

Minutes of the Town of Farmington  
Regular Town Council Meeting  
February 9, 2021  
Zoom Webinar Meeting due to the COVID19 Pandemic

Attending:

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. Call to Order

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

B. Pledge of Allegiance

The Chair and Council recited the Pledge of Allegiance.

C. Presentations and Recognitions

1. Proclamation – 100<sup>th</sup> Birthday of Lee Pappas

The Chair read the following proclamation and Mr. Giannaros wished Ms. Pappas happy birthday in Greek:

PROCLAMATION

WHEREAS, Lee (Leomonía Zafranís) Pappas was born in Thompsonville, Connecticut on February 22, 1921 and lived most of her life in Waterford, Connecticut where she raised three daughters: Helen Schlicht, Mercedes Suchocki and Georgia Pappas before moving to Middlewoods of Farmington in February 2013 where she enjoys knitting, crocheting, gardening, and jigsaw puzzles.

WHEREAS, Lee Pappas graduated Bulkeley High School in Hartford in 1939 and served in the Women's Army Auxiliary Corps in the United States Army from 1942 to 1945 earning the Army Commendation Ribbon, the World War II Victory Medal, the Good Conduct Medal, and the American Service Medal. Lee went on to own and operate the Niantic Pizza House in Niantic, Connecticut before working in the deli at Stop & Shop for twenty-five years, until she retired at age eighty-five.

WHEREAS, Lee Pappas was a dedicated parishioner at the St. Sophia Greek Orthodox Church in New London where she received the Archbishop Iakovos Distinguished

Service Award. She later became a parishioner at St. George's Greek Orthodox Church in Hartford where she still attends.

WHEREAS, as a resident of Farmington for eight years, Lee Pappas shows the true spirit of Farmington with her volunteerism. Lee was presented with a volunteer award from Quilts that Care and has also received the volunteer award for several years in a row from Middlewoods of Farmington for her help throughout the community.

NOW, THEREFORE BE IT RESOLVED that the Farmington Town Council hereby proclaims February 22, 2021 as Lee Pappas Day in the Town of Farmington and we call upon our fellow residents to pay tribute to this valued member of our community.

Dated this 9th day of February 2021 at Farmington, CT.

C.J. Thomas  
Chair, Farmington Town Council

## 2. State Legislators

Senator Derek Slap, 5<sup>th</sup> State District, Representative Tammy Exum, 19<sup>th</sup> State District and Representative Mick Demicco, 21<sup>st</sup> State District updated the Council on legislative priorities, the State Budget and answered Council questions regarding the regionalization of school districts, Pilot funding, the increase in juvenile crime, unfunded expenses related to the police accountability bill, if there were any tax relief measures for seniors being considered, unfunded education costs, increasing open choice reimbursements and increased funding for local health districts. The Town's application to Sustainable CT was discussed.

## 3. Town of Farmington Audit FY Ending June 30, 2020

Katherine Patnaude and Joseph Centofanti from PKF O'Connor Davies, LLP reviewed the results of the Town's audit and answered Council questions.

## D. Public Hearing

There were no public hearings held.

## E. New Items

There were no new items added to the Agenda.

## F. Public Comments

Paula Ray, Clerk read into the record public comments from Halloran & Sage, LLP, C.J. Thomas, Chair of the Town Council and Portia and Tim Corbett recorded with these minutes as Agenda Items F-1, F-2 and F-3.

John Renehan of 27 Main Street read into the record a public comment recorded with these minutes as Agenda Item F-4.

Jay Bombara of 13 Mountain Road told the Council the legal opinions the Council had received were just that opinions not laws. The lawyers, that issued the opinions, were not judges. None of the members of the Town Council, the Town Chair or former interim Town Planner were judges. He felt the issue was simply how the Chair of Farmington Historic District Commission was elected, and that after the December 15, 2020 election concerned members of the public had contacted him about it having been done incorrectly. He did research and agreed with the members of the public and explained his reasoning. He asked if the Town Council intended to remove him from the Commission, as stated in one of the letters read into the record. He wanted to know if the other four members that had voted the same way as he did on December 31, 2020 were going to be removed. He requested the Town Council stop interfering in the operations of the Farmington Historic District Commission and questioned why it was necessary to get the third legal opinion. He told the Council that Mr. DeCrescenzo had told him it was okay for the Commission not to agree with his opinion that it was just an opinion.

Bruce Charette of 123 Main Street spoke because he felt it was important to point out not one of the Town Council members owned an historic home in the Farmington Historic District. He told the Council about his experiences with the Farmington Historic District Commission when he had built his home and his experiences as a member of the Farmington Historic District Commission. He was very upset about the articles regarding the Farmington Historic District Commission in the newspaper and wondered why it had never been discussed at the Council. He questioned why the Council was disbanding the Farmington Village Center Committee. He felt it was unnecessary to appoint a new Committee to continue the work.

Chris Sparks of 255 Mountain Spring Road told the Council that the increase in car thefts weren't all crimes of opportunity and more emphasis should be put on the issue. He believed this was becoming an issue with juveniles throughout the entire State of Connecticut.

The Chair clarified the three letters read by the Clerk had been read at the request of Mr. Connolly liaison to the Farmington Historic District Commission.

#### G. Reading of the Minutes

##### 1. January 12, 2021 Regular Town Council Meeting

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the minutes of the January 12, 2021 Regular Town Council Meeting.

Adopted unanimously

## 2. January 26, 2021 Regular Town Council Meeting

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the minutes of the January 26, 2021 Regular Town Council Meeting.

Adopted unanimously

### H. Reading of Communications and Written Appeals

#### 1. Correspondence to Governor Lamont

The Manager reviewed the letter she and several other mayors, first selectmen and town managers had co-signed regarding Senator Martin Looney's proposed legislation to fund the State's Payment in Lieu of Taxes program, which is recorded with these minutes as Agenda Item H-1.

### I. Report of the Committees

1. UCONN Health Committee
2. Land Acquisition Committee

There were no reports for Agenda Items I-1 or I-2.

#### 3. Green Efforts Committee

Mr. Fagan reported the Committee was beginning the process to apply for Bronze Status from Sustainable CT.

#### 4. Farmington High School Building Committee

Mr. Fagan reported the Committee had presented the video presentation the Town Council had had to the Town Plan and Zoning Commission and was meeting the next evening and preparing for the February 16, 2021 meeting with the Town Council.

#### 5. Racial Equality Taskforce

Mr. Capodiferro reported the Taskforce was planning a monthly series of educational webinars on inclusion and equity the first of which was February 17, 2021 entitled Black in Suburbia featuring Frederick Joseph.

