

Minutes of the Town of Farmington
Regular Town Council Meeting
January 14, 2020

Present:

C. J. Thomas, Chair
Joe Capodiferro
Brian F. X. Connolly
Christopher Fagan
Edward Giannaros
Peter Mastrobattista
Gary Palumbo

Kathy Blonski, Town Manager
Paula B. Ray, Clerk

A. Pledge of Allegiance

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

B. Call to Order

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

1. To appoint an Acting Chair of the Town Council

Motion was made and seconded (Palumbo/Capodiferro) to appoint Peter Mastrobattista as Acting Town Council Chair.

Adopted unanimously

2. To adopt the "Rules of Procedure"

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the motion recorded with these as Agenda Item B-2.

Adopted

Voting yes were Thomas, Capodiferro, Fagan, Mastrobattista and Palumbo.

Voting no were Connolly and Giannaros.

C. Presentations and Recognitions

1. Eagle Scout- Nicholas Petrucelli Duncan

Mr. Giannaros read the following proclamation, and the Council congratulated Nicholas Petrucelli Duncan on his accomplishments.

PROCLAMATION

WHEREAS, the Scouts BSA helps train the youth of our community with skills which serve them well in the future, and

WHEREAS, many of our youth participate in activities of the Scouts BSA which benefit our community, and

WHEREAS, one of the crowning achievements of Scouting is the attainment of the rank of Eagle Scout, and

WHEREAS, Nicholas Petrucelli Duncan from Troop 68 Scouts BSA recently completed the requirements for Eagle Scout, and

WHEREAS, Nicholas Petrucelli Duncan's project involved the beautification of the Farmington Alternative High School (FAHS) outdoor space which included building additional seating, stripping and refinishing the existing seating, building benches and planters and choosing trees and perennials to be planted in the space, and

WHEREAS, Nicholas Petrucelli Duncan also worked hard coordinating a team to help build, refinish, and plant the new extended outdoor area for continued enjoyment by the students and staff, and

WHEREAS, Nicholas Petrucelli Duncan has demonstrated leadership and academic success as part of Troop 68 Boy Scouts of America and volunteering at the House of Bread soup kitchen in Hartford, and

WHEREAS, Nicholas Petrucelli Duncan attends Farmington High School in Farmington, and is part of the Varsity Basketball team to win the Division 3 2019 State Champion, is on the Varsity Crew team, is part of the FHS Economics Team, and was selected for the Wind Ensemble Band, and

WHEREAS, as a result of Nicholas Petrucelli Duncan's work, the lives of the people of Farmington will be enriched and enhanced.

NOW, THEREFORE, BE IT RESOLVED, that on behalf of the Farmington Town Council, we hereby extend Nicholas Petrucelli Duncan our best wishes and we hereby proclaim January 14, 2020 as Nicholas Petrucelli Duncan Day in Farmington, Connecticut.

DATED AT FARMINGTON, CONNECTICUT this 14th day of January 2020.

CJ Thomas, Chair
Farmington Town Council

2. Eagle Scout – Ivan Petroka

Mr. Capodiferro read the following proclamation, and the Council congratulated Ivan Petroka on his accomplishments.

PROCLAMATION

WHEREAS, the Scouts BSA helps train the youth of our community with skills which serve them well in the future, and

WHEREAS, many of our youth participate in activities of the Scouts BSA which benefit our community, and

WHEREAS, one of the crowning achievements of Scouting is the attainment of the rank of Eagle Scout, and

WHEREAS, Ivan Petroka from Troop 68 Scouts BSA recently completed the requirements for Eagle Scout, and

WHEREAS, Ivan Petroka's project involved the Fisherman's Trail and Bridge Renovation which included clearing the trail, adding informational trail makers, rebuilding the main structure of the trail bridge and clearing the opposing abutment of vegetation, and

WHEREAS, Ivan Petroka also worked hard coordinating a team to help clear, build, and add markers for the continued enjoyment of Fisherman's Trail by the public, and

WHEREAS, Ivan Petroka has demonstrated leadership and academic success as part of Troop 68 Boy Scouts of America, and

WHEREAS, Ivan Petroka attends The University of Connecticut, as an Engineering student and plays trombone in the Marching Band and Pep Band, and

WHEREAS, as a result of Ivan Petroka's work, the lives of the people of Farmington will be enriched and enhanced.

NOW, THEREFORE, BE IT RESOLVED, that on behalf of the Farmington Town Council, we hereby extend Ivan Petroka our best wishes and we hereby proclaim January 15, 2020 as Ivan Petroka Day in Farmington, Connecticut.

DATED AT FARMINGTON, CONNECTICUT this 14th day of January 2020.

CJ Thomas, Chair
Farmington Town Council

3. Retirement – Ruth Grobe

There was no action was taken on Agenda Item C-3.

