

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

Please note that this is a Monday

Date: April 1, 2019 (**Monday**)
(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. Presentations and Recognitions
 - 1. Proclamation – Stephen W. Jones
 - 2. Proclamation – Donald A. Antigiovanni
- D. Public Hearing
 - 1. A public hearing to discuss the Fiscal Year 2018 Community Development Block Grant program and to solicit citizen input (attachment).
 - 2. A public hearing on the Town Council's Proposed Budget for the Fiscal Year 2019-2020 (attachment).
- E. New Items
- F. Public Comments
- G. Reading of the Minutes
 - 1. March 12, 2019 Regular Town Council Meeting
 - 2. March 13, 2019 Regular Town Council Meeting (budget)
 - 3. March 14, 2019 Regular Town Council Meeting (budget)
 - 4. March 16, 2019 Regular Town Council Meeting (budget)
 - 5. March 26, 2019 Regular Town Council Meeting
- H. Reading of Communications and Written Appeals
 - 1. Kathleen Blonski – Letter to State Legislature re: Teacher's Pension
- I. Report of the Committees
 - 1. UCONN Health Committee
 - 2. Land Acquisition Committee
 - 3. Green Efforts Committee

4. Farmington Village Center Committee
5. Auditor Ad Hoc 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, Memorial Day Parade

L. Appointments

1. Building Code Board of Appeals (Charette)
2. Plainville Area Cable TV Advisory Council (Bernier)
3. Plainville Area Cable TV Advisory Council (Markuszka)
4. Water Pollution Control Authority (Thompson)
5. Justice of the Peace (Noe)

M. Old Business

N. New Business

1. To approve the Town Council's Recommended Budget for the Fiscal Year 2019-2020.
2. To forward resolutions 1 through 9 to the Annual Town Meeting with a recommendation that they be approved.
3. To adopt the attached resolution which authorizes the Town Manager to sign a grant application for a Small Cities Community Development Grant and to execute an assistance agreement under the Small Cities Community Development Block Grant Program.
4. To approve the attached Warning for the April 29, 2019 Second Town Meeting and the May 9, 2019 Referendum.
5. That the firm of PKF O'Connor Davies, LLP of Wethersfield, CT be appointed as the Town's independent auditor for the fiscal year ending June 30, 2019.
6. To approve the Americans with Disabilities Act (ADA) Policy and Grievance Procedure.

7. To approve the Fair Housing Resolution for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.
 8. To adopt the Affirmative Action Plan for the Town of Farmington.
 9. To adopt the Compliance with Title VI of the Civil Rights Act of 1964 Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.
 10. To adopt the Fair Housing Policy Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.
 11. To cancel the April 23, 2019 Town Council Meeting.
 12. To approve property tax refunds.
- O. Executive Session
1. Land Acquisition
- P. Adjournment

PROCLAMATION

WHEREAS, Stephen W. Jones has served the Town of Farmington as a Firefighter with the Farmington Volunteer Fire Department for 50 years, and

WHEREAS, Stephen W. Jones joined the Farmington Volunteer Fire Department on February 27, 1969 and continues to provide dedicated service to the community as an active member of the department by responding to numerous calls for service, and

WHEREAS, Stephen W. Jones has served in many roles during his time in the Farmington Volunteer Fire Department such as Firefighter, President and his current position as Treasurer, and

WHEREAS, Stephen W. Jones is a veteran of the United States Military dedicating himself to his country, but also dedicating himself to his community and family, and

WHEREAS, Stephen W. Jones has made significant and lasting contributions that have fostered the well-being of the citizens of the Town of Farmington as a firefighter and to the United States of America as a Veteran of the military.

NOW, THEREFORE, the Farmington Town Council hereby commends Stephen W. Jones for his excellent work on behalf of the community and we congratulate him on his 50 years of service in the Farmington Volunteer Fire Department. The Farmington Town Council hereby proclaims April 27, 2019 as Stephen W. Jones Day in Farmington, Connecticut.

DATED AT FARMINGTON, CONNECTICUT this 1st day of April 2019.

Nancy Nickerson, Chair
Farmington Town Council

PROCLAMATION

WHEREAS, Donald A. Antigiovanni has served the Town of Farmington as a Firefighter with the Farmington Volunteer Fire Department for 50 dedicated years, and

WHEREAS, Donald A. Antigiovanni has served in many roles during his time in the Farmington Volunteer Fire Department such as Firefighter, through the chain of command and at his current position as Chief, which he has served in for over 20 years, and

WHEREAS, Donald A. Antigiovanni joined the Farmington Volunteer Fire Department in August 1969 reaching a 50 year milestone in August 2019 and still continues to provide dedicated service to the community as an active member of the department by responding to numerous calls for service holding a position as one of the top responders for the Farmington Volunteer Fire Department, and

WHEREAS, Donald A. Antigiovanni is a veteran of the United States Military serving for eight years dedicating himself to his country, but also dedicating himself to his community and family, and

WHEREAS, Donald A. Antigiovanni has made significant and lasting contributions that have fostered the well-being of the citizens of the Town of Farmington as a firefighter and to the United States of America as a Veteran of the military.

NOW, THEREFORE, the Farmington Town Council hereby commends Donald A. Antigiovanni for his excellent work on behalf of the community and we congratulate him on his 50 years of service in the Farmington Volunteer Fire Department. The Farmington Town Council hereby proclaims April 27, 2019 as Donald A. Antigiovanni Day in Farmington, Connecticut.

DATED AT FARMINGTON, CONNECTICUT this 1st day of April 2019.

Nancy Nickerson, Chair
Farmington Town Council

**LEGAL NOTICE
TOWN OF FARMINGTON
PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Town of Farmington will conduct a public hearing by the Town Council on Monday, April 1st, 2019, at 7:00 p.m. at Town Hall, 1 Monteith Drive, Farmington, CT 06032 to the discuss the Fiscal Year 2018 Community Development Block Grant program and to solicit citizen input.

Maximum award limits: \$1,500,000.00 for Public Housing Modernization(including pre-development and construction); up to \$800,000.00 Housing Rehabilitation Program; up to 1,000,000.00 for Infrastructure; (For example streets and sidewalks); up to 350,000.00 for Public Services (Youth Homelessness and Shelter Diversion programs in participation with CAN); and up to 1,000,000.00 for Public Facilities (for example: construction, reconstruction, rehabilitation or installation of public facilities and improvements and fire protection equipment).

Major activity categories are: Acquisition, Housing Rehabilitation, Public Housing Modernization, Community Facilities, Public Services, and Economic Development. Projects funded with CDBG allocations must carry out at least one of three National Objectives: benefit to low-and moderate-income persons, elimination of slums and blight, or meeting urgent community development needs.

The purpose of the public hearing is to obtain citizen's views on the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development or community facilities which could be part of the Town's Application for funding for the year 2019. In addition, the town's current 2018 Small Cities grant for Public Housing Modernization will be discussed to obtain citizen input on it.

Also, the public hearing will be to give citizens an opportunity to make their comments known on the program and for approval of the Program Income Reuse Plan. If you are unable to attend the public hearing, you may direct written comments to the Town of Farmington, Town Manager's Office, 1 Monteith Drive, Farmington, CT 06032 or you may telephone (860) 675-2350. In addition, information may be obtained at the above address between the hours of 8:30 a.m. and 4:30 p.m. on Monday-Friday.

The Community Development/Housing Department on behalf of the Town of Farmington anticipates applying for the maximum grant amount of \$900,000 under the Public Housing Modernization. In addition, the Town will create a revolving loan fund with program income (principal and interest) generated from the grant, if any, for a public housing modernization program.

The Town of Farmington promotes fair housing and makes all programs available to low - and moderate-income families regardless of race, creed, color, national origin, ancestry, sex, gender identity or expression, marital status, age, lawful source of

income, familial status, learning disability or physical/mental disability, or sexual orientation.

If you are unable to attend the public hearing, you may direct written comments to Town of Farmington, 1 Monteith Drive, Farmington, CT 06032 or you may telephone Kathleen Eagen at (860) 675-2350. In addition, information may be obtained at the above address between the hours of 8:30 am and 4:30 pm Monday-Friday. In addition, the Town's current 2018 Small Cities grant for Public Housing Modernization will be discussed to obtain citizen input on it."

"All are encouraged to attend. The hearing is accessible to the handicapped. Any disabled persons requiring special assistance or non-English speaking persons should contact Erica Robertson, ADA Coordinator at (860) 675-2350 at least five days prior to the hearing"

Equal Opportunity/Affirmative Action.

**LEGAL NOTICE
TOWN OF FARMINGTON
PUBLIC HEARING**

A Public Hearing will be held on Monday, April 1, 2019 at 7:05 p.m. in the Town Hall Council Chambers on the Town Council's Proposed Budget for the Fiscal Year 2019-2020.

Dated at Farmington, Connecticut this 18th day of March 2019.

Kathleen A. Eagen
Town Manager

Farmington Town Council and Members of the Public:

I present for your review the Town Council's proposed budget for Fiscal Year 2019-2020.

This proposed budget has already gone through several iterations. For the municipal budget, it began at the departmental level with requests coming to the Town Manager in January. To meet the budget target of no more than a 2.50% increase above current expenditures set forth by the Town Council, I decreased \$568,351 from the budget that was requested by my departments. This decrease reduced the overall budget increase from 4.4% to 2.50%.

During budget deliberations last month, the Town Council made further changes. For the Operating budget, the Town Council reduced the Board of Education budget by \$77,000 and added a total of \$61,450 back to the Town budget. These items that were added back to the budget are aimed to advance the Council's goals and objectives and the Town of Farmington Strategic Plan. These items include: \$15,000 for additional newsletters, \$5,000 for a police speed sign, \$5,000 in the Highway & Grounds Traffic Control account for bike sharrows, \$10,000 for a Council consultant to help with the potential purchase of the Parson's site, \$20,000 for a part time communication specialist, and \$6,450 for an additional Community & Recreation brochure. During the budget deliberations, the Capital Budget general fund cash appropriation was reduced by \$865,000, however bonding was increased to continue infrastructure improvements at various schools.

The Town's Strategic Plan and the Town's Capital Improvement Policy were the policy guidelines at the forefront when formulating this budget. The budget building process focused around two funding themes. These themes were:

- 1) Maintain current service levels. Continue to fund accounts at levels that will enable service levels to remain at high standards.
- 2) Increase Capital funding levels. The cost of maintaining the Town's infrastructure through the Capital Budget is a necessary expense that must be recognized. The cost of not maintaining the Town's property, buildings, and equipment will have significant negative long-term impact. The proposed budget has a total capital funding plan of \$9,158,000, which is made up of a General Fund appropriation of \$2,868,000, which is a 17.82% increase over last year, a fund balance appropriation of \$800,000 from the General Fund, and three bonding questions totaling \$5,490,000.

I will now review the Town Council's proposed budget.

The General Fund Budget includes the proposed spending for the Town, for the school system, for debt service and for capital improvements. The proposed budget for Westwood Golf Course, the Recreation Fund, and solid waste collection and disposal are also included for your review.

The Town of Farmington budget is broken down into three categories; Expenditures, Grand List and Revenues, which are used to develop a tax rate.

EXPENDITURES SUMMARY:

Expenditures

The total proposed budget for Fiscal Year 2019-2020 is \$111,344,077, an increase of \$5,052,515, or 4.75% above the current budget. Included in expenditures this year are the CIP-Parson's Purchase (from the fund balance appropriation), BOE Defined Contribution funds which are a result of a change in retirement benefits from the non-certified collective bargaining

agreement, and the Town's contribution to the Teacher's Retirement fund, per the Governor's proposal.

Category	2018-2019	2019-2020	Increase/Decrease	% Change
Board of Ed	\$65,799,897	\$67,708,605	\$1,908,708	2.90%
Town Operations	\$29,573,654	\$30,373,104	\$799,450	2.70%
Debt Service	\$8,399,011	\$9,298,362	\$899,351	10.71%
Capital Outlay	\$2,519,000	\$2,968,000	\$449,000	17.82%
CIP-Parson's Purchase	-	\$700,000	\$700,000	100.00%
BOE Defined Contribution	-	\$40,000	\$40,000	100.00%
Teacher's Retirement	-	\$256,006	\$256,006	100.00%
Total	\$106,291,562	\$111,344,077	\$5,052,515	4.75%

Town Operations

The Town Council's proposed town budget is \$30,373,104, an increase of \$799,450 or 2.70% above the current expenditure.

Highlights of the Town Operations by category include the following:

General Fund	2018/2019 Revised Budget	2019/2020 Council Proposed	\$ Increase (Decrease)	% Increase (Decrease)
General Administration	\$6,687,403	\$6,804,997	\$117,594	1.76%
Public Safety	\$9,859,796	\$10,068,815	\$209,019	2.12%
Public Works	\$4,758,129	\$4,841,086	\$82,957	1.74%
Community and Rec.	\$838,939	\$888,871	\$49,932	5.95%
Other	\$7,429,387	\$7,769,335	\$339,948	4.58%
TOTAL	\$29,573,654	\$30,373,104	\$799,450	2.70%

- The Salary Reserve account in the Personnel budget will cover salary adjustments for nonunion staff and members of IAFF and IBPO. Salary adjustments for SEIU and AFSCME as well as contractual step increases are budgeted in the respective department accounts this year.
- The contribution to the Library is \$ 2,603,023 which is a 2.50 % increase above current budget levels.
- A new part time Communication's position is proposed in this budget.
- The Fire Hydrant fees are projected to increase by \$22,458 or 2.4% for the upcoming fiscal year.
- The Police Fleet account includes funding for three new 24-hour patrol vehicles and a lease payment for one new unmarked vehicle. This account also funds lease payments for previously purchased unmarked vehicles. This is in line with our police vehicle replacement plan.
- The Highway and Grounds Operations account shows funding for four (4) seasonal summer employees who will be used to supplement regular staff.
- The Highway and Grounds Traffic Control account shows a decrease in the electricity line due to the conversion of street lights to LED lamps. The purchase of street lights and re-lamping program has led to significant savings.

- The Pension contribution has been increased as a result of an increase in the accrued liability for non-active participants and Board of Education non-certified staff. The account also funds required contributions to the Defined Contribution plan.
- Worker's Compensation shows a reduction due to favorable rates. Health Insurance is increasing due to projected premium increases for stop loss insurance.

Town Expenditures by Object

I have also separated the budget by object, which includes Salaries, Benefits, Supplies, Equipment, Contractual, and Utilities. The increases for each object are as follows:

General Fund	2018/2019 Revised Budget	2019/2020 TM Recommended	\$ Increase (Decrease)	% Increase (Decrease)
Salaries	\$13,410,765	\$13,673,460	\$262,695	1.96%
Benefits	\$6,972,247	\$7,280,490	\$308,243	4.42%
Supplies	\$751,760	\$789,039	\$37,279	4.96%
Equipment	\$440,029	\$448,511	\$8,482	1.93%
Contractual	\$5,982,945	\$6,219,336	\$236,391	3.95%
Utilities	\$2,015,908	\$1,962,268	\$(53,640)	(2.66)%
Total	\$29,573,654	\$30,373,104	\$799,450	2.70%

The proposed total Town General Fund Appropriation is \$30,373,104, which is a 2.70% increase above the current budget.

Debt

The Debt group of accounts includes appropriations to make principal and interest payments on the Town's long-term bonded debt. The total recommended amount for next fiscal year is \$9,298,362. This is an increase of \$899,351 or 10.71% from the previous year. This increase in debt service is a result of a full 12 months of payments to the State Clean Water Fund, a loan obligation for the Waste Water Treatment Plant upgrade, as well as a second State Clean Water Fund loan obligation that the Town expects to enter into during the fall of 2019.

Refuse Collection

The Refuse Collection budget includes the cost of collecting and disposing of solid, bulky and hazardous waste generated by Town residents and the Town's landfill operation. This budget proposes no rate increase. The annual fee will remain at \$235.00 per household

Capital Improvements

The proposed General Fund cash appropriation to support the Capital Improvements is \$2,868,000 plus a fund balance appropriation of \$800,000 from the general Fund. There are three bonding questions that will appear on the referendum ballot for infrastructure improvements at various schools, road reconstruction, and the replacement of Ladder 1 in the Fire Department. This year, there is a deliberate increase in the amount of capital projects to meet infrastructure needs town wide.

