.

In May of this year, the Town acquired 440 and 8658 Plainville Avenue. These contiguous properties total 13.0 acres and include the last undeveloped land of

significant size in the densely developed Lake Garda neighborhood. The properties include a 2.8 acre meadow that provides a nice visual break from the development along Plainville Avenue, and a 9.5 acre woods that preserves a large area of much needed green space for the Lake Garda residents. The Town Council agreed in 2017 to acquire both properties from the Grevalsky Family for \$950,000 with the intent of removing the structures to maximize the open space. Difficult environmental questions on the property delayed the closing, but the positive findings of the final reports enabled the two parties to come together to complete the acquisition. At this writing, the structures have been demolished and general clean-up and final site grading are underway

In July, the Land Acquisition Committee successfully reevaluated and revised the Farmington Land Acquisition List and Map. The purpose of this project was to provide greater transparency of the properties being considered by the Town for acquisition as open space, recreation or municipal purposes, and to improve the organizational clarity of the list and map itself. The Land Acquisition Committee worked hard on this project and the fully up to date and revised Land Acquisition List and Map are available on the Land Acquisition Committee's page of the Town of Farmington Web site. The Committee is currently reaching out to select property owners on this list to determine their interest in discussing the sale of their property to the Town.

Attachment 8

REGIONAL AND STATE ECONOMIC DEVELOPMENT

GOAL 12

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Regional and State Economic Development- Goal 12
DATE: October 9, 2018

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.

EDC members and the Economic Development Director actively partner with several regional groups such as Metro Hartford Alliance, CT Economic Development Association, and International Council of Shopping Centers. During this quarter we participated in the following:

- Global Business Council Quarterly Meeting
- DiPietro Bridge Photo Opp.
- UCONN Health Quarterly Meeting
- Cia Bella Ribbon Cutting
- Weekly Rotary meetings
- Trumpf Training Center Grand Opening
- Central Chamber of Commerce State of City Breakfast
- EDC Small Business Breakfast at Power Hawke Inc.
- CRCOG- Regional Comprehensive Economic Development Plan Strategy Workshop
- Central Chamber of Commerce Governor's Candidate Debate Breakfast
- IEDC Economic Development Strategic Planning Workshop
- CEDAS monthly Board meeting
- CEDAS quarterly meeting featuring River Restaurant
- Diversity Construction Networking Event

- Hill-Stead Marketing Committee
- EDC Marketing Committee

Attachment 9

CONTRACT NEGOTIATIONS

GOAL 14

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Contract Negotiations- Goal 14
DATE: October 9, 2018

Conduct contract negotiations with all of the Town's Bargaining Units, including exploring High Deductible Health Plan options. Provide Quarterly Reports to the Town Council on progress.

All collective bargaining agreements expired on June 30, 2018. Negotiations have been taking place with all bargaining units. To date, the meetings have been productive and we are growing closer to wrapping up this process. Health insurance has been the main focus of these negotiations and has driven much of the discussion.

The Town also initiated pension negotiations with the BOE non certified union – Farmington Public Schools United, AFT. Negotiations focused on getting new hires out of the Defined Benefit Pension plan. The Town was able to successfully negotiate this provision for employees hired on or after July 1, 2019. New hires in this group will have a 401(a) plan. This group is the largest on the pension plan so this will reduce the Town's pension liability going forward.

Attachment 10

FIRE AND RESCUE SERVICES

GOAL 19

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Fire and Rescue Services-Goal 19
DATE: October 9, 2018

To continue to recruit and sustain a primarily volunteer workforce ensuring adequate staffing to provide fire and rescue services to the Town of Farmington with exceptional services through a combination volunteer/career department model. Report to the Town Council on a quarterly basis.

The Town of Farmington Fire Department established a Recruitment & Retention Committee represented by two members of each main station to collaboratively establish ideas to promote recruitment and retention in the Town of Farmington Fire Department. The committee has been meeting monthly to establish numerous ideas in an effort to attract new members and sustain the existing members within the volunteer workforce

Presently, the committee is working on a Volunteer Firefighter Recruitment Day. During this event members of the community will be able to interactively take part in some of the tasks that are expected of a firefighter as well as speak with current volunteers within the department. Events have been set up, as well as demonstrations, to give a clear picture of what it takes to be a firefighter in the Town of Farmington. The date planned for this event is tentatively Saturday, April 27, 2019 to be held at the training facility on Round Hill Rd.

Some other plans to promote recruitment are signs for outside the fire stations illustrating the need for volunteers, exit interviews to collect demographics as to the reasoning for separation from the Town of Farmington Fire Department, A Town wide application packet providing information and history on all the stations in Town and a recruitment video utilizing members within the TFFD.