#### 6. Village Center/Parson's Property Ad-Hoc Committee

The Manager reported on the report recorded with these minutes as Agenda Item I-6, and Rose Ponte, Director of Economic Development discussed the reasons developers didn't respond to the Town's RFP for developers for the site, and she reported on economic development potential in the area.

### J. Report of the Council Chair and Liaisons

#### 1. Chair

The Chair reported the Town was busy working on the budget, winter newsletter and vaccine clinics. He thanked the Highway Department for their work on the last snowstorm.

## 2. Board of Education Liaison

Mr. Fagan reported, at their January 25, 2021 meeting, the Board of Education had had a session with the State Legislators, a presentation from the Farmington High School Building Committee, a Covid-19 update, a report on the Special Services Budget, an update on the East Farms Cafeteria project, a report on staffing issues and general budget updates. At their February 6, 2021 meeting, the Board of Education had approved a 4.3% budget increase for FY 2021-2022.

## 3. Economic Development Commission Liaison

Mr. Giannaros reported the Commission had met on January 15, 2021 and received a report from Rose Ponte, Economic Development Director about the Spread the Love shop and Eat Locally initiative. He asked the public to go to Explore Farmington webpage to see the details. The next meeting was scheduled for February 10, 2021.

## 4. Farmington Historic District Commission

The Chair addressed the question about the term of the last commissioner appointed to the Farmington Historic District Commission using the memo recorded with these minutes as Agenda Item J-1. Mr. Connolly reported the Commission had reviewed temporary certificates of appropriateness for 53 Main Street, 59 Main Street, 63 Main Street, 101 Main Street, and 34 Mountain Road. The applications were approved except for 101 Main Street which was continued. The next meeting was February 16, 2021. He expressed his displeasure for not being included in some of the discussions that had taken place regarding the Chair of the Historic District Commission and asked for clarification as to next steps regarding the Chair position.

## 5. Housing Authority

There was no report for Agenda Item J-5.

## 6. Human Relations Commission

Mr. Capodiferro reported the State Legislators were coming to the meeting on March 15, 2021 and the needs assessment was on Explore Farmington and the Town website and had been published in the Valley Press.

## 7. Library Board

Mr. Palumbo reported, for Black History Month, the Library was holding a virtual form on Connecticut's African American Heroines and the public could sign up on the Library's website.

## 8. Town Plan and Zoning Liaison

Mr. Capodiferro reported the Commission had another hearing coming up on the Metro Realty Group's proposed development on Route 4.

## 9. Unionville Historic District Commission

Mr. Giannaros reported the Commission were planning for an educational workshop in March given by Sanford and Hawley, Inc. The topics of the workshop were

materials used in historic homes, a history of Sanford and Hawley, Inc., and air-conditioning in historic homes. The next meeting was scheduled for March 4, 2021.

10. Unionville Village Improvement Association Liaison  
There was no report for Agenda Item J-10.

11. Water Pollution Control Authority  
Mr. Capodiferro reported their meeting was the next evening.

12. Other Liaisons  
There were no other liaison reports.

#### K. Report of the Town Manager

The Town Manager reviewed the following report:

##### **a. Personnel Update**

Please see the attached Press Release regarding the Town's recent hiring of Kathryn Kramer, Town Planner, which is recorded with these minutes Agenda Item K-a.

##### **b. Wastewater Treatment Plant Operator of the Year**

The United States Environmental Protection Agency (EPA) Region 1 Office selected our Water Pollution Control Superintendent Mark Batorski as a 2020 EPA Regional Wastewater Treatment Plant Operator of the Year Award recipient. Mr. Batorski was nominated by the Connecticut Department of Energy and Environmental Protection (CT DEEP) to acknowledge his outstanding work, his dedication to the environment, and his leadership and commitment to staff development. Mark has been with the Town for five years and was promoted to Superintendent in 2019. Please join us in congratulating Mark for this accomplishment.

##### **c. Vaccine Rollout Plan for Registration**

Please see the attached memo from Nancy Parent, Director of Community Services, which is recorded with these minutes as Agenda Item K-c.

##### **d. 2021 Town Council Budget Schedule**

Below is the 2021 Town Council meeting schedule for the upcoming budget meetings, workshops, Annual Town Meetings and Referendums.

##### **Public Hearings, Annual Town Meetings & Referendums:**

February 23, 2021	Capital Budget Presentation
March 9, 2021	Public Hearing on Town Manager's Recommended Budget
April 5, 2021	Public Hearing on Town Council's Proposed Budget
April 19, 2021	First Annual Town Meeting
April 29, 2021	First Budget Referendum
May 3, 2021	Second Annual Town Meeting (if needed)
May 13, 2021	Second Referendum (if needed)

**Budget Workshop Sessions:**

Wednesday, March 10	4:00 p.m. to 9:00 p.m.
Thursday, March 11	4:00 p.m. to 9:00 p.m.
Saturday, March 13	9:00 a.m. to 12:00 p.m.
Monday, March 15	4:00 p.m. to 9:00 p.m. (if needed)
Tuesday, March 16	4:00 p.m. to 9:00 p.m. (if needed)
Friday, April 30	4:00 p.m. to 9:00 p.m. (Only if first Referendum fails)

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

Adopted unanimously

L. Appointments

1. Building Code Board of Appeals (Langston)
2. Green Efforts Commission (Barnes)
3. Plainville Area Cable TV Advisory Council (Bernier)
4. Lower Farmington River and Salmon Brook Wild & Scenic Management Plan (LFSWS) (Schlegel)

There were no appointments made.

M. Old Business

There was no old business conducted.

N. New Business

1. To request the Town Planning and Zoning Commission review the Batterson Park Road Water Main Extension Project for a Report Under Section 8-24 of the Connecticut General Statutes

Motion was made and seconded (Mastrobattista/Capodiferro) to request the Town Planning and Zoning Commission review the Batterson Park Road Water Main Extension Project for a report Under Section 8-24 of the Connecticut General Statutes.

Adopted unanimously

2. To set a public hearing on March 9, 2021 at 7:00 p.m. on the Town Manager's FY 2021-2022 Recommended Budget

Motion was made and seconded (Mastrobattista/Capodiferro) to set a public hearing on March 9, 2021 at 7:00 p.m. on the Town Manager's FY 2021-2022 Recommended Budget.

