

Minutes of the Town of Farmington
Regular Town Council Meeting October 12, 2021
Held in Person and by
Zoom Webinar Meeting

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 Council and member of the public recited the Pledge of Allegiance.

C. Presentations and Recognitions

1. Presentation

The Chair presented Irina Bezsonova with the first Town Artist award and talked about her work in the community. He thanked her for the joy her artwork had brought during Covid. She gave her appreciation to the Council and thanked them for the award.

2. Presentation – Antisemitism in the United States by Myra Clark-Siegel of the American Jewish Committee (AJC)

Jay Tullin, Chair of the Human Relations Commission introduced Myra Clark-Siegel of the American Jewish Committee. She talked about the rise of antisemitism in the United States and asked the Council to consider adopting the International Holocaust Remembrance Alliance Definition.

D. Public Hearing

There were no public hearings held.

E. New Items

There were no new items added to the Agenda.

F. Public Comments

There were no public comments.

G. Reading of the Minutes

1. September 14, 2021 Regular Town Council Meeting

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the minutes of the September 14, 2021 Regular Town Council Meeting.

Adopted unanimously

2. September 28, 2021 Regular Town Council Meeting

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the minutes of the September 28, 2021 Regular Town Council Meeting.

Adopted unanimously

H. Reading of Communications and Written Appeals

The Manager reviewed the correspondence from Nicole Bardeck, Executive Director for Services for the Elderly, Officer Zachary Martin regarding a fundraiser for injured officer James O'Donnell and several residents regarding masking.

I. Report of the Committees

1. Land Acquisition Committee

There was no report for Agenda Item I-1.

2. Green Efforts Committee

Mr. Fagan reported the Committee had met and were working on the anti-idling efforts and had decided to delay applying for a Sustainable CT Certificate until next year. He reported the Annual Clean Up Day was tentatively scheduled for April 23, 2022.

3. Farmington High School Building Committee

Mr. Fagan reported on the activities of the Building Committee. They had selected O&G Industries as Construction Manager for the project and reviewed progress on the project and next steps.

4. Racial Equality Taskforce

Mr. Capodiferro reported the next the next Community Conversation was scheduled for October 21, 2021. The topic was Enhancing Customer Experience by Preventing Implicit Bias. The presenters were Dr. Ophelia Rowe-Allen, Dean of Students and Chief Student Affairs Officers University of New Haven and Carrie Robinson, Director for Diversity and Inclusion University of New Haven. The Police Department and the Taskforce were co-hosting the event.

5. American Rescue Plan Act (ARPA) Ad-Hoc Committee

The Chair reported the Committee had had their first meeting. They reviewed the charge of the committee, discussed the possible uses of the funds and did future planning.

J. Report of the Council Chair and Liaisons

1. Chair

The Chair commended the Town Manager for all that was accomplished during Covid. He reviewed several events taking place in Town. He reminded everyone the Municipal Election was coming up and hoped the turnout would be better than the 35% turnout for the High School Referendum. He asked the public to look at the Boards and Commission Book for openings to get involved with the Town.

2. Board of Education Liaison

Mr. Fagan reviewed the various topics covered at the last meeting including:

- Recognitions
- Masking issues
- New Security Resource Officers
- Report from the Superintendent
- Covid Mitigation Efforts
- Summer Maintenance Report
- Summer School Report
- Curriculum Projects
- Budget Impact and Update Report
- Grant Updates
- Policy Updates
- The Mascot Committee was dissolved.

3. Economic Development Commission Liaison

Mr. Giannaros reported the October meeting had been cancelled.

4. Farmington Historic District Commission

Mr. Connolly reported that the Commission had heard applications for 767 Farmington Avenue, 33 Mountain Road, 59 Main Street, 35 Colton Street and 781 Farmington Avenue all of which were approved.

5. Housing Authority

There was no report for Agenda Item J-5.

6. Human Relations Commission

Mr. Capodiferro reported that Shannon Rutherford, Town Planner was giving a presentation on the Town of Farmington Affordable Housing Plan at the next meeting, the Commission had video on voting rights for the disabled on their website and the Commission was participating in statewide networking meeting.

7. Library Board

8. Town Plan and Zoning Liaison

9. Unionville Historic District Commission

10. Unionville Village Improvement Association Liaison

There were no reports for Agenda Items J-7 through J-10.

11. Water Pollution Control Authority

Mr. Capodiferro reported the WPCA was meeting the following evening at which Peter Bagdigian outgoing Chair was being honored for his service.

12. Other Liaisons

There were no other Liaison Reports.

K. Report of the Town Manager

The Manager reviewed and answered questions on the report recorded with these minutes as Agenda Item K-1.

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 (Das)
2. Conservation & Inland Wetlands Commission **alternate** (Berlandy)
3. Economic Development Commission (Philips)
4. Green Efforts Commission (Barnes)
5. Housing Authority (Mason)
6. Lower Farmington River and Salmon Brook Wild & Scenic Management Plan (LFSWS) (Schlegel)
7. North Central Regional Mental Health Board Inc. (Plona)
8. North Central Regional Mental Health Board Inc. (Marsh)
9. Plainville Area Cable TV Advisory Council (Bernier)
10. Plainville Area Cable TV Advisory Council (Parlow)
11. Green Efforts Commission (Messier)
12. Town Plan and Zoning Commission **alternate** (Halstead)
13. Unionville Historic District & Properties Commission (Horton)

There was no action taken on Agenda Items L-1 through L-13.

14. Sub-Registrar for the Town of Farmington

Motion was made and seconded (Mastrobattista/Capodiferro) that Zachary David Zimmerman be appointed as Sub-Registrar for the Town of Farmington for the balance of a four-year term beginning October 28, 2021 and ending January 3, 2022.

Adopted unanimously

M. Old Business

There was no Old Business conducted.

N. New Business

1. That Section 55-1 of the Town Code of Ordinances be waived and that Fay & Wright Excavating, Inc. of Goshen, CT be awarded a contract to crush approximately 15,000 tons of construction rubble at a cost of \$5.25 per ton plus mobilization and set up fees of \$7,000

Motion was made and seconded (Mastrobattista/Capodiferro) that Section 55-1 of the Town Code of Ordinances be waived and that Fay & Wright Excavating, Inc. of Goshen, CT be awarded a contract to crush approximately 15,000 tons of construction rubble at a cost of \$5.25 per ton plus mobilization and set up fees of \$7,000.

