

**TOWN OF FARMINGTON, CT.
OFFICE OF THE TOWN MANAGER
REGULAR TOWN COUNCIL MEETING**

DATE: January 12, 2016
(Council Members are asked to call the Town Manager's office if they are unable to attend the meeting.)

TIME: 7:00 P.M.

PLACE: COUNCIL CHAMBERS

**Town Clerk - Administer the Oath of Office
Town Council Members**

AGENDA

- A. Call to Order
 - 1. To Appoint an Acting Chair of the Town Council
 - 2. To Adopt the "Rules of Procedure" (attachment)
- B. Pledge of Allegiance
- C. Presentations and Recognitions
 - 1. Presentation by METRO REALTY GROUP, LTD - (attachment)
- D. Public Hearing
 - 1. None
- E. New Items
- F. Public Comments
- G. Reading of Minutes
 - 1. December 8, 2015 Regular Town Council Meeting
- H. Reading of Communications and Written Appeals.
- I. Report of Committees
 - 1. UCONN Committee(s)
 - 2. Land Acquisition Committee
 - 3. Green Efforts Committee
 - 4. Joint Town of Farmington/City of Hartford Committee
 - 5. Bicycle Advisory Committee
 - 6. Farmington Gateway Committee
 - 7. Web Page Sub-Committee

- J. Report of the Council Chair and Liaisons
 - 1. Chair Report
 - 2. Board of Education Liaison Report
 - 3. Unionville Village Improvement Association Liaison Report
 - 4. Town Plan and Zoning Liaison Report
 - 5. Water Pollution Control Authority Report
 - 6. Economic Development Commission Liaison Report
 - 7. Human Relations Commission Report
 - 8. Chamber of Commerce Report
 - 9. Other Liaison Reports

- K. Report of Town Manager - 2016 Town Council Budget Schedule, Nutmeg TV Air Dates, State Legislators' Invitation, Town Council Photo Shoot, Community and Recreational Services Update, FY 2014/2015 Audit, State Grants Update, Upcoming Town Council Meetings.

- L. Appointments.
 - 1. Corporation Counsel
 - 2. Assistant Corporation Counsel
 - 3. Bond Counsel
 - 4. Labor Counsel
 - 5. Land Use/Environmental Counsel
 - 6. Treasurer
 - 7. Deputy Treasurer
 - 8. Depositories for Town Funds
 - 9. Town Council Liaisons/Committees
 - 10. Plainville Area Cable TV Advisory Council (Erickson) (R)
 - 11. Plainville Area Cable TV Advisory Council (Landry)(R)
 - 12. North Central Regional Mental Health Board, Inc. (Wienke)(R)
 - 13. Farmington Valley Health District (Jones)(D)
 - 14. Housing Authority (Cowdry)(R)
 - 15. Building Code Board of Appeals (Schadler) (R)
 - 16. Tourism Central Region District (Bremkamp) (U)
 - 17. Green Efforts Committee (Grouten) (R)
 - 18. Human Relations Commission (Elling) (D)
 - 19. Plainville Area Cable TV Advisory Council (Montes) (R)
 - 20. Unionville Historic District and Properties Commission
Alternate (Hoffman) (R)
 - 21. Retirement Board Committee (Egan, IBPO Local 331)
 - 22. Retirement Board Committee (Cromack, AFSCME 1689)
 - 23. Retirement Board Committee (Wilson, CILU Local 60)
 - 24. Retirement Board Committee (Peterson, IAFF Local 3103)
 - 25. Retirement Board Committee (Porter, SEIU Local 2001)
 - 26. Retirement Board Committee (Miller) (D)
 - 27. Green Efforts Committee (Reed) (BOE)
 - 28. Conservation and Inland Wetlands Commission (Forster) (R)

M. Old Business. None

N. New Business

1. To consider and take action on the 2016 Blighted Building List.
2. To review and approve the Capital Improvement Policy.
3. To review and approve the Debt Management Policy.
4. To review and approve the Reserve Policy.
5. To review and approve the Employee Health Self-Insurance Fund Reserve Policy.
6. To set a Special Town Council Meeting on Monday, January 25, 2016 at 6:00 PM at Westwoods Elementary School's library.
7. To change the time of the February 23, 2016 Town Council Meeting from 7:00 p.m. to 6:00 p.m. and to set a Public Hearing on the Town Manager's Proposed Five-Year Capital Improvement Plan.
8. To perform actions pertaining to the Farmington High School Renovation project in accordance with Chapter 53, "Public Buildings", of the Farmington Town Code.
9. To set a public hearing on Tuesday, February 9, 2016 at 7:00 p.m. in the Town Hall Council Chambers to amend Chapter 176, "Taxation", of the Town Code.
10. To set a public hearing on Tuesday, February 9, 2016 at 7:10 p.m. in the Town Council Chambers to amend Chapter 83, "Building Construction", of the Town Code.
11. That the Town Manager and Town Treasurer be authorized to enter into a lease financing arrangement with De Lage Landen Public Finance LLC for the leasing of 28 golf carts for West Woods Golf Course.
12. To approve a Resolution authorizing the Town Manager to sign a License Agreement with the Connecticut Department of Transportation to construct, repair, and maintain the Farmington Valley Greenway from Red Oak Hill Road to the Town of Plainville.
13. To approve Property Tax refunds.

- O. Executive Session – To discuss matters concerning land acquisition and to discuss matters concerning collective bargaining.

MOTION:

Agenda Item A-1

To appoint _____ as Acting Town Council Chair.

NOTE: The Town 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.

MOTION:

Agenda Item A-2

That the attached "Rules of Procedure" be adopted for the term of this Town Council effective January 12, 2016.

Attachment

Chapter A205

RULES OF PROCEDURE

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

[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.

§ 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.