Capital Improvements Summary:

Equipment/Infrastructure/Maintenance Improvements Summary

Each year in the capital budget we strive to make steady progress in this area. There is a continuous need to maintain the Town's equipment and infrastructure and these needs touch all departments. Each department has equipment replacement plans that are funded in the CIP.

This plan supports replacement of equipment throughout Town. This critical equipment keeps our volunteer firefighters safe when responding to calls for service. It allows our roads to be properly maintained by the Highway and Grounds staff. It also keeps our school grounds, parks, and golf course looking clean and ready for play during the warm weather months. Equipment replacement ensures the Town's ability to offer high quality services to our residents and businesses. Over the last several years the Town has been able to fund many of our equipment needs. This year we continue to focus much of the capital funding in this area.

This Capital Improvement Plan proposes to fund equipment purchases for the replacement of turnout gear for the Fire Department, as well as dump trucks, a road maintenance truck, and a sprayer for the Public Works Department. The plan also funds upgrades to irrigation systems throughout town as well as at the golf course.

Vehicle replacements are included in this proposed Capital Improvement Plan for numerous departments, including the Engineering Department, the Highway & Grounds Department, the Police Department, as well as fleet vehicles and a Fire Marshal vehicle out of the Town Manager's account.

The proposed Capital Improvement Plan continues to fund renovations and/or improvements to Town owned buildings or properties including Staples House, Stone House, the Youth Center, Town Hall, Farmington Center, and an addition to the Unionville Museum to build a bathroom. Funds are also included for the Town's required contribution for the STP Urban Grant road improvements project on New Britain Ave.

Technology and Communication Summary

In the 21st century, a town's technology infrastructure must be maintained. It must keep up with the rapidly changing world of technology, as well as the expectations of residents and businesses. Town-wide technology improvements, as well as improvements specific to the Police Department and Town Hall, are proposed in this Capital Improvement Plan.

This Capital Improvement Plan will provide funds to the Police Department for the continuation of replacing and improving radio site transmitters at various locations including West Farms Mall and the Burlington Fire Department (for the Lake Garda area). In addition, funds provide for a replacement of the current server platform and upgrades for software licenses at both the Police Department and Town Hall.

Technology is constantly evolving, and the proposed Capital Improvement Plan will also provide routine technology improvements to Town Hall, allowing all departments to deliver public goods and services effectively and efficiently. Specifically, these funds will allow for the acquisition of specialized software to better manage human resources.

Each year, the Town funds capital accounts that are used as banking accounts. These accounts save all or a portion of the funds to plan for future infrastructure projects. In essence, the Town is saving money to be able to pay cash for larger, costly projects. Examples of banking accounts in the proposed Capital Improvement Plan include:

- Rails to Trails (Engineering Department) - Funds in this account are used for major repairs, with the majority of funds banked for larger future projects (paving and overlay).
- School Parking Lot Paving/Upgrades (Engineering) - Funds in this account are 100% banked for FY 2019-2020. The first project is anticipated in FY 2020-2021 (Union School).

- Farmington Center Improvements (Planning Department) - The funds in this account will be both banked and used for the implementation of the improvements from the anticipated Landscape Architectural Plan.
- Technology Improvements (Police Department, Town Manager, Board of Education) - Multiple departments request funds for their individual technology accounts. Funds are used for specific technology projects (software/operating system upgrades/Union School data rewiring). In addition, a portion of the funds are banked for a future project (server infrastructure replacement project).

Bonding Summary

The first year of the Capital Plan proposes three bond questions.

1. Infrastructure Improvements at Various Schools: \$1,990,000

- East Farms Elementary School – Relocation of the administrative and nurse’s offices from the interior of the building to the building entrance, relocation of the media center, relocation of the art program to the new media center location, relocation of support space to the existing location of the media center, and addressing ADA compliance issues at the building entrance
- Union Elementary School Elevator – Replacement of the elevator
- West Woods Upper Elementary School- Dehumidification improvements
- Noah Wallace Elementary School- Improvements to the air conditioning system
- Irving A. Robbins Middle School- Improvements to the heating and air conditioning systems

2. Road Reconstruction: \$2,000,000

- Repairs and reconstruction of various Town roads and draining systems

3. Ladder 1 Replacement: \$1,500,000

- Replacement of the ladder truck located at Farmington Fire Station, 76 Main Street, Farmington. The current Ladder 1 is a 2001 Pierce.
- There is 1 ladder truck in Town.

Board of Education

The Board of Education account includes a proposed appropriation of \$67,708,605, an increase of 2.90% above the current year budget. Details of the Education budget are included in the budget document provided by the Board of Education.

Expenditures Summary

The total recommended budget for Fiscal Year 2019-2020 is \$111,344,077, an increase of \$5,052,515 or 4.75% above the current budget.

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Board of Ed	\$65,799,897	\$67,708,605	\$1,908,708	2.90%
Town Operations	\$29,573,654	\$30,373,104	\$799,450	2.70%
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BOE Defined Contribution	-	\$40,000	\$40,000	100.00%
Teacher’s Retirement	-	\$256,006	\$256,006	100.00%
Total	\$106,291,562	\$111,344,077	\$5,052,515	4.75%

GRAND LIST

The Grand List is broken down into three categories: Real Estate, Personal Property, and Motor Vehicles. The Real Estate account shows a 0.22% increase, the Personal Property account shows a 1.93% increase and the Motor Vehicles account shows a 1.05% increase. In summary, the Grand List increased by 0.38%, or \$13,996,861, for a total of \$3,669,373,325.

Category	2018-2019	2019-2020	Increase/Decrease	% Increase/Decrease
Real Estate	\$3,193,799,380	\$3,200,941,250	\$7,141,870	0.22%
Personal Property	\$228,781,599	\$233,199,367	\$4,417,768	1.93%
Motor Vehicles	\$232,795,485	\$235,232,708	\$2,437,223	1.05%
Total	\$3,655,376,464	\$3,699,373,325	\$13,996,861	0.38%

Some areas to note:

- Real Estate grew by 0.22%. While small, growth in this area is indicative of a stable economy in Farmington.
- Personal Property increased by 1.93%. This increase demonstrates the solid business environment in Farmington. Businesses are continuing to invest in Farmington.
- Motor Vehicles increased by 1.05%. Overall, we have seen an increase in the total value of cars in Farmington. This is primarily due to newer model cars on the list

REVENUES

I have broken down revenues into eight categories: Other Property Taxes, Licenses and Permits, Fines and Penalties, Interest, Grants, Service Charges, Other, Westwoods Golf Course.

Revenues	FY 18/19	FY 19/20	\$ Change	% Change
Other Property Taxes	\$1,265,000	\$1,240,000	\$(25,000)	(1.98) %
Licenses and Permits	\$648,000	\$645,000	\$(3,000)	(0.46) %
Fines and Penalties	\$39,000	\$24,000	\$(15,000)	(38.46) %
Interest	\$335,000	\$525,000	\$190,000	56.72%
Grants	\$4,039,095	\$4,822,777	\$783,682	19.40%
Service Charges	\$1,313,790	\$1,380,025	\$66,235	5.04%
Other	\$51,500	\$50,000	\$(1,500)	(2.91) %
Westwoods Contribution	\$335,030	\$335,025	\$(5)	(0.00) %
Fund Balance	-	\$800,000	\$800,000	100.00%
Total	\$8,026,415	\$9,821,827	\$1,795,412	22.37%

In summary, projected non-tax revenues are \$9,821,827 or a 22.37% increase over the current year.

Some areas to note:

- Licenses and Permits and Fines and Penalties are budgeted at slightly lower levels than last year. These figures are based on what we have been collecting over the last three years.
- Interest Income is projected to increase by 56.72% or \$190,000. Interest rates have risen significantly over the past six months.

- State and Federal Grants have been increased by 19.40% overall. In recent years, due to uncertainty with the State budget, we have been conservative with our budgeted grant revenue. We have based next year's projections on what we have actually received and the Governor's proposed budget for FY 2019/2020.
- Service Charges are projected to increase by \$66,235 or 5.04%. A variety of accounts make up this increase.
- The Westwoods Contribution account includes a \$335,025 contribution from the West Woods Golf Course operations to the Operating Budget to help support golf course maintenance expenses.

Proposed Tax and Mill Rate:

The proposed General Fund budget will require a property tax rate of 27.97 mills, an increase of 0.79 mills. In other words, \$100,000 of assessed value equals \$2,797 in taxes.

Below is the cost for the average homeowner with a house assessed at **\$226,777**.

Proposed Tax and Mill Rate	FY 18/19	FY 19/20
Tax Levy	\$98,973,147	\$102,241,250
Mill Rate	27.18	27.97
Mill Rate Change	0.51	0.78
% of Change	1.90%	2.88%
Average Residential Assessment	\$226,777	\$226,777
Real Estate Taxes	\$6,163.80	\$6,342.25
Dollar Increase /decrease	(26.66)	177.37
Percent Increase/decrease	-0.43%	2.88%

Sincerely,

Kathleen A. Blonski
Town Manager



March 26, 2019

Senator Derek Slap
Legislative Office Building
300 Capitol Avenue, Room 4036
Hartford, CT 06106

Representative Mike Demicco
Legislative Office Building
300 Capitol Avenue, Room 320
Hartford, CT 06106

Senator Gennaro Bizzarro
Legislative Office Building
300 Capitol Avenue, Room 3402
Hartford, CT 06106

Dear Senator Slap, Senator Bizzarro, and Representative Demicco:

The Town of Farmington is **strongly opposed** to the Governor's proposal to require Connecticut municipalities to pay a portion of the normal cost of the Teacher's Retirement Fund, as described in Section 6 of the proposed House Bill No. 7150 "*An Act Implementing the Governor's Budget Recommendations Concerning Education.*"

According to the Governor's proposal, for the fiscal year 2019/2020 the Town of Farmington would be responsible for contributing \$256,006 to the Fund. For the fiscal year 2020/2021, the Town's contribution increases almost 107% to \$528,677. Based on this limited information, we can only assume that the Town of Farmington's contribution will continue to increase exponentially in future years.

According to data from the Department of Revenue Services (DRS), in 2017, the taxpayers of Farmington paid \$86,180,050.00 in income tax to the State of Connecticut. Additionally, Farmington, like all municipalities, continues to collect a variety of license and permit fees on behalf of the State of Connecticut. **The taxpayers of the Town of Farmington already contribute far more than their fair share to support the operations of the State of Connecticut.**

It is inequitable to require further payment in the form of a reimbursement to the Teacher's Retirement. It is also inappropriate for the Towns that pay more than the state determined median teacher salary, effectively penalizing communities for factors that are beyond our control.





Chief among these factors is the inordinate weight that is placed on the "ability to pay" criteria that is associated with the binding arbitration process.

There are certainly structural reforms that need to be considered to ensure the long-term solvency of the pension system. However, simply invoicing municipalities for a benefit that we had no role in negotiating or administering is surely not the way to provide a long term, viable solution.

As our legislators, I urge you to **oppose** the Governor's proposal to require Connecticut municipalities to pay a portion of the Teacher's Retirement Fund.

Sincerely,

Kathleen A. Blonski
Farmington Town Manager



MOTION:

Agenda Item K

Report of the Town Manager—Quarterly Reports, Memorial Day Parade,

Quarterly Reports—attachments

Memorial Day Parade

The Memorial Day Parade is scheduled for Monday, May 27, 2019. The parade in the Farmington section of town will form up at 8:00 a.m. and step off at 8:30 a.m. The Unionville section of town will form up at 10:00 a.m. and step off at 10:30 a.m.

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>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. <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. 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. 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: See Attachment 5 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 6

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 7</p> <p>9) To provide the Town Council a yearly report on Sub-Edge Farm at Fisher Farm. Status: No Action – To be included in July 2019 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 8</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 October 26, 2018. The next meeting is set for June 7, 2019.</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 9</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: Ongoing</p> <ul style="list-style-type: none"> • Capital Presentation - 2/26/19 - Complete • Town Manager's Recommended Budget -3/12/19 - Complete • Town Council Proposed Budget – 4/1/19 - Complete • Annual Town Meeting 4/15/19 – Pending • Referendum- 4/25/19 - Pending <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 10</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: Complete</p> <p>Project: 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: Complete Legislators attended the February 12, 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 11</p> <p>20) Appoint an Ad-Hoc Committee to review Auditor Selection. Status: Complete See Attachment 12</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 13</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>22) To appoint a working group to determine what a future ad hoc committee to improve communication and transparency would focus on. Status: Ongoing/Complete See Attachment 14</p>
<p>5.2 Endorse and track goals for elected and appointed Boards and Commissions and Department Work Plans on an annual basis.</p>	<p>23) Provide the Town Council with technical information, policy recommendation and legislative advice for each Town Council meeting. Status: Ongoing/Complete</p>
<p>5.3 Establish a leadership role among Connecticut communities through the collaboration of the elected leadership – Town Council, Board of Education and Planning and Zoning.</p>	
<p>5.4 Conduct market research/survey periodically to better understand service levels and customer needs.</p>	
<p>5.5 Increase communication with and encourage participation of citizens, the business community and Town employees regarding the Town's governmental structure, processes and services.</p>	
<p>5.6 Enhance high level of productivity and job satisfaction among Town-wide employees and volunteers.</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>5.7 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 15</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 16</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

April 2019

Attachment 1

FARMINGTON CENTER COMMITTEE

GOAL 1

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Farmington Center Committee- Goal 1
DATE: April 1, 2019

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

The Farmington Village Center Committee (FVCC) continued to meet regularly this quarter and work progressed on both of the Committee's charges. With regards to the Parson's property, we continued to work with our environmental consultant to assess the potential environmental liability that would result if we purchase the property and on February 19, 2019, we received DOT's appraisal for the Parson's property. The Committee issued an RFQ for landscape architectural services and selected BSC Group to develop a streetscape improvement plan for the study area. The consultants conducted various due diligence tasks which included meeting with stakeholders in the study area whose projects had already received TPZ approval, examining the Town's brownstone inventory, and analyzing existing conditions. On March 21, 2019 FVCC hosted a public meeting to engage the community and solicited their input on various streetscape improvement options for the study area.

On October 11 th the Quality of Life subcommittee developed a matrix with listed streetscape improvements. They prioritized all the items and the matrix was included in the RFQ for landscape architect services.	Complete
On October 11 th the FVCC Committee approved the RFQ for Landscape Architectural Services, with a November 30 th response date.	Complete
On October 22, 2018, Rose Ponte and I met with Senator Bye to discussed Farmington's interest in purchasing the	Complete

<p>Parson's property and our intent to submit the DECD Brownfield grant application on October 30th</p>	
<p>On October 24 ,2018, Senator Bye's office sent a letter of support for Farmington's grant submission and her office coordinated all of our legislators' signatures.</p>	<p>Complete</p>
<p>On October 30, 2018, a Brownfield's grant was submitted to the State office of Economic and Community Development for further environmental investigations on the former Parson's parcel.</p>	
<p>On December 4th the FVCC reviewed the landscape architectural RFQ responses and selected three finalists. BSC Group, Freeman Companies, and Richter & Cegan. The Committee approved the interview process and scheduled the interviews to be conducted on January 10, 2019.</p>	<p>Complete</p>
<p>On January 10, 2019, each RFQ respondent was given 30 minutes to present their scope of services and answer questions from the committee. The committee authorized me to negotiate and sign an agreement with BSC Group.</p>	<p>Complete</p>
<p>On January 10, 2019, I notified the FVCC that we were not awarded the Brownfield's Grant.</p>	<p>Complete</p>
<p>On January 15, 2019, Rose Ponte and I met with our Environmental Professional, Amy Vaillancourt. She recommended we consider soil and groundwater sampling for the areas that were not previously</p>	<p>Ongoing</p>

<p>assessed by DOT as part of their remediation of the site. The results of this additional testing can help us begin to negotiate the purchase price based on the Environmental Study and Title Search.</p>	
<p>On January 17, 2019, Rose Ponte and I met with David Kooris, Deputy Commissioner at DECD. Mr. Kooris offered to help us navigate the state system to facilitate the Town taking ownership of the Parson's property</p>	<p>Ongoing</p>
<p>On January 24, 2019, the FVCC met and had a kick-off meeting with representatives from BSC Group. We discussed the committee's priorities and the consideration of Universal Design as it relates to providing accessibility to all street and sidewalk users.</p>	<p>Complete</p>
<p>On February 8, 2019, Rose Ponte and representatives from BSC group met with 8 stakeholder groups to review various TPZ approved projects located in the study area.</p>	<p>Complete</p>
<p>On February 19, 2019, the Town received a \$2, 000,000 appraisal from DOT for the former Parson's lot. I plan to meet with our legislators, and with DOT personnel to discuss the appraisal.</p>	<p>Ongoing</p>
<p>On March 7th FVCC group met with BSC Group. They received an update on the due diligence that has been completed to date from BSC. The committee had an opportunity to discuss the existing conditions of the study area and planned</p>	<p>Complete</p>

the Community meeting scheduled to take place on March 21, 2019.	
On March 21, 2019, FVCC hosted a Public meeting at the Community Center to solicit comments and priorities from the community regarding streetscape improvements. 63 community members attended the event	Complete

Attachment 2

STATE OF CONNECTICUT DOT PROJECTS

GOAL 2

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: State of Connecticut DOT Projects- Goal 2
DATE: April 1, 2019

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: Demolition of the existing package store is complete. Utility work is nearing completion. The Contractor is slated to begin work in mid-April and is anticipated to last through much of the fall season and into the next 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. This project should be completed by Summer 2020.