Adopted unanimously

2. That Section 55-1 of the Town Code of Ordinances be waived and that Axon Enterprises Inc. of Scottsdale, Arizona be awarded a contract to supply the Farmington Police Department with body cameras and in-car camera systems for the five-year period beginning November 1, 2021, to October 31, 2026, at a cost of \$67,602.61 per year or \$335,263.03 for the five-year period

Motion was made and seconded (Mastrobattista/Capodiferro) that Section 55-1 of the Town Code of Ordinances be waived and that Axon Enterprises Inc. of Scottsdale, Arizona be awarded a contract to supply the Farmington Police Department with body cameras and in-car camera systems for the five-year period beginning November 1, 2021, to October 31, 2026, at a cost of \$67,602.61 per year or \$335,263.03 for the five-year period.

Adopted unanimously

3. To set a Public Hearing on November 9, 2021 at 7:05 p.m. in the Town Hall Council Chambers to amend the Farmington Town Code, Chapter 78 "Animals" to add Article 2 "Wildlife Feeding."

Motion was made and seconded (Mastrobattista/Capodiferro) to set a Public Hearing on November 9, 2021 at 7:05 p.m. in the Town Hall Council Chambers to amend the Farmington Town Code, Chapter 78 "Animals" to add Article 2 "Wildlife Feeding."

Adopted unanimously

4. To approve the attached Fire Station Comprehensive Building Project Statement of Needs, and to appoint a Fire Station Building Committee

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the attached Fire Station Comprehensive Building Project Statement of Needs, and to appoint a Fire Station Building Committee with the following voting members.

_____, Chair, Town Council member
_____, Town Council member
_____, East Farmington Fire station member
_____, Farmington Fire Station member
_____, Tunxis Hose Fire Station member
_____, Resident, 1st District
_____, Resident, 2nd District

And the following non-voting members

Kathleen Blonski, Town Manager

Steve Hoffman, Director of Fire and Rescue Services

_____, Clerk of the Committee

And,

To approve the following Charge of the Fire Station Building Committee.

Part 1-

- a. The Committee shall review the approved Statement of Needs, the 2014 Facilities Study, and the 2018 Fire Station Location and Deployment Study. These reports include conceptual designs and cost estimates.
- b. That once the review is complete the Committee will make recommendations to the Town Council on a comprehensive building project. The Committee will obtain an updated preliminary cost estimate based on their selection of one or more of the following:
 1. Renovate and or expand the existing fire stations based on individual needs.
 2. Consider new locations for the new construction of fire stations
 3. Consider any potential consolidation of fire stations.
- c. The Committee shall prioritize the Fire Station(s) needs based on the following: code and safety compliance, lack of available space for expansion, lack of available space for use, upgrades of major building systems, upgrades to building infrastructure and energy efficient code and standard

compliance issues. These recommendations should meet current standards while ensuring they support the future needs of the Town of Farmington.

And,

That once the Town Council has reviewed and approved the recommended project by the Committee and the preliminary cost estimate it shall recharge the Committee with an overall project scope and budget.

The Committee will then begin Phase 2 preliminary plan development per Section 53-4 (b) of the Town Ordinance.

Motion was made and seconded (Mastrobattista/Capodiferro) to table the motion until the November 9, 2021 Regular Town Council Meeting.

Adopted unanimously

5. To award Bid # 307 "Janitorial Services at Various Town Buildings" to Green Life Janitorial LLC of Niantic, Connecticut at an annual cost of \$97,091.05

Motion was made and seconded (Mastrobattista/Capodiferro) to Award Bid # 307 "Janitorial Services at Various Town Buildings" to Green Life Janitorial LLC of Niantic, Connecticut at an annual cost of \$97,091.05.

Adopted unanimously

6. That Tyler Technologies of Moraine, Ohio be awarded a contract to assist the Town in updating the values of all real property located within the corporate limits of the Town pursuant to Connecticut General Statutes at a total contractual cost of \$425,000

Motion was made and seconded (Mastrobattista/Capodiferro) that Tyler Technologies of Moraine, Ohio be awarded a contract to assist the Town in updating the values of all real property located within the corporate limits of the Town pursuant to Connecticut General Statutes at a total contractual cost of \$425,000.

Adopted unanimously

7. That the following unobligated CIP Balances be transferred to the accounts listed for the purpose of closing out various inactive CIP accounts and covering shortfalls in other CIP accounts

Motion was made and seconded (Mastrobattista/Capodiferro) that the following unobligated CIP Balances be transferred to the accounts listed below for the purpose of closing out various inactive CIP accounts and covering shortfalls in other CIP accounts.

FROM:					
ACCOUNT #	DEPARTMENT				AMOUNT
411715	54410	13364	Union School Security Vestibule		\$ 3,170
411715	54410	13362	Westwoods Security Vestibule		\$ 40,840
411717	55410	15510	Automated Fingerprint Machine		\$ 34,772
411717	54410	15584	Communications Improvements		\$ 63,500
			TOTAL		\$ 142,282
TO:					
ACCOUNT #	DEPARTMENT				AMOUNT
411715	54410	13230	Districtwide Structural/Archectectural		\$ 15,927
411715	54410	13360	IAR Security Vestibule		\$ 28,083
411717	54410	15507	Radio Infrastructure Improvements		\$ 78,269
411715	54406	13501	Police Building Improvements		\$ 20,003
					\$ -
			TOTAL		\$ 142,282

Adopted unanimously

8. To approve the following resolution which is required for the submission of grant applications to the State of Connecticut for the Corridor Flooring Abatement Project at West District School

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the following resolution which is required for the submission of grant applications to the State of Connecticut for the Corridor Flooring Abatement Project at West District School.

Resolution

That the Farmington Town Council authorizes the Farmington Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Corridor Flooring abatement Project at West District School.

And

That the Farmington Board of Education is hereby established as the building committee with regard to the Corridor Flooring Abatement Project at West District School.

And

That the Farmington Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Corridor Flooring Abatement Project at West District School.

Adopted unanimously

9. To approve the following resolution which is required for the submission of grant applications to the State of Connecticut for the Partial Roof Replacement Project at Noah Wallace School

Motion was made and seconded (Mastrobattista/Capodiferro) to approve the following resolution which is required for the submission of grant applications to the State of Connecticut for the Partial Roof Replacement Project at Noah Wallace School.

Resolution

That the Farmington Town Council authorizes the Farmington Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Partial Roof Replacement Project at Noah Wallace School.

And

That the Farmington Board of Education is hereby established as the building committee with regard to the Partial Roof Replacement Project at Noah Wallace School.

And

That the Farmington Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Partial Roof Replacement Project at Noah Wallace School.

Adopted unanimously

10. To cancel the October 26, 2021 Town Council Meeting

Motion was made and seconded (Mastrobattista/Capodiferro) to cancel the October 26, 2021 Town Council Meeting.