The Town of Farmington Fire Department also recently was awarded a SAFER Grant through FEMA to assist in adequate staffing during daytime responses. This will increase the career firefighter staffing from 8 firefighters to 9 firefighters during the hours of 6AM to 5PM, where less volunteers are available to respond for calls for service. This grant will assist in augmenting the cost of the manpower increase in order to provide response for increasing daytime calls throughout the Town.

Attachment 11

**POLICING SERVICES TO FARMINGTON SCHOOL
SYSTEM**

GOAL 21

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members

FROM: Kathleen A. Eagen, Town Manager

RE: Policing Services to Farmington School System- Goal 21

DATE: October 9, 2018

To work in collaboration with the Superintendent of Schools to provide comprehensive and focused policing services to the Farmington School System to address safety and security in and around the Farmington school system. Report to the Town Council on a quarterly basis.

The police department has recently reorganized in order to address an increased demand for school safety and security. The Farmington Police department has a Lieutenant and three School Resource Officers dedicated to providing service and safety to our seven schools. These officers provide a presence on the school campuses which allows for an immediate response to incidents and continuing interaction with students and faculty alike. Positioning officers within the school system opens the flow of information between the school administration, the police department, and most importantly the students. This bond or partnership is the first and most crucial step in responding to, eliminating, or preventing events before harm or damage occurs.

The Lieutenant in charge of school security has attended numerous meetings with Farmington School administrators to review security updates and procedures related to a new lockdown system. The police department has also worked with school staff to assist with the movement of offices and interior doors to accommodate the new security enhancements for each school.

School resource officers have conducted several secure building drills this current school year and collaborate with each school's administration to improve each drill to reach a goal of zero deficiencies. The police department has also planned training for the director of facilities and all school security monitors in order to review security protocols with our school resource officers and the Police Lieutenant in charge of school security.

A future date has been scheduled for the police department to meet with each Farmington public school's staff to go over new security training being conducted

around the country. This new approach would be implemented and exercised through scenarios and discussions at our schools.

Attachment 12

GREEN EFFORTS COMMITTEE

GOAL 24

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Green Efforts Committee- Goal 24
DATE: October 9, 2018

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, moves forward and completes its objectives. Provide Quarterly reports to the Town Council.

The Green Efforts Committee continues to be a leader in the community in promoting environmentally conscientious practices. The committee met regularly throughout 2018. The following are the active initiatives that the committee is working on:

1. Annual Clean Up Day – April 21st

The Annual Clean-Up Day for 2018 was a success with over 8,000 pounds of garbage collected from Farmington's parks, roadsides and riverbanks. Over 160 people participated in the event.

The Heaviest Haul Competition Winners are as follows:

- Civic Organizations: **Farmington Democrats – 538 lbs**
- School Groups: **Miss Porter's School – 909 lbs**
- Youth Sports Teams and Scout Groups: **Boy Scout Pack 68 – 385 lbs**
- Businesses: **EBM-Papst Inc.- 480 lbs**
- Families and Individuals: **Nelson Family- 450 lbs**

The Annual Clean-up day is supported by a number of local businesses that provide materials for the Clean-up day event and provide prizes for the Heaviest Haul Competition: Dunkin Donuts of Unionville, Farmington Miniature Golf & Ice Cream Parlor, 4 Eat and Drink, Georges Pizza, Highland Park Market, Naples Pizza, Stop and Shop of Unionville, Taprock Beer Bar and Refuge, and Butchers and Bakers.

The Committee is looking forward to the 2019 event and is starting preliminary planning efforts.

2. Green Efforts Committee Blog

The Green Efforts Committee has initiated the task of writing a blog posting to share information on a variety of environmental topics. The blog will be posted to the new Explore Farmington site that is hosted by the Farmington Economic Development Commission. The committee has already posted blogs about the Annual Clean-up Day and Invasive Plant Species Management. Upcoming blogs will cover such topics as the Streetlight Conversion to LED and Harvesting and the Growing Cycle.

3. The Committee recently embarked on a brainstorming session to determine the focus of their next efforts. The common theme resulting from this session is Waste Reduction. The Committee felt strongly about trying to engage local businesses in implementing environmental conscientious practices, especially retail and restaurant businesses. The first task for this effort will entail compiling a list of environmental practices that businesses could readily implement.

4. Street Light Conversion to LED

After a year of negotiating with Eversource for the purchase of the Town of Farmington Streetlights, the conversion of the streetlights to LED lights got underway in July 2018. Currently, 95% of the lights have been converted to LED (over 1,700 lights will be converted). All of the streetlights installed are 3000K correlated color temperature as presented to the Town Council in 2017; providing a true white light without being overly bright. The Town's consultant, Tanko Lighting, is currently working through their punchlist and working with Eversource on locations where there were power issues at the pole. It is anticipated that most of these issues will be resolved this fall.