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. Blonski, Town Manager
RE: Bicycle Advisory Committee-Goal 4
DATE: April 1, 2019

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 completed a master plan that includes locations for potential bicycle signage and/or sharrows. This plan was presented to the Traffic Review Board for review and discussion at their regular meeting in December 2018. As a response, the Bicycle Advisory Committee identified priority locations for signage and/or sharrows. Paul Melanson, Chief of Police, met with the committee to continue the discussion on March 21, 2019. The Bicycle Advisory Committee and the Traffic Review Board will continue their collaborative approach to complete this goal in the near future.

Attachment 4

WATER POLLUTION CONTROL PLANT UPGRADE

GOAL 5

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Water Pollution Control Plant Upgrade- Goal 5
DATE: April 1, 2019

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 fall 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 February 28, 2019, \$54,808,348 million has been paid for work completed or 95.8 percent of the project has been completed.

Substantial completion is slated for June of 2019. The following systems are now on line: Head works, Primary Treatment, Aeration Tanks #1, #2, and # 3, Final Settling Tank #2 and #3, and the new UV System. Work has focused on completing Final Settling Tank #1, Sludge Storage Tanks, Sludge Pump Building, Sludge Dewatering Building and Administration Building. Site work consisting of base course for paving and grading is ongoing. Startup and testing of new equipment by manufacturers' representatives continuing. WPCF staff has been trained on new equipment and are scheduled for training on new equipment as it comes on line.

I am very pleased with how the plant upgrade project has been managed. The upgrade is the single largest undertaking for the Town, to date. Overall, this project

has progressed very smoothly. Despite the large scope and cost project, the town staff and contractor have been able to stay on schedule and on budget.

Attachment 5

Infrastructure Report
GOAL 6

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Infrastructure Report- Goal 6
DATE: April 2, 2019

To create an ad hoc committee to determine what a future infrastructure committee will focus on including but not limited to sidewalks and facilities.

While the Town has reports, studies, information, and long-term planning for the management of municipal buildings, this information was not previously compiled in one place. On February 13, 2019 Phase I of the Infrastructure Report was presented to the Town Council, outlining a conditions assessment for 15 of the main municipal buildings. This report is an easy to read planning document and provides a "snapshot in time" of the interior and exterior of the 15 buildings. The conditions assessment for each of the buildings was also cross-referenced with the Seven Year Capital Improvement Plan (CIP), and the funding source (CIP or Operating Budget) was identified.

Phase I of the plan includes interior and exterior evaluation of the following buildings:

- Highway Garage
- Parks Maintenance Building
- East Farmington Fire Station
- Farmington Fire Station
- Live Fire Training Facility
- Oakland Gardens Fire Station
- Southwest Fire Station
- Tunxis Hose Fire Station
- Police Department
- Town Hall
- Community/Senior Center
- Staples House
- Stone House
- Youth Center
- Westwoods Clubhouse

At the February 13, 2019 Town Council meeting, it was the consensus of the Council that an Infrastructure Committee is not required to achieve this goal at this time. Per the Council's direction, the Town Manager's Office is in the process of completing Phase II of the Infrastructure Report which includes Town roads, street lights, Town maintained sidewalks, Town bridges and Town parks.

The Infrastructure report was well received by the Town Council and will continue to be developed through the completion of Phase II. The Infrastructure Report is a great communication tool that provides a comprehensive overview of the Town facilities in an easy to read format. Documents that can also be used as communication tool assist in the implementation of communication initiatives (Town Manager Goal #22).

Attachment 6

FARMINGTON HIGH SCHOOL AD HOC COMMITTEES

GOAL 7

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Farmington High School Ad Hoc Committees- Goal 7
DATE: April 1, 2019

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 Community Survey Ad Hoc Committee

The Farmington High School Community Survey Ad Hoc Committee completed their charge and presented their findings and recommendations at a Joint Town Council and Board of Education Meeting on January 22, 2019. The Ad Hoc Committee met ten times since its formation in May 2018 to select a consultant, administer a survey on the Farmington High School facility, review the survey results, and present their findings and recommendations on next steps for the FHS facility.

The Farmington High School Facility and Financial Ad Hoc Committee

The Farmington High School Facility and Financial Ad Hoc Committee completed their charge and presented their findings and recommendations at a Joint Town Council and Board of Education Meeting on January 22, 2019. The Ad Hoc Committee met seven times since its formation in May 2018. The committee was charged with reviewing previous Farmington High School building committee information and data, the Town's financials and debt forecasting, the results of the community survey, and information from experts in school construction. The committee also solicited community input through a public information meeting, and formulated findings and recommendations that were presented to the Board of Education and Town Council.

On February 13, 2018 the Town Council disbanded both the Farmington High School Community Survey Ad Hoc Committee and the FHS Facility and Financial Ad

Hoc Committee and thanked the Ad Hoc Committee members for their time, dedication and expertise. The work both committees completed will serve as the foundation for future discussions about Farmington High School.

The Town Council appointed and charged a new Farmington High School Building Committee on March 26, 2019. A section of the Town's webpage has been dedicated to Farmington High School Building Project updates. Updates can be accessed on via the home page or the following link: <http://www.farmington-ct.org/community/farmington-high-school-project-updates>.

Attachment 7

FARMINGTON CEMETERY COMMITTEE

GOAL 8

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Farmington Cemetery Committee- Goal 8
DATE: April 1, 2019

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.

The Town has been working with the Cemetery Association to identify suitable land for cemetery use as Riverside Cemetery, located on Garden Street, has an estimated 300 plots left to sell as of January 2018.

A working group consisting of the Town Manager, Town Council Chair, Town of Farmington Staff, and representatives from the Cemetery Association identified the Tinty property as a potential site for cemetery expansion. After listening to concerned neighbors, reviewing historical minutes, and the Tinty Property deed, it was recommended not to proceed with Tinty Park as a recommended cemetery location at this time. On November 13, 2018 the Town Council suggested that the working group regroup and review other suitable properties for Town Council consideration.

The working group met on December 5, 2018 and agreed to the following order for the review of properties: (1) Town owned property, (2) privately owned property on the land acquisition list, and (3) commercial property. Town Staff is working on evaluating Town owned property that is suitable for cemetery use and will present their findings to the working group for evaluation.

Attachment 8

LAND ACQUISITION COMMITTEE

GOAL 10

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Land Acquisition Committee- Goal 10
DATE: April 1, 2019

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

This quarter the Land Acquisition committee has been reaching out to potential property owners on the land acquisition list to assess interest in having the Town purchase their property. We also expect that the Town Council will have the opportunity to review several land purchases in the near future.

An important part of land acquisition is also the maintenance of any structures that come that property. As a point of interest, I would like to provide and update on the Tinty Barn. The Tinty Barn is located on the Tinty property on Route 10 in Farmington.

The Tinty Barn was acquired by the Town in 2004 with the gift of the barn and 16 acres of land by Donald Tinty for a family park. The barn was part of a farm that had been continuously operated by Isaac Cowles' family from 1733 until 1950. The barn changed over the years beginning likely in the 1700's with the older shed roofed portion and ending with the raising of a large gambrel roof over two older shed barns in 1916. It's very likely that the older portion of the barn was standing when the land was used for Rochambeau's encampment in 1781.

Repairs to the Tinty Barn have focused on the shed roofed portion. Emergency repairs in 2010 may have saved the barn from the infamous winter of 2011, where heavy snows saw the loss of many barns and historic structures throughout Connecticut. Some roof repair and structural supports were added in 2012, with the assistance of a Barn Grant from the Connecticut Trust for Historic Preservation.

In the fall of 2018, faced once again with mounting deterioration, it was decided to re-roof and stabilize the shed barn portion. This portion of the barn now has a completely new roof including new sheathing and rafters as needed. The project far exceeded our expectations for structural repairs by providing extensive supports that both leveled the roofline and straightening of the bowed northern wall.

Work to preserve this historic barn from one of Farmington's oldest farms is not yet done. Authentic Post & Beam has reviewed the status of both barn sections and

has provided a proposal for the next phase of restoration including additional structural repair, re-roofing the gambrel barn, and the installation of new siding, windows and doors. Funds for this additional work has been included in the proposed Capital Improvement Program.

Attachment 9

REGIONAL AND STATE ECONOMIC DEVELOPMENT

GOAL 12

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members

FROM: Kathleen A. Blonski, Town Manager

RE: Regional and State Economic Development- Goal 12

DATE: April 1, 2019

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:

1. Regional Economic Developer's Roundtable
2. Connecticut Women's Hall of Fame
3. Civic Engagement Seminar at Tunxis Community College
4. Farmington Chamber of Commerce New Tax Law for Small Business
5. Farmington High School Capstone Presentation
6. CEDAS Monthly Board Meetings
7. Farmington Garden Club Annual Meeting
8. Farmington Rotary Club's Senior Citizen Holiday Party
9. CT Women in Business Annual Luncheon
10. Central Chamber Economic Annual Forecast Breakfast
11. CBRE Annual Commercial Real Estate Review Breakfast
12. Regional Economic Developer's New Britain Seminar
13. Farmington Heritage Alliance quarterly meeting
14. Commercial Realty Presentations at Caldwell Banker & Berkshire Hathaway
15. ICSC Hartford Annual Hartford Conference

Attachment 10

CONTRACT NEGOTIATIONS

GOAL 14

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Contract Negotiations- Goal 14
DATE: April 1, 2019

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.

SEIU- SEIU/CSEA LOCAL 2001(Supervisors and Non-Supervisors)

AFSCME- AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, LOCAL 1689 (Secretarial & Clerical, Public Works, Dispatchers, some professional staff [GIS, Assistant Assessor, Assistant Tax Collector])

IBPO - THE INTERNATIONAL BROTHERHOOD OF POLICE OFFICERS, LOCAL NO. 331 (Police)

IAFF - THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL 3103 (Fire)

All collective bargaining agreements expired on June 30, 2018. Staff has been working hard to settle these contracts with favorable outcomes for the Town. Since the last quarterly report, the Town has been able to settle contract negotiations with SEIU and AFSCME. These contracts will be effective July 1, 2018- June 30, 2021. A full tentative agreement has also been secured with IBPO. We expect action on this contract soon. The IAFF is also close to settlement with only economic issues left on the table.

Health insurance has been the main focus of these negotiations and has driven much of the discussion. Overall, increases in cost share and co pays have been achieved for the current PPO plan. A voluntary HDHP with HSA is being offered to all town employees for FY 20. Education materials are being distributed to employees and training sessions will start in April. We are hopeful for a positive response to this voluntary insurance plan.

Attachment 11

FIRE AND RESCUE SERVICES

GOAL 19

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Fire and Rescue Services-Goal 19
DATE: April 1, 2019

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.

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 meets quarterly 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 from 11AM – 2PM to be held at the training facility on Round Hill Rd.

Town of Farmington Fire Department Recruitment signs have been placed outside of the five fire stations in the Fall of 2018 illustrating the need for volunteers. These signs are visually attractive as well as informative to assist in eliciting interest in volunteering. The signs have proved to be advantageous to our recruitment pulling in 3 new volunteer firefighters from within the community so far. A town wide application packet providing information and history on all the stations in town and a recruitment video utilizing members within the TFFD is currently being worked on.

Currently, the staffing of the Town of Farmington Fire Department is 146 volunteer firefighters, 9 career firefighters, 1 Part Time Firefighter and 30 Per Diem Firefighters.

Attachment 12

Ad-Hoc Committee to Review Auditor Selection

GOAL 20

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Appoint an Ad-Hoc Committee to review Auditor Selection- Goal 20
DATE: April 1, 2019

Appoint an Ad-Hoc Committee to review Auditor Selection.

At their regular Town Council meeting on October 9, 2018 the Town Council voted to establish an Auditor Ad-Hoc Subcommittee and gave the subcommittee the charge:

“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.”

Town Council members Paul Cianci (Chair) and Patti Boye-Williams were appointed as voting members of the Ad-Hoc Subcommittee.

The Subcommittee held their first meeting on November 8, 2018. At the meeting the members reviewed and discussed the following topics:

- Rules of Procedure
- Charge of the Subcommittee
- Current policy for appointing auditors
- The most recent request for proposals process

The subcommittee members decided that while the current process for selecting auditors was satisfactory, a new request for proposals should be issued at the present time for an auditor to audit the Town’s financial records for the fiscal year ending June 30, 2019. The members also felt that there was a need for the Town Council to amend the charge of the Subcommittee to include the responsibilities of soliciting proposals and making a recommendation for the appointment of an auditor to the full Town Council. On November 13, 2018 the Town Council voted to amend the charge of the Auditor Ad-hoc subcommittee to include these duties.

The Ad-hoc subcommittee met again on December 13, 2018 to review a draft request for proposals for auditing services. The subcommittee members made

several changes to the draft and voted to approve the request for proposals and to release it for publication. The Request for Proposals was released in December of 2018 with a return date of January 18, 2019.

By the due date the Town received four proposals. Proposals were submitted by:

- UHY LLP of Farmington, CT
- Blum Shapiro of West Hartford, CT
- PKF O'Connor Davies of Wethersfield, CT
- RSM LLP of New Haven, CT

On February 14, 2019 the Subcommittee met to review the proposals and to develop a shortlist of proposers to interview. The firms of Blum Shapiro and PKF O'Connor Davies were chosen to be interviewed based on their experience and proposed cost. Interviews with both firms were conducted on March 12, 2019. After the interviews the Subcommittee unanimously voted to recommend to the full Town Council that the firm of PKF O'Connor Davies be appointed to audit the Town's financial statements for the fiscal year ending June 30, 2019 and for the succeeding four years subject to annual appointment by the Town Council. The Subcommittee Chairperson requested that a motion be included on the April 1, 2019 Town Council agenda for the appointment.

Further action is pending Town Council consideration and action on April 1, 2019.

Attachment 13

**POLICING SERVICES TO FARMINGTON SCHOOL
SYSTEM**

GOAL 21

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members

FROM: Kathleen A. Blonski, Town Manager

RE: Policing Services to Farmington School System- Goal 21

DATE: April 1, 2019

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 continues to work in collaboration with the Farmington Public School system to provide the highest level of safety and security to our schools. In November, a collaborative training day with all school security monitors and school resource officers was held. The Police Department has also conducted a perimeter security review of the Farmington High School with school facilities director, Timothy Harris, in order to discuss sensible improvements to enhance security around Farmington High School without impeding the student's way of life.

The close partnership between the school system and Police Department was exemplified with the training presentation on "Run-Hide-Fight". This past February police administrators and school resource officers met with the entire faculty and staff of all 7 Farmington public schools and conducted a presentation on active aggressors. Farmington is one of the few school districts in the State of Connecticut to hold this type of training. The overwhelmingly positive feedback and tremendous questions asked by teachers and staff exemplified the supportive collaborative effort that the town has towards school safety.

The Police Lieutenant who assists school staff with implementing security upgrades has been included in meetings with the architects about the new construction at the schools coming up in the next year.