- A. Each member shall be provided with an agenda in advance of each meeting.
- B. 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.

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.

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.

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

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

§ A205-7. Acting Chair.

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

§ A205-8. Code of conduct.

It is the obligation and responsibility of a Council member not to interfere with or intervene in the implementation by the Town Manager or other Town official of the policy or decision adopted by the Council and not divulge to anyone any aspect of matters considered and discussed in executive session. Each Council member shall act in complete accordance with the provisions and tenor of this section, and

should any Council member fail to so act, such failure shall subject such member to censure, reprimand or such other action deemed appropriate by the Council.

01-01-2014

THE METRO REALTY GROUP, LTD.

October 14, 2015

Mr. William Warner, AICP
Town Planner
Town of Farmington
1 Monteith Drive
Farmington, CT 06032

RE: Petition to amend current Plan of Conservation and Development

Dear Mr. Warner:

This letter serves as a petition to the Farmington Planning and Zoning Commission to amend the current Plan of Conservation and Development, specifically in regard to the Health Center Neighborhood.

As you are aware, following the withdrawal of our application for zone change of 55 South Road, we commissioned Milone and MacBroom, Inc. to conduct a land use planning study of the neighborhood; a copy of the *Southern Health Center Neighborhood Planning Study* (October 2015) is enclosed.

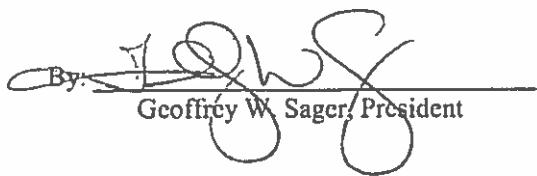
The consultant team conducted two neighborhood meetings as part of the study process, in addition to conducting a thorough analysis of development patterns, trends, constraints and potential. The analysis concludes with several recommendations for guiding growth in the neighborhood in a manner that respects current land uses and property owners.

We are petitioning the Planning and Zoning Commission to consider incorporating the *Southern Health Center Neighborhood Planning Study* into the Plan of Conservation and Development as an amendment.

We are available to answer any questions you may have. Thank you for your consideration of this important matter

Very truly yours,

THE METRO REALTY GROUP, LTD.

By: 
Geoffrey W. Sager, President

cc: Rose Ponte, Economic Development Director

Southern Health Center Neighborhood Planning Study

Farmington, CT



October 2015

Prepared for Metro Realty Group, Ltd.



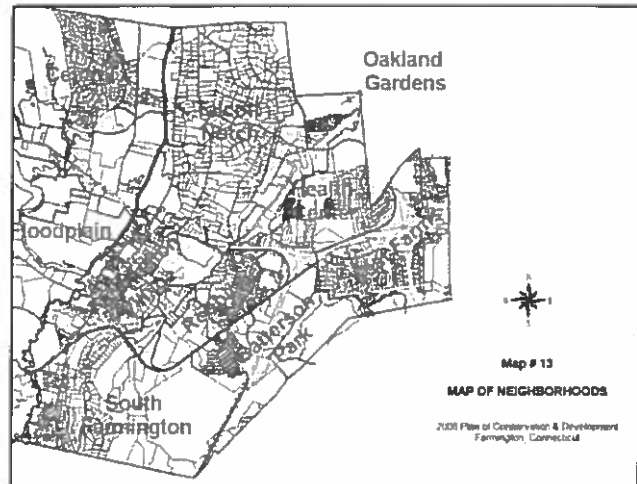
Introduction

The UCONN Health Center Neighborhood has undergone significant transformation over the past two decades as the UCONN Health Center (UHC) began implementation of its “Research Strategic Plan” and the State implemented the Bioscience Connecticut Initiative. The Bioscience Connecticut Initiative is an ongoing \$864 million state economic development program to expand the bioscience cluster surrounding the UHC. Investments include \$318 million in renovations to existing laboratory, instructional, and hospital space, and \$521 for a new Ambulatory Care Center, a new patient care tower at the John Dempsey Hospital, new incubator space for biotechnology start-ups, new laboratory space for the Jackson Laboratory for Genomic Medicine, and new parking garages. A report by the Connecticut Center for Economic Analysis projects that the Bioscience Connecticut Initiative will result in an additional 683 jobs on the UHC campus alone by 2017. By 2037, these investments are projected to produce 16,400 direct, indirect, and induced jobs.

As a result of these investments, the neighborhood has become a hub for cutting-edge bioscience research and development, quality medical education and training, and quality medical care. These types of uses thrive in tight clusters, such as the Health Center neighborhood because they are dependent not only on state-of-the-art facilities, but also on intellectual capital. Moreover, the neighborhood is well-suited for housing this biotech/ life sciences cluster due to its excellent interstate transportation access, relatively low mill rate and location in a community known for its high quality educational and town services. The Town of Farmington has an opportunity to leverage public and private investments in the Health Center Neighborhood to bolster its national and international significance and prestige as a leader in bioscience, which can help to sustain and enhance quality of life for all Farmington residents.

Given the level of continued investment in the neighborhood (the National Institute of Health just announced a \$3.7 million dollar grant for Jackson Laboratory for Genomic Medicine to develop a new system for understanding the 3D genome – just one of many examples of federal investments in the neighborhood), the rate of recent development and the national and international significance of the facilities and research in the neighborhood, the Farmington Plan of Conservation and Development (POCD) should specifically address the Town’s goals and objectives for the future of the Health Center Neighborhood. The critical mass of medical, research and laboratory facilities and supportive services that have developed recently has augmented demand for more intense land use in the neighborhood. Precipitated by the tremendous investments already made and the Bioscience Connecticut Initiative’s plans for continued growth, the rate of change in land uses is likely to accelerate. The Director of UCONN’s Institute of Regenerative Engineering has likened UHC’s plans for the area to the Massachusetts Institute of Technology (MIT) in Cambridge, where more than 200 small, medium and

Figure 1. Excerpt from Neighborhoods map in 2007 POCD



large companies surround the campus, supporting research and development, while spinning off new companies and technologies. Therefore, the Town should act now to guide this continued growth in a way that complements what currently exists while capitalizing on the potential for this life sciences cluster.

