

Minutes of the Town of Farmington
Regular Town Council Meeting January 11, 2022
Held in Person and by Zoom Webinar Meeting

Attending:

C. J. Thomas, Chair
Joe Capodiferro
Brian F. X. Connolly
Edward Giannaros
Keith Vibert
Rafeena Bacchus-Lee
Johnny Carrier

Kathy Blonski, Town Manager
Maureen Frink, Clerk

A. Call to Order

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

B. Pledge of Allegiance

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

1. To appoint an Acting Chair of the Town Council

Motion was made and seconded (Vibert/Carrier) to appoint Joe Capodiferro as Acting Town Council Chair.

Adopted Unanimously

2. To adopt the "Rules of Procedure"

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

Adopted Unanimously

C. Presentations and Recognitions

None

D. Public Hearing

There was no public hearing held

E. New Items

Motion was made and seconded (Capodiferro/Vibert) to add as Agenda Item L-31 an appointment of the Chair to the Human Relations Commission

Adopted unanimously
F. Public Comments

Jay Tulin of 39 Timberline Drive, Farmington, wished a happy new year and congratulations to all. Mr. Tulin expressed his concerns about the sidewalk project and what the company will be doing with the sidewalks.

G. Reading of Minutes

1. December 14, 2021 Regular Town Council Meeting

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

Adoped unanimously

H. Reading of Communications and Written Appeals

Kathy Blonski presented a letter from Edmund E. Sanford which is recorded with these minutes as Agenda Item H-1

I. Report of Committees

There were no reports

J. Report of the Council Chair and Liaisons

1. Council Chair

The Chair is looking forward to working with the new Council. There are lots of items on the agenda over the next two years. The Council will be going through the Strategic Plan in the near future to set priorities for the next two years. The Chair plans to continue Farmington's quality town services, low taxes and excellent schools. The Chair notes with the cold weather to not leave your pets outdoors and spaces heaters should be kept 3 feet away other objects. Also noted by the Chair is the record blood shortage experienced by the Red Cross and if you have the opportunity to reach out to them, please do so. Covid is ongoing and hopefully it'll be over by then end of this new term.

The Chair re-stated that the Council we be going over the Strategic Plan in a later meeting, where we will set the goals and targets for the next two years.

K. Report of Town Manager

a. 2022 Town Council Budget Schedule

The Manager called the Council's attention to the schedules in their packet, which is included in the minutes as Agenda Item K-a

b. Nutmeg TV Air Dates

The Manager reported that the Town Council meetings will be broadcasted on Nutmeg TV as listed below:

Comcast Channel 96 and 1082

Frontier Channel 6062

Fridays and Saturdays: Midnight, 3AM, 6AM, 9AM, Noon, 3PM, 6PM, 9PM

Sundays: 6AM, 3PM

Meetings will continue to be available online at NutmegTV.com under Watch A Show a few days after the meetings take place.

Direct link to all Farmington Town Council Videos:

<https://nutmegtv.com/shows/farmington-town-council/>

c. State Legislators' Invitation

The Manager informed the Council she would invite the State's Legislators to the first Town Council meeting in February to give a short presentation to the Council regarding the upcoming state budget and legislative session.

d. Town Council Photo Shoot

The Manager asked the Council to arrive promptly at 6:30 p.m. on January 25, 2022 for a photo shoot prior to the 7:00 p.m. Council meeting. Jason Rich will take the professional photo of the members.

e. Community and Recreational Services Update

The Town Manager presented a video put together by Nancy Parent and Community & Recreation Services to show some of what they have done throughout the year.

f. Farmington High School – 1928 Building

The Town Council needs to make various policy decisions in the next few months about the future of the 1928 building. The Town Manager is recommending the Council set up a Town Council Ad-hoc Committee in January, 2022 to work with Town staff to make recommendations to the entire Council on the following:

- Determine if there are space needs for the Town
- Recommend if the 1928 building could be used for those needs
- Solicit public opinion on the 1928 building and the proposed use of the building

Note: The Town has an existing contract with the Center for Research and Public Policy and has the option of using them to initiate a public opinion survey.

- Report back to Town Council on their findings

Town Council action will be based on the recommendations from the Ad-hoc Committee and could include the following: Charge Ad-hoc Committee to create and recommend a State of Needs for a renovation, or begin process to demolish building, or other.

The Town Manager recommended setting a Special Town Council meeting in January to discuss, establish, and charge an Ad-hoc Committee.

g. Strategic Plan Update

The Town Manager attached Agenda Item K-g to the minutes

It is anticipated that the the Strategic Plan will be discussed at the January 18, 2022 Special Town Council Meeting and finalize the Plan at the January 25, 2022 meeting.

h. COVID-19 Self-Test Kit Distribution Update

The Town Manager reported that the Town received approximately 1400 Self-Test Kits from the State of Connecticut and the distribution at Tunxis Meade went well. As the Town receives another shipment, there will be a hotline and email set up for the residents to request a kit.

i. Upcoming Town Council Meetings

- January 18, 2022

Workshop Meeting Topics and Action item(s):

1. 1928 Farmington High School Building

Action: Town Council to establish a 1928 Building Ad-Hoc Committee

2. Town of Farmington Strategic Plan

Action: Discussion and workshop on updating the 2022-2024 Town's Strategic Plan and Town Manager Goals.

3. To Consider Budget Targets for the 2022-2023 Municipal Budget

Action: Discussion and workshop on setting municipal budget targets.

- January 25, 2022 (Town Council Photo)

Workshop Meeting Topics and Action item(s):

1. Town of Farmington Strategic Plan

Action: Adopt 2022-2024 Town's Strategic Plan

2. Budget Targets for the 2022-2023 Municipal Budget

Action: Adopt Budget Targets

- February 8, 2022

Regular Town Council Meeting

- February 22, 2022

Workshop Meeting Topic and Action Item:

1. Town Manager's Proposed 7 Year Capital Improvement Plan

Motion was made and seconded (Capodiferro/Vibert) to accept the Town Manager's report

Adopted unanimously

L. Appointments

1. Corporation Counsel

Motion was made and seconded (Capodiferro/Vibert) to appoint the firm of Halloran & Sage as Corporation Counsel for the period January 2022 through January 2024.

Adopted unanimously

2. Assistant Corporation Counsel

Motion was made and seconded (Capodiferro/Vibert) to appoint Duncan Forsyth of Halloran & Sage as Assistant Corporation Counsel for the period January 2022 through January 2024.

Adopted unanimously

3. Bond Counsel

Motion was made and seconded (Capodiferro/Vibert) to appoint the firm of Pullman & Comley LLC as Bond Counsel for the period of January 2022 through January 2025.

Adopted unanimously

4. Labor Counsel

Motion was made and seconded (Capodiferro/Vibert) to appoint the firm Metzger, Lazarek and Plumb as Labor Counsel for the period of January 2022 through January 2024.

Adopted unanimously

5. Land Use/Environmental Counsel

Motion was made and seconded (Capodiferro/Vibert) to appoint Updike, Kelly & Spellacy, P.C. as Land Use/Environmental Counsel for the period of January 2022 through January 2024.

Adopted unanimously

6. Treasurer

Motion was made and seconded (Capodiferro/Vibert) to appoint Joseph Swetcky as Treasurer from January 2022 through January 2024, and that compensation for the Treasurer be set at \$5,000.00 annually.

Adopted unanimously

7. Deputy Treasurer

Motion was made and seconded (Capodiferro/Vibert) to appoint Julie Albert as Deputy Treasurer from January 2022 through January 2024.