Adopted unanimously

3. To approve property tax refunds

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the following property tax refunds:

	<b>REASON</b>	
Acar Leasing	Assessor adjustment	\$813.76
Aniello Gaetano P	Assessor adjustment	\$4,657.08
Batton Gregory L	Assessor adjustment	\$268.23
Comer Contracting	Assessor adjustment	\$3,576.24
Dunning Sand & Gravel	Assessor adjustment	\$3,782.66
East Coast Packaging	Assessor adjustment	\$74.12
Gnazzo Richard J	Assessor adjustment	\$42.99
Klemanski Edward J	Assessor adjustment	\$142.81
Lereta LLC	Assessor adjustment	\$19,088.98
Lyons Beverly A	Assessor adjustment	\$101.87
Murphy Hugh R	Assessor adjustment	\$225.52
Murphy Kayla	Assessor adjustment	\$70.32
Norton Eward M	Assessor adjustment	\$149.58
Penske Leasing and Rental	Assessor adjustment	\$2,098.03
Reiner Michael D & Sheila	Assessor adjustment	\$1,853.71
Stepeck Daniel & Carin	Assessor adjustment	\$56.08
Trimble Ryan	Assessor adjustment	\$298.02
VCFS Auto Leasing Co	Assessor adjustment	\$331.16
Total		\$37,631.16

Adopted unanimously



O. Executive Session

1. Pending Litigation

There was no Executive Session on pending litigation held.

2. Land Acquisition

Motion was made and seconded (Mastrobattista/Capodiferro) to move to Executive Session at 9:35 p.m. for discussion of selection of a site or the lease, sale, or purchase of real estate with the Town Manager and Town Council in attendance.

Adopted unanimously

The Council returned to Open Session at 9:42 p.m.

P. Adjournment

Motion was made and seconded (Mastrobattista/Capodiferro) to adjourn the meeting at 9:42 p.m.

Adopted unanimously

Respectfully submitted,

  
Paula B. Ray, Clerk



February 5, 2021

**Via Email**

C.J. Thomas  
Chairman  
Farmington Town Council  
1 Monteith Drive  
Farmington, CT 06032

**Re: Farmington Historic District Commission – Vote on Commission Officers**

Dear Mr. Thomas:

We have at your request reviewed, in our capacity as Farmington's Town Attorneys, the legal opinions issued by the Town's land use counsel, Robert M. DeCrescenzo, dated December 29, 2020 and January 12, 2021, respectively. In addition, we have also reviewed the Town Charter; Town Code; Connecticut General Statutes; applicable Connecticut case law; the Farmington Historic District Commission by-laws; minutes of the Commission's regular meeting of December 15, 2020 and special meeting of December 31, 2020 and draft minutes of the regular meeting of January 19, 2021; Robert's Rules of Order and; a letter written by Jay Bombara to the Town of Farmington, dated December 22, 2020, inviting the Town to seek legal advice to "confirm" (1) that both regular members and alternates could participate and vote on the election of officers and (2) that the by-laws regarding election of officers were invalid and of no effect. Attorney DeCrescenzo was then asked by both the Town Manager and Town Council Chair to respond to the questions posed by Mr. Bombara and twice opined that Mr. Bombara's conclusions were incorrect.<sup>1</sup>

We begin by stating that we unequivocally endorse the legal opinions rendered by Attorney DeCrescenzo that the election of officers conducted by the Commission on December 15, 2020 was proper and in accordance with the Commission's by-laws, the Town Code, and Connecticut General Statutes. At the December 15th meeting, all of the regular members of the Commission were present and voted, 4 to 1, to elect Evan Honeyman as Chairman of the Commission, effective January 1, 2021. There was no evidence that Mr. Honeyman declined the position after the election took place.<sup>2</sup> "An

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<sup>1</sup> Mr. Bombara has twice refused to follow the legal advice rendered, at his invitation, by Attorney DeCrescenzo.

<sup>2</sup> In fact, the minutes of the December 15, 2020 meeting reflect that Mr. Bombara withdrew his nomination for Chairman after the vote was taken.

election to an office becomes final immediately if the candidate is present and does not decline” to accept the position after the vote. See, *Robert Rules of Order* §46.<sup>3</sup>

It appears that Mr. Bombara bases his claim of the invalidity of the December 15th election on the unsupported belief that the Commission’s by-laws, which state that only the five regular commissioners are empowered to vote in the election of officers, are contrary to the provisions of section 111-3.C of the Town Code which state that “the Commission shall elect annually a Chairman, a Vice Chairman and a Clerk from its own number.” This language is identical to that found in section 7-147c(d) of the Connecticut General Statutes. All actions taken by the Commission, whether it be on applications or in electing its officers, is by way of a vote of its regular members or properly seated alternates acting in place of a regular members who are not present, or have a conflict of interest in the action to be taken.

Statutes should be construed so that they “make common sense and so that there are no bizarre results.” *Knapp v. Inland Wetlands Commission*, 7 Conn. App. 283, 285 (1986) If Mr. Bombara’s interpretation of the ordinance and statute were correct, alternates, who otherwise would not be able to vote on a matter before the Commission, could be elected as chairman, vice chairman and secretary, respectively, since they would be “from its own number”. This interpretation would then be in conflict with provisions set forth in Article V of the Commission’s by-laws limiting the officers to regular members of the Commission and well-establish case law that actions taken by municipal agencies are made only by votes cast by regular members and seated alternatives. Such an absurd result and interpretation could not be sustained. Rather, the bylaws, ordinance, and general statutes all logically limit the votes on the election of officers to the regular members of the Commission (unless an alternate was seated due to the absence, or conflict, of a regular member) and is consistent with Connecticut case law as discussed in Attorney DeCrescenzo’s letters. “Motions that conflict with the... bylaws..., or with procedural rules prescribed by national, state, or local laws, are out of order, and if any motion of this kind is adopted, it is null and void.” See, *Robert’s Rules of Order*, §39.

For the reasons set forth above, and for those set forth in the two opinion letters written by Attorney DeCrescenzo, it is our opinion that the motion to reconsider made by Mr. Bombara on December 31, 2020 was improper and its passage null and void. Thus, the “election” which took place thereafter was of no legal effect. Rather, the election which took place on December 15, 2020 was valid and effective and Mr. Honeyman properly became Chairman of the Commission as of January 1, 2021.

We trust that Mr. Bombara, upon review of this opinion as well as reconsideration of the two opinions written by Attorney DeCrescenzo, will properly acknowledge the validity of the election which took place on December 15, 2020. If he refuses to do so, the Town Council could consider his removal from the Historic District Commission in

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<sup>3</sup> Article VI.6 of the Commission’s by-laws states, “The Commission shall generally follow Roberts Rules of Order.” [sic] In fact, Mr. Bombara utilized Robert’s Rules when, on December 31<sup>st</sup>, he moved to reconsider the vote previously taken on December 15<sup>th</sup>.

accordance with the provisions of section C7-1 of the Town Charter after a hearing on the matter.