This study makes recommendations for future development in the area based on a comprehensive analysis of existing conditions and historic development, the physical potential for future development, other planning efforts, and neighborhood stakeholder input. Regardless of the recommendations, the study highlighted the need for the Town of Farmington to set a course for this neighborhood. Change is difficult for most people, especially when shrouded in uncertainty. Because significant state investments in the area have pre-empted local land use control and the Town's Planning & Zoning Commission has frequently re-zoned properties in the neighborhood without strong support in the current Plan of Conservation and Development to do so, neighborhood residents have felt uncertain about the future of their homes and properties.

Study Area

The current Farmington POCD defines the "Health Center Neighborhood" as the area generally north of Interstate 84 and the Route 4 Connector encompassing Farmington Avenue commercial properties north to Old Mountain Road, the UCHC campus, and east to the Interstate 84 and Route 9 interchange (see excerpt of map above). As much of the Farmington Avenue corridor has been developed, this study focused in particular on the southern area of the larger Health Center Neighborhood. This area is roughly delimited by Interstate 84 and the Route 4 connector to the south, Route 4 to the west, Middle Road to the north and the utility right-of-way paralleling West Gate Road to the east.

Figure 2. Study Area



Historic Development

The transformation of the Health Center Neighborhood and Study Area from an agricultural area to the bustling bioscience and medical services cluster that exists now began with the construction of Interstate 84 and the State Legislature's decision to locate the UCHC here. The following series of aerial photos depict this transformation over the past several decades.

In the 1950s Farmington Avenue, Middle, Munson and South Roads were all bordered by farmland; however, at that time, plans for the location of Interstate 84 were solidifying.

By 1965, low-density suburban development had started in the Study Area and larger Health Center Neighborhood with single-family homes along Middle, Munson and South Roads, the construction of a church on South Road and subdivisions off of Middle Road (Valley View Drive and Cedar Ridge Drive). A Legislative Committee selected the site for the UCONN Health Center in 1962 with original plans calling for a 400-bed University hospital. At the same time, Interstate 84 was under construction in other parts of the State.

By 1970, John Dempsey Hospital is constructed with only 200 beds, Interstate 84 is complete with an exit to Patrick Flood Road, and a few more single-family dwelling units have been built in the area.

By 1990, the Route 4 Connector is complete and significant more commercial and residential development has occurred, precipitated by the arrival of the Interstate and Hospital. Farmington Avenue has experienced much more intensive development with the Exchange now built. Higher density residential uses located off of Talcott Notch Road have developed, as well as Farmington Meadows within the Study Area. Further on-campus Health Center development has occurred. And, several office buildings, including the Heublein complex, have developed around the Munson, South Road area.



By 2004, even more residential, especially senior housing, and office commercial development has taken hold. O’Meara Ridge and O’Meara Farms, both active adult housing developments, are in place. Middlewoods and Arden Courts have been built along Middle Road and at the intersection of Middle and South Roads. Additional medical offices have developed along Farmington Avenue and South Road. And, additional low-density single-family residential units have developed along Middle Road.

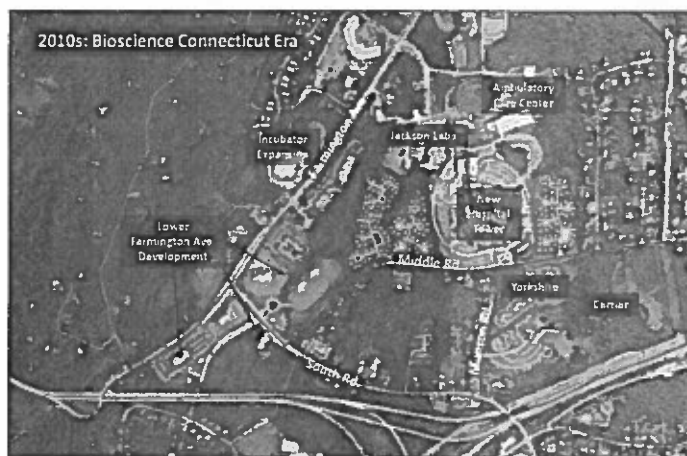
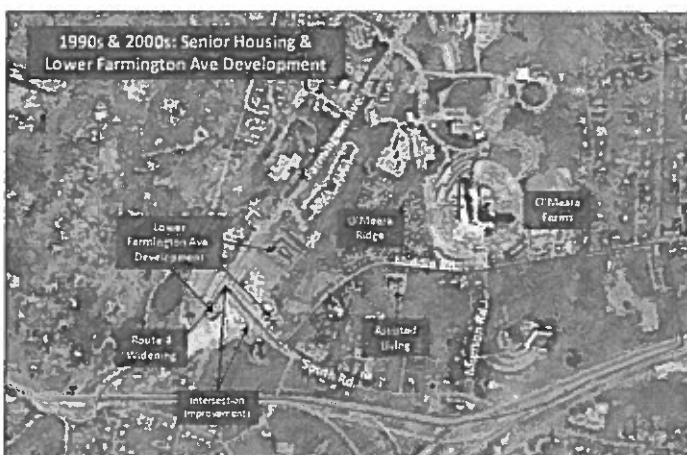
In addition to significant expansion of facilities on the UCHC campus, the last decade has brought more higher-density residential development and commercial office development to the neighborhood and Study Area.