Adopted unanimously

8. Depositories for Town Funds

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

- Webster Bank, N.A.
- Peoples United Bank
- Citibank N.A.
- TD Bank N.A.
- Santander Bank
- Liberty Bank
- ION Bank
- PeoplesBank-Holyoke
- U.S. Bank & Trust, N.A.
- JP Morgan Chase Bank, N.A.
- Principal Financial Group (aka "Wells Fargo Bank, N.A. Institutional Retirement and Trust")
- State of Connecticut Short Term Investment Fund (STIF)
- Stone Castle Cash Management LLC (Federally Insured Cash Account)
- Westfield Bank

Adopted unanimously

9. Town Council Liaisons/Committees

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

<u>Committee</u>	<u>2022-2024</u>
ARPA Ad-Hoc Committee	Capodiferro; Connolly; Thomas
Bicycle Advisory Committee	Thomas
Board of Education	Bacchus-Lee
C.R.C.O.G Policy Board	Thomas; Blonski
C.R.C.O.G Transportation Board	Arnold
Conservation and Inland Wetlands	Carrier

Economic Development Commission	Giannaros
Farmington Valley Health District	Blonski
Green Efforts Committee	Bacchus-Lee
Historic District Commission	Connolly
Housing Authority	Carrier
Human Relations Commission	Bacchus-Lee
Land Acquisition	Capodiferro, Connolly
Library Board	Vibert
Stephen A. Flis Scholarship	Thomas, Vibert
Town Plan & Zoning	Vibert
UConn- Communication	Thomas
Unionville Historic District	Giannaros
Unionville Village Improvement Association	Giannaros
Water Pollution Control Authority	Capodiferro
Racial Equality Taskforce	Capodiferro, Bacchus-Lee
Retirement Board	Vibert

Adopted unanimously

10 Architectural Design Review Committee

Motion was made and seconded (Capodiferro/Vibert) that Myles Brown be appointed to the Architectural Design Review Committee for a three-year term beginning immediately and ending January, 2025. (Brown)

Adopted unanimously

11 Architectural Design Review Committee

Motion was made and seconded (Capodiferro/Vibert) that David Quisenberry be appointed to the Architectural Design Review Committee for a three-year term beginning immediately and ending January, 2025. (Quisenberry)

Adopted unanimously

- 12 Conservaton & Inland Wetlands Commission Alternate
- 13 Economic Development Commission
- 14 Green Efforts Commission
- 15 Lower Farmington River and Salmon Brook Wild & Scenic Management Plan
- 16 Plainville Area Cable TV Advisor

There was no action taken on Agenda Items L-12 through L-16

17 Retirement Board

Motion was made and seconded (Capodiferro/Vibert) that Keith Vibert be appointed to the Retirement Board for a two-year term beginning immediately and ending January, 2024. (Mastrobattista)

Adopted unanimously

18 Retirement Board

Motion was made and seconded (Capodiffero/Vibert) that Robert (Bob) Brochu be appointed to the Retirement Board for a two-year term beginning immediately and ending January, 2024. (Huelin)

Adopted unanimously

19 Retirement Board

There was no action taken on Agenda Item L-19

20 Retirement Board

Motion was made and seconded (Capodiffero/Vibert) that Joan Valenti be appointed to the Retirement Board for a two-year term beginning immediately and ending January, 2024. (Valenti)

Adopted unanimously

21 Retirement Board

There was no action taken on Agenda Item L-21

22 Retirement Board

Motion was made and seconded (Capodiffero/Vibert) that Michael (Mike) Ziebka be appointed to the Retirement Board for a two-year term beginning immediately and ending January, 2024. (Ziebka)

Adopted unanimously

23 Retirement Board

Motion was made and seconded (Capodiffero/Vibert) that Kyle Cunningham be appointed to the Retirement Board for a two-year term beginning immediately and ending January, 2024. (Cunningham) IAFF Local 3103-Fire

Adopted unanimously

24 Retirement Board

Motion was made and seconded (Capodiffero/Vibert) that Steven Egan be appointed to the Retirement Board for a two-year term beginning immediately and ending January, 2024. (Egan) IBPO-Police

Adopted unanimously

25 Retirement Board

Motion was made and seconded (Capodiffero/Vibert) that Chris Jesudowich be appointed to the Retirement Board for a two-year term beginning immediately and ending January, 2024. (Jesudowich) AFSCME 1689

Adopted unanimously

26 Retirement Board

Motion was made and seconded (Capodiffero/Vibert) that Vic Michaud be appointed to the Retirement Board for a two-year term beginning immediately and ending January, 2024. (Michaud) AFT-CT Local 6584

Adopted unanimously

27 Retirement Board

Motion was made and seconded (Capodiffero/Vibert) that Geoffrey Porter be appointed to the Retirement Board for a two-year term beginning immediately and ending January, 2024. (Porter) SEIU

Adopted unanimously

28 Unionville Historic District & Properties Commission Alternate 29 Unionville Historic District & Properties Commission

There was no action taken on Agenda Item L-28 and L29

30 Town Plan & Zoning Commission

Motion was made and seconded (Capodiffero/Vibert) that Michael (Mike) Walsh be appointed to the Town Plan & Zoning Commission as an alternate member for the balance of a two-year term beginning January 11, 2022 and ending January, 2024. (Dunn)

Adopted unanimously

31 Human Relations Commission

Motion was made and seconded (Bacchus-Lee/Connolly) that Jay Tulin be appointed as Chair of the Human Relations Commission beginning immediately through June 30, 2022.

Adopted unanimously

M. Old Business None

There was no Old Business conducted

N. New Business

1. To Award Bid #301

Motion was made and seconded (Capodiffero/Vibert) to award Bid # 301, "Main Street Sidewalk Improvement Project-Route 10 Farmington" to Martin Laviero Contractor, Inc. of Bristol, CT at a contract cost of \$1,055,836.50 subject to State of Connecticut review and approval, which is included in these minutes as Agenda Item N-1.

Adopted unanimously

2. 2022 Blighted Building List

Motion was made and seconded (Capodiffero/Vibert) to consider and take action on the 2022 Blighted Building List, which is included in these minutes as Agenda Item N-2.

Adopted unanimously

3. Capital Improvement Policy

Motion was made and seconded (Capodiffero/Vibert) to review and approve the Capital Improvement Policy, which is included in these minutes as Agenda Item N-3.

Adopted unanimously

4. Debt Management Policy

Motion was made and seconded (Capodiffero/Vibert) to review and approve the Debt Management Policy, which is included in these minutes as Agenda Item N-4

Adopted unanimously

5. Reserve Policy

Motion was made and seconded (Capodiffero/Vibert) to review and approve the Reserve Policy, which is included in these minutes as Agenda Item N-5.

Adopted unanimously

6. Employee Health Self-Insurance Fund Reserve Policy

Motion was made and seconded (Capodiffero/Vibert) to review and approve the Employee Health Self-Insurance Fund Reserve Policy, which is included as Agenda Item N-6

Adopted unanimously

7. Fire Station Comprehensive Building Project Statement of Needs and

Fire Station Building Committee

Agenda Item N-7 was tabled until the February Town Council meeting

8. Independent Auditor

Motion was made and seconded (Capodiffero/Vibert) that the firm of PKF O'Connor Davies, LLP of Wethersfield, CT be appointed as the Town's independent auditor for the fiscal year ending June 30, 2022

Adopted unanimously

9. Annual rate of Compensation for Town Clerk

Motion was made and seconded (Capodiffero/Vibert) to set the annual rate of compensation for the Town Clerk at \$85,990.00.