We hope that you will find the enclosed analysis helpful and will assist in bringing this unfortunate matter to a close. However, if you, or any member of the Town Council have any questions please do not hesitate to contact us.

Very truly yours,  
Halloran & Sage, LLP

*Duncan J. Forsyth*  
Duncan J. Forsyth

*Kenneth R. Slater, Jr.*  
Kenneth R. Slater, Jr.

# Agenda Item F-2

THE TOWN OF FARMINGTON

CJ THOMAS, CHAIR  
FARMINGTON TOWN COUNCIL  
1 MONTEITH DRIVE  
FARMINGTON, CONNECTICUT 06032-1053

INCORPORATED 1645



February 5, 2021

Dear Members of the Farmington Historic District Commission,

It is with great disappointment that I am forced to send you this letter. Regrettably, the recent conduct of the Farmington Historic District Commission warrants action.

Attached, for the member's information, is a third legal opinion from a second law firm. It should be noted that all legal opinions on this matter were compiled by two highly regarded municipal and land use law firms in the State of Connecticut. This third opinion confirms the following:

- The election of Evan Honeyman as Chair of the Farmington Historic Commission on December 15, 2020 was properly held and executed.
- The December 31, 2020 vote for reconsideration of the Chairperson was improper and thus "null and void."
- The December 31, 2020 "election" was of "no legal effect."
- Evan Honeyman is the duly elected Chair of the Farmington Historic District Commission.

**The matter of who is the Chair of the Farmington Historic District Commission is closed. Evan Honeyman will preside as the Chair of the Commission going forward.**

This issue has cost the Town considerable time and money. All three legal opinions rendered were clear. The Town of Farmington holds itself to the highest standards of conduct. It is inappropriate, at best, to disregard three legal opinions that have all reached the same conclusion. Our boards and commissions do not ignore by-laws, town ordinances, state statute and case law. The actions of the HDC are completely unacceptable and will not be tolerated.

I trust this letter, along with the attached third and final legal opinion, should satisfy any questions you have on this matter. Failure to move forward as outlined above will result in further action by the Town Council.

Sincerely,

C.J. Thomas  
Farmington Town Council Chair

AN EQUAL OPPORTUNITY EMPLOYER



FHDC application withdrawal

January 23, 2021

To: Lisa Johnson, Town Historian

From: Portia & Tim Corbett  
11 Mountain Spring Rd.  
Farmington

Lisa

It is with regret and much reflection that Tim and I are writing to you to withdraw our permission to enter our 2 homes, 11 and 21 Mountain Spring Rd., into the Farmington Historic District.

Although we have been in Farmington for 23 years, for the past 20 years we have lived in, restored, and maintained two of Farmington's historically significant houses. We do not have to tell you how much passion, proficiency, and personal funds this entails. You certainly know what we are speaking of through your own experiences.

Through the years we have always understood as stated on the Town website that "The Historic District Commission is charged with promoting the educational, cultural, economic and general welfare of the Town through the preservation and protection of the distinctive characteristics of buildings and places of historic interest within an established historic district." To us, commissioners are monitors of the historic district, protectors, advisors.

We have seen commissioners come and go, requests approved and denied. There has been a myriad of applications each unique unto itself. We have disagreed with some of the conclusions of the commission, but also have agreed with others. One thing was always for certain though, that the commissioners had the knowledge and experience of living in a historic home within a historic district with similar experiences as ours. They rendered their decision on each homeowner's request with this knowledge. Even if these mandates included additional costs to the homeowner, at least the decision was coming from an awareness of the complexities in maintaining such homes.

Given the recent changes in the FHDC calling into question the appropriate governance, the qualifications of commissioners, and the diminished number of allowable voting members on the commission, we fear there is a greater risk of ill-fitted decisions concerning our interests as well as others.

The Farmington Historic District is no longer something we would like to be a part of.

We will of course continue on the path of preserving our property as the Nortons, Barneys and UCONN had done before us but without a partnership with the Historic District Commission.

Please present this letter at the next FHDC meeting so all will be aware as to why we have withdrawn our interest.

Thank you,

Portia & Tim Corbett

# Agenda Item F-4

February 9, 2021

Town Council Members,

Last session, I inquired about your methodology in appointing people to town committees and I have yet to hear a response from any of you. Perhaps it is because you don't want to bring attention or shine any light to your clandestine process of having the Republican Town Committee decide who should serve in these positions. Feel free to enlighten me, but I can't find in our Town Charter where this responsibility is granted to any political group or committee. I believe this responsibility falls squarely on the seven of you to make decisions on who is most qualified to serve. Your lack of judgement has impacted our Historic District Commission.

As I share some of the facts, I ask you to listen as Town Council Members that serve the town ... not your political party. You need to be more accountable and take responsibility for your actions. Your poor decisions and lack of transparency has cost Farmington thousands in legal bills which could have been prevented if you decided to lead more with character than petty politics.

**Do you really think that it is in the best interest of the Historic District to have a person who has been to one meeting serve as Chair?** Our commission does not, as five out of the seven of us preferred that Jay Bombara continue to serve as Chair.

**Do you think it is important for candidates for Chair to share their relevant experience with the other commissioners before we vote on who to elect?** Jay Bombara was comfortable sharing his experience, the other candidate declined to answer.

**Who else did you consider for the latest seat that you filled in January? Who decided? Did you even ask about relevant experience?**

**Do you think it is important for commissioners to live in the Historic District?** I guess not. Your last two appointees do not own historic homes in the district.

**Have you discussed the FHDC matter as a town council?** If so, how come you have not shared any of your discussions more publicly so that town members can become more aware of this situation and weigh in.

Jay Bombara has served as Chair and done a solid job. Jay cares deeply about the preservation of our town and he is a fixture at any event or activity hosted by the Historical Society, Stanley Whitman House, or FVGLA. If you asked for endorsements across town, I am sure Jay would be appreciated and well recognized for his dedication and thoughtfulness in preserving our historic district. Removing him as Chair is not the best course of action and you are not acting in the best interests of the community.

Leaders don't hide behind legal briefs or mislead the public with quotes in the local paper. You all have an opportunity to rectify this situation reflecting on your responsibility in this mess. Be thoughtful and transparent and remember who you were elected to serve. Actions speak louder than legal ease.