Adopted unanimously

11. To approve property tax refunds

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

Name	REASON	
Agam	Assessor adjustment	\$5.91
Acar Leasing	Assessor adjustment	\$150.01

Adler Alyssa	Assessor adjustment	\$25.04
Ally Financial	Assessor adjustment	\$428.49
Anderson Kevin	Assessor adjustment	\$43.22
Bahudodda Sreenivasa	Assessor adjustment	\$439.35
Barber Jeanne	Assessor adjustment	\$45.23
Barnes Dian	Assessor adjustment	\$357.36
Bazzano Joseph	Over Payment	\$8.04
Blake Frederick	Assessor adjustment	\$17.46
Cab east	Assessor adjustment	\$65.25
Corelogic	Over Payment	\$44,832.92
Daimler Trust	Assessor adjustment	\$69.03
Davis Paul	Assessor adjustment	\$270.38
Dessureau Barbara	Assessor adjustment	\$254.00
Etzel Christine	Over Payment	\$254.00
Fillian Brothers	Assessor adjustment	\$85.19
Fitzgerald Kevin	Assessor adjustment	\$104.68
Fong Guo	Assessor adjustment	\$134.68
Gasperini Rachael	Assessor adjustment	\$84.19
Goldblatt Anna	Assessor adjustment	\$14.01
Grady-Benson John	Assessor adjustment	\$111.05
Grattan Walter	Assessor adjustment	\$35.76
Greco Daniel	Assessor adjustment	\$5.83
Guerrera Charles	Assessor adjustment	\$18.04
Gurram Padmalatha	Assessor adjustment	\$624.31
Haviland Gerard	Assessor adjustment	\$124.37
Hileman Brian	Assessor adjustment	\$50.02
Honda Lease	Assessor adjustment	\$1,593.24
Hyundai Lease	Assessor adjustment	\$83.44
Johnson Wilson & Mercy	Over Payment	\$575.00

Kirouac Eugene	Assessor adjustment	\$326.13
Krishnakumar A R	Assessor adjustment	\$13.66
Levin David	Assessor adjustment	\$1,043.79
Li Kai	Assessor adjustment	\$31.92
Lusitani Michael	Over Payment	\$575.00
Martin Vera	Assessor adjustment	\$478.29
Maurer Rudolph	Assessor adjustment	\$45.98
Moss Hill LLC	Over Payment	\$48.15
Mulpeter Michael	Assessor adjustment	\$146.31
Nissan Infiniti	Assessor adjustment	\$325.59
Pace James	Assessor adjustment	\$181.15
Pascon Lela	Assessor adjustment	\$10.29
Peluso Anthony	Assessor adjustment	\$36.44
Porsche	Assessor adjustment	\$549.15
Ratcliffe Gillian	Assessor adjustment	\$321.00
Rezuke Erica	Assessor adjustment	\$28.21
Shea Michael	Over Payment	\$321.00
Shepard Marcia	Assessor adjustment	\$10.34
Simanskiene Jurgita	Assessor adjustment	\$7.45
Sorensen Keith	Assessor adjustment	\$232.29
Sousa Catherine	Assessor adjustment	\$54.30
Swanson Joline	Assessor adjustment	\$66.50
Tan Zhulin	Over payment	9.63
Toyota Lease	Assessor adjustment	\$1,459.70
Tribuzio Thomas	Assessor adjustment	\$55.25
Venturelli Joseph	Assessor adjustment	\$53.48
VW Credit	Assessor adjustment	\$204.55
Wogen Stephen	Assessor adjustment	\$128.90

Total		\$57,673.95
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Adopted unanimously

O. Executive Session

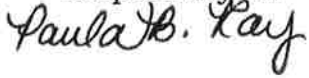
There was no Executive Session held.

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

MOTION:

Agenda Item K-1

Report of the Town Manager

- a. Town Manager Quarterly Reports
- b. HEARTSafe Community
- c. Personnel Update

a. **Town Manager Quarterly Reports**

Attached please find the October Quarterly Reports.

b. **HEARTSafe Community**

Attached please find a memo from the Director of Fire & Rescue Services.

c. **Personnel Update**

Kathryn Kramer, Town Planner, has resigned as Town Planner effective October 11, 2021. Kathryn will be returning to New York City, as she was recruited by a large firm that gave her an offer she could not refuse. Kathryn still has strong ties to the city and feels that this is the best move for her career.

Shannon Rutherford will be promoted to Town Planner upon Kathryn's departure. Shannon is a Farmington resident and has been with the Town as the Assistant Town Planner since 2015. Shannon has assumed the role of Acting Town Planner while the position was vacant in the past, and under her leadership, enabled seamless transitions between planners. Over the past few years, Shannon has grown to be an exceptional resource in the Planning Office.

Prior to Farmington, Shannon was the Director of Land Development at Vanasse Hangen Brustlin, Inc. and has over 20 years of experience in project management for land development, redevelopment, site permitting and storm water conveyance projects. She is a Professional Engineer, with experience in various disciplines of Civil Engineering including traffic, structural, and drainage design. Shannon is an asset to the Town of Farmington, and we are pleased that she has accepted the Town Planner position.

Agenda Item K-a

Goal 2 Transportation and Land

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

Desired Outcomes	Deliverables	2020-2022 Goals
<p>2.1 Partner with the Town Plan and Zoning Commission (TPZ) to facilitate public awareness of the TPZ and Town Council roles, responsibilities and vision in land use matters.</p>	<p>The Development Wing participates and provides professional planning and technical support for all land use committees, including Planning and Zoning Commission, Zoning Board of Appeals, Architectural Review Committee the Inlands Wetlands Commission, Conservation Commission, Historic District commissions and the Economic Development Commission, and maintains a communication link between the public, the Land Use committees, Economic Development Commission and the Town Council.</p>	
<p>2.2 Collaborate with Town Plan and Zoning Commission to implement the vision in land use matters.</p>	<p>Assist the Town Plan and Zoning Commission with their leadership and policy-making roles and assist in the implementation of the Town of Farmington Strategic Plan. Ensure the administration and compliance with Town Plan of Conservation and Development. Review and make recommendations to the Town Plan and Zoning Commission regarding town planning issues.</p>	<p>1.) To establish a Town Council ad-hoc committee to work with Town staff to make recommendations to the Town Council on the following:</p> <ul style="list-style-type: none"> - The future use of Parson’s property. - The environmental liability associated with ownership of the Parson’s property. - The phasing portion of the BSC Streetscape Improvement Plan. - The selection of a preferred developer for the development of the Parson’s property. <p>Status: Complete Create a new Committee- January 2022</p>