As is evident from this history, while Bioscience Connecticut has spurred significant new interest and development in the neighborhood, the general transformation of the Health Center Neighborhood really began with the arrival of the interstate and the Hospital.

Land Use Change Analysis

Over the last two decades, the UCHC has evolved from a medical services center to a leading bioscience research and development campus. There has also been substantial private investment in the Health Center neighborhood, particularly along Farmington Avenue, South Road, and Middle Road. The transformation of this neighborhood into commercial office and higher density housing is evident in the existing land use map in Figure 3. The map reflects only built properties; however, there are additional approved and under-construction projects that will change land uses in the near future, including a multi-family project in the eastern portion of the Study Area along the south side of Middle Road, and medical office buildings on Birdseye Road and the southern portion of Farmington Avenue.

Overall, nearly 3,000,000 square feet of medical and commercial development currently exists in the Health Center Neighborhood, as shown in Table 1. In addition, several high-density and/or very high



density residential developments (as defined by the Town's 2007 Plan of Conservation and Development, high-density is three to five units per acre, very high-density is over five units per acre) have co-located in the Health Center neighborhood, taking advantage of its proximity to medical services and other nearby amenities such as West Farms Mall along with easy transportation access and public transit availability. These developments range from single-family cluster subdivisions (O'Meara Farms), to assisted living facilities (Middlewoods), to apartments (Village at Yorkshire). Most of these developments are age-restricted, catering to people 55 years old and over. Over 400 units of housing have been built or are under construction since 1997, as shown in Table 2.

Figure 3. Existing Land Use (2015)



The volume and density of uses already existing in the neighborhood are consistent with basic planning principles of locating intense uses in areas with existing infrastructure. As UCONN continues to purchase off-campus properties (including the Heublein building on Munson Road, as well as 195 and 400 Farmington Ave) and the Bioscience Connecticut Initiative continues to expand, the remaining low-density single-family and vacant properties appear to be logical targets for further intense development.

Table 1.*Medical/ Commercial Development in the UCONN Health Center Neighborhood*

Address	Use	Building Area (Sq. Ft.)	Year Built
Middle Rd/ Farmington Ave	UCHC Campus	2,300,000	1969-2015
Jackson Labs - Discovery Drive	Research Labs	183,500	2014
Farmington Avenue	Medical Offices Not in MOC	30,000	Varies
308 Farmington Avenue	Professional Offices	42,858	1998
399 Farmington Avenue	Medical Offices	77,880	2005
499 Farmington Avenue	Medical Offices	54,000	2004
505 Farmington Avenue	Medical Offices	67,374	2012
2 Farmglen Blvd	Hotel	98,940	1998
11 South Road	Medical Offices	43,840	2008
21 South Road	Medical Offices	43,840	2008
30 South Road	Professional Offices	12,979	2012
35 South Road	Daycare	8,950	2004
Existing Commercial Development		2,964,161	-
Additional Approved Commercial			
521 & 529 Farmington Avenue	Medical Offices	20,000	
32, 36, 38 Birdseye Road	Medical Offices	34,800	
Existing and Approved Commercial Development		3,018,961	-

*Source: Town of Farmington Assessors Office***Table 2.***Residential Development in the UCONN Health Center Neighborhood Since 1995*

Address	Use	Housing Units	Year Built
45 South Road (Arden Court)	Nursing Home	56	1997
509 Middle Road (Middlewoods)	Assisted Living	73	1998
O'Meara Farm	Condo (Age Restricted)	104	2002
O'Meara Ridge	Condo (Age Restricted)	50	2005
465 Middle Road (Yorkshire)	Apartments (Age Restricted)	91	2008
Lot 2B Middle Road (Carrier)	Condo (Age Restricted)	94	Under Construction
All Residential Development		412	-

Source: Town of Farmington Assessors Office

Zoning and Zone Changes

Existing Zoning

The Study Area contains a mix of low-density residential, very high-density residential, and professional and medical office zones, as seen in Figure 4. The eastern and western portions of the Study Area contain higher intensity uses. With the exception of the state-owned commuter parking lot, all parcels between Birdseye Road and Farmington Avenue are in the Professional Office (PR) or Medical Office Campus (MOC) zone. The four parcels east of Munson Road are in the PR and Housing Opportunity (HOD) zone. The middle portion of the Study Area is primarily low density residential, with the exception of an undeveloped Business District 1 (B1) parcel at 8880 South Road, the Acstar office building at 30 South Road, and two high-density and very high-density residential complexes in the Senior/Active Adult (SA) and Residential Design Multiple (RDM) zones respectively.

Figure 4. Current Zoning in Health Center Neighborhood



Bioscience Enterprise Zone

The Connecticut Department of Economic and Community Development (DECD) has established a Bioscience Enterprise Corridor Zone in Farmington and surrounding municipalities. This designation provides tax incentives and abatements to companies with less than 300 employees who engage in bioscience, biotechnology, pharmaceutical or photonics research, and businesses engaged in the study

of genes, cells, tissues, and chemical and physical structures of living organisms. The incentives apply to businesses that relocate to the target area, or existing businesses who expand or renovate their operations.

Recent Zone Changes

Over the last two decades nearly all private development in the Study Area has required a zone change. These changes are summarized in Table 3 and shown in Figure 5. In the late 1990s, the Town added the Senior/Active Adult Housing (SA) Zone to its regulations. Since then, three SA parcels (O'Meara Ridge, O'Meara Farm, and Middlewoods) were developed adjacent to Health Center complex. In 2010, a new Medical Office Campus (MOC) zone was established in the Health Center neighborhood. Since then, 12 parcels have changed to the MOC zone. The MOC zone is unique in that its parking requirements and impervious surface calculations are done for the entire MOC district as opposed to a single parcel. Prior to transitioning to MOC zoning, several parcels had already been re-zoned from R-40 to Professional Office (PR). Due to restrictive coverage requirements in the PR zone, though, already developed properties were changed again to MOC specifically to enable further development on adjacent lands. None of these zone changes were initiated by the Town's Planning and Zoning Commission; however, they were all approved by that body.