John Renehan



January 15, 2021

Governor Ned Lamont  
State Capitol  
201 Capitol Ave  
Hartford, CT 06106

Dear Governor Lamont,

As you continue to guide our state through the COVID-19 pandemic your budget proposal for the next biennium will be an essential part of the economic recovery of our state and the well-being of our residents. There is an opportunity to provide desperately needed funding to municipalities, support small businesses, prevent an increased property tax burden on our most vulnerable residents, and secure future tax revenue for the state.

We write as municipal leaders in strong support of Senator Martin Looney's proposed legislation to fund the state's Payment in Lieu of Taxes (PILOT) program and implement a need-based tiered system for the program. This bipartisan group represents towns and cities of all sizes and makeups, reflecting the wide-reaching importance of this bill. This legislation recognizes both the state's fiscal challenges and municipalities' urgent need for relief. As it stands, towns and cities with large swaths of non-taxable property are being devastated by the pandemic. Additional state aid is vital - it is the only avenue through which these towns and cities can avoid raising property taxes. This route must be avoided at all costs.

In the last fiscal year, PILOT reimbursements for non-taxable property were below 30% of their statutory amount for colleges, hospitals, and state-owned property. We understand that the state is not able to fully fund the PILOT program this fiscal year due to its own budgetary constraints and the impact of the COVID-19 pandemic. A tiered PILOT program, in which municipalities without the ability to generate sufficient property tax revenue from their grand list receive a greater allocation of their statutory reimbursement until the program is fully funded, presents a real solution for the next fiscal year. Organizing funding into tiers recognizes struggling municipalities' urgent needs without sidelining other PILOT recipients and ensures that additional dollars in the fund go where they're needed most. Ultimately, the state must ensure full funding to the program in the future.

This legislation is vital to the state's well-being and financial recovery from the COVID-19 pandemic. Economic activity in municipalities that would directly benefit from this funding



generated over one billion dollars in state sales tax revenue in FY19. Now, the pandemic has forced hundreds of storefronts across our state to shutter and significantly impacted surviving business owners. By including these dollars in your proposed budget, you will prevent a property tax hike and lasting damage to the livelihoods of our small business owners and to the sales tax revenue our state takes in.

Signatories of this letter also include municipalities that would not directly benefit from this proposal in this fiscal year. Nevertheless, we are all in this crisis together. We know that you care deeply about ensuring that our state recovers as quickly as possible from the impacts of the COVID-19 pandemic, without facing a greater tax burden. This measure is essential to doing just that. We urge you to support Senator Looney's tiered PILOT legislation and include the necessary funding in your FY22 budget proposal.

Respectfully,

Mayor Justin Elicker  
City of New Haven

Mayor Mike Freda  
Town of North Haven

First Selectman Mark  
Nickerson  
Town of East Lyme

Town Manager Kathleen  
Blonski  
Town of Farmington

Mayor Joe Ganim  
City of Bridgeport

Mayor Peter Nystrom  
Town of Norwich

Mayor Luke Bronin  
City of Hartford

First Selectman Matt Hoey  
Town of Guilford

Mayor Neil O'Leary  
City of Waterbury

Mayor Shari Cantor  
Town of West Hartford

Mayor Laura Hoydick  
Town of Stratford

Mayor Michael Passero  
City of New London

Mayor Elinor Carbone  
City of Torrington

Town Manager Sean  
Kimball  
Town of Cheshire

Mayor Harry Rilling  
City of Norwalk

First Selectman James  
Cosgrove  
Town of Branford

First Selectman C.G.  
Knorr, Jr.  
Town of Somers

Mayor Nancy Rossi  
City of West Haven

Mayor Beth DelBuono  
Town of Newington

Mayor Marcia Leclerc  
Town of East Hartford

First Selectman Jayme  
Stevenson  
Town of Darien

Mayor Ben Florsheim  
City of Middletown

Mayor Curt Leng  
Town of Hamden

Mayor Erin Stewart  
City of New Britain

Mayor Ron McDaniel, Jr.  
Town of Montville

Report of The Farmington Village Center/Parson's Property Ad-Hoc Committee  
February 9, 2021

Ad-hoc Committee members:

C.J. Thomas, Town Council Chair  
Brian Connolly, Town Council member  
Peter Mastrobattista, Town Council member  
Kathleen Blonski, Town Manager  
Russ Arnold, Director of Public Works/Town Engineer  
Rose Ponte, Economic Development Director

**Background Summary**

In 2015, The State of Connecticut DOT, started a long-awaited safety project to improve traffic flow and minimize traffic accidents on Route 4 in the vicinity of Farmington Village Center. As part of this project, the CT DOT purchased the Parson's Property, to use it as a construction staging area. Once the project was completed, the State's plan was to sell the property.

As a result of this project, the Town determined that it was important to engage the community and develop a plan and vision for the future use of this important Gateway. The Town Council appointed the Gateway Committee to study the Town's various gateways and the committee chose Farmington Village Center as the first Gateway to study. The town hired Dodson & Flinker to facilitate a 3-day workshop that included a SWOT analysis, a walking tour of the area, and a morning session for residents to develop their vision for the future of this area. The Farmington Center Masterplan was developed from the results of these three workshops.

The Farmington Center Masterplan listed the Parson's property as a signature site in the Village center. In the Masterplan, Dodson & Flinker, recommended that the Parsons property be obtained from the state, and developer proposals should be requested for development options. The consultants recommended that the project should include mixed uses, including residential, commercial and office uses.

When the Masterplan was presented, all agreed that it was imperative that the Town retain control of this important parcel, but many residents voiced their concerns about the environmental liability associated with the purchase of the Parson's Property. It was determined that before acquiring the Parson's property, additional studies would need to be undertaken as part of the town's due diligence.

In 2016, the Gateway Committee hired BL Companies to conduct a Phase 1 environmental assessment, a market study, and a traffic and parking analysis, of the Parson's Property. Using the results of the various studies, BL Companies, developed a concept plan for the future use of the property.