4. Superintendent of the Year – Kathleen Greider

Mr. Fagan read the following proclamation and thanked Superintendent Greider for all she had done for the students of Farmington and for him during his time on the Board of Education:

PROCLAMATION

WHEREAS, Kathleen Greider has served the Town of Farmington as the Superintendent of Schools since May 2009, and is a recognized educational leader in Connecticut, and

WHEREAS, Kathleen Greider has developed and enacted Farmington's clear and visionary improvement design within the school district, placing Farmington at the forefront of innovation and excellence as a leading school district in Connecticut and beyond, and

WHEREAS, Kathleen Greider's leadership has resulted in the school district being designated a national P21 Exemplar District for innovative teaching, learning, and programming, and

WHEREAS, Kathleen Greider's collaborative work with the Board of Education, administration, faculty, staff, students and the Farmington Community has led to innovative improvement practices and programs aligned to Farmington's *Vision of the Graduate, Framework for Teaching and Learning* and *Core Beliefs*, and

WHEREAS, Kathleen Greider's excellent work has been recognized by her peers in the State of Connecticut and she has received the distinct honor of being named Connecticut's 2019/2020 Superintendent of the Year, and

WHEREAS, in addition to her dedication to the education of Farmington's youth, Kathleen Greider has made significant and lasting contributions that have fostered strong relationships between the school district and the Town of Farmington, and

WHEREAS, Kathleen Greider's efforts to forge effective and solid relationships between the school district and the Town of Farmington have resulted in successful initiatives in the areas of school security, technology-integrated instruction, facility improvements, and joint efforts in the area of operations resulting in cost avoidance and efficiencies.

NOW, THEREFORE, the Farmington Town Council hereby commends Kathleen Greider for her excellent work on behalf of the entire Farmington community and we happily congratulate her on her 2019/2020 Superintendent of the Year Award.

DATED AT FARMINGTON, CONNECTICUT this 14th day of January 2020.

CJ Thomas, Chair
Farmington Town Council

Kathy Grieder, Superintendent of Schools thanked Mr. Fagan for his remarks, the Board of Education, the students, the parents, the faculty, the staff, the administration, the Town Council, Town Manager, both Assistant Town Managers and the Police Chief for all the collaboration they have given her making her work easier.

D. Public Hearing

There was no public hearing held.

E. New Items

Motion was made and seconded (Mastrobattista/Capodiferro) to add as Agenda Item L-26 an appointment to the Bicycle Advisory Committee.

Adopted unanimously

F. Public Comments

A Plainville resident asked the Council to change the Town Ordinance that prohibited the carrying of firearms at the Tunxis Meade Recreation Area to prohibit only unlawful firearms. It felt it would be beneficial to be able to carry a firearm on the more secluded trails.

Mike Demicco, State Representative 21st District congratulated Nicholas Petrucelli Duncan and Ivan Petroka upon attaining the rank of Eagle Scout. He congratulated Superintendent Kathy Grieder for her award. He the wished the new Town Council well and thanked them for their service.

G. Reading of Minutes

1. December 10, 2019 Regular Town Council Meeting

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the minutes of the Regular Town Council Meeting.

Adopted unanimously

H. Reading of Communications and Written Appeals

There were no communications or written appeals.

I. Report of Committees

1. Farmington High School Building Committee

Mr. Fagan reported on the activities of the FHS Building Committee for the month of January. After reviewing the maintain, major renovation and new building presentations the Committee was meeting on January 29, 2020 to pick the option to bring forward to the Town Council on February 4, 2020.

J. Report of the Council Chair and Liaisons

There were no reports for Agenda Item J.

K. Report of Town Manager

2020 Town Council Budget Schedule and Nutmeg TV Air Dates

The Manager called the Council's attention to the schedules in their packet.

State Legislators' Invitation

The Manager told the Council she would be inviting the Town's legislators to the February Town Council meeting.

Fire Department Strategic Plan

The Manager reported the Fire Department had been working on their Strategic Plan for the past five years and were ready to bring a statement of needs to the Town Council for the establishment of a building committee.

Town Council Photo Shoot

The Manager reminded the Town Council their photo shoot was scheduled for January 28, 2020.

Community and Recreational Services Update

The Manager highlighted the many activities the Community and Recreational Department held during the holiday season.

Fire Department Newsletter

The Manager called the Council's attention to the new Fire Department newsletter in their packet.

Upcoming Town Council Meeting

The Manager reviewed the schedule and topics for the next five Town Council meetings.

Motion was made and seconded (Mastrobattista/Capodiferro) to accept the report of the Town Manager.

Adopted unanimously

L. Appointments.

1. Corporation Counsel
2. Assistant Corporation Counsel
3. Bond Counsel

4. Labor Counsel
5. Land Use/Environmental Counsel

Motion was made and seconded (Mastrobattista/Capodiferro) to discuss Agenda Items L-1 through L-5.

Motion was made and seconded (Mastrobattista/Capodiferro) to table the motion to a future date.

Adopted unanimously

6. Treasurer

Motion was made and seconded (Mastrobattista/Capodiferro) that Joseph Swetcky be appointed as Treasurer from January 2020 until January 2022 and that compensation for the Treasurer be set at \$3,500 annually.

Adopted unanimously

7. Deputy Treasurer

Motion was made and seconded (Mastrobattista/Capodiferro) that Julie Albert be appointed as Deputy Treasurer from January 2020 until January 2022.

Adopted unanimously

8. Depositories for Town Funds

Motion was made and seconded (Mastrobattista/Palumbo) that the following banks and investment pools be designated as Depositories for Town Funds:

Bank of America
TD Bank N.A.
Peoples United Bank
Santander Bank
Liberty Bank
U.S. Bank & Trust, N.A.
Webster Bank, N.A.
JP Morgan Chase Bank, N.A.
Principal Financial Group (aka "Wells Fargo Bank, N.A. Institutional Retirement and Trust")
State of Connecticut Short Term Investment Fund (STIF)
First Suffield Bank.