Adopted unanimously

10. Farmington High School Building Committee

Motion was made and seconded (Capodiffero/Vibert) to amend the appointments to the Farmington High School Building Committee as follows:

Johnny Carrier, Town Council Member
Sarah Healey, Board of Education Member
Chris Fagan, Resident

The following will stay the same:

Suraj Kurtakoti, Resident
Wendy Ku, Resident
Michael Smith, Resident
And the following non-voting members:
Beth Kintner, Board of Education Liaison
Kathleen Blonski, Town Manager
Kathleen Greider, Superintendent
Scott Hurwitz, Farmington High School Principal
Alicia Bowman, Assistant Superintendent of Finance and Operations
Kathryn Krajewski, Assistant Town Manager
Sam Kilpatrick, Farmington Public Schools Director of Facilities
Other Town and Board of Education Staff as needed
Devon Aldave, Clerk of the Committee

Adopted unanimously

11. Special Town Council meeting

Motion was made and seconded (Capodiffero/Vibert) to set a Special Town Council meeting on January 18, 2022 at 7:00 pm in the Town Hall Council Chambers

Adopted unanimously

12. Public Hearing February 22, 2022

Motion was made and seconded (Capodiffero/Vibert) to set a Public Hearing on February 22, 2022 at 6:00 pm in the Town Hall Council Chambers on the Town Manager's Proposed Seven-Year Capital Improvement Plan

Adopted unanimously

13. Public Hearing February 8, 2022

Motion was made and seconded (Capodiffero/Vibert) to set a public hearing on February 8, 2022 at 7:05 pm in the Farmington Town Hall Council Chambers to consider the purchase of property owned by Robert and Eileen Bland located at 8480 Meadow Road (11.27 acres) and 8481 Meadow Road (7.13 acres) for a total price of \$604,000, which is attached to these minutes as Agenda Item N-13

Adopted unanimously

14. Property Tax refunds

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

Acar Leasing	Assessor adjustment	\$1,180.98
BMW Financial Services	Assessor adjustment	\$365.02
CCAP Aurto Lease	Assessor adjustment	\$1,250.67
Cole Brecon	Assessor adjustment	\$13.60
Community Residences	Assessor adjustment	\$254.00
Financial Ser	Assessor adjustment	\$172.63
Fodderwala Mohammad	Assessor adjustment	\$158.17
Harbist Steven & Willis Brittany	Assessor adjustment	\$145.00
JP Morgan Chase	Assessor adjustment	\$366.46
Kowalski Anna	Assessor adjustment	\$303.57
Marques Ana	Assessor adjustment	\$201.12
Nissan Infiniti	Assessor adjustment	\$791.73
Raym-Co	Assessor adjustment	\$339.15
Ross Victoria	Assessor adjustment	\$11.02
Toyota Lease	Assessor adjustment	\$429.15
Wilson Harold	Assessor adjustment	\$134.48
Total Assessor adjustment		\$6,116.75

Adopted unanimously

O. Executive Session

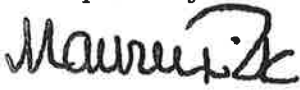
There was no Executive Session held.

P. Adjournment

Motion was made and seconded (Capodiffero/Vibert) to adjourn the meeting at 7:59 p.m.

Adopted unanimously

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Maureen Frink". The signature is written in a cursive style with a large, looped initial "M".

Maureen Frink, Clerk

Chapter A205

RULES OF PROCEDURE

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

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

GENERAL REFERENCES

Code of Ethics -- See Ch. 24.

§ A205-1. Meetings; agenda.

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

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

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

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

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

C. Voting.

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

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

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

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

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

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

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

§ A205-5. New items.

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

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

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

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

§ A205-7. Acting Chair.

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

§ A205-8. Code of conduct.

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

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

Edmund E, Sanford
18 Mountain Road
Farmington, CT 06019
(860) 250-0609

January 11, 2022

Via Email: TownCouncil@farmington-ct.org
Town Council for the Town of Farmington
1 Monteith Drive
Farmington, CT 06032

Re: Town Council Meeting of December 14, 2021

Dear Members of the Farmington Town Council:

I write to express my strong objection to the inaccurate and unwarranted remarks made by Council Chair C.J. Thomas at the December 14, 2021, Town Council meeting concerning the Farmington Historic District Commission (FHDC) in general, and me in particular. Mr. Thomas not only mischaracterized the facts and circumstances surrounding the FHDC's meetings in December 2021 and the legal advice available to the Commission members at that time, but went further by personally attacking my character, and falsely accusing me of "ignor[ing] the bylaws or [being] ignorant of the bylaws" of the FHDC, "not follow[ing] the Town Attorney," not acting in the best interests of the FHDC, and "disregard[ing] the law, ... bylaws, town code, and state statute." Prior to Mr. Thomas' remarks at the December 14, 2021 Town Council meeting, I have never before been accused of acting contrary to the best interests of the Town and FHDC, or of disregarding the law.

Mr. Thomas' statements were highly inappropriate, and in my opinion he has engaged in *per se* defamation of me under Connecticut law by wrongfully assailing my character and integrity and accusing me of violating the law. I therefore request that this letter be read into the record at the next Town Council meeting as a rebuttal to Mr. Thomas' remarks, and that Mr. Thomas retract his prior statements and issue a public apology to me and other members of the FHDC for his improper remarks.

In responding to Mr. Thomas' statements, I will start by providing some background on the FHDC, followed by a discussion of what actually occurred at the FHDC meetings in December 2020, which were recorded and are a matter of public record.

First, I would note that I have proudly served as an alternate member of the FHDC since September 2017. I have particularly enjoyed the highly collaborative approach that members of the FHDC have taken when deliberating matters coming before the

January 11, 2022

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Commission, and I believe that all of the FHDC's members are to be commended for their dedication and contributions to the betterment of the Town and its historic districts.

I would add that in every election of officers during my tenure on the FHDC prior to December 15, 2020, all members of the Commission, including alternates, voted on the Commission's slate of officers, and no question was ever before raised regarding the propriety of alternates participating in the vote. Accordingly, Mr. Thomas' claim on December 14, 2021, that the prior practice of the FHDC "for all time" had been to exclude alternates from voting in elections is not correct.

Turning to the December 15, 2020 meeting of the FHDC, it is true that the agenda included the election of officers for the coming year. However, it was during this meeting that Interim Town Planner Shannon Rutherford first opined that alternates were not permitted to vote on the election of officers. Given the FHDC's past precedent of permitting alternates to vote, I and other members of the Commission were surprised by Ms. Rutherford's new interpretation of the Bylaws. Nevertheless, the entire Commission abided by her guidance, and none of the alternate members voted in the election held that day. I was further surprised when Evan Honeyman, a newly appointed Commissioner who had only served on the Commission for two weeks, was nominated and elected Chairman, particularly in light of his overall lack of prior experience with the FHDC.¹

Following the December 15, 2020 meeting, Chairman Jay Bombara, who is an attorney, reviewed Ms. Rutherford's interpretation of the Bylaws. Chairman Bombara believed that the language of the bylaws was in conflict with the Town Ordinances on the issue of alternates' voting rights, and he therefore requested a review of the question by the Town and, if necessary, the Town Attorneys. Mr. Bombara also called a special meeting for December 31, 2020, to discuss the issue, and "if appropriate," to conduct a new election of officers. (See FHDC Meeting Agenda, 12/21/2020).

Further complicating matters, sometime around December 18, 2020, Commissioner Holly Holden resigned her position on the FHDC "effective immediately", leaving a vacancy among the regular members of the Commission.

In response to Chairman Bombara's request, on December 29, 2020, Town Attorney Robert DeCrescenzo sent a letter to Town Manager Kathleen Blonski, opining that "alternate members of the Commission are not qualified to vote, unless properly seated to replace a regular member due to his or her absence or disqualification." The letter, however, did not discuss the specific question raised by Chairman Bombara, concerning the apparent conflict in the language of the FHDC bylaws when compared to the Town Ordinances. In addition, the letter cited only one case in support of Attorney

¹ Despite my concerns regarding his limited experience, I wish to emphasize that I hold Chairman Honeyman in the highest regard, and I appreciate his commitment and service to the FHDC, both as a member and as Chair.

DeCrescenzo's opinion, and he later acknowledged at the December 31 meeting that the cases he reviewed were factually different from the situation presented here, in that they all involved the question of whether unseated alternates could vote on applications coming before a commission.² According to Attorney DeCrescenzo, none of the cases discussed the propriety of alternate members voting on a slate of officers during a commission election.