We are also working with Tanko Lighting to have the LED conversion accepted by Eversource. Once accepted, the Town will be eligible to receive an incentive rebate from Eversource, which is estimated to be \$155,000.00. The incentive is in addition to the savings the Town realized when the lights were purchased from Eversource which resulted in a lower rate structure and in addition to the savings realized through the reduced energy consumption with the LED lights.

Attachment 13

COMMUNITY EVENTS

GOAL 25

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Community Events-Goal 25
DATE: October 9, 2018

Increase efforts to provide or enhance community events to target all populations to further our community's sense of place and strengthen our community connections. Report quarterly to the Town Council.

The entire Recreation & Community Services department has been very active in marketing, information dissemination and networking. Throughout the summer the focus has been on information dissemination, fundraising and building connections.

Our concert series, held every Thursday for 8 weeks in the summer, brought all ages together to listen to music, visit and network. The music genres vary each week to create a unique experience and bring in new faces. One of the newest features of the community concerts is the "warm up bands". Local youth are invited to play before the featured show. This enables us to encourage whole families to attend as well as give our local younger talent a chance to perform. The amount of talent in our local youth is impressive! Additionally, the food trucks, games and activities at a few of the concerts created an atmosphere of fun. The department received many compliments about this year's concerts.

Starting in the Fall plans are now underway for our other community events and/or programs. All the preparations have been started for the holiday giving programs and the Thanksgiving Gathering. The Moonlight Movie and Fall Festival will be held in October. Last year the Community & Recreational Services Department hosted a moonlight Halloween movie. This year they have joined forces to enhance the event with UVIA and Economic Development. This new event will include: some entertainment and food before the moonlight movie. It will be a great opportunity to bring together families.

The entire department has been very active in several initiatives that will provide additional networking and connections. The Farmington Valley Opioid Task force received funds again this year for increased community education. Staff joined forces with the Farmington Valley Health District to increase the visibility of programs and services for our veterans. Staff has provided education and information for a variety of local civic groups.

MOTION: Agenda Item L-1

That _____ be appointed to the Building Code Board of Appeals for the balance of a five-year term beginning immediately and ending September 30, 2021. (Hammerberg)

MOTION: Agenda Item L-2

That _____ be appointed to the Conservation and Inland Wetlands Commission as an **alternate** for the balance of a four-year term beginning immediately and ending September 30, 2021. (Markuszka)

MOTION: Agenda Item L-3

That _____ be appointed to the Conservation and Inland Wetlands Commission for the balance of a four-year term beginning immediately and ending September 30, 2020. (Amato)

MOTION: Agenda Item L-4

That _____ be appointed to the Economic Development Commission for the balance of a two-year term beginning immediately and ending September 30, 2020. (Russell)

MOTION: Agenda Item L-5

That **Stacey Petruzella** be appointed to the Green Efforts Committee for an indefinite term beginning immediately. (Hall)

MOTION: Agenda Item L-6

That _____ be appointed to Housing Authority for the balance of a five-year term beginning immediately and ending September 30, 2023. (DeMeo)

MOTION: Agenda Item L-7

That **Deidra Lerardi** be appointed to the Human Relations Commission for the balance of a two-year term beginning immediately and ending June 30, 2019. (Berzins)

MOTION: Agenda Item L-8

That _____ be appointed to the Human Relations Commission for the balance of a two-year term beginning immediately and ending June 30, 2020. (Mergenthaler)

MOTION: Agenda Item L-9

That _____ be appointed to the Human Relations Commission for the balance of a two-year term beginning immediately and ending June 30, 2020. (Pawlik)

MOTION: Agenda Item L-10

That **Harry Marsh** be appointed to the North Central Regional Mental Health Board, Inc. for the balance of a two-year term beginning immediately and ending September 30, 2019. (Parady)

MOTION: Agenda Item L-11

That _____ be appointed to the Plainville Area Cable TV Advisory Council for the balance of a two-year term beginning immediately and ending June 30, 2020.

MOTION: Agenda Item L-12

That _____ be appointed to the Plainville Area Cable TV Advisory Council for the balance of a two-year term beginning immediately and ending June 30, 2020. (Bernier)

MOTION: Agenda Item L-13

That _____ be appointed to the Plainville Area Cable TV Advisory Council for the balance of a two-year term beginning immediately and ending June 30, 2020. (Markuszkka)

MOTION: Agenda Item L-14

That **Robert Huelin** be appointed to the Retirement Board for the balance of a two-year term beginning immediately and ending January, 2020.

MOTION: Agenda Item L-15

That _____ be appointed to Tourism Central Regional District for the balance of a three-year term beginning immediately and ending June 30, 2020.