Table 3.
Zone Changes in the UCONN Health Center Neighborhood Since 1995

Parcel	Former Zone	Initial Zone Change	New Zone	Year of Zone Latest Change
2 Farm Glen Boulevard (Homewood)	PR	N/A	BR	1997 *
Senior - Active Adult Housing (SA) Zone Established				1999*
O'Meara Farms	PR/R40	N/A	SA	1999*
O'Meara Ridge	R40	N/A	SA	2000 *
509 Middle Road	R40	N/A	SA	2000 *
45 South Road	R40	N/A	PR	2004 *
435 Middle Road	PR/R40	N/A	HOD	2007
Medical Office Campus (MOC) Zone Established				2010
11 South Road	R40	PR	MOC	2011
21 South Road	R40	PR	MOC	2011
30 South Road	R40	N/A	PR	2004
35 South Road	R40	PR	MOC	2011
399 Farmington Avenue	R20	N/A	MOC	2011
499 Farmington Avenue	R40	PR	MOC	2011
501 Farmington Avenue	R40	PR	MOC	2011
529 Farmington Avenue	R20	N/A	PR	2011
406 Farmington Avenue	R80	N/A	BR	2013
32 Birdseye Road	R20	N/A	MOC	2013
36 Birdseye Road	R20	N/A	MOC	2013
38 Birdseye Road	R20	N/A	MOC	2013
505 Farmington Avenue	R20	N/A	MOC	2015
521 Farmington Avenue	R20	N/A	MOC	2015
529 Farmington Avenue	R20	N/A	MOC	2015

* Approximate time frame.

Figure 5. Current Zoning and Zone Changes Since 1995



Infrastructure

Utilities

Adequate infrastructure, notably public water and sanitary sewer, are necessary to support higher density development in the Study Area. This section provides an overview of existing utilities and planned improvements.

Public Water

Public water is provided to the Study Area by the Metropolitan District Commission. The Study Area is served by water mains on Middle Road, Munson Road, South Road, Patrick Flood Road, and Farmington Avenue.

Sanitary Sewer

Sanitary sewer service is provided by the Town of Farmington. The Study Area is currently served by publicly maintained sewer lines on Farmington Avenue, Middle Road, South Road, Birdseye Road, and Patrick Flood Road. The Talcott Notch neighborhood to the west of Farmington Avenue has been designated as a sewer avoidance area. The Town is currently undertaking a \$57 million upgrade of its Water Pollution Control Facility, increasing its treatment capacity to 6.3 million gallons per day. These

upgrades will have adequate excess capacity to support future growth in the Health Center neighborhood.

Other Utilities

Natural Gas service provided by Connecticut Natural Gas is available within the Study Area, although it is not used by all parcels. Higher density developments such as the UCONN offices at 16 Munson Road and the medical offices at 499 and 501 Farmington Avenue are already served by natural gas. Most of the low density residential parcels utilize oil, propane, or electric heating systems.

Electric transmission to the neighborhood has recently changed. The sub-station off of Talcott Notch Road which serves UCH recently extended transmission along Farmington and South Roads to the junction of South and Middle Roads. This coupled with supply that comes along Middle Road out of West Hartford provides redundant power supply, which is important to research and medical uses that have critical facilities that cannot lose power.

Transportation

Highways

The Study Area is bounded by several major highways, including Interstate 84 and Route 4. The interchange of Interstate 84 and Route 9 is located approximately 1 mile to the east. The neighborhood is well-served by Exit 39 off of Interstate 84, but is also easily accessible from Exit 38. Traffic volumes on Farmington Avenue at South Road are approximately 23,700 vehicles per day. Average daily traffic on South Road ranges from 7,400 to 15,300 vehicles per day while Middle Road has the lowest average daily traffic of 3,200 vehicles per day. In the early 2000s, Farmington Avenue was widened and the intersection of Farmington Avenue and South Road underwent a major reconfiguration. Long range planning studies call for highway access improvements in the Health Center neighborhood, including ramp reconfiguration, direct access between Route 9 and Route 4, and potential utilization of the unused "stacks" at the I-84 and Route 9 interchange.

Transit

As UCHC expanded off of its main campus, it implemented shuttle services between the main campus and its satellite locations. UCHC currently operates 5 shuttle bus routes which provide connections between the Health Center and Munson Road, South Road, and Farmington Avenue. The shuttle system helps to facilitate the kinds of collaborative interactions that are vital to the life sciences cluster concept, in which enough resources and intellectual capital is located and interacting to develop a sustainable competitive advantage over other areas.

Public transit service to the Health Center neighborhood is provided by Connecticut Transit. The Health Center is currently served by three bus routes:

- *Route 66* – Connections to Unionville, West Hartford and Hartford
- *CT Fastrak Route 121* – Connections to Newington, West Hartford, Hartford, East Hartford and Manchester
- *Route 506* - Connections to New Britain

Route 506 stops on Munson Road, while Route 66 enters the medical offices off of South Road. All routes converge on the UCHC circulator road. Transit service to the Health Center has expanded with the introduction of CTfastrak in March of 2015, cutting the travel time from Downtown Hartford to about 30 minutes. Due to these recent improvements, the Town has applied for a STEAP grant to construct several new bus shelters along Farmington Avenue.

Transportation Studies

Capitol Region Transportation Plan (2015)

The Capitol Region Transportation Plan provides a 25-year overview of the major transportation investments for the Greater Hartford region. Recommended improvements to the area surrounding UCONN Health Center centers on improvements to the I-84 interchanges with Route 9, Route 4, and Route 6. Key elements include elimination of the eastbound bottleneck near Route 9, elimination of left-hand ramps, better access to Route 6, and direct access from Route 4 to Route 9 southbound.