At the December 31, 2020, Special Meeting of the FHDC, Attorney DeCrescenzo was in attendance, in order to present his opinion and answer questions from the Commissioners. He acknowledged at the meeting that he "did not, in the letter, discuss the ordinance" that Chairman Bombara had cited as being in conflict with the language of the bylaws. It was only during the December 31st meeting that Attorney DeCrescenzo offered any opinion regarding the conflicting language of the Bylaws, compared to the Town Ordinances and state statutes. Attorney DeCrescenzo acknowledged that the language of the Bylaws was different from the ordinances and statutes, but stated that he did not believe that the language conflicted in such a way as to invalidate the Bylaw provisions concerning voting.³ However, in response to a question from the Commission, Attorney DeCrescenzo advised if there was a conflict in the language, the provisions of the general statutes would prevail over the language of an ordinance or a charter section.

Regarding the Commission's past precedent of allowing alternates to vote in the election of officers, Attorney DeCrescenzo stated: "I bet you if you went back and you looked at votes on officers the last few times, they were probably unanimous votes, and the alternates may have said 'aye' when the motion was raised, but that's of no legal effect because – there, there would be no material error in that – because it was unanimous vote and the alternate votes didn't make a substantive difference in the outcome.... [S]o I wouldn't be surprised if there wasn't any tangible evidence of a different process in previous years..." (Emphasis added). Thus, Attorney DeCrescenzo indicated to the FHDC that, even if alternates were asked/permitted to vote in the election, if their vote was later found to be incorrect, it would simply be deemed to have no legal effect and would not be considered a material error on the part of the Commission.

² In accordance with the Bylaws, I have never voted as an alternate on applications from citizens that were brought before the FHDC, unless seated by the Chairman to act in place of a regular member.

³ Attorney DeCrescenzo also advised during the meeting that the statutes governing other Farmington Commissions that have alternate members, including the Inland Wetlands Commission, the Planning and Zoning Commission, and the Zoning Board of Appeals, all have language that is "identical" to the statute governing the FHDC, and that the rule that alternates cannot vote in elections unless seated was consistently applied across all of those Commissions. I have since been informed that alternates have been permitted to vote in other commissions' elections, and that the Town Attorney recently provided a contrary opinion concluding that alternate members of the Farmington Planning and Zoning Commission should be permitted to vote in elections. Assuming that this information is accurate, it calls into question whether the original legal opinion presented to the FHDC, or the more recent opinion, was the correct advice.

After Attorney DeCrescenzo spoke, Chairman Bombara expressed his disagreement with Mr. DeCrescenzo's opinion, and reiterated his own opinion that the more restrictive language of the Bylaws was in conflict with the controlling statute and ordinances, which he interpreted as authorizing alternates to vote in the Commission's election of officers. Mr. Bombara further expressed his belief that it was in the best interests of the Commission and the Town to permit alternates to vote on the appointment of the officers for the Commission, since they would be serving under those individuals' authority for the following year.

Later in the meeting, Commissioner Honeyman objected to "any alternate participating on this vote, as the alternate will not be replacing an absent Commissioner, [g]iven that Holly Holden resigned and is not absent and there is not a conflict." Apparently, Commissioner Honeyman believed that Commissioner Renehan, an alternate, could not be seated or vote as an acting member of the Commission in place of former Commissioner Holden. Mr. Honeyman also asked for the Town Attorney's opinion on the subject, but Attorney DeCrescenzo responded: "... I have not looked at that in particular, and that's all I can say. I have not researched that issue. I understand the arguments, I do not want to offer an off-the-cuff opinion on that." Later in the meeting, however, Interim Town Planner Shannon Rutherford expressed the view that Mr. Renehan had been properly seated and could vote on the motions before the Commission.

Chairman Bombara expressly requested that both the regular and alternate members of the Commission participate in the vote, "or at least be polled," stating "I'm going to ask for everyone to vote and I guess we can then see what happens as far as seated regular members versus everybody else." Ms. Rutherford responded that she would do what Chairman Bombara asked because he was "chair of this commission", but she was opposed to "going against the advice of the Town of Farmington's town counsel" by allowing unseated alternates to vote.

Contrary to Councilman Thomas' assertions at the December 14, 2021 Town Council meeting, at no time during the December 31, 2020 Special Meeting of the FHDC did Attorney DeCrescenzo opine that Chairman Bombara or the Commission acted illegally or improperly in: calling the Special Meeting; temporarily seating John Renehan to fill the vacancy left by Commissioner Holden and permitting him to vote; making a motion to reconsider the election; or conducting a new election of officers.

Although Councilman Thomas claims otherwise, by the time the election of the Chair was presented for a vote on December 31, 2020, I had carefully evaluated the bylaws and other information presented during the meeting, and I was faced with the following considerations: (1) there was a clear difference of opinion among the Commission members, as well as between the Town Attorney and the Chairman, regarding the propriety of allowing alternates to vote in commission elections; (2) it was the past precedent of the FHDC to allow alternates to vote in elections; (3) Attorney DeCrescenzo indicated that any vote by an alternate that was later determined to be invalid would be

January 11, 2022

Page 5 of 5

immaterial and of no legal effect in the election; ⁴ (4) Attorney DeCrescenzo did not challenge the propriety of the Chairman's motion to reconsider or his motion to redo the election of Chair; and (5) based on discussions during the meeting, it was apparent that any vote taken would be subject to further review following the meeting.

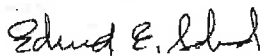
I believed at that point that I had two alternatives: I could either (1) disregard the direction of the Chairman and refuse to vote, potentially exposing the Commission to more uncertainty and a third vote should my decision prove incorrect; or (2) participate in the vote as requested, with the understanding that if my decision to vote was later determined to be incorrect, it would not require another election, but would instead simply not be counted in determining the outcome of the election. Under the circumstances, I believed that it would better serve the interests of the FHDC for me to indicate my vote as requested, even if it was later declared null. In doing so, I followed the exact same course as every other member of the Commission.

If, as Council Chair Thomas suggests, this should permanently disqualify me from ever serving as a full member of the Commission, I respectfully submit that the same restriction must also be applied to every other member of the FHDC who voted on December 31st. In my opinion, however, doing so would yield absurd results, and any member of Town government who vigorously supports disqualifying experienced and dedicated individuals from serving the Town on the FHDC or any other Commissions is not acting in the best interests of Town of Farmington or its citizens.

I would only add that the "second" and "third" opinions, which Mr. Thomas mentioned as further evidence that I had ignored the advice of the Town Attorney, were not available to me for consideration at the time of the December 31, 2020 meeting. They were provided later, on January 12, 2021 and February 5, 2021 respectively, and were solicited by members of the Town Council, not the FHDC. They were, however, helpful to the extent that they responded to some of the unanswered questions that were raised at the FHDC's December 31, 2020 meeting. I have fully abided by the advice contained in those opinions.

In closing, I would only add that I and the other members of the FHDC have long since considered this issue to be resolved. We have all agreed to put the matter behind us and move forward in the same collegial and cooperative manner that we have always displayed, and I would urge the Town Council to adopt the same approach.

Sincerely,



Edmund E. Sanford

⁴ Indeed, in his second opinion letter dated January 12, 2021, Attorney DeCrescenzo reiterated that "[t]he fact that unseated Commission alternates voted on the second motion to elect a chair of the Commission does not, in and of itself, invalidate the Commission action." See page 7 of the January 12, 2021 letter.



**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager *KB*
RE: 2022 Budget Schedule
DATE: January 11, 2022

Below is the 2022 Town Council meeting schedule for the upcoming budget meetings, workshops, Annual Town Meetings and Referendums.