MOTION: Agenda Item L-16

That **Lisa Johnson** be appointed to the Unionville Historic District & Properties Commission for the balance of a five-year term beginning immediately and ending September 30, 2023. (Johnson)

MOTION:

Agenda Item L-17

That _____ be appointed to the Unionville Historic District & Properties Commission as an **alternate** member for the balance of a three-year term beginning immediately and ending September 30, 2021. (Martin)

MOTION:

Agenda Item L-18

That _____ be appointed to the Water Pollution Control Authority for the balance of a five-year term beginning immediately and ending September 30, 2023. (Charette)

MOTION:

Agenda Item N-1

To approve the following resolution in support of the Town of Farmington's interest in acquiring the Parson's property from the State of Connecticut and authorizing the Town Manager to begin the acquisition process with the State of Connecticut (DOT).

Resolution

Whereas, Goal 1 of the Town of Farmington's Strategic Plan established a Farmington Village Center Committee, and,

On July 10, 2018 the Town Council approved the Charge of the Committee which stated that the Committee will develop recommendations to the Town Council regarding the future use of the Parson's property including ownership, control, or use, and,

At the September 17, 2018 Farmington Village Center Committee meeting the Committee recommended, that based on the information available to the Town at this time, ownership of the Parson's property is in the best interest of the Town of Farmington, and,

That this recommendation was based on reviewing the comprehensive work and reports from the Gateway Committee, presentation(s) from Town staff and the consensus of the public at a extensively advertised and well attended public meeting on September 4, 2018, and,

That the Town Council begin the process of acquiring the Parson's property from the State of Connecticut subject to a full environmental review and all other due diligence, and,

That in order to begin the process of acquiring the property from the State of Connecticut, the Committee recommends that the Town Manager notify the State of Connecticut (DOT) of Farmington's interest in the property, and ,

That the Town Manager work with the Town's consultant, a Licensed Environmental Professional, to begin the process of an environmental investigation into the property, and,

That the Town staff apply for available assessment funding to conduct environmental investigations of the property under the Department of Economic and Community Development (DECD) Brownfield Grant Program, in which applications are due October 30, 2018, and,

Lastly, the Farmington Village Center Committee continue to carry out the additional charges assigned to it by the Town Council as stated in the "Charge of the Committee" and report back on to the Town Council a regular basis.

Adopted by the Town Council, of the Town of Farmington, Connecticut this 9th day of October, 2018.

NOTE: Bruce Charette, Chair of the Farmington Village Committee and Nancy Nickerson will be available at the meeting to answer any specific questions that the Town Council may have regarding this resolution.

If the Town Council approves this resolution my understanding of the next steps would be:

- 1) Town Manager to notify the State of Connecticut (DOT) of Farmington's interest in the property.
- 2) Town Manager to request a meeting with Department of Transportation Real Estate/Acquisition Division.
- 3) Town Manager to request a meeting with Department of Community and Economic Development (DECD) and the Department of Energy and Environmental Protection (DEEP)
- 4) Town Staff submit an application to for available assessment funding to conduct environmental investigations of the property under the Department of Economic and Community Development (DECD) Brownfield Grant Program.

Due to the timing of the next round of Brownfield Grants it is my intent and my staff's intent to complete these next steps by October, 2018.

MOTION:

Agenda Item N-2

To award a contract for the purchase of twelve (12) APX6000 Model 2.5 Portable Radios to Motorola Solutions, Inc. of Marlboro, MA at a purchase price of \$5,532.87 per radio.

NOTE: The purpose of this motion is to contract with a vendor to supply portable radios to the Farmington Police Department. These radios will be assigned to police supervisors and the police officer assigned to West Farms Mall. The radios will be interoperable with radio frequencies from surrounding towns' police departments. Currently the police have only a limited number of radios with this ability. The estimated value of the contract is \$68,500. Sufficient funds are included in the FY2018/2019 Police Department Capital Budget for this purpose.

The contract award for the acquisition of this product would be under State of Connecticut Master Contract A99-00-01.

This contract award is being submitted for Town Council approval because the contract value exceeds \$50,000. Town staff will be available at the Council meeting to answer any questions.

MOTION:

Agenda Item N-3

That the following appropriation transfers be made from and to the accounts listed below in the FY2017/2018 General Fund Budget.