Goal 2 Transportation and Land

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

Desired Outcomes	Deliverables	2020-2022 Goals
<p>2.2 (continued) Collaborate with Town Plan and Zoning Commission to implement the vision in land use matters.</p>	<p>Assist the Town Plan and Zoning Commission with their leadership and policy-making roles and assist in the implementation of the Town of Farmington Strategic Plan. Ensure the administration and compliance with Town Plan of Conservation and Development. Review and make recommendations to the Town Plan and Zoning Commission regarding town planning issues.</p>	<p>2.) To review Affordable (Workforce) Housing Goals and present deliverables and strategies for Town Council consideration. Provide quarterly reports to the Town Council.</p> <p>Status: Complete</p>
<p>2.3 Collaborate with Federal and State officials to expedite traffic improvement plans.</p>	<p>Oversee actions taken to improve traffic issues to include meeting with the State of Connecticut staff representatives on a regular basis.</p> <p>Work with the State of Connecticut to implement future State DOT projects and apply to CRGOG or to the State for the new projects.</p> <p>Oversee actions taken to improve traffic issues to include meeting with the State of Connecticut staff representatives on a regular basis.</p> <p>Work with the State of Connecticut to implement future State DOT projects and apply to CRGOG or to the State for the new projects</p>	<p>3.) Manage actions taken to improve traffic problems including meeting with the State of Connecticut Department of Transportation on quarterly basis. Report on the following projects to the Town Council on a quarterly basis.</p> <p><u>State Project(s)</u></p> <ul style="list-style-type: none"> • #51-260-Route 4 Project- To conduct and review the options for a post construction traffic study. • LOTCIP Project South Road/Route 6 <p>See Attachment 1</p>

Goal 2 Transportation and Land

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

Desired Outcomes	Deliverables	2020-2022 Goals
		<p>4.) To continue to evaluate the potential and location of an additional river crossing with the State of Connecticut Department of Transportation to alleviate traffic in the Town Centers.</p> <p>See Attachment 1</p>
<p>2.4 Seek innovative solutions to mitigate traffic problems including public transportation opportunities.</p>	<p>Staff to participate in the Traffic Review Board, coordinate and work closely with the police department special projects unit. Manage the statistical data and information from traffic accident data to address neighborhood traffic concerns and update the traffic enforcement plan.</p> <p>Staff to work with the Town Plan and Zoning Commission with regards to alleviating particular traffic issues in conjunction with developments that have been submitted to the Town Plan and Zoning Commission.</p> <p>Staff to continue to utilize non-structural improvements within new developments submitted to the Town Plan and Zoning Commission (school bus access, curb cuts, mass transit, and emergency access).</p>	<p>5.) Provide needed support to ensure that the Bicycle Advisory Committee develops new goals for Town Council consideration for the 2020-2021 year in conjunction with Town Departments. Provide Quarterly Reports to the Town Council.</p> <p>See Attachment 2</p>

Goal 2 Transportation and Land

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

Desired Outcomes	Deliverables	2020-2022 Goals
<p>2.5 Ensure that roads and sidewalks are maintained at a high level of quality and are accessible to all residents.</p>	<p>Public Works Department to manage the safe, efficient and effective construction and maintenance of public roadways, including directing road construction, snow, leaf removal, and tree removal and overall general maintenance and upkeep of all public roads</p>	<p>6.) To establish an ad-hoc Town Council sub-committee to work with Town staff to review Chapter 169 “Streets and Sidewalks” and to make recommendations for any modifications to the Ordinance to the Town Council for approval. Provide quarterly updates to the Town Council.</p> <p>Status: Set up Committee after January 2022</p>
<p>2.6 Determine Farmington’s citizen and business priorities for future land use in regards to initiatives put forth by federal and state agencies.</p>	<p>Maintain a communication link between the public, the business community and the Town through the implementation of the Plan of Conservation and Development and encourage those priorities at the federal and state level.</p>	
<p>2.7 Promote the maintenance, improvement and expansion of Town wide infrastructure.</p>	<p>Manage and continue to implement the maintenance and improvement plans for all Town infrastructures through the seven -year Capital Improvement Plan. Assist in updating the Town’s sanitary sewer master plan of the Water Pollution Control Authority.</p>	<p>7)To close out all remaining financial aspects of the comprehensive upgrade of the Wastewater Treatment Plant and develop the share of the project cost that each of the participating Towns (Avon, Burlington, Canton, and Farmington) and the University of Connecticut Health Center must pay over the next 20 years. Provide quarterly reports to the Town Council. Status: Complete</p>

Goal 2 Transportation and Land

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

Desired Outcomes	Deliverables	2020-2022 Goals
<p>2.7 Continued Promote the maintenance, improvement and expansion of Town wide infrastructure</p>		<p>8.) Provide needed support to ensure that the Farmington High School Building Committee moves forward and receive the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council.</p> <p>Status: See Attachment 3</p> <p>9.) To approve the Fire Department’s Statement of Needs and establish a Fire Stations Building Committee to complete the Statement of Needs. Provide quarterly reports to the Town Council.</p> <p>Status: Committee to be created October - November 2021</p>
<p>2.8 Collaborate with all relevant boards and commissions to preserve and protect the environment.</p>	<p>Assist and provide technical support to the Inlands/Wetlands and Conservation Commission with their leadership and policy-making roles in the implementation of the Strategic Plan. Work with the Land Acquisition Commission to continue the acquisition of open space and apply for state grants for reimbursement.</p>	<p>7.) To work with the Farmington Cemetery Committee to identify land that would be suitable for the expansion of the Riverside Cemetery and present a report including options to the Town Council.</p> <p>Status: In progress/ Working with DEEP on plan.</p>

Goal 2 Transportation and Land

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

Desired Outcomes	Deliverables	2020-2022 Goals
		<p>11) To provide the needed support to ensure that the Land Acquisition Committee moves forward and receives the appropriate staffing to complete its objectives. Provide Quarterly Reports to the Town Council.</p> <p>Status: In progress</p>

Goal 3 Economic Development

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

Desired Outcomes	Deliverables	2020-2022 Goals
<p>3.1 Assure that Farmington's policies and procedures are competitive and conducive to economic development in the community.</p>	<p>Manage and support the Economic Development Commission in all aspects of the Economic Development policy and program.</p> <p>Establish and maintain working relationship with commercial real estate companies, developers, State of Connecticut Department of Economic Development, and local utility providers. Work in conjunction with the Planning and Development office on policy development.</p> <p>Work with the Planning Department and the Town Plan and Zoning Commission to attract housing development which will enhance quality of life and will appeal to young professionals.</p>	<p>10.) Provide needed support to ensure that the Town Council UCONN sub-committee moves forward and receives the appropriate staffing support to complete objectives. Provide a yearly to Town Council. Status: Complete</p> <p>11.) To create a Town Council ad-hoc subcommittee with Town staff to explore various quality of life features that enhances a sense of place for millennials. Report quarterly to the Town Council on any recommendations including long-term and short-term costs. Status: Postponed – 2021-2022</p>
<p>3.2 Continue to monitor and update a plan that promotes the retention and expansion of existing businesses and attraction of new businesses.</p>	<p>Economic Development Director to participate in business visitation meetings and maintain a communication link between the business community and the Town Government. Maintain inventory of available Town properties, vacancy rates, and information on the local utility infrastructure. Provide guidance to businesses concerning various economic development programs. Track trend changes critical to businesses and develop reporting mechanisms to applicable parties.</p>	