Public Hearings, Annual Town Meetings & Referendums:

February 22, 2022	Capital Budget Presentation
March 8, 2022	Public Hearing on Town Manager's Recommended Budget
April 4, 2021	Public Hearing on Town Council's Proposed Budget
April 18, 2021	First Annual Town Meeting
April 28, 2021	First Budget Referendum
May 2, 2021	Second Annual Town Meeting (if needed)
May 12, 2021	Second Referendum (if needed)

Budget Workshop Sessions:

Wednesday, March 9	4:00 p.m. to 9:00 p.m.
Thursday, March 10	4:00 p.m. to 9:00 p.m.
Saturday, March 12	9:00 a.m. to 12:00 p.m.
Monday, March 14	4:00 p.m. to 9:00 p.m. (if needed)
Tuesday, March 15	4:00 p.m. to 9:00 p.m. (if needed)
Friday, April 29	4:00 p.m. to 9:00 p.m. (Only if first Referendum fails)

Agenda Item K-g

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>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>2.2 (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>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. – traffic study complete/no other action • LOTCIP Project South Road/Route 6 Complete/In progress <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</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
		Centers. Complete/In progress
<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>Complete/In progress</p>
<p>2.5</p>	<p>Public Works Department to manage the safe, efficient and effective construction and</p>	<p>6.) To establish an ad-hoc Town Council sub-committee to work with Town staff to review</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>Ensure that roads and sidewalks are maintained at a high level of quality and are accessible to all residents.</p>	<p>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>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>Postponed</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.</p> <p>Complete</p> <p>8.) Provide needed support to ensure that the</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>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>Complete/In progress</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>Complete/In progress</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>10.) 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>Complete/In progress</p> <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>Complete/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>12.) 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.</p> <p>Complete/In progress</p> <p>13.) 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.</p> <p>Postponed</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>14.) 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>Complete/In progress</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>15.) 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>Complete/In progress</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>16.) 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>Complete/In progress</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>17.) 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. Complete</p> <p>18.) 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. Postponed</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
4.2 Promote private contributions of funds and property to the Town.	
4.3 Explore ways to increase and create more awareness of property tax relief for those in need.	19.) 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. Complete
4.4 Coordinate efforts with elected federal and state officials to explore alternate ways to decrease reliance on the local property taxes.	20.) 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. Complete
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.	

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 with 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>21.) 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>Complete</p> <p>22.) Provide Town Council a yearly report on Town Manager's goals and objectives.</p> <p>Complete</p> <p>23.) 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>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>24.) Provide the Town Council with technical information, policy recommendation and legislative advice for each Town Council meeting.</p> <p>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 ensure that the Racial Equality Taskforce moves forward with the goals of the Town's Action Plan and that they receive the appropriate staff support to complete its objectives. Complete/In progress
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.	25.) 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. Complete/In progress
5.9 Affirm that the ADA accessibility standard is the minimum standard and the Town will strive to exceed that standard.	

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
5.91 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.	26.) 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. Complete
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
6.6 Town Council to address the ease of access to the Town's recreational facilities.	27.) 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. Complete/In progress
6.7 Promote and provide access for the active and passive use of Town land for recreational purposes.	
6.8 Manage the maintenance and use of Town open spaces. Expand recreational opportunities such and trails and recreational facilities through state grants.	

**Town of Farmington
 Bid 301 - Main Street Improvement Project Rt. 10**

Agenda Item N-1

Bid Opening:

12/21/2021 11:00 AM

ITEM NUMBER	UNIT	ESTIMATED QUANTITY	BRIEF DESCRIPTION	Bidder 1	Bidder 2
				Martin Laviero Contractor, Inc Bristol, CT	Olmstead Contracting LLC Wolcott, CT
201001	LS.	1	CLEARING AND GRUBBING EACH	\$3,000.00	\$0.00
202486	LF.	100	REMOVAL OF EXISTING CURBING EACH	\$2.00	\$0.00
			TOTAL	\$200.00	\$0.00
205529	LF.	475	CUT BITUMINOUS CONCRETE PAVEMENT EACH	\$3.00	\$0.00
			TOTAL	\$1,425.00	\$0.00
219011	EA.	50	SEDIMENTATION CONTROL SYSTEM AT BASIN: SILT SACKS EACH	\$180.00	\$100.00
			TOTAL	\$9,000.00	\$5,000.00
304002	CY.	10	PROCESSED AGGREGATE BASE EACH	\$60.00	\$50.00
			TOTAL	\$600.00	\$500.00
815093	LF.	100	BITUMINOUS CONCRETE CURB EACH	\$9.00	\$10.00
			TOTAL	\$900.00	\$1,000.00
921001	SF.	54000	CONCRETE SIDEWALK EACH	\$9.25	\$14.35
			TOTAL	\$499,500.00	\$774,900.00
921003	EA.	31	DETECTABLE WARNING STRIP EACH	\$150.00	\$300.00
			TOTAL	\$4,650.00	\$9,300.00
921005	SF.	2570	CONCRETE SIDEWALK RAMP EACH	\$17.75	\$20.00
			TOTAL	\$45,617.50	\$51,400.00
921501	SY.	150	BITUMINOUS CONCRETE DRIVEWAY EACH	\$48.00	\$45.00
			TOTAL	\$7,200.00	\$6,750.00
922001	SY.	40	BITUMINOUS CONCRETE SIDEWALK EACH	\$45.00	\$45.00
			TOTAL	\$1,800.00	\$1,800.00
Bidder Total on Next Page					

Town of Farmington
Bid 301 - Main Street Improvement Project Rt. 10
Bid Opening:
12/21/2021 11:00 AM

ITEM NUMBER	UNIT	ESTIMATED QUANTITY	BRIEF DESCRIPTION	Bidder 1	Bidder 2
				Martin Laviero Contractor, Inc Bristol, CT	Olmstead Contracting LLC Wolcott, CT
922050A	SF.	5785	DECORATIVE CROSSWALK EACH	\$34.00	\$18.00
			TOTAL	\$196,690.00	\$104,130.00
944002	SY.	2300	FURNISH & PLACING TOPSOIL EACH	\$10.00	\$0.00
			TOTAL	\$23,000.00	\$0.00
950005	SY.	2300	TURF ESTABLISHMENT EACH	\$2.50	\$0.00
			TOTAL	\$5,750.00	\$0.00
970006A	EST.	1	TRAFFICPERSON / MUNICIPAL OFFICER	\$200,000.00	\$200,000.00
971001A	LS.	1	MAINTENANCE AND PROTECTION OF TRAFFIC	\$9,000.00	\$0.00
975002A	LS.	1	MOBILIZATION	\$8,500.00	\$0.00
978002	EA.	50	TRAFFIC DRUM EACH	\$105.00	\$0.00
			TOTAL	\$5,250.00	\$0.00
980001A	LS.	1	CONSTRUCTION STAKING	\$12,000.00	\$0.00
981100	EA.	50	42" TRAFFIC CONE EACH	\$75.00	\$0.00
			TOTAL	\$3,750.00	\$0.00
1209401	SF.	1468	PAINTED LEGEND ARROWS AND MARKINGS: EPOXY RESIN EACH	\$3.00	\$4.75
			TOTAL	\$4,404.00	\$6,973.00
1220011A	SF.	200	CONSTRUCTION SIGN TYPE III REFLECTIVE SHEETING EACH	\$33.00	\$0.00
			TOTAL	\$6,600.00	\$0.00
1220200A	EA.	2	CONSTRUCTION PROJECT SIGN	\$3,500.00	\$0.00
				\$7,000.00	\$0.00
			TOTAL BID	\$1,055,836.50	\$1,161,753.00

Recommendation: That the award be made to Bidder #1, Martin Laviero Contractor, Inc. as the lowest responsible bidder subject to State of Connecticut and CHRO Approval.