UCONN Transportation Safety and Improvements Study: Farmington and Hartford (ongoing)

The upcoming study will recommend multi-modal transportation enhancements between UCHC in Farmington and the future UCONN Hartford Branch in Downtown Hartford. The study is expected to be completed in 2017.

Development Constraints

MMI conducted an analysis of development constraints in the study including wetlands, steep slopes, floodplains, shallow depth-to-bedrock soils, and the presence of aquifers. These constraints are summarized on the following pages and can be seen in Figure 6.

Wetlands

Wetlands are defined by the National Cooperative Soil Survey (NCSS), as areas that contain one of three soil types: Poorly drained, very poorly drained, and alluvial and floodplain soils. According to the Town of Farmington *Designated Inland Wetlands and Watercourses Map*, there are three major wetlands within the Study Area. Wetland areas should be verified by a certified soil scientist prior to development, as the exact boundaries of wetlands may differ from the NCSS. The first wetland is approximately 11.6 acres and contains a mix of poorly drained and very poorly drained soils. It is located between South Road, the Route 4 connector, Birdseye Road, and Patrick Flood Road. Frontage along South Road in this areas has already been developed; however additional development to the rear would be challenged by this wetland. The second and largest wetland in the Study Area is approximately 40 acres of poorly drained soils located between Middle Road, Munson Road, and South Road. Single-family residential development has occurred in this wetland area along Munson and Middle Roads. Development deep within this area would be limited by this large wetland. The third wetland is located on the eastern edge of the Study Area south of Middle Road.

Steep Slopes

The POCD recommends that only very low density (up to 0.5 units per acre) development be permitted in areas where the average slope exceeds 20 percent. The Plan also contains language that seeks to prohibit disturbances, including building construction and vegetation clearing on slopes of 25 percent or higher. Within the Study Area, the only significant area of steep slopes in excess of 25 percent is found

east of Munson Road between the Yorkshire Village apartment complex and planned Carrier development.

Flood Plains

The Federal Emergency Management Agency (FEMA) classifies flood hazard zones based on the annual probability of flooding. The far eastern portion of the Study Area is within FEMA Flood Zone A, which has a 1% annual chance of flooding.

Shallow to Bedrock Soils

Shallow to bedrock soils are areas where the depth to bedrock is less than 20 inches. These areas are challenging for building foundations, underground utilities, and stormwater infiltration. There are no shallow to bedrock soils within the Study Area. However there are two vacant parcels on Farmington Avenue that consist of shallow to bedrock soils, which may impede their future development.

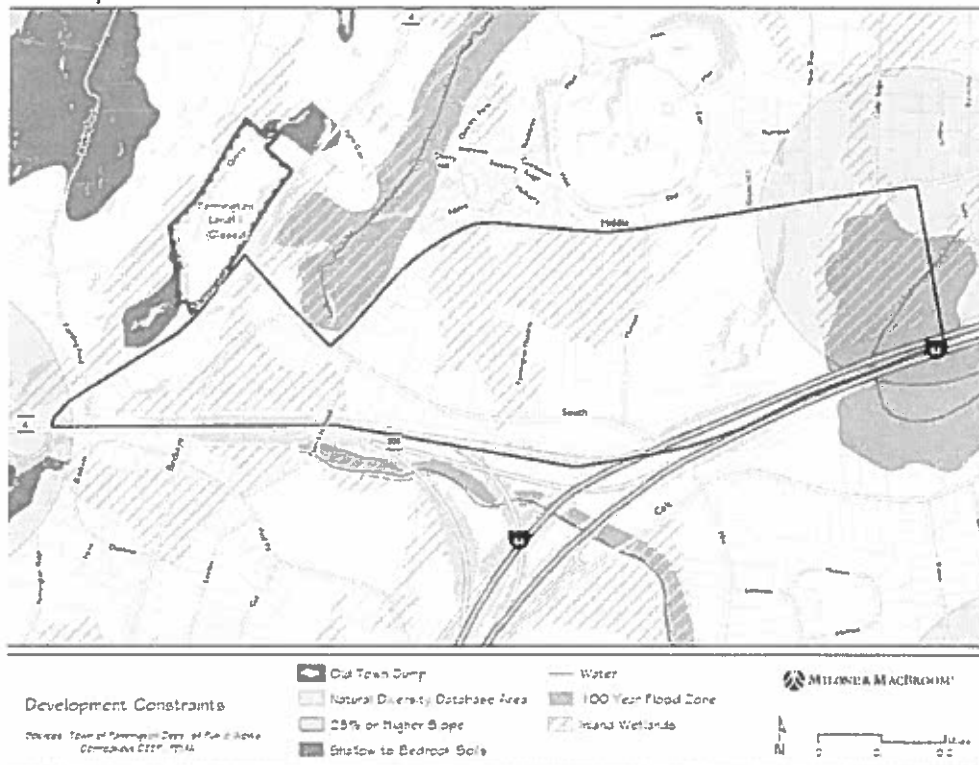
Natural Diversity Database Area

The Connecticut Department of Energy and Environmental Protection has inventoried habitats across the state that contain threatened or endangered species of concern. These sites are included in a special survey, called the Natural Diversity Database (NDD). To protect sensitive locations, DEEP creates half mile buffers around the approximate locations of significant natural communities or protected species. The far eastern part of the Study Area is located in an NDD area. Future development should ensure that these protected species are not negatively impacted.

Aquifers

There are no aquifers within the Study Area.