Goal 3 Economic Development

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

Desired Outcomes	Deliverables	2020-2022 Goals
<p>3.3 Ensure Farmington business satisfaction with business-related policies, and participation in Town sponsored/endorsed offerings and/or events.</p>	<p>Economic Development Director to serve as the Town’s representative to a number of organizations such as the Chamber of Commerce. Maximize economic development through regional and civic cooperative efforts and organizations.</p> <p>Develop coordinated marketing aligning tourism with an economic development message to highlight Farmington’s historic and cultural institutions, quality of life, and vibrant business community.</p>	<p>12.) That the Town of Farmington actively participates in regional and state economic development activities; and provides quarterly reports to the Town Council concerning regional and state activities.</p> <p>Status: Complete</p>
<p>3.4 Facilitate and partner with stakeholder groups to implement redevelopment plans.</p>	<p>Support businesses that are affected by redevelopment. Incorporate the needs of existing businesses in the planning process for redevelopment. Provide relocation assistance to affected businesses.</p>	<p>13.) Explore partnership with the Farmington Trails Council, neighboring towns, and the business community to research opportunities that will enhance the trails experience and support local businesses. Report quarterly to the Town Council on any recommendations including long-term and short-term costs.</p> <p>Status: See attachment 4</p>
<p>3.5 Ensure that Farmington’s economic development materials provide factual, timely and user-friendly information to existing and potential businesses.</p>	<p>Review and update communication materials. Promote Farmington businesses and economic development activities. Develop strategies that encourage people passing through to stop at local businesses and activities.</p>	<p>14.) Continue to use Explore Farmington to increase engagement with Town residents and local businesses with the goal of increasing users and improving the user experience. Report to the Town Council quarterly.</p> <p>Status: Complete/ See attachment 5</p>

Goal 4 Budget

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

Desired Outcomes	2020-2022 Goals
<p>4.1 Prioritize service expenditures (beginning with the 05-06 budget based on citizen polling/surveys) to ensure that services are competitive within the region and are based on “best practices”.</p>	<p>15.) Prepare and present the 2020-2021 Annual Budget to Town residents and ensure that a budget is prepared on a timely basis, according to Town Council direction and Town Charter guidelines.</p> <p>Status: Complete – Begin 2021-2022 Budget November 2021</p> <p>16.) To create a Town Council ad-hoc subcommittee to recommend a policy to the Town Council establishing where the employer matching contributions for the Farmington Public Schools’ Non-Certified Staff Defined Contribution Plan will be budgeted each year.</p> <p>Status: Postponed Fall- Winter 2021-2022</p>
<p>4.2 Promote private contributions of funds and property to the Town.</p>	
<p>4.3 Explore ways to increase and create more awareness of property tax relief for those in need.</p>	<p>17.) To establish an Ad-Hoc Committee to review Article IV, Property Tax Relief for Elderly Homeowners (Local Option) , Article VI Qualifying Veterans and Surviving Spouses, Article V, Property Tax Relief for Volunteer Fire Fighters; and Article VII, Elderly Tax Freeze Program of Chapter 176 Taxation, of the Code of the Town of Farmington for the purpose of determining whether there is a need for ordinance changes.</p> <p>Status: Complete</p>
<p>4.4 Coordinate efforts with elected federal and state officials to explore alternate ways to decrease reliance on the local property taxes.</p>	<p>18.) Continue to meet with Farmington’s delegation on a yearly basis to explore ways to decrease reliance on local property taxes, such as, but not limited to, cost sharing with other municipalities.</p> <p>Status: Complete</p>
<p>4.5 Continue outreach to citizen, volunteer and business groups to promote monetary and property private contributions to the Town of Farmington. Allocate appropriate resources to enable the Town to assist groups through appropriate procedures and processes.</p>	

Goal 5 Best Practices

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

Desired Outcome	2020-2022 Goals
<p>5.1 Deliver and maintain excellent Town-wide services for families, retirees, senior citizens, people in need and veterans in accordance within industry standards, achieving maximum efficiencies and with above average levels of citizen/customer satisfaction to maximize the highest quality of life for all residents.</p>	<p>19.) Manage and monitor all Town departments to ensure they are effectively and efficiently making progress in achieving their individual, specific goals and objectives and that their efforts are in line with the mandates of the Strategic Plan and its goals. Regularly review programs, staffing regionalization efforts, and service levels to ensure that they are utilizing “best practices” in order to meet budgetary constraints and policy objectives. On a quarterly basis, report to the Town Council on the progress each department has made meeting its goals and objectives.</p> <p>Status: Complete</p> <p>20.) Provide Town Council a yearly report on Town Manager’s goals and objectives.</p> <p>Status: Complete</p> <p>21.) To establish a Town Council Ad Hoc Legal Services Sub-Committee for the purpose of seeking proposals from qualified law firms and/or qualified individual attorneys to provide legal services to the Town of Farmington in the capacity of General Town Attorney, Bond Counsel, Labor Attorney and Land Use/Environmental Attorney.</p> <p>Status: Complete</p>
<p>5.2 Endorse and track goals for elected and appointed Boards and Commissions and Department Work Plans on an annual basis.</p>	<p>22.) Provide the Town Council with technical information, policy recommendation and legislative advice for each Town Council meeting.</p> <p>Status: Complete</p>
<p>5.3 Establish a leadership role among Connecticut communities through the collaboration of the elected leadership – Town Council, Board of Education and Planning and Zoning.</p>	

Goal 5 Best Practices

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

Desired Outcome	2020-2022 Goals
5.4 Conduct market research/survey periodically to better understand service levels and customer needs.	
5.4-a Farmington is committed to eliminating racism and other forms of discrimination, retaliation, and harassment in our community and that the Town will not tolerate behaviors or practices incongruent with this statement.	24a.) To establish an Ad-Hoc Committee to develop a Town Action Plan around racism in our society, social injustice, the reputation of police departments nationwide and how it relates to Farmington. Status: See Attachment 6
5.5 Increase communication with and encourage participation of citizens, the business community and Town employees regarding the Town's governmental structure, processes and services.	
5.6 Enhance high level of productivity and job satisfaction among Town-wide employees and volunteers.	
5.7 Re-affirm that 100% compliance with the Ethics Policy 100% of the time is the foundation of good government.	
5.8 Increase public awareness and municipal participation in "green" efforts including natural resources conservation, energy reduction/alternative energy, and waste reduction and recycling. Establish a leadership role in the community in promoting environmentally friendly practices in Town. Explore ways to fund green initiatives.	23.) To ensure that the Green Efforts Committee moves forward and receives the appropriate staff support to complete its objectives. Provide Quarterly Reports to the Town Council. Status: See Attachment 7

Goal 5 Best Practices

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

Desired Outcome	2020-2022 Goals
5.9 Affirm that the ADA accessibility standard is the minimum standard and the Town will strive to exceed that standard	
5.91 Continually strive to improve communication and transparency with residents in all areas of government.	