Funding: Various State Grant Funding Sources

Town of Farmington
Bid 301 - Main Street Improvement Project Rt. 10
Bid Opening:
12/21/2021 11:00 AM

ITEM NUMBER	UNIT	ESTIMATED QUANTITY	BRIEF DESCRIPTION	Bidder 3	Bidder 4
				The Nunes Companies, Inc. Ludlow, MA	Murillo Construction & 7 Summits Construction Hartford, CT
201001	LS.	1	CLEARING AND GRUBBING EACH	\$25,000.00	\$5,570.00
202486	LF.	100	REMOVAL OF EXISTING CURBING EACH	\$10.00	\$11.14
			TOTAL	\$1,000.00	\$1,114.00
205529	LF.	475	CUT BITUMNIOUS CONCRETE PAVEMENT EACH	\$4.00	\$5.46
			TOTAL	\$1,900.00	\$2,593.50
219011	EA.	50	SEDIMENTATION CONTROL SYSTEM AT BASIN: SILT SACKS EACH	\$130.00	\$66.84
			TOTAL	\$6,500.00	\$3,342.00
304002	CY.	10	PROCESSED AGGREGATE BASE EACH	\$38.00	\$122.54
			TOTAL	\$380.00	\$1,225.40
815093	LF.	100	BITUMINOUS CONCRETE CURB EACH	\$10.00	\$8.36
			TOTAL	\$1,000.00	\$836.00
921001	SF.	54000	CONCRETE SIDEWALK EACH	\$11.30	\$13.93
			TOTAL	\$610,200.00	\$752,220.00
921003	EA.	31	DETECTABLE WARNING STRIP EACH	\$182.50	\$334.20
			TOTAL	\$5,657.50	\$10,360.20
921005	SF.	2570	CONCRETE SIDEWALK RAMP EACH	\$13.25	\$18.94
			TOTAL	\$34,052.50	\$48,675.80
921501	SY.	150	BITUMINOUS CONCRETE DRIVEWAY EACH	\$110.00	\$50.13
			TOTAL	\$16,500.00	\$7,519.50
922001	SY.	40	BITUMINOUS CONCRETE SIDEWALK EACH	\$145.00	\$44.56
			TOTAL	\$5,800.00	\$1,782.40
Bidder Total on Next Page					

Town of Farmington
Bid 301 - Main Street Improvement Project Rt. 10
Bid Opening:
12/21/2021 11:00 AM

ITEM NUMBER	UNIT	ESTIMATED QUANTITY	BRIEF DESCRIPTION	Bidder 3	Bidder 4
				The Nunes Companies, Inc. Ludlow, MA	Murillo Construction & 7 Summits Construction Hartford, CT
922050A	SF.	5785	DECORATIVE CROSSWALK EACH TOTAL	\$28.00 \$161,980.00	\$22.28 \$128,889.80
944002	SY.	2300	FURNISH & PLACING TOPSOIL EACH TOTAL	\$7.75 \$17,825.00	\$1.95 \$4,485.00
950005	SY.	2300	TURF ESTABLISHMENT EACH TOTAL	\$1.35 \$3,105.00	\$8.91 \$20,493.00
970006A	EST.	1	TRAFFICPERSON / MUNICIPAL OFFICER	\$200,000.00	\$200,000.00
971001A	LS.	1	MAINTENANCE AND PROTECTION OF TRAFFIC	\$34,500.00	\$57,360.00
975002A	LS.	1	MOBILIZATION	\$31,750.00	\$32,280.00
978002	EA.	50	TRAFFIC DRUM EACH TOTAL	\$50.00 \$2,500.00	\$55.70 \$2,785.00
980001A	LS.	1	CONSTRUCTION STAKING	\$20,500.00	\$11,140.00
981100	EA.	50	42" TRAFFIC CONE EACH TOTAL	\$42.00 \$2,100.00	\$50.13 \$2,506.50
1209401	SF.	1468	PAINTED LEGEND ARROWS AND MARKINGS: EPOXY RESIN EACH TOTAL	\$4.60 \$6,752.80	\$1.78 \$2,613.04
1220011A	SF.	200	CONSTRUCTION SIGN TYPE III REFLECTIVE SHEETING EACH TOTAL	\$33.00 \$6,600.00	\$20.05 \$4,010.00
1220200A	EA.	2	CONSTRUCTION PROJECT SIGN	\$1,200.00 \$2,400.00	\$1,337.28 \$2,674.56
TOTAL BID				\$1,198,002.80	\$1,304,475.70

Recommendation: That the award be made to Bidder #1, Martin Laviero responsible bidder subject to State of Connecticut an

Funding: Various State Grant Funding Sources

Town of Farmington
Bid 301 - Main Street Improvement Project Rt. 10
Bid Opening:
12/21/2021 11:00 AM

ITEM NUMBER	UNIT	ESTIMATED QUANTITY	BRIEF DESCRIPTION	Bidder 5	Bidder 6
				Colossale Concrete, Inc Berlin, CT	Colonna Concrete & Asphalt Paving, LLC Woodbridge, CT
201001	LS.	1	CLEARING AND GRUBBING EACH	\$44,000.00	\$10,000.00
202486	LF.	100	REMOVAL OF EXISTING CURBING EACH	\$24.00	\$1.00
			TOTAL	\$2,400.00	\$100.00
205529	LF.	475	CUT BITUMNIOUS CONCRETE PAVEMENT EACH	\$6.00	\$4.00
			TOTAL	\$2,850.00	\$1,900.00
219011	EA.	50	SEDIMENTATION CONTROL SYSTEM AT BASIN: SILT SACKS EACH	\$145.00	\$200.00
			TOTAL	\$7,250.00	\$10,000.00
304002	CY.	10	PROCESSED AGGREGATE BASE EACH	\$94.00	\$50.00
			TOTAL	\$940.00	\$500.00
815093	LF.	100	BITUMINOUS CONCRETE CURB EACH	\$22.00	\$15.00
			TOTAL	\$2,200.00	\$1,500.00
921001	SF.	54000	CONCRETE SIDEWALK EACH	\$13.00	\$12.00
			TOTAL	\$702,000.00	\$648,000.00
921003	EA.	31	DETECTABLE WARNING STRIP EACH	\$195.00	\$200.00
			TOTAL	\$6,045.00	\$6,200.00
921005	SF.	2570	CONCRETE SIDEWALK RAMP EACH	\$22.00	\$20.00
			TOTAL	\$56,540.00	\$51,400.00
921501	SY.	150	BITUMINOUS CONCRETE DRIVEWAY EACH	\$78.00	\$50.00
			TOTAL	\$11,700.00	\$7,500.00
922001	SY.	40	BITUMINOUS CONCRETE SIDEWALK EACH	\$72.00	\$50.00
			TOTAL	\$2,880.00	\$2,000.00
Bidder Total on Next Page					

Town of Farmington
Bid 301 - Main Street Improvement Project Rt. 10
Bid Opening:
12/21/2021 11:00 AM

ITEM NUMBER	UNIT	ESTIMATED QUANTITY	BRIEF DESCRIPTION	Bidder 5	Bidder 6
				Colossale Concrete, Inc Berlin, CT	Colonna Concrete & Asphalt Paving, LLC Woodbridge, CT
922050A	SF.	5785	DECORATIVE CROSSWALK EACH TOTAL	\$21.00 \$121,485.00	\$44.00 \$254,540.00
944002	SY.	2300	FURNISH & PLACING TOPSOIL EACH TOTAL	\$11.00 \$25,300.00	\$9.00 \$20,700.00
950005	SY.	2300	TURF ESTABLISHMENT EACH TOTAL	\$4.00 \$9,200.00	\$9.00 \$20,700.00
970006A	EST.	1	TRAFFICPERSON / MUNICIPAL OFFICER	\$200,000.00	\$200,000.00
971001A	LS.	1	MAINTENANCE AND PROTECTION OF TRAFFIC	\$60,000.00	\$15,000.00
975002A	LS.	1	MOBILIZATION	\$30,000.00	\$90,000.00
978002	EA.	50	TRAFFIC DRUM EACH TOTAL	\$110.00 \$5,500.00	\$100.00 \$5,000.00
980001A	LS.	1	CONSTRUCTION STAKING	\$29,712.00	\$1,000.00
981100	EA.	50	42" TRAFFIC CONE EACH TOTAL	\$94.00 \$4,700.00	\$50.00 \$2,500.00
1209401	SF.	1468	PAINTED LEGEND ARROWS AND MARKINGS: EPOXY RESIN EACH TOTAL	\$6.00 \$8,808.00	\$5.00 \$7,340.00
1220011A	SF.	200	CONSTRUCTION SIGN TYPE III REFLECTIVE SHEETING EACH TOTAL	\$58.00 \$11,600.00	\$30.00 \$6,000.00
1220200A	EA.	2	CONSTRUCTION PROJECT SIGN	\$850.00 \$1,700.00	\$2,000.00 \$4,000.00
TOTAL BID				\$1,346,810.00	\$1,365,880.00