Figure 6. Development Constraints



Future Development Potential

The greatest potential for economic growth in the Health Center neighborhood comes from the expansion of small companies through UCONN's Technology Incubation Program (TIP). The TIP provides laboratory space for startup companies ranging from 200 to 1,000 square feet. The Bioscience Connecticut Program will double the amount of incubator space in Farmington to 56,000 square feet, supporting up to 50 companies. It is anticipated that as bioscience startups outgrow their incubator spaces, there will be demand for new off-campus office and laboratory space in the surrounding neighborhood.

Limited vacant land without environmental constraints remains along Farmington Avenue from the Route 4 connector to Talcott Notch Road, limiting future development potential in the Health Center neighborhood despite significant demand. The Town's zoning regulations do not support the densification of developed parcels along this corridor, which will steer future private development elsewhere. Due to its proximity to UCHC, planned highway access improvements, and its existing water and sewer infrastructure, it is likely that the area between Middle Road and Interstate 84 will continue to see market demand for professional office, laboratory, and high-density residential land uses.

Planning Analysis

Farmington Plan of Conservation and Development (2007)

The Town of Farmington POCD adopted in 2007 offers conflicting language that both supports the expansion of the biosciences cluster around UCHC while simultaneously limiting development in its adjacent residential areas. One of the POCD'S planning objectives is to "Continue to maintain a close working relationship with the University of Connecticut Health Center. Undertake a program, which will make Farmington attractive to the development of bioscience industry within the town."

The POCD identifies six development policies for the Health Center Area:

1. Based upon the configuration of the lots, the presence of significant wetlands and existing land use patterns, the area bounded by Munson Road, Middle Road and South Road should remain classified as low density residential.
2. Property not already categorized commercial and situated to the south of South Road should be categorized as low density residential.
3. Sidewalk development within the area of Route 4 should be expanded to facilitate pedestrian access. Sidewalks or trails should be installed to link the residential portion of this neighborhood with Route 4.
4. Maintain the former landfill site as limited storage area.
5. Coordinate land use policies with the Health Center, which may seek to expand more of their facilities off campus.
6. Consider adding additional retail services along Route 4 in order to serve the nearby residential neighborhood.

The Future Land Use map generally reflects the existing land use patterns in the Study Area when the POCD was adopted in 2007. The map indicates that the Study Area contains a mix of low-density residential (1.4 units per acre), high-density residential (3.5+ units per acre), institutional/government, and office uses.

When the Plan was adopted in 2007, there was still developable commercially-zoned land within the larger neighborhood and the Bioscience Connecticut Initiative had not yet begun. Logically, the Plan wanted to steer development towards Farmington Avenue. However, since the Plan's adoption, most of the vacant land in the corridor has been developed and demand for additional lab and office space has grown significantly with the State's investments. The lack of a long-term land use vision for the Health Center neighborhood has resulted in significant re-zoning in the area on an ad hoc basis and uncertainty for property owners.

Town of Farmington Strategic Plan (2014)

The Town of Farmington's 2014 Strategic Plan supports the retention, expansion, and attraction of businesses in order to grow the Town's tax base. The Plan recommends that continued support be provided to the Town Council's UCONN subcommittee, and that the Town continue to coordinate with UCONN about UCHC expansion and bioscience efforts. Recognizing the growth of the bioscience cluster, the Strategic Plan also recommends rezoning a vacant 86-acre parcel south of the Study Area, across from Batterson Park, to support professional office or research and development.

CRCOG Regional Plan of Conservation and Development (2014)

The Regional POCD Future Land Use Map indicates that the Study Area is located in the Middle Intensity 1 and Middle Intensity 2 Development Areas. The Land Use Policy Matrix states that Middle Intensity Areas may have higher density zoning which includes mixed use, industrial, multi-family residential, planned industrial, planned residential, regional-scale commercial, town center, and town-scale commercial uses. The area surrounding UCHC is identified as a municipal focus area, being one of two major economic growth areas in Farmington. Future development is anticipated to be closely linked to UCHC, including medical offices and laboratories.

Conservation and Development Priorities: The Plan for Connecticut (2013)

The State Conservation and Development Priorities Plan is centered on six Growth Management Principals which generally encourage development in areas with existing infrastructure and along major transportation corridors.

According to the State Locational Guide Map, the Study Area contains a mix of Priority Funding Areas and Balanced Priority Areas. **Priority Funding Areas** are locations with the infrastructure needed to support higher density development such as public water and sewer, and transit service. The entire Study Area is served by public water and sanitary sewer. In addition, local bus service is provided by CT Transit along Farmington Avenue, South Road, and Munson Road.

Balanced Priority Areas are delineated based on the presence of both conservation and development factors. Conservation factors that are present within the Study Area include wetlands and agricultural soils. Growth is recommended in these areas so long as they are sensitive to the underlying environmental constraints.

Neighborhood Input

All property owners in the primary Study Area, as identified by the latest data available from the Town Assessor were mailed invitations to two neighborhood planning meetings. The meetings were held on September 23rd and 30th in the Jefferson Radiology Suite at 399 Farmington Avenue. Approximately sixteen individuals attended one or both meetings.