School resource officers continue to monitor safety and security at all the schools and regularly participate in all security drills to find any deficiencies and/or ensure best practices are being utilized.

Attachment 14

Communication & Transparency

GOAL 22

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Communication & Transparency Goal 22
DATE: April 1, 2019

To appoint a working group to determine what a future ad hoc committee to improve communication and transparency would focus on.

On February 13, 2019 a Communications Report was presented to the Town Council outlining current communication initiatives as well as examples of potential initiatives that were conceptualized by Town Staff. It was the consensus of the Town Council that an ad hoc committee to improve communication and transparency was not necessary to achieve this goal.

Currently, the Town Manager's Office is reviewing the potential initiatives that were presented to the Town Council to put together a comprehensive communications plan. The Town Council has assisted in the progression of this goal by funding a Part Time Communications position as well as additional Town Newsletters in Fiscal Year 2019-2020.

Attachment 15

GREEN EFFORTS COMMITTEE

GOAL 24

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Green Efforts Committee- Goal 24
DATE: April 1, 2019

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 the last quarter (first Tuesday of each month). Recently we have had active student involvement with the committee. The committee heard a presentation from three Miss Porter's students on renewable energy in January. In March the committee hosted a Farmington High School student who is working on a school project related to the environment. She will be presenting her project to the committee in April. In March the committee received a presentation from a member of the West Hartford Clean Energy Commission to discuss their initiatives and accomplishments.

The following are the active initiatives that the committee is working on:

1. Annual Clean Up Day – April 27, 2019

The Town of Farmington Green Efforts Committee assumed the responsibility of this important initiative in 2013. The committee has been planning for this year's Clean Up Day for several months. Members are working on securing this year's supplies and prizes. Our local business community has always been generous with their donations. The Clean-Up this year will take place Saturday, April 27th 8am-1pm. Hazardous Waste Drop Off, Document Shredding and Electronics Recycling will again be offered at the Town Hall and FHS parking lot. Volunteers are provided gloves, bags, grabbers, and refreshments at one of our four volunteer sites located at the Main Street and Tunxis Hose firehouses, Main Library and Tunxis Mead Playing fields. All participants are entered into the "Heaviest Haul" competition to win prizes for bringing in the most weight in trash. There are five prize categories:

Families/Individuals, Scouts/Sports Teams, Civic Organizations, School Groups, and Businesses. Last year the Farmington Democratic Party, EBM-Papst Inc., Cub Pack 68, Miss Porters School, and residents Diane and Steve Nelson won the competition. More than 150 people collected over 4 tons of trash. Prizes and food were donated by: Highland Park Market, Naples Pizza, Farmington Miniature Golf and Ice Cream Parlor, The Gallery Salon, Georges Pizza, Taprock, Butchers and Bakers, Panera, and Stop N Shop of Unionville.

2. Green Efforts Committee Blog/ Newsletter

The Green Efforts Committee has initiated the task of writing a blog posting to share information on a variety of environmental topics. The blogs are posted to the Explore Farmington site that is hosted by the Farmington Economic Development Commission. Committee members write these blogs on various green topics of interest. In early April the committee will be producing a dedicated Green Efforts newsletter. The newsletter will be sent to all homes and businesses in Farmington. The newsletter is funded through income received from a past Green Efforts initiative with Direct Energy. Since we have learned that town's people learn a good deal of their information from the printed Town newsletter the committee wanted to take advantage of that statistic and publish our own newsletter. Look for it in your mailboxes soon!

3. Waste Reduction

This year, Green Efforts' focus is to work with businesses, residents, and the schools to reduce the overall amount of waste generated. 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. The committee is also working on a "Green Spotlight" to highlight local businesses that have taken steps to reduce their environmental impact. The committee also hopes to explore opportunities for residents to take steps to reduce their waste production. The town wide newsletter will feature ways to reduce waste at home. Finally, some of the members are working with school administrators to explore ways to reduce the amount of waste produced during the school lunch periods.

4. Street Light Conversion to LED

This project is essentially complete. Over 1,700 lights were purchased and converted to LED. The Town's consultant, Tanko Lighting, worked with Eversource on various punch list items during the fall of 2018. 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. The incentive would be in addition to the savings the Town realized when the lights were purchased from Eversource and we

were eligible for a lower rate structure. Moreover, we have seen savings realized through the reduced energy consumption with the LED lights.

Attachment 16

COMMUNITY EVENTS

GOAL 25

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members

FROM: Kathleen A. Blonski, Town Manager

RE: Community Events-Goal 25

DATE: April 1, 2019

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 department has been very active in marketing, information dissemination and networking. Throughout the holiday season and winter months the focus has been on fundraising and building connections. Many local organizations and businesses sponsor families for our holiday giving programs. Our police, fire, CERT team and alternative high school students join our staff in collecting food and gifts for families in need.

The department has also 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 and neighboring town social service offices to increase the visibility of programs and services for our veterans. Staff has provided education and information for a variety of local civic groups and commissions.

Additionally, staff has developed several initiatives to increase education and information on health and financial literacy. A virtual bulletin board entitled CLICK (Community Links for Information, Communication and Knowledge) will be complete within the next few weeks. This virtual resource will be available for community members and offers a reliable resource to Farmington Valley consumers that will increase their health and financial literacy. It is the goal that CLICK will be the trusted resource where people will turn to answer their health, financial and support concerns.

Meetings were held throughout the year to provide information and education on a variety of topics. A caregiver's information seminar was held to provide resources and information on the maze of services for those that are caring for an aging relative. A community meeting was held to discuss the legalization of marijuana and the impact on our youth.

Lastly, plans for several community wide events are underway. We are partnering with Farmington Polo Club for our Annual Spring Egg Hunt next month. We have already secured several sponsors for our summer concerts and have developed relationships for our camperships and back to school programs. We will continue to provide events that strengthen and enhance community life.

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, 2019. (Charette)

MOTION: Agenda Item L-2

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-3

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-4

That _____ be appointed to the Water Pollution Control Authority for the balance of a five-year term beginning immediately and ending September 30, 2022. (Thompson)

MOTION: Agenda Item L-5

That _____ be appointed as Justice of the Peace for the balance of a 4-year term beginning immediately and ending January 4, 2021. (Noe)

MOTION:

Agenda Item N-1

To approve the attached Town Council's Recommended Budget for the Fiscal Year 2019-2020.

/Attachment

**FY2019/2020
TAX AND BUDGET WORKSHEET
TOWN COUNCIL RECOMMENDED BUDGET
APRIL 1, 2019**

	FY18/19 Adopted Budget	FY19/20 Town Council Recommended Budget	Dollar Change	% Change
<u>EXPENDITURES</u>				
Education	65,799,897	67,708,605	1,908,708	2.90
Town	29,573,654	30,373,104	799,450	2.70
Debt Service	8,399,011	9,298,362	899,351	10.71
Capital Improvements	2,519,000	2,968,000	449,000	17.82
CIP-Parsons Purchase	-	700,000	700,000	100.00
BOE Defined Contribution	-	40,000	40,000	100.00
Teacher's Retirement	-	256,006	256,006	100.00
Total	<u>106,291,562</u>	<u>111,344,077</u>	<u>5,052,515</u>	<u>4.75</u>

GRAND LIST

Real Estate	3,193,799,380	3,200,941,250	7,141,870	0.22
Personal Property	228,781,599	233,199,367	4,417,768	1.93
Motor Vehicles	232,795,485	235,232,708	2,437,223	1.05
Total	<u>3,655,376,464</u>	<u>3,669,373,325</u>	<u>13,996,861</u>	<u>0.38</u>

REVENUES

Other Property Taxes	1,265,000	1,240,000	(25,000)	(1.98)
Licenses and Permits	648,000	645,000	(3,000)	(0.46)
Fines and Penalties	39,000	24,000	(15,000)	(38.46)
Interest	335,000	525,000	190,000	56.72
Grants	4,039,095	4,822,777	783,682	19.40
Service Charges	1,313,790	1,380,025	66,235	5.04
Other	51,500	50,000	(1,500)	(2.91)
Westwoods Contribution	335,030	335,025	(5)	(0.00)
Fund Balance	-	800,000	800,000	100.00
Total	<u>8,026,415</u>	<u>9,821,827</u>	<u>1,795,412</u>	<u>22.37</u>

TAX & MILL RATE

Tax Levy	\$ 98,973,147	\$ 102,241,250
Mill Rate	27.18	27.97
Mill Rate Change	0.51	0.78
% Change	1.90%	2.88%
Avg Residential Assessment	\$ 226,777	\$ 226,777
Real Estate Taxes	\$ 6,164.88	\$ 6,342.25
Dollar Increase	(26.66)	177.37
Percent Increase	-0.43%	2.88%

TOWN OF FARMINGTON, CT
FY2019/2020
TOWN COUNCIL RECOMMENDED BUDGET
GENERAL FUND REVENUE

<u>ACCOUNT DESCRIPTION</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 REVISED BUDGET</u>	<u>2018-2019 7 MONTH ACTUAL</u>	<u>2018-2019 ESTIMATED 12 MONTHS</u>	<u>2019-2020 TOWN COUNCIL RECOMMENDED</u>	<u>% CHANGE</u>
PROPERTY TAXES						
CURRENT TAXES	95,029,978	98,265,147	95,426,067	98,439,962	101,522,250	3.31%
DELINQUENT TAXES	204,784	210,000	97,024	184,590	200,000	-4.76%
INTEREST & LIENS	178,838	205,000	97,150	182,655	190,000	-7.32%
SUPPLEMENTAL TAXES	884,523	850,000	601,791	859,867	850,000	0.00%
TOTAL	96,298,123	99,530,147	96,222,033	99,667,074	102,762,250	3.25%
LICENSES AND PERMITS						
DOG LICENSES	4,961	7,000	5,086	8,001	7,000	0.00%
BUILDING PERMITS	900,612	625,000	423,651	670,975	625,000	0.00%
OTHER PERMITS	9,240	16,000	5,660	12,320	13,000	-18.75%
TOTAL	914,813	648,000	434,397	691,296	645,000	-0.46%
FINES AND PENALTIES						
COURT FINES	22,435	37,000	5,365	20,794	22,000	-40.54%
DOG FINES & CHARGES	2,277	2,000	750	1,584	2,000	0.00%
TOTAL	24,712	39,000	6,115	22,378	24,000	-38.46%
INTEREST						
INTEREST EARNINGS	350,743	335,000	367,837	532,423	525,000	56.72%
TOTAL	350,743	335,000	367,837	532,423	525,000	56.72%
STATE AND FEDERAL GRANTS						
PILOT: STATE-OWNED PROPERTY	1,927,869	1,696,525	2,069,061	2,069,061	2,069,061	21.96%
PILOT: COLLEGES & HOSPITALS	13,856	12,193	23,644	23,644	23,644	93.91%
VETERAN'S EXEMPTION	5,204	5,465	5,062	5,062	5,062	-7.37%
ELDERLY TAX FREEZE	897	945	903	903	900	-4.76%
PEQUOT/MOHEGAN FUND GRANT	29,796	-	-	-	-	0.00%
PILOT: TELECOMM EQUIP	86,362	100,915	-	85,000	85,000	-15.77%
REVENUE SHARING-PROJECTS	545,804	545,804	-	545,804	545,804	0.00%
MUNICIPAL STABILIZATION GRANT	824,325	762,501	802,461	802,461	802,461	5.24%
SOCIAL SERVICE GRANTS	3,660	2,000	-	2,000	2,000	0.00%
POLICE GRANTS	74,769	75,000	49,439	74,159	75,000	0.00%
FIRE GRANTS	-	-	-	35,269	47,025	0.00%
TOWN AID ROADS	373,815	186,908	186,898	373,796	373,796	99.99%
SCHOOL BUILDING GRANTS	189,121	-	-	-	-	0.00%
EDUCATION GRANTS	752,106	650,839	476,192	935,262	793,024	21.85%
TOTAL	4,827,584	4,039,095	3,613,660	4,952,421	4,822,777	19.40%
SERVICE CHARGES						
REAL ESTATE CONVEYANCE TAX	469,401	550,000	400,935	630,300	576,000	4.73%
BUSING FEES	5,280	5,800	1,850	4,269	5,000	-13.79%
RENTALS	9,160	7,400	3,330	7,416	7,500	1.35%
TOWER SPACE RENTAL	185,884	175,000	78,745	182,000	183,025	4.59%
HOUSING	50,798	50,590	29,896	50,995	50,500	-0.18%
POLICE SERVICES	227,920	235,000	161,835	259,910	255,000	8.51%
TOWN CLERK FEES	280,829	250,000	156,074	260,250	258,000	3.20%
SEWER INSPECTION FEE	10,929	5,000	-	5,000	5,000	0.00%
ZONING HEARINGS	36,132	22,500	15,996	25,290	30,000	33.33%
ALARM FINES & CONNECTIONS	10,200	12,500	1,850	9,565	10,000	-20.00%
TOTAL	1,286,533	1,313,790	850,510	1,434,995	1,380,025	5.04%

**TOWN OF FARMINGTON, CT
 FY2019/2020
 TOWN COUNCIL RECOMMENDED BUDGET
 GENERAL FUND REVENUE**

<u>ACCOUNT DESCRIPTION</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 REVISED BUDGET</u>	<u>2018-2019 7 MONTH ACTUAL</u>	<u>2018-2019 ESTIMATED 12 MONTHS</u>	<u>2019-2020 TOWN COUNCIL RECOMMENDED</u>	<u>% CHANGE</u>
OTHER REVENUES						
OTHER ASSESSMENTS	2,745	1,500	752	752	-	-100.00%
OTHER REVENUES	212,156	50,000	40,918	50,000	50,000	0.00%
TOTAL	<u>214,901</u>	<u>51,500</u>	<u>41,670</u>	<u>50,752</u>	<u>50,000</u>	<u>-2.91%</u>
OTHER FUNDS						
WESTWOODS CONTRIBUTION	325,000	335,030	-	325,000	335,025	0.00%
TOTAL	<u>325,000</u>	<u>335,030</u>	<u>-</u>	<u>325,000</u>	<u>335,025</u>	<u>0.00%</u>
FUND EQUITY						
FUND EQUITY APPROPRIATION	-	-	-	-	800,000	100.00%
TOTAL	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>800,000</u>	<u>100.00%</u>
 TOTAL REVENUES	 <u>\$ 104,242,409</u>	 <u>\$ 106,291,562</u>	 <u>\$ 101,536,222</u>	 <u>\$ 107,676,339</u>	 <u>\$ 111,344,077</u>	 <u>4.75%</u>