Adopted unanimously

9. Town Council Liaisons/Committees

Motion was made and seconded (Mastrobattista/Capodiferro) that the following be appointed as members of, or liaisons to, the following entities or committees:

Committee	2020-2022
Bicycle Advisory Committee	Thomas
Board of Education	Fagan
C.R.C.O.G Policy Board	Thomas; Blonski
C.R.C.O.G Transportation Board	Arnold
Conservation and Inland Wetlands	
Economic Development	Giannaros
Farmington Village Center Committee	Thomas, Connolly
Farmington Valley Health District	Blonski
Green Efforts Committee	Fagan
Historic District Commission	Connolly
Housing Authority	Palumbo
Human Relations Commission	Capodiferro
Land Acquisition	Mastrobattista, Connolly
Library Board	Palumbo
Stephen A. Flis Scholarship	Thomas
Town Plan & Zoning	Capodiferro
UConn- Communication	Thomas
Unionville Historic District	Giannaros
Unionville Village Improvement Association	Giannaros
Water Pollution Control Authority	Capodiferro
Retirement Board	Mastrobattista

Adopted unanimously

- 10. Building Code Board of Appeals (Charette)
- 11. Building Code Board of Appeals (Langston)

There was no action taken on Agenda Items L-10 and L-11.

- 12. Farmington Valley Health District

Motion was made and seconded (Giannaros/Connolly) that Mary Jane Parlow be appointed to the Farmington Valley Health District for the balance of a three-year term beginning immediately and ending December 31, 2022.

Adopted unanimously

- 13. Justice of the Peace (Noe)
- 14. Plainville Area Cable TV Advisory Council (Bernier)
- 15. Retirement Board (Allen- CILU Local 60)
- 16. Retirement Board (Charette)

There was no action taken on Agenda Items L-13 through L-16.

17. Retirement Board

Motion was made and seconded (Mastrobattista/Capodiferro) that Robert Brochu be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022.

Adopted unanimously.

18. Retirement Board

Motion was made and seconded (Mastrobattista/Capodiferro) that Michael Ziebka be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022.

Adopted unanimously.

19. Retirement Board

Motion was made and seconded (Mastrobattista/Capodiferro) that Kyle Cunningham be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022.

Adopted unanimously

20. Retirement Board

Motion was made and seconded (Mastrobattista/Capodiferro) that Steve Egan be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022.

Adopted unanimously

21. Retirement Board (Huelin)

There was no action taken on Agenda Item L-21.

22. Retirement Board

Motion was made and seconded (Mastrobattista/Capodiferro) that Robert Ingvertsen be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022.

Adopted unanimously

23. Retirement Board (Miller)

There was no action taken on Agenda Item L-23.

24. Retirement Board

Motion was and seconded (Mastrobattista/Capodiferro) that Geoff Porter be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022.

Adopted unanimously

25. Retirement Board

Motion was made and seconded (Mastrobattista/Capodiferro) that Joan Valenti be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022.

Adopted unanimously.

26. Bicycle Advisory Committee

Motion was made and seconded (Mastrobattista/Capodiferro) that Richard Moll be appointed to the Bicycle Advisory Committee beginning immediately for an indefinite term.

Adopted unanimously

M. Old Business

There was no Old Business conducted.

N. New Business

1. To Consider and Take Action on the 2020 Blighted Building List

Motion was made and seconded (Mastrobattista/Capodiferro) to consider and take action on the following Blighted Building List:

14 Blueridge Drive
23 Lakeview Drive.

Adopted unanimously

2. To review and approve the Capital Improvement Policy

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the motion recorded with these minutes as Agenda Item N-2.

Adopted unanimously

3. To review and approve the Debt Management Policy

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the motion recorded with these minutes as Agenda Item N-3.

Adopted unanimously

4. To review and approve the Reserve Policy

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the motion recorded with these minutes as Agenda Item N-4.

Adopted unanimously

5. To review and approve the Employee Health Self-Insurance Fund Reserve Policy

Motion was made and seconded (Mastrobattista/Capodiferro)) to approve the motion recorded with these minutes as Agenda Item N-5.

Adopted unanimously

6. To set a Public Hearing on February 25, 2020 at 6:00 pm on the Town Manager's Proposed Seven-Year Capital Improvement Plan

Motion was made and seconded (Mastrobattista/Capodiferro) to set a Public Hearing on February 25, 2020 at 6:00 pm in the Town Hall Council Chambers on the Town Manager's Proposed Seven-Year Capital Improvement Plan.

Adopted unanimously

7. To Award Bid # 294, "Batterson Park Pump Station Upgrade" to Baltazar Contractors of Ludlow, Massachusetts at a total contract cost of \$1,899,695.00

Motion was made and seconded (Mastrobattista/Capodiferro) to Award Bid # 294, "Batterson Park Pump Station Upgrade" to Baltazar Contractors of Ludlow, Massachusetts at a total contract cost of \$1,899,695.00.

Adopted unanimously

8. To accept the donation of \$14,000 from the fire department Car Show Committee (consisting of firefighters from Tunxis Hose, Farmington, East Farms and Avon) for the purpose of building a Rehabilitation Pavilion at the Live Fire Training Facility to be used during training evolutions

Motion was made and seconded (Mastrobattista/Capodiferro) to accept the donation of \$14,000 from the fire department Car Show Committee (consisting of firefighters from

Tunxis Hose, Farmington, East Farms and Avon) for the purpose of building a Rehabilitation Pavilion at the Live Fire Training Facility to be used during training evolutions.