<u>FROM DEPARTMENT:</u>	<u>AMOUNT</u>
106 PERSONNEL SERVICES	57,000
150 INSURANCE	25,000
540 BENEFITS	11,970
TOTAL	<u>\$ 93,970</u>
<u>TO DEPARTMENT:</u>	<u>AMOUNT</u>
101 TOWN MANAGER	\$20,050.00
102 FINANCE DEPARTMENT	37,130.00
115 ECONOMIC DEVELOPMENT	9,260.00
120 PUBLIC BUILDINGS	3,655.00
215 FIRE DEPARTMENT	12,500.00
245 BUILDING INSPECTION	3,575.00
401 COMMUNITY & RECREATION	5,700.00
420 HOUSING	2,100.00
TOTAL	<u>\$93,970.00</u>

NOTE: These transfers are needed to cover overages in various department budgets as part of the end of year close out. Please see the attachment for a more detailed explanation.

/Attachment(s)

REVENUE

For FY2017/2018 the Town collected \$104,236,066 in General Fund revenue which was \$1,488,931 over the amount budgeted. The following is an explanation by category of the significant revenue variances:

Property Taxes: +\$252,690.

Current property taxes exceeded budget estimates by \$184,545. The adjusted levy was slightly lower than projected but assessor adjustments were less than expected. In addition, the Tax Office achieved a collection rate of 99.7% for the year which also exceeded budget estimates. Delinquent property taxes and Interest and Lien Fees were a combined \$41,378 below budget amounts, however this was offset by Supplemental Motor Vehicle tax collections which were \$109,523 over budget.

Licenses & Permits: +\$266,812.

Building Permit revenue totaled \$900,612 which was \$275,612 more than the amount budgeted. In May the Town received a payment in excess of \$300,000 for a building permit for a large development project. This one permit payment was the reason the category exceeded budget amounts.

Fines & Penalties: (\$14,288.)

Fines collected for moving vehicle violations, and local ordinance violations were below budget projections.

Investment Income: +\$200,743.

Interest income exceeded budget estimates due to higher interest rates as the Federal Reserve and political/economy issues continued to drive rates up. Rates began the year averaging around .5% and ended the year at almost 2.0%. The higher rates coupled with additional idle cash to invest resulted in actual revenue exceeding budget estimates.

Grants & PILOTS: +\$123,391.

As a result of the delay in approving a state budget and the governor's withholding of grant payments, there was much uncertainty throughout the year as to how much the Town would receive in grants for this category. By year end most town grants in this category were either reduced or eliminated however a new "Municipal Stabilization Grant" was also established by the state legislature. The end result was that the Town received \$123,391 more than budgeted because of the new grant.

Education Grants: +\$558,811.

This revenue category also experienced a great deal of uncertainty during the year because of the State of Connecticut's budget difficulties. In preparing the FY2017/2018 budget there was much discussion at the state level to eliminate the Equalized Cost Sharing grant to certain towns including Farmington. At the time that the budget was adopted the Town prudently chose to budget only one-half of the ECS grant in anticipation of the possible state reduction. Fortunately for the Town most of the ECS grant was funded and paid to the Town resulting in an additional \$369,690 in funding. In addition, after a five year delay in making payment, the State of Connecticut Department of Administrative Services finally released the last payment due to the Town for a school construction project that was undertaken through the old bond and bond interest subsidy program. The payment in the amount of \$189,121 was supposed to be paid to the Town in 2013 but was withheld for undisclosed "audit issues".

Charges & Fees:**(\$70,757)**

The negative result in this revenue category was due to Conveyance Tax revenue underperforming budget estimates by \$80,599. This revenue item is subject to economic conditions and can fluctuate significantly from year to year (for example in Fy2016/2017 this item exceeded budget estimates by \$78,000). Cell Tower rental fees, +\$10,883 and Zoning fees, +\$13,632 helped offset the other revenue accounts in this category which all underperformed.

EXPENDITURES

For FY2017/2018 expenditures for Education, Town Services, Debt Service and Capital Improvements totaled \$101,861,058 which was \$886,077 less than the amount budgeted. By category the breakdown was:

	<u>Budget</u>	<u>Spent</u>	<u>Variance</u>
Education	\$64,172,641	\$64,166,032	\$ 6,609
Town	\$28,860,794	\$28,313,757	\$547,037
Debt Service	\$ 7,315,700	\$ 6,983,269	\$332,431
Capital Projects	\$ 2,398,000	\$ 2,398,000	\$ 0

Town expenditures were \$547,037 less than the amount budgeted. By category variances occurred in:

Personal Services**+\$64,476.**

Savings were realized in the Full Time Payroll account due to vacancies in budgeted positions. There were eight retirements during the year which contributed to the salary savings. Additional savings were also realized in Seasonal Payroll due to not hiring temporary employees to help with leaf collection. Offsetting some of the savings was an overage in overtime accounts mainly in the police department when it was necessary to bring officers back to cover shifts due to some vacancies.

Benefits**+\$94,410.**

Due to the number of vacancies that occurred during the year savings were realized in defined contribution benefit costs as fewer funds were needed to match employee contributions. In addition savings were realized in life insurance premiums as a result of the Town switching insurance providers.