**TOWN OF FARMINGTON, CT
FY2019/2020
TOWN COUNCIL RECOMMENDED BUDGET
GENERAL FUND APPROPRIATIONS**

<u>DEPARTMENT</u>	<u>2017/2018 ACTUAL</u>	<u>2018/2019 REVISED BUDGET</u>	<u>2018/2019 7 MONTH ACTUAL</u>	<u>2018/2019 ESTIMATED 12 MONTHS</u>	<u>2019/2020 MANAGER</u>	<u>2019/2020 TOWN COUNCIL RECOMMENDED</u>	<u>% CHANGE</u>
<u>GENERAL GOVERNMENT</u>							
TOWN MANAGER	525,366	517,602	338,883	554,109	539,079	539,079	4.15%
FINANCE	1,166,598	1,215,893	785,404	1,190,367	1,272,204	1,272,204	4.63%
PROBATE	14,939	15,000	7,643	14,961	15,000	15,000	0.00%
REGISTRARS OF VOTERS	99,764	131,893	92,937	125,625	137,903	137,903	4.56%
TOWN COUNCIL	53,481	67,500	42,827	63,810	57,750	102,750	52.22%
PERSONNEL SERVICES	39,153	443,968	39,648	204,443	250,000	250,000	-43.69%
LEGAL	103,819	185,000	75,986	147,062	185,000	185,000	0.00%
TOWN CLERK	337,186	341,126	205,238	347,588	353,103	353,103	3.51%
ECONOMIC DEVELOPMENT	144,357	135,676	82,876	147,899	146,217	146,217	7.77%
OUTSIDE AGENCIES	2,717,317	2,807,276	2,803,626	2,803,626	2,887,472	2,887,472	2.86%
PLANNING & ZONING	309,128	313,522	205,910	305,478	364,982	364,982	16.41%
PUBLIC BUILDINGS	251,310	195,597	111,319	196,599	200,577	200,577	2.55%
INSURANCE	267,969	317,350	257,965	326,451	350,710	350,710	10.51%
TOTAL-GENERAL GOVT	6,030,387	6,687,403	5,050,261	6,428,018	6,759,997	6,804,997	1.76%
<u>PUBLIC SAFETY</u>							
FIRE MARSHAL	1,057,992	1,101,083	564,001	1,111,386	1,127,556	1,127,556	2.40%
FIRE DEPARTMENT	1,540,658	1,573,069	833,149	1,531,949	1,607,102	1,607,102	2.16%
POLICE	5,935,257	5,936,017	3,724,398	5,970,761	6,021,143	6,026,143	1.52%
COMMUNICATIONS CENTER	1,013,526	1,031,167	683,466	1,044,662	1,075,119	1,075,119	4.26%
EMS SERVICES	22,054	22,847	22,847	22,847	22,890	22,890	0.19%
BUILDING INSPECTOR	195,373	195,613	128,431	203,137	210,005	210,005	7.36%
TOTAL-PUBLIC SAFETY	9,764,860	9,859,796	5,956,290	9,884,742	10,063,815	10,068,815	2.12%
<u>PUBLIC WORKS</u>							
PUBLIC WORKS ADMIN	103,098	105,884	68,697	109,579	110,194	110,194	4.07%
HIGHWAY & GROUNDS	4,122,228	4,146,805	2,275,289	3,994,243	4,192,362	4,197,362	1.22%
ENGINEERING	502,492	505,440	323,844	525,329	533,530	533,530	5.56%
TOTAL-PUBLIC WORKS	4,727,817	4,758,129	2,667,830	4,629,151	4,836,086	4,841,086	1.74%
<u>COMMUNITY & RECREATIONAL SERVICES</u>							
COMMUNITY & RECREATION	833,994	814,574	489,440	823,530	853,941	860,391	5.62%
HOUSING	26,755	24,365	14,185	24,586	28,480	28,480	16.89%
TOTAL-COM & REC SERV	860,749	838,939	503,625	848,116	882,421	888,871	5.95%
<u>OTHER</u>							
BENEFITS	6,929,944	7,429,387	6,759,023	7,398,877	7,759,335	7,759,335	4.44%
OTHER	-	-	-	-	10,000	10,000	100.00%
TOTAL-OTHER	6,929,944	7,429,387	6,759,023	7,398,877	7,769,335	7,769,335	4.58%
TOTAL-TOWN BUDGET	28,313,757	29,573,654	20,937,029	29,188,904	30,311,654	30,373,104	2.70%

**TOWN OF FARMINGTON, CT
FY2019/2020
TOWN COUNCIL RECOMMENDED BUDGET
GENERAL FUND APPROPRIATIONS**

<u>DEPARTMENT</u>	<u>2017/2018 ACTUAL</u>	<u>2018/2019 REVISED BUDGET</u>	<u>2018/2019 7 MONTH ACTUAL</u>	<u>2018/2019 ESTIMATED 12 MONTHS</u>	<u>2019/2020 MANAGER</u>	<u>2019/2020 TOWN COUNCIL RECOMMENDED</u>	<u>% CHANGE</u>
<u>DEBT SERVICE</u>							
DEBT ADMINISTRATION	6,983,269	8,399,011	5,639,083	8,237,453	9,298,362	9,298,362	10.71%
TOTAL-DEBT SERVICE	6,983,269	8,399,011	5,639,083	8,237,453	9,298,362	9,298,362	10.71%
<u>CAPITAL IMPROVEMENTS</u>							
CAPITAL OUTLAY	2,398,000	2,519,000	2,519,000	2,519,000	3,833,000	2,968,000	17.82%
CAP OUTLAY-PARSONS	-	-	-	-	700,000	700,000	100.00%
TOTAL-CAPITAL IMP	2,398,000	2,519,000	2,519,000	2,519,000	4,533,000	3,668,000	45.61%
<u>EDUCATION</u>							
BOARD OF EDUCATION	64,172,316	65,799,897	28,459,196	65,799,897	67,785,605	67,708,605	2.90%
BOE NON CERTIFIED DC	-	-	-	-	-	40,000	100.00%
TEACHER'S RETIREMENT	-	-	-	-	256,006	256,006	100.00%
TOTAL- EDUCATION	64,172,316	65,799,897	28,459,196	65,799,897	68,041,611	68,004,611	3.35%
GRAND TOTAL	101,867,342	106,291,562	57,554,308	105,745,254	112,184,627	111,344,077	4.75%

**CAPITAL
IMPROVEMENT
PROGRAM**

**CAPITAL IMPROVEMENT PROGRAM
FOR THE PERIOD
FY2019/2020 TO FY2025/2026**

FUNDING SOURCE CODE:

**G = GENERAL FUND
B = BONDING
O = OTHER FUNDS
F=GF FUND BALANCE APPROPRIATION
R= REAPPROPRIATION**

F S	FUNDED 2018-2019	RECOMMENDED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024	PROJECTED 2024-2025	PROJECTED 2025-2026	TOTAL
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BOARD OF EDUCATION

TECHNOLOGY IMPS. - SCHOOLS	G	475,000	480,000	550,000	550,000	550,000	575,000	575,000	575,000	3,855,000
ROOF REPLACEMENT- HIGH SCHOOL	G	55,000								-
ROOF REPLACE- HIGH SCHOOL (O,Q,R,U)	B	209,000								-
ROOF REPLACEMENT- HIGH SCHOOL	R	2,025								-
ROOF REPLACE-IAR MIDDLE SCHOOL	B	1,303,953								-
ROOF REPLACEMENT-UNION SCHOOL	B	482,047								-
SCHOOL SECURITY	G	75,000	275,000	100,000	100,000	100,000	100,000	110,000	110,000	895,000
EAST FARMS OFFICE RELOCATION	B		1,670,000	-						1,670,000
STRUCTURAL/ARCHITECTURAL	G	78,000	25,000	550,000	550,000	650,000	950,000	950,000	950,000	4,625,000
DISTRICTWIDE MECHANICAL EQUIP	G	136,000	282,000	475,000	550,000	750,000	750,000	750,000	750,000	4,307,000
DISTRICTWIDE MECHANICAL EQUIP	B		320,000							320,000
SCHOOL CODE/SAFETY COMPLIANCE	G	75,000	90,000	90,000	100,000	250,000	250,000	250,000	350,000	1,380,000
CAFETERIA EQUIPMENT	G		25,000		25,000		25,000		25,000	100,000
CLASSROOM FURNITURE	G		150,000	150,000	160,000	160,000	160,000	160,000	160,000	1,100,000
STUDENT TRANSPORTATION VEHICLES	G				95,000			100,000		195,000
IAR CAFETERIA ADDITION/RENOVATION	B				1,200,000					1,200,000
TELEPHONE SYSTEM	G				25,000	25,000	25,000			75,000
WEST WOODS SCHOOL CHILLER REPLACE	B	220,000								-
WEST DISTRICT SCH HEAT LOOP REPLACE	B	64,000								-
UNION SCHOOL FAÇADE REPAIR/REPLACE	B	365,000								-
NOAH WALLACE OFFICE RELOCATION	B	204,000								-
WEST DISTRICT OFFICE RELOCATION	B	450,000								-
SECURITY VESTIBULES (4 SCHOOLS)	B	375,000								-
MECHANICAL CONTROL UPGRADES	B	115,000								-
UNION SCHOOL WIRING UPGRADE	B	142,000								-
TOTAL-EDUCATION		4,826,025	3,317,000	1,915,000	3,355,000	2,485,000	2,835,000	2,895,000	2,920,000	19,722,000

**CAPITAL IMPROVEMENT PROGRAM
FOR THE PERIOD
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ENGINEERING									
ROAD RECONSTRUCTION	B	2,000,000		2,000,000		2,000,000		2,000,000	8,000,000
LIGHT POLE REPLACEMENT	G		25,000	25,000	25,000	25,000	25,000	25,000	150,000
BRIDGE REPAIRS	G		25,000	50,000	50,000	50,000	50,000	50,000	325,000
PEDESTRIAN SIGNAL UPGRADES	G			50,000	50,000				100,000
STP URBAN-NEW BRITAIN AVE	G	200,000	50,000	50,000					100,000
SURVEYING EQUIPMENT	G				40,000				40,000
VEHICLE REPLACEMENTS	G		25,000			25,000		25,000	75,000
RAILS TO TRAILS	G		25,000	75,000	125,000	125,000	125,000	125,000	725,000
ENVIRONMENTAL COMPLIANCE	G	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000
RIVERBANK STABILIZATION_CEMETERY	G			400,000	400,000	500,000	500,000	400,000	2,200,000
OPEN SPACE MANAGEMENT	G			25,000	25,000	25,000	50,000	50,000	225,000
ARTIFICIAL TURF FIELD	G			25,000	25,000	25,000	100,000	100,000	375,000
SCHOOL PARKING LOT PAVING/UPGRADES	G		150,000	200,000	200,000	200,000	200,000	200,000	1,350,000
TOTAL-ENGINEERING		250,000	2,325,000	950,000	2,990,000	1,025,000	3,100,000	1,000,000	14,015,000

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HIGHWAY & GROUNDS										
SIDEWALKS	G			50,000	100,000	50,000	100,000	50,000	100,000	450,000
HIGH SCHOOL TRACK	G			500,000						500,000
HIGH SCHOOL BLEACHERS	G				250,000	250,000				500,000
IRRIGATION IMPROVEMENTS	G		40,000			40,000		40,000		120,000
TUNXIS MEADE IMPROVEMENTS	G			75,000		75,000		75,000		225,000
FIELD & PLAYGROUND EQUIPMENT	G			45,000		50,000			50,000	145,000
GENERATOR REPLACEMENT	G					100,000				100,000
FUEL ISLAND & PARKING LOT REPLACE	G			240,000						240,000
STORAGE BUILDING	G			25,000						25,000
VEHICLE MAINT BUILDING ROOF	G			25,000						25,000
PARKS MAINTENANCE BUILDING	B							1,000,000		1,000,000
DUMP TRUCKS-HIGHWAY	G	210,000	190,000	190,000	194,000	194,000	194,000	195,000	195,000	1,352,000
ROAD MAINTENANCE TRUCK-HIGHWAY	G		70,000		70,000		75,000		75,000	290,000
BUCKET TRUCK	G					90,000				90,000
ROAD SWEEPER-REFURBISH	G							30,000		30,000
3 CUBIC YD WHEEL LOADER	G					200,000				200,000
BACKHOE LOADER	G	130,000								-
ROAD SIDE MOWER	G								150,000	150,000
ROAD MAINTENANCE TRUCK-PARKS	G	15,000		70,000		75,000		75,000		220,000
ROAD MAINTENANCE TRUCK-PARKS	R	55,000								-
MOWER-PARKS	G			175,000	60,000	60,000	63,000	60,000	45,000	463,000
TOOLCAT-PARKS	G				71,000					71,000
SKIDSTEER-PARKS	G						50,000			50,000
SUPERINTENDENT'S VEHICLE	G		28,000							28,000
VEHICLE MAINTENANCE TRUCK	G			90,000						90,000
BUILDING MAINTENANCE VEHICLE	G				35,000				35,000	70,000
TOTAL-HIGHWAYS & GROUNDS		410,000	328,000	1,485,000	780,000	1,184,000	482,000	1,525,000	650,000	6,434,000

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PLANNING DEPARTMENT										
FARMINGTON CENTER IMPROVEMENTS	F		100,000							100,000
FARMINGTON CENTER IMPROVEMENTS	O			100,000	100,000	100,000	100,000	100,000	100,000	600,000
TINTY BARN IMPROVEMENTS	G				50,000					50,000
PROPERTY ACQUISITION	G								400,000	400,000
PROPERTY ACQUISITION	F		700,000							700,000
TOTAL-PLANNING		-	800,000	100,000	150,000	100,000	100,000	100,000	500,000	1,850,000
FIRE DEPARTMENT										
TURNOUT GEAR	G	25,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	315,000
SCBA CYLINDER REPLACEMENTS	G	160,000								-
HOSE	G	25,000		25,000						25,000
COMMUNICATIONS UPGRADES	G			30,000	30,000					60,000
LADDER 1 REPLACEMENT	B		1,500,000							1,500,000
ENGINE 2 REPLACEMENT	B	650,000								-
ENGINE 5 REPLACEMENT	B				750,000					750,000
ENGINE 8 REPLACEMENT	B			750,000						750,000
ENGINE 9 REPLACEMENT	B				750,000					750,000
RESCUE 15 REPLACEMENT	B					700,000				700,000
MEDIC 7 REPLACEMENT	G			95,000						95,000
MEDIC 11 REPLACEMENT	G	90,000								-
MEDIC 12 REPLACEMENT	G							110,000		110,000
MEDIC 16 REPLACEMENT	G				110,000					110,000
UTILITY VEHICLE	G					40,000				40,000
FIRE SAFETY TRAILER	G					70,000				70,000
LIVE FIRE TRAINING FACILITY	G						30,000			30,000
FIRE STATION RENOVATIONS	B			3,500,000	3,500,000	2,200,000				9,200,000
TOTAL-FIRE		950,000	1,545,000	4,445,000	5,185,000	3,055,000	75,000	155,000	45,000	14,505,000

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FUNDING SOURCE	FUNDED 2018-2019	RECOMMENDED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023	PROJECTED 2023-2024	PROJECTED 2024-2025	PROJECTED 2025-2026	TOTAL
POLICE DEPARTMENT									
SUPERVISOR'S SUV	G		68,000		50,000		50,000	50,000	218,000
TECHNOLOGY IMPS. - POLICE	G	50,000	75,000	100,000	100,000	135,000	50,000	50,000	560,000
AUTOMATED FINGERPRINT MACHINES	G			35,000					35,000
AUTOMATED FINGERPRINT MACHINES	R	34,772							-
COMMUNICATIONS UPGRADE	G	445,000	35,000	125,000	125,000				285,000
DISPATCH CONSOLE STATIONS	G			30,000	30,000	30,000			90,000
BUILDING IMPROVEMENTS	G			200,000					200,000
BUILDING IMPROVEMENTS	R	32,448							-
GENERATOR REPLACEMENT	G							125,000	125,000
HVAC IMPROVEMENTS	G							125,000	125,000
FAÇADE & GUTTERS	G					100,000			100,000
ROOF REPLACEMENT-POLICE FACILITY	G					350,000			350,000
TOTAL-POLICE		562,220	178,000	490,000	305,000	615,000	100,000	50,000	2,088,000

TOWN MANAGER

TECHNOLOGY IMPS - TOWN	G	160,000	185,000	160,000	90,000	115,000	115,000	75,000	140,000	880,000
TOWN HALL IMPROVEMENTS	G		150,000	100,000	250,000	300,000	275,000	150,000	150,000	1,375,000
REVALUATION	G				250,000	250,000				500,000
FIRE MARSHAL VEHICLE	G		35,000							35,000
FLEET VEHICLES	G		50,000		25,000		25,000		25,000	125,000
UNIONVILLE MUSEUM BATHROOM ADDITION	G		25,000	50,000						75,000
LAND RECORDS RE-INDEXING	G			30,000	30,000	30,000	30,000	30,000		150,000
TOTAL-TOWN MANAGER		160,000	445,000	340,000	645,000	695,000	445,000	255,000	315,000	3,140,000

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F	S	FUNDED	RECOMMENDED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	TOTAL
		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
COMMUNITY & RECREATION SERVICES										
	G		25,000					75,000	25,000	125,000
	G			42,000		55,000				97,000
	G					200,000				200,000
	G				25,000				25,000	50,000
	G			25,000					25,000	50,000
	G				350,000					350,000
	G				100,000					100,000
	G								350,000	350,000
	G					125,000				125,000
	G		75,000	200,000	400,000					675,000
	G		25,000	100,000	100,000					225,000
	G					35,000				35,000
	G				25,000				25,000	50,000
		-	125,000	367,000	1,000,000	415,000	-	75,000	450,000	2,432,000
WESTWOODS GOLF COURSE										
	G		55,000							55,000
	G	65,000								-
	G				40,000		55,000		40,000	135,000
	G							75,000		75,000
	G			16,000						16,000
	G					80,000				80,000
	G		40,000	40,000						80,000
	G								40,000	40,000
	G							250,000		250,000
	G					25,000				25,000
		65,000	95,000	56,000	40,000	105,000	55,000	325,000	80,000	756,000
GRAND TOTAL		7,223,245	9,158,000	10,148,000	14,450,000	9,679,000	7,192,000	6,380,000	7,935,000	64,942,000