Adopted unanimously

9. To set a public hearing for February 11, 2020 at 7:00 pm in the Farmington Town Hall Council Chambers to consider the purchase of property owned by William L. Wollenberg, III and Paul A. Wollenberg located at 8489 Meadow Road (Approximately 11.38 Acres) for a price of \$108,000

Motion was made and seconded (Mastrobattista/Capodiferro) to set a Public Hearing for February 11, 2020 to consider the purchase of property owned by William L. Wollenberg, III and Paul A. Wollenberg located at 8489 Meadow Road (Approximately 11.38 Acres) for a price of \$108,000 subject to receipt of an acceptable Phase I Environmental Site Assessment Report; and subject to due diligence, including but not limited to title search.

Adopted unanimously

10. To authorize the Town Manager to execute a grant of Conservation Easement and Restriction on 21 Pinnacle Ridge Road, Traci Stefanik, Grantor

Motion was made and seconded (Mastrobattista/Capodiferro) to authorize the Town Manager to execute a grant of Conservation Easement and Restriction on 21 Pinnacle Ridge Road, Traci Stefanik, grantor.

Adopted unanimously

11. To amend the appointments to the Farmington High School Building Committee

Motion was made and seconded (Mastrobattista/Capodiferro) to amend the appointments to the Farmington High School Building Committee as follows (changes are indicated in **bold**):

Meghan Guerrero, Chair
Chris Fagan, Town Council Member
Ellen Siuta, Board of Education Member
Johnny Carrier, Resident
Sharon Mazzochi, Resident
Garth Meehan, Resident
Michael Smith, Resident

And the following non-voting members:

Beth Kintner, Board of Education Liaison

Kathleen Blonski, Town Manager

Kathleen Greider, Superintendent

Scott Hurwitz, Farmington High School Principal

Alicia Bowman, Assistant Superintendent of Finance and Operations

Kathryn Krajewski, Assistant Town Manager

Tim Harris, Farmington Public Schools Director of Facilities

Other Town and Board of Education Staff as needed

Devon Aldave, Clerk of the Committee.

Adopted unanimously

12. To amend the appointments to the Green Effort Commission

Motion was made and seconded (Mastrobattista/Capodiferro) to amend the appointments to the Green Effort Commission (changes are indicated in **bold**):

Members to the Sub-Committee:

- **Christopher Fagan, Town Council Member**
- **Patricia Boye-Williams, Resident**
- Betty DaCruz, Resident
- Andrea Sobinski, Board of Education Member
- Cate Grady-Benson, Resident
- Rodger Phillips, Resident
- Stacey Petruzella, Resident

Non-Voting Members:

- Erica Robertson, Assistant Town Manager
- Shannon Rutherford, Assistant Town Planner.

Adopted unanimously

13. To approve Property Tax refunds

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the following Property Tax Refunds:

NAME	REASON	AMOUNT
1)21 South Rd LLC	Assessor's adjustment	\$570.41
2)399 Farmington Ave LLC	Assessor's adjustment	\$1,406.52
3)499 Farmington Ave LLC	Assessor's adjustment	\$1,504.15
4)Nakheeb Akmal	Assessor's adjustment	\$44.39
5)Ally Financial	Assessor's adjustment	\$53.48
6)Ari Fleet LT	Assessor's adjustment	\$1,199.57
7)N. & K. Azhar	Double payment	\$550.00

8) Buckeye Properties LLC	Overpayment	\$6.00
9) Brian Crowe	Assessor's adjustment	\$129.59
10) Howard Evarts	Assessor's adjustment	\$105.90
11) Joyce Hill	Double payment	\$550.00
12) Shawn Hoar	Double payment	\$235.00
13) Jill & Todd Hodgman	Double payment	\$235.00
14) Terseer Ityavyar	Assessor's adjustment	\$11.44
15) Karen Leavitt	Double payment	\$550.00
16) Mark & Rafeena Lee	Double payment	\$550.00
17) Michael Markowtiz	Assessor's adjustment	\$8.39
18) Ezhil Nanjappan	Double payment	\$315.00
19) J. Pecora & A. Jolanta	Double payment	\$550.00
20) Nicholas Perugini	Assessor's adjustment	\$741.91
21) Amy Safara	Assessor's adjustment	\$119.24
22) Molly Stepka	Double payment	\$235.00
23) Marguerite Swan	Assessor's adjustment	\$103.84
24) Edward Tomasso	Assessor's adjustment	\$79.63
25) Michael Tomasso	Assessor's adjustment	\$33.81
26) Toyota Lease Trust	Assessor's adjustment	\$660.20
27) Jacquelyne Trieber	Assessor's adjustment	\$14.32
28) Thomas Truong	Assessor's adjustment	\$28.73
29) Eleanor Vendetti	Double payment	\$550.00
30) VW Credit Leasing LTD	Assessor's adjustment	\$222.14
31) Van Vuong	Assessor's adjustment	\$156.20
32) Mark & Kellie Zappone	Double payment	\$550.00
	TOTAL:	\$12,069.86

Adopted unanimously

O. Executive Session

There was no Executive Session held.

P. Adjournment

Motion was made and seconded (Mastrobattista/Capodiferro) to adjourn the meeting at 8:13 p.m.