Recommendation: That the award be made to Bidder #1, Martin Laviero responsible bidder subject to State of Connecticut an

Funding: Various State Grant Funding Sources

Town of Farmington
Bid 301 - Main Street Improvement Project Rt. 10
Bid Opening:
12/21/2021 11:00 AM

ITEM NUMBER	UNIT	ESTIMATED QUANTITY	BRIEF DESCRIPTION	Bidder 7	Bidder 8
				Nunes Connecticut, Inc Bloomfield, CT	Caracas Construction Corp. Ludlow, MA
201001	LS.	1	CLEARING AND GRUBBING EACH	\$20,000.00	\$30,000.00
202486	LF.	100	REMOVAL OF EXISTING CURBING EACH	\$10.00	\$70.00
			TOTAL	\$1,000.00	\$7,000.00
205529	LF.	475	CUT BITUMNIOUS CONCRETE PAVEMENT EACH	\$6.00	\$25.00
			TOTAL	\$2,850.00	\$11,875.00
219011	EA.	50	SEDIMENTATION CONTROL SYSTEM AT BASIN: SILT SACKS EACH	\$200.00	\$250.00
			TOTAL	\$10,000.00	\$12,500.00
304002	CY.	10	PROCESSED AGGREGATE BASE EACH	\$150.00	\$250.00
			TOTAL	\$1,500.00	\$2,500.00
815093	LF.	100	BITUMINOUS CONCRETE CURB EACH	\$10.00	\$65.00
			TOTAL	\$1,000.00	\$6,500.00
921001	SF.	54000	CONCRETE SIDEWALK EACH	\$18.00	\$27.00
			TOTAL	\$972,000.00	\$1,458,000.00
921003	EA.	31	DETECTABLE WARNING STRIP EACH	\$200.00	\$1,500.00
			TOTAL	\$6,200.00	\$46,500.00
921005	SF.	2570	CONCRETE SIDEWALK RAMP EACH	\$18.00	\$30.00
			TOTAL	\$46,260.00	\$77,100.00
921501	SY.	150	BITUMINOUS CONCRETE DRIVEWAY EACH	\$75.00	\$190.00
			TOTAL	\$11,250.00	\$28,500.00
922001	SY.	40	BITUMINOUS CONCRETE SIDEWALK EACH	\$75.00	\$180.00
			TOTAL	\$3,000.00	\$7,200.00
Bidder Total on Next Page					

Town of Farmington
Bid 301 - Main Street Improvement Project Rt. 10
Bid Opening:
12/21/2021 11:00 AM

ITEM NUMBER	UNIT	ESTIMATED QUANTITY	BRIEF DESCRIPTION	Bidder 7	Bidder 8
				Nunes Connecticut, Inc Bloomfield, CT	Caracas Construction Corp. Ludlow, MA
922050A	SF.	5785	DECORATIVE CROSSWALK EACH TOTAL	\$37.00 \$214,045.00	\$85.00 \$491,725.00
944002	SY.	2300	FURNISH & PLACING TOPSOIL EACH TOTAL	\$18.00 \$41,400.00	\$20.00 \$46,000.00
950005	SY.	2300	TURF ESTABLISHMENT EACH TOTAL	\$2.00 \$4,600.00	\$7.00 \$16,100.00
970006A	EST.	1	TRAFFICPERSON / MUNICIPAL OFFICER	\$200,000.00	\$200,000.00
971001A	LS.	1	MAINTENANCE AND PROTECTION OF TRAFFIC	\$20,000.00	\$50,000.00
975002A	LS.	1	MOBILIZATION	\$85,000.00	\$60,000.00
978002	EA.	50	TRAFFIC DRUM EACH TOTAL	\$20.00 \$1,000.00	\$100.00 \$5,000.00
980001A	LS.	1	CONSTRUCTION STAKING	\$13,000.00	\$40,000.00
981100	EA.	50	42" TRAFFIC CONE EACH TOTAL	\$20.00 \$1,000.00	\$300.00 \$15,000.00
1209401	SF.	1468	PAINTED LEGEND ARROWS AND MARKINGS: EPOXY RESIN EACH TOTAL	\$7.00 \$10,276.00	\$35.00 \$51,380.00
1220011A	SF.	200	CONSTRUCTION SIGN TYPE III REFLECTIVE SHEETING EACH TOTAL	\$30.00 \$6,000.00	\$50.00 \$10,000.00
1220200A	EA.	2	CONSTRUCTION PROJECT SIGN	\$1,500.00 \$3,000.00	\$2,000.00 \$4,000.00
TOTAL BID				\$1,674,381.00	\$2,676,880.00

Recommendation: That the award be made to Bidder #1, Martin Laviero responsible bidder subject to State of Connecticut an

Funding: Various State Grant Funding Sources

MOTION:

Agenda Item N-2

To Consider and Take Action on the Following Blighted Building List:

14 Blueridge Drive
23 Lakeview Drive

14 Blueridge Drive

- Town had sent an initial letter on July 7, 2017 requesting the owner address the blight issues.
- Owner submitted a schedule for repairs on August 3, 2017, indicating most of the exterior work will be completed by the end of 2017.
- Letter sent December 18, 2017 indicating the property would be sent to the Town Council for inclusion on the 2018 Blighted Building List. Property was not added, in lieu of owner submitting a revised construction schedule approved by the Town.
- Owner's employer submitted a request to the Town dated January 4, 2018, for a 90-day extension due to workload and weather.
- Owner submitted a revised schedule on February 20, 2018, indicating the garage would be completed and most tools and supplies and would be moved to the garage area. Schedule also stated most of the exterior repairs would be completed by the end of July 2018.
- Letter sent to owner March 28, 2018 if no significant improvements and/or progress is made in the next few weeks, the property will be reevaluated for inclusion to the Blighted Building List.
- Letter sent to owner May 1, 2018 indicating after no significant improvements, property will be reevaluated by the Town Council.
- Property reviewed at May 8, 2018 Town Council Meeting and property was not added to the Blighted Building List.
- Letter sent to owner June 8, 2018 after onsite meeting, stating some progress has been made and confirm the owner requested a 2-month extension (August 6th) to make significant progress on the cleanup of the property, and continue with construction schedule received February 20, 2018.
- Letter sent to owner August 8, 2018 progress is being made, and cleanup shall be completed by September 8, 2018.
- Owner had submitted a revised schedule on September 17, 2018, indicating repair of garage and commencing to move items to the garage in November 2018 and completing move of items to the garage by the end of the 1st week of December 2018 and removal of dumpster by the end of December 2018. Work on exterior of the building would commence in Jan/Feb/March 2019 and completed by April/May 2019.

- No apparent work has continued to date, and the owner does not appear to be adhering to the latest construction schedule.
- Citations have commenced October 25th, at the rate of \$500/week.
- Recommend the property remain on the Blighted Building List.

23 Lakeview Drive

- Property continues to meet Blighted Building Ordinance requirements.
- Property has been on the Blighted Building List since January 14, 2009.
- Property has a total of \$26,800 in unpaid Blighted Building Liens.
- Property has a total of \$26,100 in unpaid citations from September 9, 2013 to May 12, 2014. Fines have not resulted in liens under advice of the Town Attorney.
- Latest Legal action has resulted in a judgement in favor of the Town.
- Town has ceased fining the property owner during the legal process.
- Town has commenced foreclosure process on the Blight Liens.
- Understood that the property is currently under contract, and it is anticipated that it will sell in January 2022.
- Recommend the property remain on the Blighted Building List.