Goal 6 Recreation

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

Desired Outcomes	2020-2022 Goals
6.1 Promote and provide recreation and community programs for the entire community. Continue to review programs, staffing and budgetary consideration to ensure that all recreation programs continue to meet the needs of the entire community.	
6.2 Work with the Board of Education and Library to ensure that all recreation programs and resources are complementary; not in conflict with each other.	
6.3 Ensure that the ratio of Town funded recreation programs versus self-funded or user fee recreation programs are in line with "best practices" or are similar to comparable Connecticut municipalities.	
6.4 Provide adequate funding for the maintenance of recreational facilities and other capital improvements.	24.) Establish a comprehensive ten-year facilities improvement plan for Tunxis Mead Park. The Plan shall establish what major improvement projects should be undertaken over the next 10 years with associated project schedules and costs. Provide Quarterly Reports to the Town Council. Status: Complete – See Attachment 8 – Skateboard Park
6.5 Offer a well maintained and managed municipal golf course in which the operations are in line with other municipal golf courses and best practices.	

Goal 6 Recreation

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

Desired Outcomes	2020-2022 Goals
<p>6.6 Town Council to address the ease of access to the Town's recreational facilities.</p>	<p>25.) To research best practices in conjunction with the Farmington Trails Council, neighboring towns and the business community regarding the addition of potential bathroom facilities (i.e. temporary and/or permanent), water fountain(s), and/or water bottle filling station(s) on the Rails-to-Trails system and make recommendations based on the research including long- and short-term costs to the Town Council. Provide Quarterly Reports to the Town Council.</p> <p>Status: See Attachment 9</p>
<p>6.7 Promote and provide access for the active and passive use of Town land for recreational purposes.</p>	
<p>6.8 Manage the maintenance and use of Town open spaces. Expand recreational opportunities such and trails and recreational facilities through state grants.</p>	

Town Manager Quarterly Report

October 2021

Attachment 1

**STATE OF CONNECTICUT DOT PROJECTS
GOALS 3 & 4**

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: State of Connecticut DOT Projects - Goals 3 & 4
DATE: October 12, 2021

Goal 3: Manage actions taken to improve traffic problems including meeting with the State of Connecticut Department of Transportation on quarterly basis. Report on the following projects to the Town Council on a quarterly basis.

Goal 4: To continue to evaluate the potential and location of an additional river crossing with the State of Connecticut Department of Transportation to alleviate traffic in the Town Centers.

- Route 10 Sidewalk Replacement Project:

The Town of Farmington held a pre-bid meeting on August 17, 2021, and no firms attended. It is our assumption that the lack of interest was due to the time of year in which the project was advertised. Also, we have been finding that many construction companies and other types of business are extremely busy and at full capacity. We have also been finding that in general the supply chain is slow. The Town intends to re-issue the bid late fall/early winter to proceed with the project during the next construction season (Spring 2022).

- Brickyard Road Pavement Rehabilitation Project Phase 2:

The second phase of Brickyard Road Pavement Rehabilitation design was approved, and we received our Commitment to Fund Letter from the CT DOT. We will be advertising the project for bidding early winter 2021/2022. Phase 2 of the project is from Wildwood to the Avon Town Line. The project was designed in house and construction is funded by the CT DOT/CRCOG through the LOTCIP Program.

- Project # L51-004 Two Mile Road/South Road/Colt Highway Roundabout:

The design is 90% complete and we are addressing review comments from the CT DOT and expect the final plans to be submitted back to the CT DOT by mid-October 2021. The expectation is to advertise for bidding in early winter 2022 for spring construction. The Engineering Division worked with Metro Realty for a public/private partnership to pay for the design of the roundabout and submit it to CT DOT for approval for construction. The reason for the partnership is to obtain

overall improvements to the already unsatisfactory operation of the intersection and the new project exasperates the condition. Construction is 100% funded by CRCOG through the LOTCIP program.

- Bridge Crossing at Monteith Drive

The Engineering Division was notified that we received a \$150,000 grant for a bridge study for this location. The Town is responsible for 10% or \$15,000 of the study. This study is the first step towards future funding. The scope of the study was reviewed and approved by CRCOG, CT DOT and the Town Engineering Division. The study will take up to 6 months to complete and will start in October 2021.

- State Project #51-0272 Unionville Bridge Rehabilitation Project:

The CT DOT started this project in March of 2021. During construction they discovered that the structural steel for the sidewalk support and railings were in worse condition than originally designed for, needed to be re-designed. Due to the majority of the structural steel repairs on the truss, the CT DOT has concluded that a full painting of the bridge is warranted, which is better than the original spot repairs that were proposed for the structure. A new schedule is anticipated to be received later in October 2021.

Attachment 2

BICYCLE ADVISORY COMMITTEE

GOAL 5

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Bicycle Advisory Committee - Goal 5
DATE: October 12, 2021

Provide the needed support to ensure that the Bicycle Advisory Committee develops new goals for Town Council consideration for the 2020-2021 year in conjunction with Town Departments.

The Bicycle Advisory Committee has discussed the implementation of the following items:

1. Have temporary portable restroom facilities installed at some of the trail parking lots- **Complete**
2. Work with Economic Development to install wayfinder signs at trail entrances- **In progress – See Attachment 4**
3. Install a drinking fountain at the Oakridge/New Britain Avenue trail parking lot.

In progress: The Department of Public Works has worked with the CT Water Company to have a water service installed for this location; the delay to install the drinking fountain has been to obtain touchless access for outdoor fountains to get further along in design due to Covid-19 so that there is no need for anyone to have to push a button to activate it.

4. Discussions to run an education safety campaign such as using the newsletter to remind trail users how to utilize the crosswalk warning systems (flashing beacons), crossing marked crosswalks, and reminding vehicle drivers to be aware of bicyclists and passing on-road bicyclists and maintaining safe distances. **In progress /complete**

Attachment 3

FARMINGTON HIGH SCHOOL

BUILDING COMMITTEE

GOAL 8

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Farmington High School Building Committee - Goal 8
DATE: October 12, 2021

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

The Farmington High School Building Committee (FHSBC) hit the ground running after a successful referendum on June 3, 2021. At their next scheduled meeting on June 30, 2021, the FHSBC issued a notice to proceed to TSKP Studio to complete final plans, working drawings and specifications, and bid documents. This allows the architect to move forward with enhanced schematic design and maintain the timeline set forth before the referendum.