**Farmington Village Center Committee**

On July 10, 2018, the Town Council appointed the Farmington Village Center Committee. A summary of the committee's charges are listed below:

<b>Charge 1 &amp; 2</b>	<i>To develop recommendations to the Town Council regarding the future use of the Parson's property including ownership, control and use</i>	✓ <i>Charge Completed</i>
<p><b>Summary:</b> The Committee recommended that it was in the best interest of the Town to own the Parson's property but not to take ownership until all environmental due diligence was complete. Town Council approved the recommendation.</p> <p>In August 2018, the Town hired Tighe &amp; Bond as their Environmental Consultant to complete an environmental review of the former Parson's property and determine if any environmental liability was associated with the property. In August 2020, Tighe &amp; Bond completed their environmental studies and determined that the Parson's Property was environmentally clean.</p>		

<b>Charge 3</b>	<i>If the property were transferred to the Town of Farmington, the Committee would listen to the community to understand the types of uses for the Parsons property which would enhance the Village.</i>	✓ <i>Charge Completed</i>
<p><b>Summary:</b> The Farmington Gateways Committee and the subsequent Farmington Village Center Committee worked with consultants to develop the community's vision for the future development of the study area. The consultants conducted a traffic and parking analysis, a market study, and an environmental assessment report. Both committees encouraged public participation during all their scheduled meetings. During the meetings, the community expressed their vision for the area with the following goals:</p> <p>The Project should:</p> <ul style="list-style-type: none"> <li>• not negatively contribute to traffic</li> <li>• improve pedestrian connectivity</li> <li>• increase public parking options</li> <li>• include open space</li> <li>• attract small retail offerings, such as restaurants, ice cream shops, and unique retailers</li> <li>• allow low density high-end housing options</li> <li>• preserves the historic town center character- i.e., Farmington's brand</li> </ul> <p>Given the community's vision and goals for the project, in addition to a private easement through 30% of the property, the Committee felt that in order for the project to be economically feasible; it would be likely that the town would have to subsidize or provide incentives to the developer.</p>		

<b>Charge 4</b>	<i>Based on those findings and direction from the Town Council, the Committee would conduct a process to identify a preferred developer to partner with the Town to secure and develop the Parsons property in a manner which complements the historic buildings and the historic district and defines the most prominent entry into Farmington as a place of high quality, beauty, and character and recommend that Developer to the Town Council.</i>	✓ Charge Completed
<p><b>Summary:</b> On January 1, 2020, the Committee solicited an RFP to re-develop the former Parson's lot.</p> <ul style="list-style-type: none"> <li>• The respondents would develop and present a concept plan, with an appropriately scaled mixed use residential and commercial development that provided vitality to the Village Center and reflected Farmington's brand.</li> <li>• The respondent would demonstrate an ability to implement the desired development,</li> <li>• The Town would negotiate a financial partnership with the developer that submitted the preferred development concept.</li> </ul> <p>The Town did not receive any responses to the RFP by the deadline date of January 31, 2020.</p>		
<b>Charge 5</b>	<i>The Committee will recommend the preferred Developer to the Town Council for approval. Based on that approval the preferred Developer will work with the Committee on the Proposal which would then proceed through the Town Plan and Zoning process and subsequently be approved by the Town Plan and Zoning Commission.</i>	Since developers did not respond to the RFP, these items are no longer applicable

<b>Quality of Life Enhancements Charge</b>	<i>The Committee was also charged with recommending quality of life enhancements (sidewalks, street trees, landscaping, street furniture, historic markers, way finder signage and universal design improvements.</i>	✓ <i>Charge Completed</i>
<p><b>Summary:</b> On January 11, 2019, the Committee hired BSC Group to provide professional planning, landscape architecture, and engineering services in support of the Town of Farmington's Village Center Streetscape Improvement project.</p> <p>On June 13, 2019, the BSC Group presented Streetscape Master Plan to the Farmington Village Committee. This Streetscape Masterplan is the roadmap for implementing the community's vision for a universally accessible, greener, safer, and welcoming Farmington Village Center. To help foster a coherent vision for the Route 4 and Route 10 corridors, this plan organized the recommended improvements in defined categories of elements, which when implemented together will result in a cohesive aesthetic that preserves the historic town center character of the Farmington Village study area for residents and visitors. The character defining elements described in the report included:</p> <ul style="list-style-type: none"> <li>• sidewalk and crosswalk treatment options,</li> <li>• enhanced streetscape plantings</li> <li>• decorative pedestrian lighting and</li> <li>• signage options,</li> <li>• benches,</li> <li>• specialty features,</li> <li>• fences and walls,</li> <li>• gateway treatment</li> </ul> <p>The Farmington Village Committee approved the report and recommended the Town Council approve the report. On July 9, 2019, the Town Council approved the report.</p>		

**Town Council Ad-hoc Committee**

On July 24, 2020 the Town Council appointed an ad-hoc committee to work with Town staff to make recommendations to the Town Council on the following:

- 1 The future use of Parson’s Property,
- 2 The environmental liability associated with the ownership of the Parson’s property,
- 3 The phasing portion of the BSC Streetscape Improvement Plan,
- 4 The selection of a preferred developer for the development of the Parson Property.

Below is a summary of the Ad-Hoc Committee’s goals and the committee’s recommendations to Town Council:

<b>Ad Hoc Committee Goal # 1</b>	The future use of Parson’s Property
<p>For the past 5 years, residents and town staff have been defining their vision for Farmington Center’s primary gateway. The former Parson’s lot is a visible and important parcel to the Village Center neighborhood, but it has limited development potential. Factors that negatively impact the market potential of this parcel include the following:</p> <ul style="list-style-type: none"> <li>• It is less than 3 acres in size</li> <li>• An easement runs through 30% of the property</li> <li>• Public parking is needed in this area</li> <li>• The community desires low-density development</li> <li>• The community does not want to increase traffic</li> <li>• The CT DOT appraisal of this property is \$2 million</li> </ul> <p>Given the limitation listed above, the Committee concurred with prior committees that for the project to be economically feasible; it was likely that the town would have to subsidize or provide incentives to the developer.</p> <p>Given these factors, plus the lack of developer’s interest, and current market uncertainty brought on by the COVID pandemic, the Ad-hoc Committee reached out to the DOT to explore if the State would be willing to convey the property for a nominal fee to the Town as modified open space. The State agreed to convey the property to the Town for \$1000 for such uses as a Welcome Gateway into the Historic Village Center, increased public parking, with access to the planned Historical Society Welcome Center, and the potential for the relocation of a historic structure.</p> <p>Based on these conversations with the DOT, we recommend that the Town and DOT finalize the specific details of the modified open space concept as described above. It should be noted that that this does not preclude the Town from renegotiating a new value with the State of Connecticut if the Town determines the property will be used for economic development</p>	

Although the Committee's recommendation differs from what has been discussed over the last several years, we believe that acquiring this parcel at a nominal fee with the listed uses, will benefit the commercial potential of the entire gateway area. We anticipate that the redevelopment of the former Parson's parcel as a modified open space concept, will trigger commercial development of adjacent commercial parcels and allow us to accomplish the goals originally stated by the community which included the following:

The Project should:

- not negatively contribute to traffic
- improve pedestrian connectivity
- increase public parking options
- include open space
- attract small retail offerings, such as restaurants, ice cream shops, and unique retailers
- allow low density high-end housing options

If the Town Council agrees with our recommendation, we are recommending hosting a public informational meeting with the community to receive public comment on our modified open space concept for the former Parson's property.