Materials & Supplies**+\$94,174.**

This category is composed of three subaccounts: Office Supplies, Materials & Supplies, and Miscellaneous Supplies. All three subaccounts realized under expenditures for the year, with the largest savings occurring in Materials and Supplies at \$57,932.

Equipment**+\$12,105.**

The major reason for the savings in this category resulted from savings achieved from the purchase of a large scale copier for the engineering division (\$5,861).

Contractual Services**+\$261,555.**

The Contractual Services category is made up of various accounts that pay for the cost of services supplied by outside vendors. There are numerous subaccounts in this category many of which realized savings during FY2017/2018. These subaccounts include:

Current Expense is used to pay for educational opportunities and travel. There were savings in these accounts totaling \$14,037 with the majority of under expenditures occurring in the Police Department and Engineering.

Equipment Repair and Maintenance accounts were under budget estimates by \$18,049 with the largest savings occurring in the police and highway maintenance accounts.

Building Repair & Maintenance which is used to pay costs incurred to maintain and repair town buildings. There were savings of \$20,994 in these accounts with the largest under expenditure occurring in the police facility maintenance budget.

Professional Services accounts are used to pay for the services of contractors and for specialized services such as legal counsel. There were savings of \$175,695 in these accounts. The largest area of savings were in legal fees \$81,181; Personnel Services \$29,771; Police \$19,855; and Insurances \$20,075.

Utilities**+\$20,317**

The continued low prices for gasoline and diesel resulted in significant savings, +\$32,655, which more than offset small overages in heating fuel and water expenses.

Debt Service**+\$332,431**

The savings in this account resulted from savings in issuance costs, \$130,560, and interest charges \$201,870. When preparing the FY2017/2018 budget funds were included for a potential \$10.0 million bond sale for the high school project if it was approved at referendum. Based upon the referendum results the funds were not needed.

In summary, for Fiscal Year 2017/2018 General Fund revenue exceeded budget amounts by \$1,488,931 and expenditures were less than budget amounts by \$886,077, resulting in a positive result of operations totaling \$2,375,008. When this amount is added to fund balance, it increases the General Fund Unassigned Fund Balance to \$14,422,649 or 13.57% of FY2018/2019 operating revenue.

TOWN OF FARMINGTON, CT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FY2017/2018
GENERAL FUND

N-3

(UNAUDITED/SUBJECT TO CHANGE)

	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE/ (NEGATIVE)</u>
REVENUES				
PROPERTY TAXES	\$ 96,045,433	\$ 96,045,433	\$ 96,298,123	\$ 252,690
LICENSES & PERMITS	648,000	648,000	914,813	266,813
FINES & PENALTIES	39,000	39,000	24,712	(14,288)
INVESTMENT INCOME	150,000	150,000	350,743	200,743
GRANTS & PILOTS	3,762,966	3,762,966	3,886,357	123,391
EDUCATION GRANTS	382,416	382,416	941,227	558,811
CHARGES & FEES	1,357,290	1,357,290	1,286,533	(70,757)
OTHER REVENUE	27,000	27,000	208,558	181,558
TRANSFERS IN	335,030	335,030	325,000	(10,030)
TOTAL REVENUES	\$ 102,747,135	\$ 102,747,135	\$ 104,236,066	\$ 1,488,931
EXPENDITURES				
101 TOWN MANAGER	\$ 505,321	\$ 505,321	\$ 525,366	\$ (20,045)
102 FINANCE	1,129,472	1,129,472	1,166,598	(37,126)
103 PROBATE	15,000	15,000	14,939	61
104 REGISTRARS OF VOTERS	110,158	110,158	99,764	10,394
105 TOWN COUNCIL	56,300	56,300	53,481	2,819
106 PERSONNEL SERVICES	215,300	215,300	39,153	176,147
111 LEGAL	185,000	185,000	103,819	81,181
112 TOWN CLERK	337,757	337,757	337,186	571
115 ECONOMIC DEVELOPMENT	135,103	135,103	144,357	(9,254)
118 PAYMENTS TO OUTSIDE AGENCIES	2,720,967	2,720,967	2,717,317	3,650
119 PLANNING & ZONING	323,253	323,253	309,128	14,125
120 PUBLIC BUILDINGS	247,661	247,661	251,310	(3,649)
150 INSURANCE	294,615	294,615	267,969	26,646
210 FIRE MARSHAL	1,066,841	1,066,841	1,057,992	8,849
215 FIRE DEPARTMENT	1,528,164	1,528,164	1,540,658	(12,494)
220 POLICE	5,982,015	5,982,015	5,935,257	46,758
224 COMMUNICATIONS CENTER	1,013,956	1,013,956	1,013,526	430
225 EMS SERVICES	22,055	22,055	22,054	1
245 BUILDING INSPECTOR	191,808	191,808	195,373	(3,565)
310 PUBLIC WORKS & DEVELOPMENT	103,790	103,790	103,098	692
320 HIGHWAY & GROUNDS	4,227,405	4,227,405	4,122,228	105,177
390 ENGINEERING	542,071	542,071	502,492	39,579
401 COMMUNITY & RECREATION	828,310	828,310	833,994	(5,684)
420 HOUSING	24,685	24,685	26,755	(2,070)
540 BENEFITS	7,043,787	7,043,787	6,929,944	113,843
570 OTHER	10,000	10,000	-	10,000
601 DEBT SERVICE	7,315,700	7,315,700	6,983,269	332,431
700 CAPITAL OUTLAY	2,398,000	2,398,000	2,398,000	-
901 SCHOOLS	64,172,641	64,172,641	64,166,032	6,609
TOTAL EXPENDITURES	\$ 102,747,135	\$ 102,747,135	\$ 101,861,058	\$ 886,077
EXCESS OF REVENUE OVER EXPENDITURES	\$ -		\$ 2,375,008	
UNASSIGNED FUND BALANCE, JULY 1, 2017			\$ 12,047,641	
UNASSIGNED FUND BALANCE, JUNE 30, 2018			\$ 14,422,649	
FY2018/2019 GENERAL FUND REVENUE			\$ 106,291,562	
FUND BALANCE AS A PERCENT OF FY2018/2019 GENERAL FUND REVENUE				13.57%