Since the referendum, the FHSBC has been focused on rounding out the professional partners to join our owner's representative (CSG) and architect (TSKP Studio) on this project and developing a communications plan to keep residents informed and updated on the progress. Below are highlights from actions taken by the FHSBC since July 1, 2021, to support those efforts.

Professional Partners Update:

- Authorized a contract with Construction Solutions Group (CSG) for owner's representative services from design development to construction close out.
- The FHSBC voted to include design consultants for various elements of the design. Some of these consultants were included in the original budget estimate (environmental design and universal design), and some are additional design consultants that were added to the architect's scope of services. The design consultants include:
 - Atlas Technical Consultants Company, Environmental Design (approved August 25, 2021)

- Crabtree-McGrath, Food Design (approved August 25, 2021)
- Institute for Human Centered Design, Universal Design (Approved September 8, 2021)
- Theater Design Inc., Theater Design (approved September 8, 2021)
- The FHSBC Issued an RFQ for Construction Management Services on July 29, 2021. The committee received 10 proposals in response to the RFQ.
- After evaluating each of the proposals, on September 8, 2021, the FHSBC voted to shortlist 4 firms for interviews and issued an RFP/fee proposal to those shortlisted firms. The shortlisted firms include:
 - D’Amato + Downes
 - Gilbane
 - O&G
 - Turner
- The FHSBC conducted interviews on September 22, 2021, and selected O&G as the finalist for construction management services contingent on a due diligence review of references and the fee proposal. The Professional Partnership Committee will begin contract negotiations with O&G.

Communications Update:

- Approved a sustained communications proposal with Tall Timbers Marketing to continue our communication efforts through the completion of construction. The communications plan includes:
 - Create/distribute a newsletter to be mailed to all residents every 6 months
 - Hold in person/zoom public information meetings regarding status updates on the project
 - Website and social media updates, including video updates
 - Press releases/media support

Other:

- The FHS Building Committee members took a tour of Guilford High School on August 13, 2021. Guilford High School was design by TSKP Studio and has many of the same design elements are in the FHS Building project. Building Committee members found it beneficial to see a design by TSKP in person.

The FHSBC is excited to move forward with the design development and construction phases of the project. With a construction manager on board, they will begin planning the logistics of construction and solidifying a construction timeline. The architects will continue to work to complete the design documents as we prepare for an anticipated start of construction in late summer/early fall 2022. As always, updates on the project status can be found on the FHS Building Project website, www.fhsbuildingproject.org.

Attachment 4

FARMINGTON TRAILS COUNCIL
GOAL 13

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Farmington Trails Council - Goal 13
DATE: October 12, 2021

Explore partnership with the Farmington Trails Council, neighboring towns, and the business community to research opportunities that will enhance the trail experience and support local businesses. Report quarterly to the Town Council on any recommendations including long-term and short-term costs.

Over the past several months we've been working with SLR to determine proposed signage locations, sign design, and size. SLR completed the conceptual signage package, and internal staff reviewed it. Comments were sent back to SLR, and once final revisions are completed we plan to set up a joint meeting between the Unionville Historic Commission and ADRC to receive their input.

In Progress:

On June 9, 2021, Bruce Cyr and Rose Ponte met in Unionville with Mark Arigoni and Brian Kaye. We walked the trail intersection, the pocket park, and the entrance of the Depot. We discussed size, type of sign, and location.

On July 23, 2021, we received conceptual designs based on the site walk that was taken on June 9th.

On July 28, 2021, Bruce and Rose shared the design concepts with Kathryn Kramer and Kat Krajewski, initial design concepts were reviewed, and comments were sent back to SLR

On August 12, 2021, staff met with SLR representatives and narrowed their design and location preferences.

On September 7, 2021, SLR updated the plan and sent to the town for review

On September 20, 2021, town staff reviewed the updated comments and sent them back to SLR.

Once final revisions are made, a joint meeting between the Unionville Historic Commission and ADRC will be convened to receive their input.

Attachment 5
EXPLORE FARMINGTON
GOAL 14

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Explore Farmington - Goal 14
DATE: October 12, 2021

Town residents and local businesses with the goal of increasing users and improving the user experience. Report to the Town Council quarterly.

This quarter Rose worked with Evan Dobos to refresh, improve, and enhance the Explore Farmington website.

The landing page was completely refreshed and redone. In addition to the landing page, we updated all the guides and added two new ones, "Experience Local" and "Relax Local." The Walking map of Farmington Village was completed. To the Business Resources section, we added a link to the Choose Farmington website, a minority business resource page, and changed national organizations to local ones. Currently, employers are struggling to find employees, so we introduced a "Job's Hub," which lists jobs currently located in Farmington that are on the Indeed website.

Our stats continue to show increased engagement and connections throughout all social media pages, on the Explore Farmington website, on our constant contact emails.

Explore Farmington Website Stats:

- 3,972 events submitted
- 301 places submitted
- 452 Farmington Users
- 9,017 individual users on the site in the past 18 months
- 68% of those visitors have come to the site directly and 10% of them have come from Facebook
- The top location where site visitors are from is of course Farmington (38%), Bristol (14.8%), Granby (10%), and Avon (8.5%).
- Currently 268 Jobs listed from Farmington in the Jobs Hub

2020 to 2021 Constant Contact:

- 70 emails were sent
- 31,065 users opened their emails
- 4,556 clicks
- 30% open rate

Facebook and Instagram July 19- July 2020 to 2021

Facebook: 9168	22,445	144%
Instagram: 816	2518	208%

Attachment 6

RACIAL EQUALITY TASKFORCE

GOAL 24A

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Racial Equality Taskforce—Goal 24A
DATE: October 12, 2021

To establish an Ad-Hoc Committee to develop a Town Action Plan around racism in our society, social injustice, the reputation of police departments nationwide and how it relates to Farmington.

In Fiscal Year 2021-2022, the full Taskforce moved to meeting once a month. Individual sub-committees will meet regularly throughout the month to work on their respective goals, and we plan on expanding the Taskforce to include more volunteers. The Taskforce took a hiatus for July. They met on June 21, 2021, August 16, 2021, and September 29, 2021.

Progress to Date:

1. Community Conversation Goal

- The Community Conversations took a break during the summer. The group plans to reconvene in the fall and continue working with RE-CENTER to create an outline for topics for the next year’s Community Conversations.