**TOWN OF FARMINGTON, CT
CAPITAL IMPROVEMENT POLICY**

I. PURPOSE

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

II. DEFINITIONS

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

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

III. POLICY STATEMENTS

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

IV. RESPONSIBILITY FOR POLICY

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

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

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

Approved by the Town Council:	December 13, 2005
Approved by the Town Council:	January 9, 2007
Approved by the Town Council:	January 12, 2010
Amended by the Town Council	January 11, 2011
To change from Odd to Even years / Per	Town Manager's Report
Approved by the Town Council:	January 10, 2012
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council	January 9, 2018
Approved by the Town Council	January 14, 2020

**TOWN OF FARMINGTON, CT
DEBT MANAGEMENT POLICY**

I. PURPOSE

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

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

II. POLICY STATEMENT

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

III. RESPONSIBILITY FOR POLICY

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

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

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

IV. GENERAL DEBT GOVERNING POLICIES

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

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

V. DEBT POLICIES, RATIOS AND MEASUREMENT

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

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

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

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

Approved by the Town Council:	October 11, 2005
Approved by the Town Council:	February 13, 2007
Approved by the Town Council:	January 12, 2010
Amended by the Town Council	January 11, 2011
To change from Odd to Even years / Per Town Manager's Report	
Approved by the Town Council:	January 10, 2012
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council	January 9, 2018
Approved by the Town Council:	January 14, 2020

**TOWN OF FARMINGTON, CT
RESERVE POLICY**

I. PURPOSE

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

II. POLICY STATEMENT

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

III. RESPONSIBILITY FOR POLICY

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

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

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

IV. OTHER FUNDS

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

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

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

Approved by the Town Council:	October 11, 2005
Amended and Approved by the Town Council:	January 8, 2008
Amended and Approved by the Town Council:	January 12, 2010
Amended and Approved by the Town Council:	January 10, 2012
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council:	January 9, 2018
Approved by the Town Council:	January 14, 2020

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

I. Purpose

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

II. Policy Statement

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

IBNR Reserve

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

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

Excess Claim Reserve

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

Claim Reserve Maximums

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

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

III. Budget Requests

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

IV. Procedure for Covering Claims When Reserves Are Not Sufficient

Shortfall

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

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

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

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

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

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

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

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

Approved by the Town Council:	December 13, 2011
Approved by the Farmington Board of Education:	December 12, 2011
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council:	January 9, 2018
Approved by the Town Council:	January 14, 2020

MOTION:

Agenda Item N-13

To set a public hearing on February 8, 2022 at 7:05 pm in the Farmington Town Hall Council Chambers to consider the purchase of property owned by Robert and Eileen Bland located at 8480 Meadow Road (11.27 acres) and 8481 Meadow Road (7.13 acres) for a total price of \$604,000.

The subject property consists of two contiguous, irregularly-shaped, vacant parcels of land. Both parcels are within the R-40, Residential Zone. The parcels have a combined land area of 18.40 acres. Inland wetlands appears to impact approximately 30% - 40% of the two parcels collectively. The individual parcels are described as follows:

8480 Meadow Road, Farmington, CT

The subject property is an elongated parcel with 272.99 feet of frontage along the southerly side of Meadow Road. The site has a land area of 11.27 acres or 490,921 square feet. A swath of inland wetlands is evident in the northwest section of the site and the wetlands area impacts a majority of the street frontage. The remainder of the parcel is wooded or generally cleared land with gently rolling contours.

8481 Meadow Road, Farmington, CT

The subject property is roughly rectangular and landlocked, except for access via similarly owned 8480 Meadow Road, Farmington, CT. The site has a land area of 7.13 acres or 310,583 square feet. A large swath of inland wetlands impacts 40% - 50% of the site in the southwest section of the parcel. The remainder of the parcel is wooded with gently rolling contours.

The procedure for open space acquisition approval for this property includes the following steps:

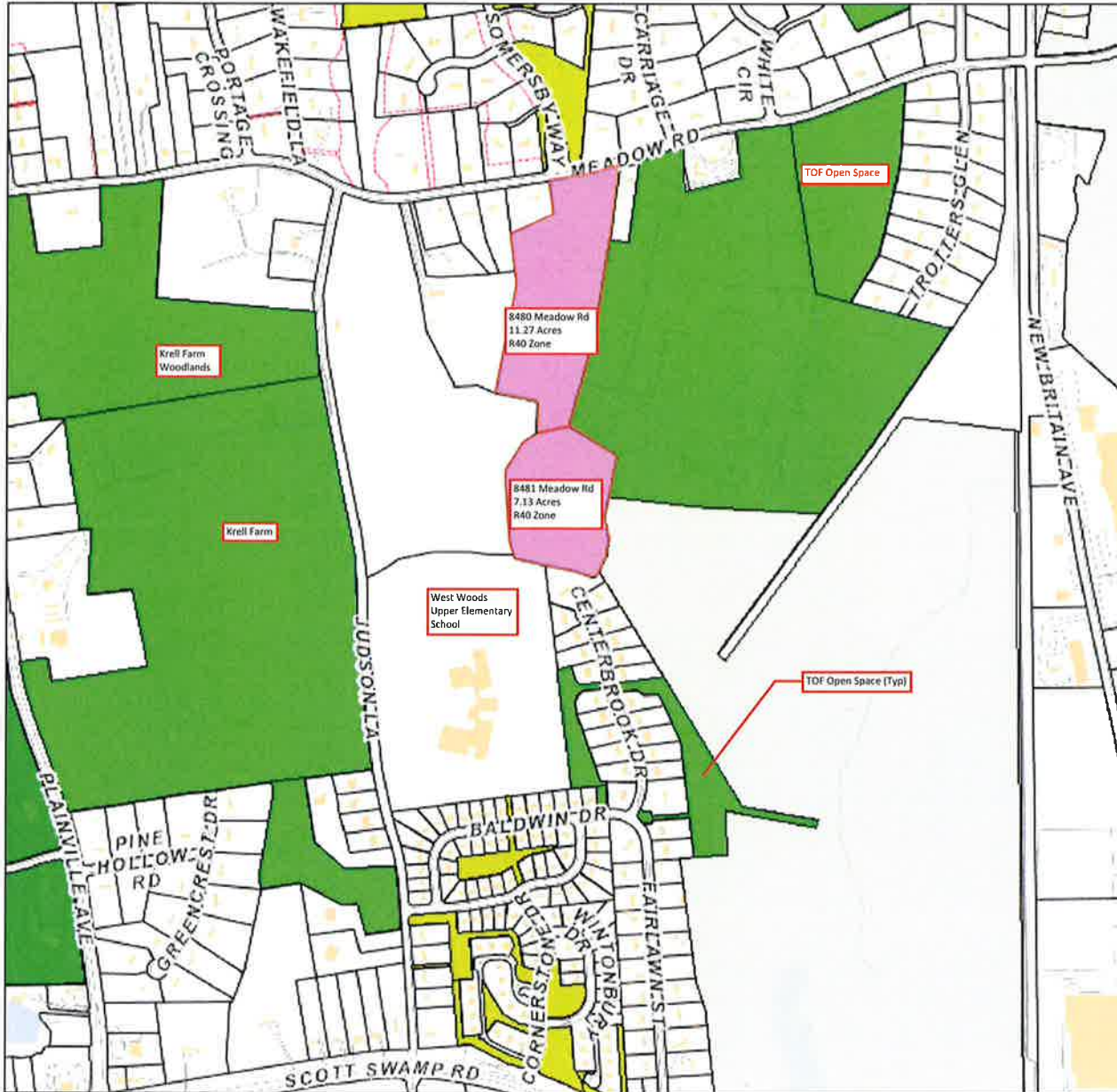
1. Setting public hearing for the February 8th Council meeting at the January 11th Council meeting
2. Hold public hearing on February 8th
3. Make 8-24 referral to TPZ at the February 8th meeting
4. Receive TPZ 8-24 report at the March 8th meeting
5. Vote on acquisition authorization at the March 8th meeting.

/Attachment

Town of Farmington Geographic Information System (GIS)



Date Printed: 1/6/2022



MAP DISCLAIMER - NOTICE OF LIABILITY

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Farmington and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 800 feet