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FUNDING TOTALS

GENERAL FUND	G	2,519,000	2,868,000	5,798,000	6,150,000	6,679,000	5,092,000	5,280,000	5,835,000	37,702,000
BONDED	B	4,580,000	5,490,000	4,250,000	8,200,000	2,900,000	2,000,000	1,000,000	2,000,000	25,840,000
GF FUND BALANCE APPROPRIATION	F	-	800,000	-	-	-	-	-	-	800,000
OTHER FUNDS	O	-	-	100,000	100,000	100,000	100,000	100,000	100,000	600,000
REAPPROPRIATION	R	124,245	-	-	-	-	-	-	-	-
TOTAL		7,223,245	9,158,000	10,148,000	14,450,000	9,679,000	7,192,000	6,380,000	7,935,000	64,942,000

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OTHER FUNDS

**TOWN OF FARMINGTON, CT
FY2019-2020 BUDGET
WASTE COLLECTION FUND**

	<u>2017-2018 ACTUAL</u>	<u>2018-2019 REVISED BUDGET</u>	<u>2018-2019 7 MONTH ACTUAL</u>	<u>2018-2019 ESTIMATED 12 MONTHS</u>	<u>2019-2020 MANAGER</u>	<u>2019-2020 TOWN COUNCIL RECOMMENDED</u>
REVENUES						
WASTE COLLECTION FEES	1,657,698	1,615,847	1,612,204	1,662,498	1,658,141	1,658,141
PRIOR YEAR COLLECTIONS	10,178	10,000	4,677	7,277	7,500	7,500
DELINQUENT FEES & INT	13,769	5,000	8,515	12,737	13,000	13,000
INTEREST	2,607	3,000	1,842	3,118	3,300	3,300
OTHER REVENUES	73,178	2,000	300	1,700	2,000	2,000
TOTAL REVENUES	1,757,429	1,635,847	1,627,539	1,687,330	1,683,941	1,683,941

	<u>2017-2018 ACTUAL</u>	<u>2018-2019 REVISED BUDGET</u>	<u>2018-2019 7 MONTH ACTUAL</u>	<u>2018-2019 ESTIMATED 12 MONTHS</u>	<u>2019-2020 MANAGER</u>	<u>2019-2020 TOWN COUNCIL RECOMMENDED</u>
APPROPRIATIONS						
LANDFILL	28,787	28,355	10,591	30,005	31,560	31,560
COLLECTION & DISPOSAL	1,441,826	1,582,217	813,310	1,542,422	1,619,331	1,619,331
HAZARDOUS WASTE	29,176	25,275	8,095	31,528	33,050	33,050
TOTAL APPROPRIATIONS	1,499,789	1,635,847	831,996	1,603,955	1,683,941	1,683,941

**TOWN OF FARMINGTON, CT
FY2019-2020 BUDGET
RECREATION FUND**

RECREATION PROGRAMS	2017-2018 <u>ACTUAL</u>	2018-2019 <u>REVISED BUDGET</u>	2018-2019 <u>7 MONTHS ACTUAL</u>	2018-2019 <u>ESTIMATED 12 MONTHS</u>	2019-2020 <u>MANAGER</u>	2019-2020 <u>TOWN COUNCIL RECOMMENDED</u>
REVENUES						
SPORTS & PHYSICAL FITNESS	568,375	473,898	267,293	484,184	453,193	453,193
CULTURAL & CREATIVE	17,209	15,000	17,874	19,518	18,000	18,000
BUS TRIPS	6,735	6,400	2,019	6,513	6,400	6,400
RECREATION CAMPS	107,333	73,700	43,104	89,386	90,000	90,000
SENIOR TRIPS & PROGRAMS	29,092	26,300	18,517	26,045	27,000	27,000
OTHER REVENUE	(1,821)	1,700	(613)	1,100	1,700	1,700
INTEREST	627	500	279	689	650	650
TOTAL REVENUES	727,549	597,498	348,473	627,435	596,943	596,943

APPROPRIATIONS	2017-2018 <u>ACTUAL</u>	2018-2019 <u>REVISED BUDGET</u>	2018-2019 <u>7 MONTHS ACTUAL</u>	2018-2019 <u>ESTIMATED 12 MONTHS</u>	2019-2020 <u>MANAGER</u>	2019-2020 <u>TOWN COUNCIL RECOMMENDED</u>
SPORTS & PHYSICAL FITNESS	367,218	330,951	213,270	323,737	311,215	311,215
CULTURAL & CREATIVE	12,480	12,800	10,760	15,972	12,228	12,228
SOCIAL PROGRAMS	3,253	2,200	-	1,992	2,200	2,200
BUS TRIPS	5,552	6,800	4,184	6,445	6,000	6,000
SPECIAL NEEDS	327	4,800	650	977	4,800	4,800
RECREATION CAMPS	82,915	69,810	65,706	88,135	85,295	85,295
RECREATIONAL SERVICES	144,055	143,137	82,032	144,750	148,205	148,205
SENIOR TRIPS & PROGRAMS	25,140	27,000	14,624	27,171	27,000	27,000
TOTAL APPROPRIATIONS	640,940	597,498	391,226	609,179	596,943	596,943

**TOWN OF FARMINGTON, CT
FY2019-2020 BUDGET
GOLF COURSE FUND**

	<u>2017-2018 ACTUAL</u>	<u>2018-2019 REVISED BUDGET</u>	<u>2018-2019 7 MONTH ACTUAL</u>	<u>2018-2019 ESTIMATED 12 MONTHS</u>	<u>2019-2020 MANAGER</u>	<u>2019-2020 TOWN COUNCIL RECOMMENDED</u>
REVENUES						
GREENS FEES	331,267	314,000	154,152	299,158	312,000	312,000
SEASON TICKETS	105,910	104,500	7,788	105,675	104,675	104,675
GOLF CART RENTALS	111,643	106,000	58,044	96,722	105,000	105,000
DRIVING RANGE	49,617	45,325	19,018	44,141	47,500	47,500
OTHER	2,212	7,000	(2,524)	-	2,500	2,500
LEASE PAYMENT	2,566	4,000	1,188	2,243	2,700	2,700
INTEREST	420	400	289	459	500	500
TOTAL REVENUES	\$ 603,634	\$ 581,225	\$ 237,955	\$ 548,398	\$ 574,875	\$ 574,875

	<u>2017-2018 ACTUAL</u>	<u>2018-2019 REVISED BUDGET</u>	<u>2018-2019 7 MONTH ACTUAL</u>	<u>2018-2019 ESTIMATED 12 MONTHS</u>	<u>2019-2020 MANAGER</u>	<u>2019-2020 TOWN COUNCIL RECOMMENDED</u>
APPROPRIATIONS						
CLUBHOUSE	500,769	521,615	104,748	494,406	517,582	517,582
RESTAURANT	1,298	2,500	664	1,755	2,500	2,500
DRIVING RANGE	7,129	9,000	3,260	7,597	7,800	7,800
GOLF CART RENTALS	45,362	48,110	25,639	44,640	46,993	46,993
TOTAL APPROPRIATIONS	554,559	581,225	134,310	548,398	574,875	574,875

MOTION:

Agenda Item N-2

That the attached resolutions, Items 1 through 9, be forwarded to the Annual Town Meeting with a recommendation that they be approved.

NOTE: The attached resolutions are the items to be considered at the Annual Town Meeting. These are items that the Town Council has considered and approved at your meetings of March 12th, March 16th, and April 1st, 2019. Traditionally the Town Council forwards these items to the Annual Town Meeting with a recommendation that these resolutions be approved.

Item 1. That the Annual Town Report for the Fiscal Year Ended June 30, 2018 be approved;

Items 2 & 3. That the budget for the Fiscal Year beginning July 1, 2019 as recommended by the Town Council at their April 1st, 2019 meeting be approved and forward to a referendum vote on April 25th, 2019;

Item 4. That a Second Town Meeting be held on April 29, 2019 and a second referendum be held on May 9, 2019, on the second recommended budget for the fiscal year beginning July 1, 2019, if the budget recommended at the first annual town meeting fails at referendum;

Item 5. Appropriates \$1,990,000 for infrastructure improvements at various schools and authorizes the same amount in borrowing to finance the improvements. This item also refers these projects to the Town Planning and Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes;

Item 6. Appropriates \$2,000,000 for repairs to and reconstruction of various town roads and drainage systems and authorizes the same amount in borrowing to finance the work;

Item 7. Appropriates \$1,500,000 for acquisition of a ladder truck to replace Ladder # 1 at the Farmington Fire Station and authorizes the same amount in borrowing to finance the acquisition.

Items 8. Lists the times and voting places for the April 25, 2019 referendum and the wording on the ballots for each question.

Item 9. Authorizes the noticing of the April 15, 2019 Annual Town Meeting and April 25, 2019 Referendum.

Staff will be available at the Town Council meeting to answer questions regarding the resolutions.

/Attachment

RESOLUTIONS FOR TOWN COUNCIL
(Annual Town Meeting)

Item 1.

RESOLVED, that the Annual Town Meeting to be held on Monday, April 15, 2019 consider and act upon the following resolution which the Town Council recommends be approved:

RESOLVED, that the Town Report for the fiscal year ending June 30, 2018 be approved.

* * * * *

Item 2.

RESOLVED, that the Annual Town Meeting to be held on Monday, April 15, 2019 consider and act upon the following resolution which the Town Council recommends be approved:

RESOLVED, that the budget recommended by the Town Council for the fiscal year commencing July 1, 2019 be approved.

* * * * *

Item 3.

RESOLVED, that the budget recommended by the Town Council for the fiscal year commencing July 1, 2019, as submitted to the Annual Town Meeting or as modified thereby, shall be effective unless rejected by vote on voting machines of the persons qualified to vote in town meetings on Thursday, April 25, 2019 between the hours of 6:00 a.m. and 8:00 p.m. Electors shall vote at their regularly assigned polling places, as follows: Electors residing in the First Voting District and assigned to polling places 1-1, 1-2, 1-3, and 1-4 shall vote at Irving A. Robbins Middle School, 20 Wolf Pit Road, Farmington, Connecticut; and those assigned to polling place 1-5 shall vote at West Woods Upper Elementary School, 50 Judson Lane, Farmington, Connecticut. Electors residing in the Second Voting District and assigned to polling place 2-6 shall vote at the Community & Senior Center, 321 New Britain Avenue, Unionville, Connecticut; and those assigned to polling place 2-7 shall vote at the Municipal Complex, Monteith Drive, Farmington, Connecticut. Voters qualified to vote at town meeting who are not electors shall vote at their respective polling place at Irving A. Robbins Middle School, West Woods Upper Elementary School, the Community & Senior Center or the Municipal Complex. Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, that the resolution regarding the budget for the fiscal year commencing July 1, 2019 shall be placed upon the ballots under the following heading:

- 1. "SHALL THE BUDGET FOR THE TOWN OF FARMINGTON PRESENTED BY THE TOWN COUNCIL AND RECOMMENDED BY THE ANNUAL TOWN MEETING FOR FISCAL YEAR 2019-2020 BE APPROVED?"

YES

NO”

FURTHER RESOLVED, that the Town Clerk is authorized, in such official’s discretion, to prepare a concise explanatory text regarding said resolution and the Town Manager is authorized, in such official’s discretion, to prepare additional explanatory materials regarding said resolution, such text and explanatory material to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended, including, as applicable, publication in the Town Letter.

* * * * *

Item 4.

RESOLVED, that, if the recommended budget for the fiscal year commencing July 1, 2019 is rejected at the referendum to be held April 25, 2019, a Second Town Meeting shall be held on Monday, April 29, 2019 at 7:00 p.m. in the Farmington High School Auditorium, 10 Monteith Drive in Farmington to consider and act upon a second recommended budget to be submitted to such Second Town Meeting by the Town Council in accordance with Section 9-4 of the Town Charter.

FURTHER RESOLVED that, if the recommended budget for the fiscal year commencing July 1, 2019 is rejected at the referendum to be held April 25, 2019, such second budget recommended by the Town Council for the fiscal year commencing July 1, 2019, as submitted to the April 29, 2019 Second Town Meeting or as modified thereby, shall be effective unless rejected by vote on voting machines of the persons qualified to vote in town meetings on Thursday, May 9, 2019 between the hours of 6:00 a.m. and 8:00 p.m. Electors shall vote at their regularly assigned polling places, as follows: Electors residing in the First Voting District and assigned to polling places 1-1, 1-2, 1-3, and 1-4 shall vote at Irving A. Robbins Middle School, 20 Wolf Pit Road, Farmington, Connecticut; and those assigned to polling place 1-5 shall vote at West Woods Upper Elementary School, 50 Judson Lane, Farmington, Connecticut. Electors residing in the Second Voting District and assigned to polling place 2-6 shall vote at the Community & Senior Center, 321 New Britain Avenue, Unionville, Connecticut; and those assigned to polling place 2-7 shall vote at the Municipal Complex, Monteith Drive, Farmington, Connecticut. Voters qualified to vote at town meeting who are not electors shall vote at their respective polling place at Irving A. Robbins Middle School, West Woods Upper Elementary School, the Community & Senior Center or the Municipal Complex. Absentee ballots will be available from the Town Clerk’s office.

FURTHER RESOLVED, that the resolution regarding the budget for the fiscal year commencing July 1, 2019 shall be placed upon the ballots under the following heading:

1. “SHALL THE BUDGET FOR THE TOWN OF FARMINGTON PRESENTED BY THE TOWN COUNCIL AND RECOMMENDED BY THE APRIL 29, 2019 SECOND TOWN MEETING FOR FISCAL YEAR 2019-2020 BE APPROVED?

YES

NO”

FURTHER RESOLVED, that, if the recommended budget for the fiscal year commencing July 1, 2019, is rejected at the referendum to be held April 25, 2019, due and proper notice of the Second Town Meeting to be held April 29, 2019 and the Referendum to be held May 9, 2019 be given in such form as is to be prepared by the Town Clerk.

FURTHER RESOLVED, that, if the recommended budget for the fiscal year commencing July 1, 2019, is rejected at the referendum to be held April 25, 2019, the Town Clerk, in such official's discretion, is authorized to prepare a concise explanatory text regarding said resolution to be submitted to referendum vote on May 9, 2019 and the Town Manager, in such official's discretion, is authorized to prepare additional explanatory materials regarding said resolution, such text and explanatory material to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended, including, as applicable, publication in the Town Letter.

* * * * *

Item 5.

RESOLVED, that the Annual Town Meeting to be held on Monday, April 15, 2019 consider and act upon the following resolution which the Town Council recommends be approved:

**TOWN OF FARMINGTON
\$1,990,000 APPROPRIATION AND BORROWING AUTHORIZATION FOR
INFRASTRUCTURE IMPROVEMENTS AT VARIOUS SCHOOLS**

RESOLVED,

(a) That the Town of Farmington appropriate ONE MILLION NINE HUNDRED NINETY THOUSAND DOLLARS (\$1,990,000) for costs related to infrastructure improvements at various Town schools, including but not limited to: (1) at East Farms School, relocation of the administrative and nurse's offices from the interior of the building to the building entrance, relocation of the media center, relocation of the art program to the new media center location, relocation of support space to the existing location of the media center, and addressing ADA compliance issues at the building entrance, (2) at Union Elementary School, replacement of the elevator, (3) at West Woods Upper Elementary School, design of dehumidification improvements, (4) at Noah Wallace Elementary School, improvements to the air conditioning system, (5) at Irving A. Robbins Middle School, improvements to the heating and air conditioning systems, and (6) related work and improvements. The appropriation may be spent for design and construction costs, engineering, architectural and other consultant fees, materials, equipment, legal fees, net temporary interest and other financing costs, and other expenses related to the project, including the preparation of schematic drawings and outline specifications for the projects. The Town anticipates receiving grants from the State of Connecticut to defray in part the appropriation for the projects.