MOTION:

Agenda Item N-4

To ratify the attached tentative agreement between the Town of Farmington and Farmington Public Schools Employees United, AFT.

NOTE: The Town and the Union met to negotiate pension in accordance with Article 19 of the collective bargaining agreement in effect between the Union and the Farmington Board of Education. The Town is the responsible party to negotiate pension benefits. This union represents the Board of Education non-certified staff such as clerical and secretarial employees, custodians, and paraprofessionals. This group represents the largest unit of employees in the existing defined benefit pension plan.

Highlights of the agreement include:

- For employees hired on or after July 1, 2019, the Town will provide a Defined Contribution Plan (DC) for retirement purposes in lieu of participation in the pension.
- This places all new hires in this unit on the same plan design as almost all Town Employees. (Teachers and Police are not on a DC plan)
- Employees are required to contribute a minimum of six percent (6%) of the employee's annual base salary and may contribute up to the maximum allowed by law.
- The Town will match the employee's contributions at 100% to a maximum amount equal to six percent (6%) of the employee's annual base salary.
- The Pension fund will see savings from this change; however the exact impact is unknown due to the need to contribute the 6% to each employee's plan. As more employees move off of the Defined Benefit Plan and onto the Defined Contribution Plan the savings will grow significantly.

Staff will be available to answer any questions regarding this agreement.

/Attachment

TENTATIVE AGREEMENT

The Town of Farmington (the Town) and the Farmington Public Schools Employees United, AFT (the Union), having met and negotiated the issue of pension only in accordance with Article 19 of the collective bargaining agreement in effect between the Union and the Farmington Board of Education, hereby agree to the following terms in full and final resolution of all issues in dispute between them:

The existing Town of Farmington Employee Pension Plan, Part 2, Non-Police Employees as amended shall remain in full force and effect for all eligible bargaining unit employees hired prior to July 1, 2019.

For employees hired on or after July 1, 2019, the Town will provide a Defined Contribution Plan for retirement purposes in lieu of participation in the pension. Employees are required to contribute a minimum of six percent (6%) of the employee's annual base salary and may contribute up to the maximum allowed by law. The Town will match the employee's contributions at 100% to a maximum amount equal to six percent (6%) of the employee's annual base salary. Employees must be employed at least five years before they "vest" in the Defined Contribution Plan, i.e. are entitled to the Town's contributions in the event employment is terminated.

The Pension Plan will remain open for any bargaining unit employee hired before July 1, 2019 who thereafter becomes eligible to participate in the Pension Plan due to an increase in work hours.

This Agreement will remain in effect for the duration of the contract term, whatever that contract term may be as the result of current successor contract negotiations between the Union and the Board of Education. If neither party submits a timely demand to bargain (i.e. no earlier than 180 days before contract expiration and no later than the expiration date of the successor agreement) at the end of the next contract term as required by the Municipal Employee Relations Act (MERA), it is understood and agreed that the defined benefit plan (ie pension) and the defined contribution plan (i.e. 457 plan) will continue in effect through the end of the next successor contract term, whatever that may be as a result of successor contract negotiations, as outlined in this agreement.

This Agreement is subject to ratification by both the Union and the Town.