2. Community Policing Goal

- The sub-committee has discussed creating programming that included basketball games between officers and students with “For the Talented” basketball group. They would also like to see more police officer interactions with summer camps and a Police Outreach night for IAR students - “What to expect during a traffic stop” etc. During the summer, Officer Vincent visited summer camps and officers gave gator rides with children at camps and performed drone demos. Officer Martin was at Hurlock Basketball Camp and other summer camps. The Farmington Police have scheduled a free seminar for businesses on October 20, 2021 at Farmington Gardens. The seminar is titled “Enhancing the Customer Experience by Preventing Implicit Bias.” Officers will also work with the schools to ensure that parents are notified of any interactions (good, bad, or neutral) with a police officer at school.

3. Webpage Goal

- A draft of the website was presented to the Taskforce at the September 29, 2021 meeting. The group will continue working on an update.

4. Strategic Plan Goal

- Complete.

5. Racism as a Public Health Crisis Goal

- A proclamation is scheduled for the December 14, 2021 Town Council meeting. This will coincide with the Town Council's recognition of National Human Rights Day, which occurs yearly on December 10th. This year, the theme for Human Rights Day is health.

6. Economic Development Goal

- Rose Ponte compiled an expansive list of Resources for minority businesses and included it in Explore Farmington 2.0. The complete list can be found at <https://www.explorefarmington.com/racial-equity-resources>

7. DEI Consultant Goal

- A draft RFP was written and is currently being reviewed by the subcommittee members.
- CROCG is also beginning to investigate the option of running an RFQ for professional services for the following diversity, equity, and inclusion initiatives: 1.) Staff training (front line and supervisors), Board/Council training, 2.) Ordinance and Policies review with an equity lens 3.) Data collection and assessment.
- At the September 29, 2021 meeting the group discussed the possibility of aligning with CROCG and they are agreeable to coordinating efforts.

Attachment 7

GREEN EFFORTS COMMITTEE

GOAL 23

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Green Efforts Committee—Goal 23
DATE: October 12, 2021

To ensure that the Green Efforts Committee moves forward and receives the appropriate staff support to complete its objectives. Provide oversight and needed support to ensure that the Green Efforts Committee, moves forward and completes its objectives.

The Green Efforts Committee has redirected its energy and focus from applying to Sustainable CT to focus on action items. The Committees is working on an anti-idling project to post signs in schools loading and unloading zones. The Simple Recycling program has diverted 7000lbs of waste to recycling since May 2021. The Committee is working on developing articles for Town newsletters to share information about Green Committee projects and share sustainable ideas with the community. The Committee is preparing for 2022 Clean Up Day. Shannon Rutherford is now the staff liaison for the Green Efforts Committee.

Attachment 8
SKATEBOARD PARK
GOAL 24

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Skateboard Park—Goal 24
DATE: October 12, 2021

Establish a comprehensive ten-year facilities improvement plan for Tunxis Mead Park. The Plan shall establish what major improvement projects should be undertaken over the next 10 years with associated project schedules and costs. Provide Quarterly Reports to the Town Council.

The town's Youth Services have created a sub-committee to help develop a plan for the skateboard park renovations in the current capital budget. The first meeting of this committee will be October 5th and the group consists of several students and families who have an interest, several alumni who have been active in the skate park as well as youth service staff. To prepare for the meeting, we have surveyed multiple towns regarding their skate part operations, cost and recommendations. We have developed a lengthy list of recommendations, potential elements, and design ideas. We have visited several of our neighboring towns to inspect and evaluate their parks. One of the first goals is to discuss the elements of the park and start a cost analysis. It is anticipated once our initial plan is developed to hold a public forum meeting at the skate park to solicit further suggestions and ideas.

Attachment 9

RAILS-TO-TRAILS FACILITIES UPDATE

GOAL 25

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Rails-to-Trails Facilities Update—Goal 25
DATE: October 12, 2021

To research best practices in conjunction with the Farmington Trails Council, neighboring towns and the business community regarding the addition of potential bathroom facilities (i.e. temporary and/or permanent), water fountain(s), and/or water bottle filling station(s) on the Rails-to-Trails system and make recommendations based on the research including long- and short-term costs to the Town Council.

The Department of Public Works has worked with the CT Water Company to have a water service installed for this location; the delay to install the drinking fountain has been to obtain touchless access for outdoor fountains to get further along in design due to Covid-19 so that there is no need for anyone to have to push a button to activate it.



**Town of Farmington Fire Department
1 Monteith Drive Farmington, CT 06032**

**Phone: (860) 675-2322 Fax: (860) 675-2323
www.Farmington-CT.org**

TO: Kathleen Blonski, Town Manager
FROM: Steve Hoffmann, Director of Fire & Rescue Services **SA**
DATE: September 3, 2021
RE: HEATSafe Community Designation

The Town of Farmington recently met the renewal requirements for the HEARTSafe Community designation for another 3 years set by the Office of Emergency Medical Services and the American Heart Association. A HEARTSafe community is one that has documented the "Chain of Survival" links to address cardiac emergencies for its citizens. These links include early access to emergency care, early CPR, early defibrillation, and early advanced care. Through the dedicated work of our Firefighter/EMTs, businesses and citizens we have maintained our designation and continue to be HEARTSafe!

Cardiovascular disease is the leading cause of death in the nation and Connecticut. Approximately 4,500 Connecticut residents die each year due to sudden cardiac arrest. Most of these deaths occur out of the hospital, away from advanced medical assistance and usually happen in the presence of a family member or friend.

The Town of Farmington Fire Department provides quarterly Community CPR to educate the public on these life-saving techniques. This course teaches CPR and relief of choking in adults, children and infants. Use of an AED (Automated External Defibrillator) is also included in the training, and participants receive a student manual for ongoing reference. Community CPR is designed for members of the general public who would like to learn basic CPR, including families with children or elderly relatives,

The Town of Farmington Fire Department is dedicated to providing for the safety and welfare of the community through the preservation of life, property, and the environment, by maintaining a constant state of readiness through fire fighter training and public education.



**Town of Farmington Fire Department
1 Monteith Drive Farmington, CT 06032**

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community groups, and those who do not need a course completion card. This course is at no cost as we know how important these critical skills are in an emergency. Members of the public can register for the classes through the Town of Farmington Fire Department website.

The Town of Farmington Fire Department trained 310 residents on CPR from 2019 to 2021. There are also 65 AEDs throughout the community in both Town buildings and private businesses providing added support in maintaining a HEARTSafe Community. This designation is a testament to our commitment to enhance the probability of survival after a significant cardiac event.

The Town of Farmington Fire Department is dedicated to providing for the safety and welfare of the community through the preservation of life, property, and the environment, by maintaining a constant state of readiness through fire fighter training and public education.