(b) That the Town issue its bonds or notes, in an amount not to exceed ONE MILLION NINE HUNDRED NINETY THOUSAND DOLLARS (\$1,990,000) to finance the appropriation for the projects. The amount of bonds and notes authorized shall be reduced by the amount of

grants received by the Town for the projects. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew its temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes and the receipt of grants for the projects. The amount of the notes outstanding at any time shall not exceed ONE MILLION NINE HUNDRED NINETY THOUSAND DOLLARS (\$1,990,000). The notes shall be issued pursuant to Sections 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

(d) That the Town Manager and the Town Treasurer of the Town shall sign any bonds, notes or temporary notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds, notes or temporary notes. The Treasurer shall keep a record of the bonds, notes or temporary notes. The Town Manager and the Town Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or temporary notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes or temporary notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds, notes or temporary notes; to sell the bonds, notes or temporary notes at public or private sale; to deliver the bonds, notes or temporary notes; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or temporary notes.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the projects may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the projects. The Town Manager and the Town Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager and the Town Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or temporary notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(g) That the Board of Education is authorized to apply for and to accept or reject one or more state grants for each of the projects. The Board of Education, the school building committee or committees established or to be established for each of the projects, the

Superintendent of Schools and other proper officers and officials of the Town are authorized to file applications with the State Board of Education, to execute grant agreements for the project, and to file such documents as may be required by the State Board of Education to obtain grants for the costs of financing the projects.

(h) That the Town Council, the Town Manager, the Town Treasurer, the Board of Education, any school building committee or committees established or to be established for each of the projects, and other proper officers and officials of the Town are authorized to take any other action which is necessary or desirable to enable the Town to complete the projects and to issue bonds, notes or temporary notes and obtain grants to finance the aforesaid appropriation.

(i) That this resolution shall not become effective until it has been approved by vote on voting machines of persons qualified to vote in town meetings.

FURTHER RESOLVED, that the projects be referred to the Town Plan and Zoning Commission for a report pursuant to Section 8-24 of the General Statutes of Connecticut, Revision of 1958, as amended.

* * * * *

Item 6.

RESOLVED, that the Annual Town Meeting to be held on Monday, April 15, 2019 consider and act upon the following resolution which the Town Council recommends be approved:

**TOWN OF FARMINGTON
\$2,000,000 APPROPRIATION AND BORROWING AUTHORIZATION FOR REPAIRS
TO AND RECONSTRUCTION OF VARIOUS TOWN ROADS AND DRAINAGE
SYSTEMS**

RESOLVED,

(a) That the Town of Farmington appropriate TWO MILLION DOLLARS (\$2,000,000) for costs related to repairs to and reconstruction of such various Town roads and drainage systems as may be determined by the Town Manager and the Town Engineer from time-to-time. The appropriation may be spent for design, installation and construction costs, engineering and other consultant fees, materials, legal fees, net temporary interest and other financing costs, and other expenses related to the project.

(b) That the Town issue its bonds or notes in an amount not to exceed TWO MILLION DOLLARS (\$2,000,000) to finance the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew its temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed TWO MILLION DOLLARS (\$2,000,000). The

notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

(d) That the Town Manager and the Town Treasurer shall sign the bonds or notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and Town Treasurer are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more bank or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to sell the bonds and notes at public or private sale; to deliver the bonds or notes; and to perform all other acts necessary or appropriate to issue the bonds or notes.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Town Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager and the Town Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or temporary notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(g) That the Town Council, the Town Manager, the Town Engineer, the Town Treasurer and other proper officers and officials of the Town are authorized to take any other action which is necessary or desirable to enable the Town to complete the project and to issue bonds, notes or temporary notes to finance the aforesaid appropriation.

(h) That this resolution shall not become effective until it has been approved by vote on voting machines of persons qualified to vote in town meetings.

* * * * *

Item 7.

RESOLVED, that the Annual Town Meeting to be held on Monday, April 15, 2019 consider and act upon the following resolution which the Town Council recommends be approved:

TOWN OF FARMINGTON
\$1,500,000 APPROPRIATION AND BORROWING AUTHORIZATION FOR
ACQUISITION OF A LADDER TRUCK TO BE STATIONED AT THE FARMINGTON
FIRE STATION

RESOLVED,

(a) That the Town of Farmington appropriate ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) for costs related to acquisition of a ladder truck to replace Ladder #1 at the Farmington Fire Station located at 76 Main Street in Farmington, and related equipment. The appropriation may be expended on acquisition and commissioning costs, equipment, consultant fees, legal fees, net temporary interest and other financing costs, and other expenses related to the project.

(b) That the Town issue its bonds or notes in an amount not to exceed ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) to finance the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew its temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

(d) That the Town Manager and the Town Treasurer of the Town shall sign any bonds, notes or temporary notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds, notes or temporary notes. The Treasurer shall keep a record of the bonds, notes or temporary notes. The Town Manager and the Town Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or temporary notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes or temporary notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds, notes or temporary notes; to sell the bonds, notes or temporary notes at public or private sale; to deliver the bonds, notes or temporary notes; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or temporary notes.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the project may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing

authorized above for the project. The Town Manager and the Town Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager and the Town Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or temporary notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(g) That the Town Council, the Town Manager, the Town Treasurer and other proper officers of the Town are authorized to take any other action which is necessary or desirable to enable the Town to complete the project and to issue bonds, notes or temporary notes to finance the aforesaid appropriation.

(h) That this resolution shall not become effective until it has been approved by vote on voting machines of persons qualified to vote in town meetings.

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Item 8.

RESOLVED, that the resolutions approved under items 5 through 7, inclusive, above with respect to, a \$1,990,000 appropriation and borrowing authorization for infrastructure improvement at various Town schools, a \$2,000,000 appropriation and borrowing authorization for costs related to various road and drainage repair and reconstruction projects, and a \$1,500,000 appropriation and borrowing authorization for acquisition of a ladder truck to be stationed at the Farmington Fire Station, be submitted to a vote on voting machines of the persons qualified to vote in town meetings on Thursday, April 25, 2019 between the hours of 6:00 a.m. and 8:00 p.m. Electors shall vote at their regularly assigned polling places, as follows: Electors residing in the First Voting District and assigned to polling places 1-1, 1-2, 1-3, and 1-4 shall vote at Irving A. Robbins Middle School, 20 Wolf Pit Road, Farmington, Connecticut; and those assigned to polling place 1-5 shall vote at West Woods Upper Elementary School, 50 Judson Lane, Farmington, Connecticut. Electors residing in the Second Voting District and assigned to polling place 2-6 shall vote at the Community & Senior Center, 321 New Britain Avenue, Unionville, Connecticut; and those assigned to polling place 2-7 shall vote at the Municipal Complex, Monteith Drive, Farmington, Connecticut. Voters qualified to vote at town meeting who are not electors shall vote at their respective polling place at Irving A. Robbins Middle School, West Woods Upper Elementary School, the Community & Senior Center or the Municipal Complex. Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, that said resolutions shall be placed upon the ballots under the following headings:

2. "SHALL THE TOWN OF FARMINGTON APPROPRIATE \$1,990,000 FOR INFRASTRUCTURE IMPROVEMENTS AT VARIOUS SCHOOLS AND AUTHORIZE THE ISSUANCE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?

YES NO"

3 "SHALL THE TOWN OF FARMINGTON APPROPRIATE \$2,000,000 FOR REPAIRS TO AND RECONSTRUCTION OF VARIOUS TOWN ROADS AND DRAINAGE SYSTEMS, AND AUTHORIZE THE ISSUANCE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?

YES NO"

4. "SHALL THE TOWN OF FARMINGTON APPROPRIATE \$1,500,000 FOR ACQUISITION OF A LADDER TRUCK TO BE STATIONED AT THE FARMINGTON FIRE STATION AND AUTHORIZE THE ISSUANCE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?

YES NO"

FURTHER RESOLVED, that the Town Clerk is authorized, in such official's discretion, to prepare a concise explanatory text regarding said resolutions and the Town Manager is authorized, in such official's discretion, to prepare additional explanatory materials regarding said resolutions, such texts and explanatory materials to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended, including, as applicable, publication in the Town Letter.

* * * * *

Item 9.

RESOLVED, that due and proper notice of the Annual Town Meeting to be held April 15, 2019 and the Referendum to be held Thursday, April 25, 2019 be given in substantially the form presented to this meeting, a copy of which shall be included in the minutes of the meeting.

* * * * *

MOTION:

Agenda Item N-3

To adopt the attached resolution which authorizes the Town Manager to sign a grant application for a Small Cities Community Development Grant and to execute an assistance agreement under the Small Cities Community Development Block Grant Program.

/Attachment

**CERTIFIED RESOLUTION
OF THE TOWN OF FARMINGTON
SMALL CITIES PROGRAM**

Certified a true copy of a resolution adopted by the Town of Farmington at a meeting of its Town Council on April 1, 2019 and which has not been rescinded or modified in any way whatsoever.

_____ (Date) _____

(Clerk)

(SEAL)

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the The Town of Farmington make application to the State for 900,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE Town Council:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application by the Town of Farmington in an amount not to exceed \$900,000.00 is hereby approved, and that Kathleen Eagan, Town Manager, of The Town of Farmington is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Farmington.

MOTION:

Agenda Item N-4

To approve the attached Warning for the April 29, 2019 Second Town Meeting and the May 9, 2019 Referendum.

Note: The attached Warning calls for a Second Town Meeting and Referendum if the first Budget Referendum fails. This will not be needed if the Budget passes on April 25, 2019.

/Attachment

WARNING
TOWN OF FARMINGTON
SECOND TOWN MEETING – April 29, 2019
REFERENDUM – May 9, 2019

The legal voters of the Town of Farmington and those qualified to vote at town meetings of said Town are hereby warned and notified that if the voters reject the recommended budget at the April 25, 2019 Referendum, a Second Town Meeting of the Town of Farmington is called for Monday, April 29, 2019 at 7:00 p.m. in the Farmington High School Auditorium, 10 Monteith Drive in Farmington, Connecticut, for the following purpose:

1. To consider and act upon the recommendation of the Town Council that the following resolution be adopted:

RESOLVED, that the second budget recommended by the Town Council for the fiscal year commencing July 1, 2019 be approved.

2. The moderator shall adjourn this meeting and the resolution presented under Item 1 of this Warning, as submitted to the Town Meeting or as modified thereby, shall become effective unless rejected by a vote on voting machines of persons qualified to vote in town meetings on Thursday, May 9, 2019 between the hours of 6:00 a.m. and 8:00 p.m. at the following polling places: Electors residing in the First Voting District and assigned to polling places 1-1, 1-2, 1-3 and 1-4 shall vote at Irving A. Robbins Middle School, 20 Wolf Pit Road, Farmington, Connecticut; and those assigned to polling place 1-5 shall vote at West Woods Upper Elementary School, 50 Judson Lane, Farmington, Connecticut. Electors residing in the Second Voting District and assigned to polling place 2-6 shall vote at the Community & Senior Center, 321 New Britain Avenue, Unionville, Connecticut; and those assigned to polling place 2-7 shall vote at the Municipal Complex, Monteith Drive, Farmington, Connecticut. Voters qualified to vote at town meeting who are not electors shall vote at their respective polling place at Irving A. Robbins Middle School, West Woods Upper Elementary School, the Community & Senior Center or the Municipal Complex.
3. Absentee ballots will be available from the Town Clerk’s office.

Said resolution presented under Item 1 shall be placed upon the voting machines under the following heading:

“SHALL THE BUDGET FOR THE TOWN OF FARMINGTON PRESENTED BY THE TOWN COUNCIL AND RECOMMENDED BY THE SECOND TOWN MEETING FOR FISCAL YEAR 2019-2020 BE APPROVED?

YES

NO”

Voters approving the resolution shall vote “Yes” and voters opposing the resolution shall vote “No”.

4. To consider and act upon any other business, which may properly come before said meeting.

FURTHER RESOLVED, that if voters approve the recommended budget at the April 25, 2019 Referendum, the April 29, 2019 Second Town Meeting and the May 9, 2019 Referendum shall be canceled.

Dated at Farmington, Connecticut this 1st day of April 2019.

Per Order of the
Farmington Town Council

Council Chair

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Town Clerk

MOTION:

Agenda Item N-5

That the firm of PKF O'Connor Davies, LLP of Wethersfield, CT be appointed as the Town's independent auditor for the fiscal year ending June 30, 2019.

NOTE: Per Connecticut General Statutes, the Town Council each year must appoint an independent accounting firm to audit the Town's financial records for the soon to be completed fiscal year. In October of 2018 the Town Council appointed an Ad-Hoc subcommittee to review the process on how the Town selects auditors. The charge of the subcommittee was later amended to authorize the subcommittee to solicit requests for proposals from qualified firms and to make a recommendation to the full Town Council on a firm to appoint to audit the Town's financial records.

The Ad-Hoc subcommittee issued a request for proposals in December of 2018 with a deadline submission date of January 18, 2019. Four proposal submissions were received from the following firms:

UHY LLP of Farmington, CT
Blum Shapiro of West Hartford, CT
PKF O'Connor Davies, LLP of Wethersfield, CT
RSM LLP of New Haven, CT

The Subcommittee met in February to review the proposals and to develop a shortlist of firms to interview. The two firms chosen to move forward to the interview step were Blum Shapiro and PKF O'Connor Davies, LLP. Interviews were conducted on March 12, 2019. Following the interviews, the Subcommittee members discussed the merits of both firms and voted to recommend to the full Town Council that PKF O'Connor Davies, LLP be appointed to audit the Town's financial records for the fiscal year ended June 30, 2019. This appointment will be for the first year of a five-year term. The cost for the audit will be \$75,950.

The Ad-hoc Subcommittee Chairman will make a report to the Town Council at the Town Council meeting.

MOTION:

Agenda Item N-6

To Approve the Following Americans With Disabilities Act (ADA) Policy and Grievance Procedure:

TOWN OF FARMINGTON OFFICE OF THE TOWN MANAGER

Americans With Disabilities Act (ADA) Policy and Grievance Procedure

PURPOSE: To provide a reasonable policy and procedure that will ensure: 1) equal opportunities for disabled persons to participate in and benefit from services, programs, or activities sponsored by the Town; 2) a bias free environment for disabled employees, or for disabled persons who seek employment with the town; and, 3) prompt and equitable resolution of complaints alleging discrimination on the basis of a disability.

STATEMENT OF POLICY: The Town of Farmington does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, or disability in employment or the provision of services. It is the intent of the Town to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of Town services, programs, or activities, and to allow disabled employees a bias free work environment. The Town, upon request, will provide reasonable accommodation in compliance with the Americans With Disabilities Act (ADA).

The Town is committed to creating an environment in which facilities for public meetings and general public use are accessible. Furthermore, the Town will provide auxiliary aids and services (interpreters, readers, assisted listening devices, text telephones, large print materials, audio tape, help in filling out forms, and other similar services and actions) if necessary and if such reasonable accommodation can be provided without undue hardship to the Town. Disabled persons may request the auxiliary aids and services of their choice, which will be given primary consideration.

The Town has a commitment to ensure equal opportunities for disabled town employees. Every reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in such manner as to not promote discrimination of disabled employees. Detailed policies and procedures regarding employment practices are contained in the Town's *Employee Manual*.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during an application/interview process.

The Town is also committed to ensure equal opportunity for disabled persons to participate on boards and commissions. Board and commission meetings will be held in accessible locations; requested auxiliary aids will be provided; and accommodation provided during the selection process of board and commission members. Through the recruitment process, the Town will actively seek and invite the participation of board and commission members who are disabled.

All future construction and renovation of Town-owned buildings and facilities will be carried out in accordance with current ADA accessibility best practices.

In the event citizens, employees, or other participants in the Town's programs, services, and activities feel the Town has violated their rights under the ADA, this policy provides a grievance procedure for handling such complaints.

Town staff will be trained to ensure that disabled persons may participate in and benefit from Town programs, services, and activities.

GRIEVANCE PROCEDURE:

The Town of Farmington adopts the following internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Equal Employment Opportunity Commission (EEOC) regulations implementing title I of the ADA and the U.S. Department of Justice regulations implementing title II of the ADA. Title I of the ADA states that "no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." Title II of the ADA states that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Complaints should be addressed to: Assistant Town Manager, ADA Coordinator, Town of Farmington, 1 Monteith Drive, Farmington, CT 06032, (860) 675-2350. The ADA Coordinator has been designated to coordinate ADA compliance efforts. The coordinator shall maintain the files and records of the Town relating to the complaints filed and ensuing investigations.