<b>Ad Hoc Committee Goal # 2</b>	The environmental liability associated with the ownership of the Parson's property	✓ <i>Charge Completed</i>
Additional environmental tests were conducted in August 2020, our environmental consultant, Tighe & Bond, determined that the site was clean as state by DOT.		

<b>Ad Hoc Committee Goal # 3</b>	The phasing portion of the BSC Streetscape Improvement Plan	✓ <i>Phase 1 Implementation Plan Determined</i>
<p>The Town of Farmington has \$2,000,000 on hand for the Main Street Sidewalk project. The committee members toured the area and determined Phase 1 of the project. On October 24, 2020 a community informational meeting was held to discuss the Phase 1 of the project and solicit comments regarding the Phase 1 components.</p> <p>On November 10, 2020, the Town Council approved a \$2 million-dollar, Phase 1 of the implantation plan which includes:</p> <ul style="list-style-type: none"> <li>○ Concrete sidewalks on both the east and west side of Main Street.</li> <li>○ The project will start at Route 4 and proceed to Highland Park Market Plaza on the West Side and to the Main Gate subdivision on the east side, this includes a segment of new sidewalk</li> <li>○ Existing crosswalks shall be stamped concrete with reflective white stripes and tactile warning signs</li> <li>○ Every effort will be made to preserve the trees on Main Street</li> </ul>		

- Grass borders will be continued whenever possible
- The replacement sidewalks shall meet ADA requirements wherever possible with a width of at least 5 feet.

The Main Street sidewalk project is going out to bid this winter (2021) will construction to begin in the Spring of 2021.

<b>Ad Hoc Committee Goal # 4</b>	The selection of a preferred developer for the development of the Parson Property.
This goal is no longer required, if the Town Council agrees with the Ad Hoc Committee's recommendation to the modified open space concept, as described in the summary table for Goal # 1.	

**Additional Recommendations and Next Steps:**

**1. Colton-Carrington Intersection Realignment**

Over the years the Town of Farmington received some concerns from a resident that this intersection was dangerous for both vehicles and pedestrians and have asked the Town to improve the intersection.

As a result, the Town's traffic review board has reviewed this intersection, based on the resident's concern, and included the sidewalks, the pedestrian access as well as the safety and traffic concerns for the entire Main Street area.

The Ad-hoc Committee discussed that if this intersection needed to be modified the best time to make the modifications would be when the sidewalk project was taking place.

According to data recently received from the Town's Traffic Review Board, over the past three years there has been only one traffic accident, and it was determined that the accident was caused by driver error rather than by the configuration of this intersection.

There does not seem to be a substantial outcry from the community or neighborhood to change this intersection, but the Town has not had any formal public information meetings on this intersection. That said, recently the Town Manager's office has received various calls from the neighborhood expressing concern on changing the intersection and the need for the change.

The Committee has concluded that the data does not indicate a safety issue at the intersection and believes that changing this intersection could



potentially alter the existing historic character of the area. Another factor the Committee considered was the cost. Realigning the intersection is costly and the data does not support a safety issue. For those reasons, the Ad-hoc Committee recommendation is that the intersection be left in its current state.

## **2. To Discharge the Farmington Village Center Committee**

The Farmington Village Center Committee completed the Charge of the Committee as approved by the Town Council on July 10, 2018. Therefore, it is the recommendation of the Ad Hoc Committee that the Farmington Village Center Committee be formally discharged.

## **3. To Create a new Committee-**

With the expected redevelopment of the Parson's property to the open space concept, the Ad-Hoc Committee recommends that when the Parson's Property is conveyed from DOT to the Town of Farmington, that the Town Council appoint a new committee, with a charge to help design the redevelopment of the Parson's property and work on phase 2 of Streetscape Improvement Masterplan. The Committee should be comprised primarily of members of the community that live and work in the Village.

### **Summary of Ad- Hoc Committee Recommendations:**

- That the Town and DOT finalize the specific details of the modified open space concept.
- Host a public informational meeting with the community to receive public comment on the modified open space concept for the former Parson's property.
- That the Colton-Carrington Intersection be left in its current state.
- That the Farmington Village Center Committee be thanked for their work and formally discharged.
- That a new committee be appointed with a charge to help design the redevelopment of the Parson's property and work on phase 2 of Streetscape Improvement Masterplan, once the property is conveyed by the State of Connecticut.

The Ad-hoc Committee and members of staff will be available to answer any questions that the Town Council may have.

February 9, 2021

Dear CJ:

I received a phone call from Brian Connolly this morning questioning why Sally Hatzenbuhler had been appointed to a different term than Holly Holden had been appointed to, who she was replacing. I explained to him why that was done, and he asked that some explanation be given to the public since he was getting phone calls about it. I have written the explanation below for you to possibly give during your chair report or during the Farmington Historic District liaison report. If you have any questions, please let me know.

Paula

When asked to examine the Code and Charter regarding the FHDC recently because of issues with the Chair selection, I discovered the terms of the Commission members had been done incorrectly. I attempted to trace back, which terms were incorrect. Tracing back to the late 1970's, I couldn't determine which ones were incorrect. The Code calls for the terms of the Commissioners to expire one a year. I took the opportunity of the re-appointment of Holly Holden's position to partially correct the situation. The Commission now has a Commissioner's term expiring in 2021, 2022, 2023 and two in 2024. I advise that when the terms of two 2024 positions come due, they are set to stagger the terms to the correct one per year. The terms of the alternates are silent in the Code and run consecutively as they do on other Boards and Commissions.

This type of correction has been done to other Boards and Commissions in the past. I believe they occurred when a vacancy term was incorrectly set for a full term instead of the years remaining on the term of the person being replaced. I have been correcting these types of minor errors since I have been responsible for the Boards and Commission Book starting in 2015.

## **Agenda Item K-a.**

### **TOWN OF FARMINGTON OFFICE OF THE TOWN MANAGER**

Press Release – Town Planner position filled by Kathryn Kramer, AICP

The Town of Farmington is happy to announce the appointment of its new Town Planner, Kathryn Kramer. Ms. Kramer was selected from a nationwide search and was a top candidate throughout the rigorous selection process. Ms. Kramer's first day was January 20, 2021.

Ms. Kramer is AICP and WELL AP (International WELL Building Institute) certified, and has a Master's Degree from the University of Pennsylvania in City and Regional Planning. Ms. Kramer comes to the Town of Farmington after working for Perkins Eastman, a New York City architectural firm as an Urban Planner.