Town of Farmington:

Farmington Public Schools Employees United, AFT:





By:

By:

Date: 9-14-19

Date: 9-6-2018

MOTION:

Agenda Item N-5

To establish an Auditor Ad-Hoc Subcommittee with the following voting members:

_____Town Council Member, Chair

_____Town Council Member

And the following non-voting members:

Joseph Swetcky, Director of Finance

And:

To review the current policy for appointing auditors to audit the Town's financial records, to review the current contract for auditing services, to determine if a new solicitation for auditing services is appropriate at the present time and to create a timeline and process for soliciting a new auditor.

MOTION:

Agenda Item N-6

To cancel the October 23, 2018 Town Council Meeting.

MOTION:

Agenda Item N-7

To approve the following property tax refunds.

NAME	REASON	AMOUNT
1)Acar Leasing LTD	Assessor's adjustment	\$223.74
2)D. & B. Adams	Assessor's adjustment	\$26.76
3)Jean Bronson	Assessor's adjustment	\$36.70
4)Minxuan Cai	Assessor's adjustment	\$16.53
5) R. & M. Chagnon	Assessor's adjustment	\$118.25
6)Vincent Cunningham	Assessor's adjustment	\$11.06
7)Daimler Trust	Assessor's adjustment	\$266.34
8)Michael Day	Assessor's adjustment	\$16.31
9)Judith Devoe	Overpayment	\$2,367.64
10)Gail Duffy	Assessor's adjustment	\$13.16
11)Financial Ser Veh Trust	Assessor's adjustment	\$577.61
12)David Geuser	Assessor's adjustment	\$107.36
13)E. & S. Giustiniano	Assessor's adjustment	\$15.06
14)Beth Goodfriend	Assessor's adjustment	\$304.36
15)K. Knecht & M. Villiano	Assessor's adjustment	\$10.52
16)K. & M. Knecht	Assessor's adjustment	\$5.44
17)Lawrence Gendler	Assessor's adjustment	\$119.46
18)Honda Lease Trust	Assessor's adjustment	\$1,028.29
19)R. B. Hunter	Assessor's adjustment	\$29.95
20)Teresa Jarmoszko	Assessor's adjustment	\$9.62
21)Ho Joo	Assessor's adjustment	\$58.38
22)JP Morgan Chase Bank	Assessor's adjustment	\$392.60
23)Agnieszka Kukula	Assessor's adjustment	\$10.33
24)Sally Labonte	Assessor's adjustment	\$121.64
25)Henry Leathe 3 rd	Assessor's adjustment	\$45.58
26)Steven Levesque	Assessor's adjustment	\$7.37
27)John Muldoon 2nd	Assessor's adjustment	\$22.64
28)Gwyn Muscillo	Assessor's adjustment	\$6.22
29)Nissan Infiniti LT	Assessor's adjustment	\$1,466.98
30)Joseph Pikora	Assessor's adjustment	\$5.49
31)J. & E. Rosario	Assessor's adjustment	\$7.93
32)Lakshmi Sarma	Assessor's adjustment	\$77.73
33)M. & J. Scerrato	Assessor's adjustment	\$35.63
34)T. & S. Schneider	Assessor's adjustment	\$20.01
35)Namdev Shelke	Assessor's adjustment	\$110.89
36)Michael Slusarz	Assessor's adjustment	\$38.43
37)Jeffrey Steinberg	Assessor's adjustment	\$18.75
38)Terri Taylor	Assessor's adjustment	\$100.62
39)Toyota Lease Trust	Assessor's adjustment	\$137.37
40)USB Leasing LT	Assessor's adjustment	\$417.68
41)Vault Trust	Assessor's adjustment	\$49.82

42)Madeline Villano	Assessor's adjustment	\$15.68
43)VW Credit Leasing LTD	Assessor's adjustment	\$329.24
44)Robert Wagner	Assessor's adjustment	\$5.52
45)Raymond Ziegler	Overpayment	\$2,596.51
	TOTAL:	\$11,403.20

MOTION:

Agenda Item O-1

Executive Session –To discuss matters concerning Collective Bargaining.

To adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225 (a) for the following purposes as allowed by Section 1-200(6), that is

Discussion of any matter, which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-210. (9) records, reports and statements of strategy or negotiations with respect to collective bargaining;

That attendance in the Executive Session shall be limited to:

Members of the Town Council
Town Manager

NOTE: Approval of this motion shall be by 2/3 vote.

MOTION:

Agenda Item O-2

Executive Session—To discuss matters concerning the sale or acquisition of real property.

To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-225 (a) for the following purposes as allowed by Section 1-200(6), that is

Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned;

That attendance in the Executive Session shall be limited to:

Members of the Town Council
Town Manager

NOTE: Approval of this motion shall be by 2/3 vote.