Adopted unanimously

Respectfully submitted,



Paula B. Ray, Clerk

Chapter A205

RULES OF PROCEDURE

- | | |
|---|-------------------------------|
| § A205-1. Meetings; agenda. | § A205.5. New items. |
| § A205-2. Robert's Rules of Order to prevail. | § A205-6. Charter references. |
| § A205-3. Procedure at Council meetings. | § A205-7. Acting Chair. |
| § A205-4. Order of business, second Tuesday | § A205-8. Code of conduct. |
| § A205-4.1 Order of business, fourth Tuesday | |

[HISTORY: Adopted by the Town Council of the Town of Farmington 7-1-1991, as amended through 1-8-2002. Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Code of Ethics – See Ch. 24.

§ A205-1. Meetings; agenda.

- A. Regular Council meetings shall be held on the second and fourth Tuesday of each month.
- B. Each meeting shall start at 7:00 p.m.
- C. The Council agenda with supporting material shall be delivered to Council members the Thursday preceding each meeting. The deadline for regular items to included in the agenda shall be 4:30 p.m. on the Tuesday prior to the regular meeting.
- D. Additional special Council meetings may be called by the Chair. Any Council member may request that a special Council meeting be called. In the event the Chair declines to call a special Council meeting, three members of the Council may call a special Council meeting.
- E. Agendas for all Council meetings shall be prepared by the Town Manager in consultation with the Chair, ~~and the Acting Chair.~~
[Amended 1-9-2018] [Amended 1-14-2020]

§ A205-2. Robert's Rules of Order to prevail.

The proceedings of the Council shall be conducted in accordance with Robert's Rules of Order.

§ A205-3. Procedure at Council meetings. [Amended 1-14-2020]

- A. The Chair of the Town Council, who may also be referred to as the Mayor, shall preside over all meetings of the Council.
- B. Each member shall be provided with an agenda in advance of each meeting.

~~B-C.~~ Voting.

- (1) All votes shall be “aye” or “nay,” and the vote of each member shall be recorded. In cases where there are no “nays” or “ayes,” the Clerk shall record the vote as unanimous, unless a member who did not cast an audible vote requests that his or her vote be recorded otherwise. The Clerk shall have ample time to record the vote before moving on to the next agenda item.
- (2) All members present shall vote on each question, except when a member has, or believes he or she has, a conflict of interest. In such circumstance, the member shall comply with the Code of Ethics, Chapter 24 of the Farmington Code.
- (3) A motion to limit or extend limits of debate, a motion for the previous question (i.e., to “call the question”) or a motion to suspend, alter or amend these rules of procedure shall require a two-thirds vote of the members present, but not fewer than four affirmative votes.
- (4) Public comments may be limited to five minutes per speaker at the discretion of the Chair.

§ A205-4. Order of business, second Tuesday.

The order of business of the regular Council meeting held on the second Tuesday of each month shall be as follows:

- A. Call to order.
- B. Pledge of Allegiance.
- C. Presentations and recognitions.
- D. Public hearing.
- E. New items.
- F. Public comments.
- G. Reading of minutes.
- H. Reading of communications and written appeals.
- I. Report of Council Chair and liaisons.
- J. Report of committees.
- K. Report of Town Manager.
- L. Appointments.
- M. Old business.
- N. New business.
- O. Executive session (by 2/3 vote).
- P. Adjournment.

§ A205-4.1. Order of business, fourth Tuesday. [Amended 1-14-2014]

The order of business of the regular Council meeting held on the fourth Tuesday of each month shall be as follows:

- A. Call to order.
- B. Pledge of Allegiance.
- C. Public comments.
- D. Consideration of special topics.
- E. New Business (if needed)
- F. Adjournment.

§ A205-5. New items.

By a two-thirds affirmative vote of the full Council membership, any item received after the deadline and which is considered to either be an emergency or a matter of sufficient import to warrant special consideration may be introduced and, if added to the agenda, may be considered a part of the agenda at a regular meeting. If new items are presented to the Council, whether from the public or from the Council, their addition to the agenda shall be considered before the public comment portion of the meeting in order to give the public the opportunity to comment on those agenda items.

§ A205-6. Charter references. [Amended 1-14-2020]

The following sections of the Town Charter are referred to or quoted for the procedure guidance of the Council:

- A. Section C3-2: ~~“The Chair of the Council shall preside over all meetings of the Council.~~ A vacancy in the office of the Chair of the Council, from whatever cause arising, shall be filled by appointment by the Council for the unexpired balance of the term, in accordance with C2-3 above. The Council at its first meeting shall appoint from among its members an Acting Chair who shall have all powers, duties and responsibilities of the Chair of the Council in the Chair’s absence or incapacity.”
- B. Section C3-4: “The presence of four members shall constitute a quorum, but no ordinance, resolution or vote except a vote to adjourn or fix the time and place of its next meeting or to fill a vacancy in an elective office after a sixty-day impasse has occurred, shall be adopted by fewer than four affirmative votes.”

§ A205-7. Acting Chair.

The Council shall elect an Acting Chair at its first meeting in January, following a municipal election, in accordance with Section C3-2 of the Farmington Town Charter.

§ A205-8. Code of conduct.

It is the obligation and responsibility of a Council member not to interfere with or intervene in the implementation by the Town Manager or other Town official of the policy or decision adopted by the Council and not divulge to anyone any aspect of matters considered and discussed in executive session.

Each Council member shall act in complete accordance with the provisions and tenor of this section, and should any Council member fail to so act, such failure shall subject such member to censure, reprimand or such other action deemed appropriate by the Council.

MOTION:

Agenda Item N-2

To review and approve the attached Capital Improvement Policy.