Town Manager Kathleen Blonski "is pleased to have Kathryn Kramer join the Town of Farmington and looks forward to working together. Her education and professional background, collaborative approach, and proactive style are a great match for Farmington."

CONTACT: Kathleen A. Blonski, Town Manager 860-675-2350

# Memo

**To:** Kathleen Blonski, Town Manager  
**From:** Nancy Parent, Director of Community Services  
**Date:** 1/28/2021  
**Re:** Vaccine Rollout Plan for Registration

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Kathy:

I have attached a copy of our rollout plan for registering those 75+ in our community. As you will see there are three steps for our process.

We have reached out to a majority of our Step 1 contacts and have pushed the information out to the public. While this group is virtually connected, we have provided information, support and guidance to these residents. Additionally, many of them have let us know when they have successfully made an appointment which will be beneficial in tracking.

At this time, we are compiling and reaching out to our more isolated and frail residents. This population is our most needy and need more support and assistance to complete the process. In fact, for many we are setting up email address, checking email for validation code and then registering. We are fortunate to have most of our staff assisting as well as some wonderful volunteers. Many of the residents on this list have been on our COVID check in database since March so we have built a rapport with them and this additional call is another way we can check on their wellbeing.

Lastly, we have created a database to ensure that we are able to follow up and get 2<sup>nd</sup> appointments in a timely manner as well as connect anyone who needs a ride to our dial-a-ride service. We are offering this to our residents regardless if they are regular user of our transportation service or not.

I will provide you with regular updates of our progress.

# FARMINGTON COMMUNITY SERVICES

## Vaccination Roll Out Action Plan (75+)

### PHASE 1A & 1B

HEALTHCARE PERSONNEL, LONG-TERM CARE FACILITY RESIDENTS, MEDICAL FIRST RESPONDERS, INDIVIDUALS 75 & OLDER

#### Step 1 → Contact virtually-connected residents

- Senior Center Coordinator will reach out to senior center members with email to offer help with scheduling appointments
- Supportive Services staff to contact Section 8 recipients, clients, and Food Pantry members with emails (age 75+)
- Social media posts on Facebook and Instagram (targeted at relatives of 75+ residents) with information about how to schedule/help available, see attached flyer.
- Information will be posted on front page of website as well.

#### Step 2 → Reach out to isolated residents

- Senior Center coordinator and Supportive Services staff will compose a list of members and/or clients without email for staff and volunteers to call.
- Community Services staff will utilize the At-Risk List of residents (typically used for storm response) to reach out to homebound senior citizens.
- Staff and volunteer\* callers are trained to help residents create accounts and schedule appointments.\*\*
- Community Services staff will compose list of congregate living facilities and assist FVHD in coordinating registration.

#### Step 3 → Follow-through

- Utilizing Microsoft Teams (*Team Vaccinate the Valley*), staff will update calling lists and residents' needs in real time for whole-team collaboration.
- Dial-a-ride service will be offered to any resident 75+ scheduled for a COVID-19 vaccine in Farmington or surrounding towns.
- Spreadsheet will be created to track vaccine progress for technologically disadvantaged residents. Follow-up calls will be made to ensure they can receive second vaccine dose without incident.

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\* Due to the sensitive nature of the information needed to schedule appointments, volunteers are limited to town personnel and Community Services certified volunteers only. At this time, limited volunteers are involved in this process to assist staff as needed.

\*\* The process of helping residents register includes: create and log unique email address, check daily for updates, create username and password for one of three online portals, complete health and demographic questions for resident, choose appointment location, schedule and set up transportation. Check email regularly for changes to appointment time and update on second dose.

# HOW TO REGISTER FOR A COVID-19 VACCINE IN FARMINGTON VALLEY

Farmington Community Services and the Farmington Valley Health District are committed to helping residents stay informed and access healthcare as quickly as possible.

**Most vaccination avenues require internet accessibility and an email address.**

If you have a friend or loved one that does not use the internet and you are unable to assist them, call Farmington Community Services at 860-675-2390. Staff can help residents create accounts, locate sites and schedule appointments.

Some sites will schedule appointments over the phone. Call 2-1-1 for assistance in locating those vaccination sites. Please note, wait times may be long.

## 3 EASIEST WAYS TO REGISTER AND SCHEDULE YOUR VACCINE

### VAMS

#### Vaccine Administration Management System

VAMS is the portal for the Connecticut Department of Public Health. Registering with VAMS offers the most location options for appointments throughout CT.

- To get started, visit: [dphsubmissions.ct.gov/OnlineVaccine](http://dphsubmissions.ct.gov/OnlineVaccine)
- Fill in the form with your information and email.
- You **MUST** have an email address to register.

Within 12 hours, you will receive an email with instructions on how to access the VAMS portal and set up your vaccine appointment.

**Prefer to set up VAMS by phone?**  
Call the CT Vaccine Appointment Assistance Line — 860.679.5589 (Mon-Fri—8:00AM to 4:30PM)

### MyChart

#### UCONN HEALTH

MyChart  
One Patient. One Record.  
Endless Benefits.

If you are a UCONN patient, and have a MyChart account, you can schedule an appointment at a UCONN clinic.

- Visit: [mychart.uconn.edu/mychart](http://mychart.uconn.edu/mychart)
- Sign In and schedule

If you do not have an account, visit:

- [mychart.uconn.edu/mychart/signup](http://mychart.uconn.edu/mychart/signup)
- Click "Verify your Identity for Instant Access"
- Answer the questions and follow steps
- Sign in and schedule

**Prefer to schedule a UCONN clinic by phone?**  
Call the Scheduling Line— 860.679.5589

### MyChartPlus

#### MyChartPLUS

Your Hartford HealthCare Connection

If you are a Hartford Healthcare patient, and have a MyChartPlus account, you can schedule an appointment at a Hartford Hospital or CT Convention Center clinic.

- Visit: [mychartplus.org](http://mychartplus.org)
- Sign in and schedule

If you do not have an account, visit:

- [mychartplus.org/mychart/accesscheck.asp](http://mychartplus.org/mychart/accesscheck.asp)
- Click "Sign Up Online" underneath the title **No Activation Code?**
- Fill in the form with your information and email.
- Sign in and schedule

**Prefer to schedule a Hartford Healthcare clinic by phone?**  
Call the Access Center— 860.827.7690

### Great, you're scheduled! Need a ride?

Farmington Dial-a-Ride will be providing transportation for residents for vaccination appointments. Call 860-675-2390 to check availability. At least 24 hours notice is required.

**The process may be challenging, but you are not alone.  
Take your time and ask for help!  
Farmington Community Services is here for you.**