1. A complaint may be filed either in writing or verbally. It shall consist of the name and address of the person filing it, or on whose behalf it is filed, and a brief description of the alleged violation of the ADA regulations. A complaint shall be filed within twenty (20) calendar days after the complainant becomes aware of the alleged violation.
2. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be commenced by the ADA Coordinator, or the designee of the ADA Coordinator, within ten (15) calendar days following the filing of complaint. The investigation will be informal but thorough, affording all interested persons and their representatives, if any, an opportunity to submit information relevant to such investigation.
3. A written determination as to the validity of the complaint and a resolution of the complaint, if any, shall be issued by the ADA Coordinator and a written copy mailed to the complainant within thirty (30) calendar days following the filing of the complaint.
4. The complainant may request a reconsideration of the case determination of the ADA Coordinator in instances where he or she is dissatisfied with the resolution. The request for reconsideration shall be made within ten (15) calendar days following the date the complainant receives the determination of the ADA Coordinator. The request for reconsideration shall be made to the Town Manager, Town of Farmington, 1 Monteith Drive, Farmington, CT 06032. The Town Manager shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information. The Town Manager shall issue his or her decision on the request for reconsideration within twenty (20) calendar days of the filing of the request for reconsideration. A copy of said decision shall be mailed to the complainant.
5. The complainant may request a reconsideration of the case determination of the Town Manager in instances where he or she is dissatisfied with the decision of the Town Manager. The request for reconsideration should be made within ten (15) calendar days following the date the complainant receives the determination of the Town Manager. The request for reconsideration shall be made to the Town Council through the Town Clerk, or the designee of the Town Clerk. The Town Council shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information and shall issue its decision thereon within thirty (30) calendar days of the filing of the request for reconsideration. A copy of said decision shall be mailed to the complainant. The decision of the Town Council is final.

6. The complainant's right to prompt and equitable resolution of the complaint must not be impaired by his or her pursuit of other remedies, such as the filing of a complaint with the U.S. Department of Justice or any other appropriate federal agency. Furthermore, the filing of a lawsuit in state or federal district court can occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. These rules shall be construed to: 1) protect the substantive rights of interested persons, 2) meet appropriate due process standards, and 3) comply with the ADA and implementing regulations.

Approved by Town Council _____ April 1, 2019 _____

Date

NOTE : All municipalities must (1) designate at least one employee to coordinate compliance with the ADA and (2) adopt and publish a grievance procedure for resolving ADA complaints. The attached policy and procedure reaffirms the Town's commitment to the philosophy and regulations of the ADA. It is best practice to review and readopt this policy periodically.

MOTION:

Agenda Item N-7

To adopt the following Fair Housing Resolution for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.

TOWN OF FARMINGTON
FAIR HOUSING RESOLUTION

Whereas, All American citizens are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

Whereas, State and Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, national origin, ancestry, marital status, age, mental or physical disability, lawful source of income, sexual orientation, familial status, be given equal access to rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

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

NOW THEREFORE, BE IT RESOVED, That the **Town of Farmington** hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a non-discriminatory basis: and BE IT FURTHER RESOLVED, That the Town Manager of the Town of Farmington or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practices in the Town of Farmington.

Adopted by the **Town of Farmington** on April 1, 2019.

Mrs. Kathleen A. Blonski, Town Manager

Town Seal

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. It is best practice to continually renew and readopt this policy periodically.

MOTION:

Agenda Item N-8

To adopt the attached Affirmative Action Plan for the Town of Farmington

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. This statement was last reviewed and adopted by the Town Council in 2018. It is best practice to continually review and readopt this plan periodically.

/Attachment

Adopted – April 2014
Reviewed and readopted April 2015
Reviewed and readopted April 2016
Reviewed and readopted April 2017
Reviewed and readopted April 2018

Town of Farmington Equal Employment Opportunity Program and Affirmative Action Plan

SECTION I. GENERAL POLICY

It is the policy of the Town of Farmington to provide equal employment opportunities without consideration of race, Color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but not limited to blindness, sexual orientation, political belief, or criminal record, unless the provisions of the Section 46a-60(b), 46a-80(b), and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Farmington recognizes both a legal and moral responsibility to abide by equal employment opportunity laws and philosophy. The Town also adheres to all the Federal and State laws, regulations and guidelines and executive orders as outlined in Attachment A.

The Town of Farmington agrees that all employment decisions involving applicants and employees shall be made solely on the basis of job-related qualifications and performance. Extraneous factors such as age, sex, marital status, and other conditions covered in Federal and State legislation shall not enter into pre- and post-employment decisions.

The Town of Farmington hereby pledges:

- To recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, mental illness, national origin, age, marital status, sexual orientation or physical disability, including, but not limited to blindness and temporary disability resulting from pregnancy.
- To base employment decisions on the principles of equal employment opportunity.
- To utilize only valid promotional requirements as the bases for promotional decisions.
- To ensure that all personnel actions, including benefits, compensation, transfers, layoffs, return from layoff, leaves, tuition assistance, training and social and recreational programs are administered without regard to race, color, mental illness, religion, sex, national origin, age, marital status, sexual orientation, or physical disability including but not limited to blindness and temporary disability resulting from pregnancy.

SECTION II. POLICY DISSEMINATION

The Town will:

- A. Compile data, as required, for federal reporting relative to the distribution of employees within the work force.
- B. Incorporate an equal opportunity clause in all purchase orders and contracts.
- C. Ensure that "Help Wanted" advertising is placed in "Male/Female Wanted" columns in media sources used for recruitment and that the words "Equal Opportunity Employer" or letters "EOE" are included in each advertisement.
- D. Provide or post information on official actions and equal employment to all potential employees and the general public.

SECTION III. RESPONSIBILITY FOR IMPLEMENTATION

The Farmington Human Relations Commission is responsible for monitoring and evaluating this Policy. The Town Manager is responsible for implementing the Policy and shall have the necessary authority to achieve the Policy's objectives. Record keeping and reporting duties shall be delegated to the Assistant to the Town Manager. The Director of Community & Recreational Services shall serve as staff assistant to the Human Relations Commission and is responsible for annually reviewing the policy to keep current with Federal and/or State anti-discriminate laws (as outlined in Attachment A).

SECTION IV. PLAN OF ACTION

The Town will strive to be an organization that is dedicated to recruiting qualified candidates without regard to race, color, religion, sex, national origin, age, sexual orientation or physical disability, including, but not limited to blindness and temporary disability such as pregnancy. To accomplish this, the town will reach out to applicants in more innovative ways. A larger pool of applicants will increase the probability of minority candidates successfully being hired. Female and minority employees will participate in job affairs and other functions in area high schools to demonstrate a commitment to equal employment. Job fairs and similar community events will be a primary focus of the Town's effort to attract more minority candidates.

The Town of Farmington will continue to advertise extensively in general circulation newspapers and in newspapers which have a large circulation among minority and Hispanic residents. The Hartford Courant provides statewide coverage. Job announcements will also be placed in the North End Agent, a minority published paper and with the Connecticut Employment Service. In addition, media in urban areas in addition to Hartford which focus on minority and Hispanic residents will also be used.

We will continue to recruit in colleges and universities with Criminal Justice programs.

SECTION V. POLICY EVALUATION

The Town will closely monitor the number of applicants entering the employment process.

The police department, as a National Law Enforcement Accredited Agency complies with Standards 31.2.3 that requires the police department maintain an equal employment opportunity plan and standard 31.2.2 that requires the agency to maintain a recruitment plan. The police department conducts an annual evaluation of the recruitment process and evaluation of the selection process at the conclusion of each testing process.

The Town Manager will prepare an annual summary of the activities and accomplishments in July.

SECTION VI. PROCEDURES FOR GRIEVANCES

If an employee feels they have been discriminated against, they should contact the Town Manager who is responsible for reviewing such complaints. The Human Relations Commission would serve as “fair hearing body” in response to complaints regarding discrimination or inequity of treatment.

SECTION VII. ITEMIZED BUDGET

Expenses for the administration of the recruitment and selection process are provided for in the Town’s General Fund Budget.

ATTACHMENT A

ATTACHMENT TO THE AFFIRMATIVE ACTION POLICY

<u>CONNECTICUT GENERAL STATUTES</u>	<u>SUBJECT</u>
C.G.S. Section 4 – 6lu	Upward Mobility
C.G.S. Section 4a – 60	Nondiscrimination clauses in State Contracts
C.G.S. Section 4a – 61	Minority Business Enterprises
C.G.S. Section 5 – 227	Discrimination prohibited in State employment
C.G.S. Section 5 – 267	Officers, appointing authorities and employees to comply with law
C.G.S. Section 8 – 265	Discrimination re: housing financed by CBFA Barred
C.G.S. Section 10a – 10	Office of Educational opportunity
C.G.S. Section 10a – 11 ethnic	Strategic plan to ensure racial and diversity
C.G.S. Section 17 – 206j licenses	Denial of employment, housing, because of mental disorder
C.G.S. Section 27 – 59	Discrimination prohibited by armed forces
C.G.S. Section 31 – 75d	Apprenticeships program
C.G.S. Section 31 – 75	Discrimination in compensation on account of sex
C.G.S. Section 32 – 9e	Set-aside program for minority business enterprises
C.G.S. Section 36 – 445	Discrimination in making mortgage or home improvement loans

C.G.S. Section 38 – 172	Discriminating in insurance prohibited
C.G.S. Section 38 – 262j	Age discrimination in group insurance coverage prohibited
C.G.S. Section 46a – 60	Discriminatory employment practice prohibited
C.G.S. Section 46a – 64	Discriminatory public accommodations practice prohibited
C.G.S. Section 46a – 46a	Discrimination against families with children
C.G.S. Section 46a – 68	State Affirmative Action plans
C.G.S. Section 46a – 69	Discriminatory practices by state
C.G.S. Section 46a – 70 State	Guarantee of equal employment in agencies
C.G.S. Section 46a – 71 agencies	Discriminatory practice by State prohibited
C.G.S. Section 46a – 72 State	Discrimination in job placement by agencies prohibited
C.G.S. Section 46a – 73	Discrimination in State licensing and charter procedures prohibited
C.G.S. Section 46a – 74	State agencies not to permit discriminatory practices in professional or occupational associations, Public accommodations or housing
C.G.S. Section 46a – 75	Discrimination in education and vocation program prohibited
C.G.S. Section 46a – 76	Discrimination in allocation of State benefits prohibited
C.G.S. Section 46a – 77	Cooperation with Commission required of State Agencies

C.G.S. Section 46a – 80	Denial of employment based on prior conviction of a crime, dissemination of Arrest Records prohibited
C.G.S. Section 53 – 37	Ridicule on account of race, creed or color
C.G.S. Section 53 – 37a	Deprivation of a person’s civil rights
Public Act No. 91 – 58	An act concerning discrimination on the basis of sexual orientation

REGULATIONS

SUBJECT

Section 46a-68-1 to 46a-68-17, inclusive	Apprenticeship regulations
Sections 46a-68-31 to Government 46a-74 inclusive	Affirmative Action by State regulations
46a-68j-21 through 43	State Contract Compliance

GUIDELINES

SUBJECT

Guidelines prepared by the Committee of Upward Mobility	Upward Mobility
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EXECUTIVE ORDERS

Affirmative Action

Executive Order No. 18, Governor Meskill	Affirmative Action
Executive Order No. 11, Governor Ella Grasso	Equal Employment Opportunity and Affirmative Action
Executive Order No. 12, Governor Ella Grasso	Governor’s Council on Opportunities for the Spanish Speaking
Executive Order No. 9, Governor O’Neil	Affirmative Action

Other

Connecticut Constitution Act 1, Section 1 and 20

REGULATIONS

29 C.F.R. Part 30

29 C.F.R. Part 32

29 C.F.R. Part 1602

29 C.F.R. Part 1620

29 C.F.R. Part 1627

31 C.F.R. Part 51

41 C.F.R. Part 60-1

41 C.F.R. Part 60-7441

SUBJECT

Non-discrimination in apprenticeship

Handicap discrimination regulations

EEOC records and reports

Equal Pay Act regulations

ADEA records and reports

Non-discrimination by revenue sharing recipients

FCCP regulations

Affirmative Action regulations for handicapped workers

UNITED STATES

CONSTITUTION

First Amendment

Thirteenth Amendment

Fourteenth Amendment

Fifteenth Amendment

SUBJECT

Freedom in Speech

Prohibit slavery and involuntary servitude

Equal Protection

Voting rights for African American Men

STATUTES

**29 U.S.C. Section 260
et seq**

**29 U.S.C. Section 621
et seq**

**29 U.S.C. Section 701
et seq**

SUBJECT

Equal Pay Act of 1963

**Age Discrimination in Employment Act
1973
Act of 1973**

**Vocational Rehabilitation
Act of 1973**

**31 U.S.C. Section 1221
et seq**

**State and Local Fiscal
Assistance Act of 1972**

42 U.S.C. Section 1981

Equal Rights Under Law

42 U.S.C. Section 1983

Civil Rights for Deprivation of Rights

**42 U.S.C. Section 2000d
et seq**

Title VI of the Civil Rights Act of 1964

**42 U.S.C. Section 2000e
et seq**

Title VII of the Civil Rights Act of 1964

42 C.U.S. Section 3601

Title VIII of the Civil Rights Act of 1968

Other

Civil Rights Acts of 1866, 1870, and 1871

Executive Orders 11246, amended by 11375

**Nondiscrimination under federal
contracts**

Americans With Disabilities Act of 1992

MOTION:

Agenda Item N-9

To adopt the following Compliance with Title VI of the Civil Rights Act of 1964 Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.

TOWN OF FARMINGTON

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The **Town of Farmington** does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The **Town of Farmington** seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin in programs and activities receiving Federal financial assistance. Title VI provides that No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town's Fair Housing Plan and is fully implemented to ensure compliance by the Town, as the recipient, and by subrecipients. The cooperation of all Town personnel is required.

Mrs. Kathleen A. Blonski, Town Manager

April 1, 2019

Date

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. This statement was last reviewed and adopted by the Town Council in 2018. It is best practice to continually review and readopt this plan periodically.

MOTION:

Agenda Item N-10

To adopt the following Fair Housing Policy Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.

**TOWN OF FARMINGTON
Fair Housing Policy Statement**

It is the policy of the Town of Farmington to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Farmington must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Farmington or any of Subrecipients of the Town will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Farmington.

The municipality's Town Manager, is responsible for the enforcement and implementation of this policy. The Town Manager, Kathleen A. Blonski may be reached at 860-675-2350

Complaints pertaining to discrimination in any program funded or administered by the Town of Farmington may be filed with the Town Manager, Kathleen A. Blonski. The municipality's Grievance Procedure will be utilized in these cases.

Complaints also may be filed with the Commission on Human Rights and Opportunity, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403.

A copy of this policy statement will be given annually to all Town employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town.

Revised April 2, 2018

April 1, 2019

Date

Mrs. Kathleen A. Blonski, Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting the Town Manager's office at 860-675-2350.

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. This statement was last reviewed and adopted by the Town Council in 2018. It is best practice to continually review and readopt this plan periodically.

MOTION:

Agenda Item N-11

To cancel the April 23, 2019 Town Council Meeting.

MOTION:

Agenda Item N-12

To approve the following property tax refunds.

NAME	REASON	AMOUNT
Arvest Central Mtg	Assessor adjustment	\$1,030.94
Decker Jean Ann	Assessor adjustment	\$630.30
Honda Lease Trust	Assessor adjustment	\$82.17
Home Loan Service	Assessor adjustment	\$877.24
Jp Morgan Chase	Assessor adjustment	\$488.15
Kay Stephen & Anne	Assessor adjustment	\$162.56
Lavendier Marie	Assessor adjustment	\$117.69
Lereta	Assessor adjustment	\$2,559.41
Mark & Kelli Zappone	Assessor adjustment	\$2,224.01
Nationstar Mortgage	Assessor adjustment	\$1,506.18
Porsche Leasing Limited	Assessor adjustment	\$361.79
Wells Fargo	Assessor adjustment	\$1,993.62
Total		\$12,034.06

MOTION:

Agenda Item O-1

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.