TOWN OF FARMINGTON, CT CAPITAL IMPROVEMENT POLICY

I. PURPOSE

The purpose of the Capital Improvement Policy is to provide a framework for the planning, scheduling and financing of capital improvement projects in a manner that is consistent with the Town's Debt Management Policy

II. DEFINITIONS

Capital improvement projects are defined as infrastructure or equipment acquisitions or construction that results in a capitalized asset with a value of at least \$25,000 and a useful life of at least five years.

Pay-as-you-go financing is defined as financing that is derived from revenue sources other than debt issuance. Revenue sources could include: appropriations from the operating budget, grants, and fund balance appropriations.

III. POLICY STATEMENTS

1. The Town will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements. The Town's objective will be to contribute to the Capital Improvement Program, at least 2.5% of the annual General Fund revenues allocated to the operating budget.
2. A minimum of 20% of all capital improvement project costs contain in the seven-year plan should be financed on a pay-as-you-go basis.
3. The Town will utilize debt obligations only for acquisition, construction or remodeling of capital improvement projects that cannot be funded from current revenue sources or in such cases wherein it is more equitable to the users of the project to finance the project over its useful life.
4. Any long-term debt that is issued for to finance a capital project shall have a maximum maturity of the earlier of: (1) the estimated useful life of the capital improvement being financed; or, (2) twenty years.

IV. RESPONSIBILITY FOR POLICY

1. Annually, a seven-year capital improvements program will be developed by the Town Manager that analyzes all anticipated capital expenditures by year and identifies associated funding sources.
2. The Town Manager will coordinate the development of the capital improvement program with the development of the annual operating budget.

3. The Town Manager will submit the seven-year capital improvements program to the Town Council for review and approval in accordance with the timeline established in the annual budget schedule.
4. A prior year capital project status report shall be presented to the Town Council for information purposes when the proposed capital improvement program is reviewed.
5. The Town Council will review, modify and adopt the seven-year capital improvements program as part of the annual budget review process. The first year of the adopted seven-year capital improvements program will be the Capital Budget for the next ensuing fiscal year and funds shall be included in the annual operating budget to finance these projects as indicated. The projects shown in years two through seven, although only for planning purposes, shall be scheduled to be consistent with the infrastructure needs of the Town and the Town's ability to pay.
6. Appropriations made in prior years for which expenditures have not been incurred nor projects started will be reevaluated and incorporated into appropriations for the new fiscal year.
7. The Town will maintain a capital project monitoring committee composed of town staff. The committee will meet monthly to review progress on all outstanding projects as well as to revise spending projections.
8. If new project appropriation needs are identified at any time during the fiscal year, the funding sources will be identified and a request for mid-year adjustments will be submitted to the Town Council for approval. The Town Council may increase the appropriation for a given capital project provided a corresponding appropriation decrease is made to another capital project, so as not to alter the overall appropriation to the Capital Projects fund.
9. Each year a closing resolution will be submitted to the Town Council to obtain formal authorization to close completed capital projects.
10. The Town will maintain a schedule of all fixed assets with values of at least \$25,000. In addition, the Town will maintain a listing of capital infrastructure that will be used to develop maintenance and replacement schedules for all assets through the capital improvement program.

This policy shall be reviewed on a biennial basis during the month of January in each even numbered year.

Approved by the Town Council:	December 13, 2005
Approved by the Town Council:	January 9, 2007
Approved by the Town Council:	January 12, 2010
Amended by the Town Council	January 11, 2011
To change from Odd to Even years / Per	Town Manager's Report
Approved by the Town Council:	January 10, 2012
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council	January 9, 2018

MOTION:

Agenda Item N-3

To review and approve the attached Debt Management Policy.

TOWN OF FARMINGTON, CT DEBT MANAGEMENT POLICY

I. PURPOSE

The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, continuing evaluation of and reporting on all debt obligations issued by the Town of Farmington.

Debt obligations, which include general obligation bonds, special assessment bonds, revenue bonds, bond anticipation notes, lease/purchase agreements and any other debt obligations permitted to be issued under Connecticut law, shall only be issued to purchase capital assets that cannot be acquired with current revenues.

II. POLICY STATEMENT

Under the requirements of Federal and state laws and Town Charter provisions, ordinances and resolutions, the Town may periodically issue debt obligations to finance the construction or acquisition of infrastructure and other assets or to refinance existing debt. It is the Town's goal to assure that such debt obligations are issued and managed in such a manner as to obtain the best long-term financial advantage to the Town and its residents, while making every effort to maintain and improve the Town's bond ratings and reputation in the investment community.

III. RESPONSIBILITY FOR POLICY

The Director of Finance shall be responsible for issuing and managing the Town's debt program. In carrying out this policy, the Director shall:

1. at least annually consider the need for debt financing based upon the progress on the Capital Improvement Program;
2. at least annually review the Town's adherence to this policy statement and compare the debt ratios established in this policy with where the Town actually is;
3. at least annually review the Town's authorized but unissued debt to determine if any authorizations are no longer needed;
4. at least annually determine if there are any opportunities for refinancing current debt;
5. review every three years the services provided by the Town's financial advisor, bond counsel, paying agents and other debt financing service providers.

The Chief Financial Officer shall report his/her findings to the Town Manager and Town Council in January of each year, prior to the Town Council's review of the Capital Improvement Program.

IV. GENERAL DEBT GOVERNING POLICIES

The Town hereby establishes the following policies concerning the issuance and management of debt:

- A. The Town shall not issue debt obligations or use debt proceeds to finance current operations of the Town.
- B. The Town will utilize debt obligations only for acquisition, construction or remodeling of capital improvement projects that cannot be funded from current revenue sources or in such cases wherein it is more equitable to the users of the project to finance the project over its useful life.
- C. The Town will measure the impact of debt service requirements of outstanding and proposed debt obligations on single year, five, ten, and twenty-year periods. This analysis will consider debt service maturities and payment patterns as well as the Town's commitment to a pay as you go budgetary allocation.

V. DEBT POLICIES, RATIOS AND MEASUREMENT

- A. Purposes of Issuance – the Town shall only issue debt obligations for acquiring, constructing or renovating Town owned fixed assets or for refinancing existing debt obligations.
- B. Maximum Maturity – All debt obligations shall have a maximum maturity of the earlier of: (1) the estimated useful life of the Capital Improvement being financed; or, (2) twenty years; or, (3) in the event debt obligations are being issued to refinance outstanding debt obligations the final maturity of the debt obligations being refinanced.
- C. Direct Debt Per Capita – The Town shall adhere to a debt management strategy that achieves the goal of maintaining Direct Debt Per Capita at or below the median for Connecticut municipalities rated Aa1 by Moody's or AA+ by Standard & Poor's. Direct Debt Per Capita shall not exceed 110% of said median. The Direct Debt Per Capita shall be calculated by dividing the Town's direct debt by the most current population.
- D. Direct Debt as a Percent of Estimated Full Assessed Value – The Town shall adhere to a debt management strategy that achieves the goal of maintaining the ratio of Direct Debt to Full Assessed Value of properties within Town at or below the median for Connecticut municipalities rated AAA by Standard & Poor's. Said ratio shall not exceed 110% of said

median. The ratio of Direct Debt to Estimated Full Assessed Value shall be calculated by dividing the Town's Direct Debt by the estimated full-assessed value of all taxable properties within the Town.

- E. Average Maturity of General Obligation Bonds – the Town shall have at least 70% of outstanding general obligation bonds mature in less than ten (10) years.
- F. Debt Service Levels – The Town shall adhere to a debt management strategy that achieves the goal of limiting annual general fund debt service to 10% of the total General Fund budget.
- G. Net Present Value Savings – The Town must achieve a Net Present Value Savings of at least 2 percent over the life of an existing bond issue in order for it to be considered for refunding.
- H. The Town shall not exceed fifty percent (50%) of its statutory debt limitation.
- I. Bond Covenants and Laws – The Town shall comply with all covenants and requirements of the bond resolutions, and state and Federal laws authorizing and governing the issuance and administration of debt obligations.

This policy shall be reviewed on a biennial basis during the month of January in each even numbered year.

Approved by the Town Council:	October 11, 2005
Approved by the Town Council:	February 13, 2007
Approved by the Town Council:	January 12, 2010
Amended by the Town Council	January 11, 2011
To change from Odd to Even years / Per Town Manager's Report	
Approved by the Town Council:	January 10, 2012
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council	January 9, 2018

MOTION:

Agenda Item N-4

To review and approve the attached Reserve Policy.

**TOWN OF FARMINGTON, CT
RESERVE POLICY**

I. PURPOSE

The purpose of this policy is to 1) preserve the credit worthiness of the Town for borrowing monies at favorable interest rates; 2) provide working capital to meet cash flow needs during the year and 3) attempt to stabilize fluctuations from year to year in property taxes paid by town taxpayers.

II. POLICY STATEMENT

Fund Balance is an important indicator of a community's financial position. An adequate fund balance must be maintained to allow the Town to continue to meet its obligations in the event of an economic downturn and/or unexpected emergency. Therefore, the Town of Farmington shall maintain an unreserved/undesignated general fund balance as of June 30 of each year equal to a minimum of 10% of the ensuing fiscal year's operating revenue, with a targeted maximum of 15% of the ensuing fiscal year's operating revenue.

III. RESPONSIBILITY FOR POLICY

As part of the annual budget preparation process, the Director of Finance will estimate the surplus or deficit for the current year and prepare a projection of the year-end unreserved/undesignated general fund balance. Any anticipated balance in excess of the targeted maximum unreserved/undesignated fund balance may be budgeted to reduce the ensuing year's property tax levy or fund one-time capital projects.

Appropriation of any amount of the unreserved/undesignated general fund balance, which would result in fund balance falling below the target minimum of 10%, for the sole purpose of reducing the ensuing year's property tax levy, may only be made upon a 2/3 majority vote of the Town Council.

Subject to the provisions of Article X of the Town Charter (Town Meetings), the Town Council, by a 2/3 vote, can declare a fiscal emergency and withdraw any amount of general fund balance for resolving the emergency. The Town Council must restore any such appropriation of Fund Balance within a three-year period.

IV. OTHER FUNDS

In addition to maintaining adequate reserves to fund general fund obligations, the Town shall maintain reserve levels in other funds as follows:

The WPCA Fund will maintain reserves to meet three primary objectives. First, an Operating Reserve will be funded to ensure sufficient funding for operations. This reserve will be maintained at a level sufficient to fund 90 days of budgeted operating expenditures. Second, an adequate reserve will be maintained to ensure repairs to and replacement of infrastructure. Finally, a Working Capital reserve will be funded to provide sufficient cash for sewer capital improvements and to avoid large fluctuations in rate changes.

This policy shall be reviewed on a biennial basis during the month of January in each even numbered year.

Approved by the Town Council:	October 11, 2005
Amended and Approved by the Town Council:	January 8, 2008
Amended and Approved by the Town Council:	January 12, 2010
Amended and Approved by the Town Council:	January 10, 2012
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council:	January 9, 2018

MOTION:

Agenda Item N-5

To review and approve the attached Employee Health Self-Insurance Fund Reserve Policy.

**The Town of Farmington and The Farmington Public Schools
Employee Health Self-Insurance Fund
Reserve Policy**

I. Purpose

The purpose of this policy is to provide a standard for the appropriate level of reserves that should be maintained in the employee health self insurance fund and for defining the processes: (a) to maintain their adequacy, and (b) cover plan expenses in the event of a reserve inadequacy.

II. Policy Statement

It is the intention of both the Town Council and Board of Education of Farmington to adequately fund the liabilities of their respective health insurance plans and provide sufficient financial resources to fund any unexpected increase in claims over the budgeted claim level. Accordingly, the Town and Board of Education will fund an Incurred But Not Reported (IBNR) reserve and an Excess Claim Reserve.

IBNR Reserve

The IBNR reserve shall be established as of June 30 of each fiscal year at a level deemed appropriate by the Town Council and Board of Education, after consultations with Town and School insurance consultants and insurance vendors and after testing and verification by the Town's independent auditors. The IBNR reserve shall be fully funded. Any insufficiency in the IBNR reserve will be funded from the Excess Claim Reserve.

Should the IBNR reserve fall below the established level and the excess claim reserve have insufficient resources to restore the IBNR reserve to its established level, then the Town and Board will take steps to restore the IBNR reserve to its fully funded status by budgeting for the shortfall in the next budget cycle. This will be done on a proportional basis, the proportion to be determined based on each entity's expected claims for the next fiscal year. However, no entity shall contribute an amount greater than 80% of the amount required to be contributed.

Excess Claim Reserve

In addition to the IBNR reserve, the Town and Schools will establish an Excess Claim Reserve to fund claims in excess of the expected claim level. The desired reserve level shall be in a range between 7% - 11% of annual expected claims.

Claim Reserve Maximums

Considering that a plan year following a poor claim year in which all or most of the claim reserve was expended would result in a substantial health care budget increase, the Town and Schools recognize that an Excess Claim Reserve of between 7% - 11% would be desirable and thus there is no formal maximum to the Excess Claim Reserve. Moreover, money cannot be withdrawn from the Excess Claim Reserve for self-insurance purposes until the combined IBNR and Excess Claims reserves exceed twenty-five percent (25%) of annual expected claims.

Should the combined reserves exceed 25% then each entity will be credited with a proportional amount of the excess above 25% to put towards the funding of their subsequent year's expected claims. The proportion to be determined will be based upon the proportion that each entity contributed to the excess reserve in the preceding 24-month plan period. However no entity will receive less than an amount equal to 20% of the amount to be distributed.

III. Budget Requests

During the annual budget preparation process the Town Manager and the Superintendent of Schools will include in their respective budget requests sufficient budget amounts to cover expected claims for the upcoming year plus additional funds to fully fund the estimated IBNR level and such additional amounts as may be necessary to fully fund the excess claim reserve pursuant to this agreement. It is recognized that achieving these targets in one year would be difficult. Therefore, the Town Council and Board of Education would meet the IBNR standard and at least the 7% excess claim reserve standard within three years after adoption of this policy.

IV. Procedure for Covering Claims When Reserves Are Not Sufficient

Shortfall

If at any time during the Plan Year either the Town Manager or the Superintendent or both determine that there are insufficient revenues and accumulated reserves to meet the immediate claim expense obligations of their respective plans they will immediately report such findings to their respective policy bodies.

The Town shall make available sufficient cash to either the Town self insurance plan or Schools' self insurance plan to permit each employer to meet its obligations to fund the

self-insured cash account for claims incurred on behalf of its employees for the balance of that fiscal year.

If at any time during the Plan Year, either Town staff or the school staff or both determine that it is likely that there will be insufficient revenues and accumulated reserves to meet claim expenses, they will report such to their respective policy bodies at their next regular meeting. The report shall include the following information:

1. Provide a projection of the fiscal year end shortfall in expected paid claims;
2. Utilization information indicating current and/or projected paid claims;
3. Identify any self-insurance revenue variances from what was originally budgeted.

Following the Board of Education's review of the school projection, the information will be transmitted to the Town Council. The Town Council after reviewing the self-insurance financial report(s) provided by the Town and/or Board of Education, will determine the amount of, if any, additional appropriation to be made to the Town or Board or both to meet claims payments during the remainder of the Plan Year. In making their determination, the Town Council will consider all of the information provided by the Town Manager and Board of Education.

Any supplemental appropriation approved by the Town Council will be made in three equal payments directly to the Employee Health Self-Insurance Fund over the balance of the Plan Year. If at anytime after an additional appropriation is made, it is determined that the full appropriation will not be needed, then the amount not needed will not be paid to the Fund or if already paid, the amount will be withdrawn from the Fund and returned to the General Fund.

This policy shall be reviewed on a biennial basis during the month of January in each even numbered year or at any time in between, if requested by either the Town Council or Farmington Board of Education.

Approved by the Town Council:	December 13, 2011
Approved by the Farmington Board of Education:	December 12, 2011
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council:	January 9, 2018