Participants identified the strengths of their neighborhood as follows:

- UCHC has brought jobs, prestige and diversity
- Still a livable area
- Property values strong
- Committed, invested property owners

Participants also identified the following issues and concerns with their neighborhood:

- Traffic, speeding – Residents have seen an increase in overall traffic coupled with increasing speeds presenting safety concerns as well as detracting from quality of life.
- Lack of amenities and integration of pedestrian uses – The lack of a continuous sidewalk network ringing Middle, Munson and South Roads prevents residents as well as UCHC campus employees from being able to take advantage of a logical recreational loop. In addition, the existing sidewalk along Middle Road is separated from the street by a metal guardrail near its junction with South Road. The guardrail prevents pedestrians crossing from the opposite side of Middle from easily accessing the sidewalk. There are also opportunities for additional pedestrian connections throughout the Study Area, e.g. direct pedestrian connections from O’Meara Farms to medical office building complexes off of South Road. Because of the volume of employees, as well as the number of higher-density residential units in the area, there is significant demand for pedestrian amenities in the neighborhood.
- Lack of integration with existing single-family residential uses – Residents expressed frustration that existing low density single-family uses are not integrated into development plans.
- Uncertainty over future – Residents are concerned about the future of their homes and properties with many expressing the desire to remain in their homes.
- Spot zoning – The history of development in the neighborhood has entailed significant re-zoning on an ad hoc basis which contributes to residents’ uncertainty over the future of their own properties.
- Potential negative impacts on property values – Residents are concerned that should they remain in their homes while development continues to occur around them, their property values will fall.
- Threat of eminent domain – Participants in the meetings were not confident that the Town would not attempt to use eminent domain for economic development purposes in their neighborhood.
- Lack of planning – Residents expressed frustration over not knowing the Town’s objectives for the area so that they could plan accordingly for their properties.
- State’s plans not transparent – Participants also expressed frustration with the State’s lack of transparency in its plans for the Health Center neighborhood.

Most participants in the meetings do not want commercial office development in the Middle, Munson and South Roads area. Some participants signaled that further higher density residential uses in that specific area would be appropriate, provided that pedestrian amenities were increased and enhanced. Residents also acknowledged that they cannot prevent their neighbors from selling to developers and that they have little confidence that the Town would prevent further development in this area. There was also acknowledgement that property values would likely increase if plans and zoning clearly indicated the Town's desire to intensify uses in the area.

Recommendations

The Town of Farmington has an opportunity to build upon tremendous investment already made in the Health Center neighborhood. Other areas of the community, such as the parcel singled out in the Town Strategic Plan, may also provide opportunities to capture spin-off demand for further medical office and lab development. However, maintaining a tight cluster of development around UCHC, with the transit and shuttle services that already exist and may expand, fosters research and development by increasing opportunities for interactions out of sheer proximity. Supporting this world-class bioscience cluster and the skilled workforce behind it can build the Town's tax-base through not only tax revenues from properties in the neighborhood, but also the indirect enhancement of property values throughout the community as Farmington's reputation as the home of an internationally significant life-sciences cluster becomes firmly established.

The development opportunities that remain in the Health Center neighborhood are limited by some environmental constraints such as wetlands. However, the Study Area is a logical area for an intensification of land uses due to its available infrastructure, transportation access, proximity to the UCHC campus, and adjacent more intense land uses. While a logical area for intensification of uses, the Town must be mindful and respectful of the single-family properties and residents that remain as further development occurs. Therefore, the following principles and recommendations underpin the recommended plan for the Study Area shown in Figure 6:

- The Town will not use eminent domain for future economic development
 - The Town should clearly articulate in its POCD or elsewhere that it has no intention of using eminent domain in the Health Center Neighborhood for economic development purposes.
- The Town will strive to address traffic concerns
 - The Town should enforce speed limits in the neighborhood.
 - The Town's Engineering Department, in collaboration with UCHC, should explore the potential for traffic calming along Middle, Munson and South Roads.
 - The Town must actively participate in State and regional transportation planning to ensure that the concerns of entire neighborhood are addressed.
- Pedestrian safety and accessibility will improve
 - The Town and State should work to complete gaps in the sidewalk system ringing Middle, Munson and South Roads.
 - The Town's Engineering Department should evaluate the potential and need for crosswalks on Middle, Munson and South Roads.
 - The Planning and Engineering Departments should evaluate opportunities for additional off-street pedestrian connections to existing development along Farmington Avenue and the western end of South Road.

- Property values for all owners will be protected
 - Adopting and implementing a well thought-out plan that establishes a predictable future for property owners and the neighborhood will help to protect property values.
 - Ensuring future development does not detract from existing land uses will help protect property values.
- Zoning and land use conflicts will be reduced
 - The Town should adopt a plan for the neighborhood and implement it.
 - The Town should establish zoning that enables logical phased development while ensuring protection for existing single-family residential uses.
 - If the Town adopts new zoning in accordance with a plan for the neighborhood, then zone changes should be minimized.

The recommended plan for the Study Area and surrounding areas is shown in Figure 7. The plan calls for the continued development of the mixture of land uses that have been developed over the last two decades: clustered and multi-family residential and commercial office.

Specifically, the plan highlights the southern portion of the Health Center Neighborhood as an area for **Very High-Density Residential and/or Medical Office Campus** use. Very high-density residential is defined as five or more units per acre, to be consistent with the terminology used in the Town's current Plan of Conservation and Development. For reference, the recently built Village at Yorkshire is approximately six units per acre, and would qualify as very high-density residential. Medical Office Campus use are uses that are currently allowed under Medical Office Campus zoning and include: medical offices and laboratories, surgical centers, rehabilitation centers, medically related research and development facilities, day care centers, parking structures and food service for employees – not restaurants open to the public.

The plan also highlights pedestrian connections needed to complete the sidewalk network in the neighborhood as well as an additional potential pedestrian connection between O'Meara Farms and existing South Road medical office complexes.

In order to ease the transition to these more intense uses the Planning and Zoning Commission should explore regulatory means for protecting and respecting existing land uses, such as:

- Establishing a minimum acreage requirement, such as 2 acres, for higher intensity development. The majority of single-family residential parcels in the neighborhood are roughly one acre. Establishing a minimum requirement will help prevent leapfrogging of new development by forcing assemblage of properties.
- Encouraging new development Medical Office Campus or very high-density residential uses be adjacent to an existing Medical Office Campus or high- to very high-density residential use. In concert with provisions that will require assemblage of properties, such a requirement will force a logical phasing of development in the neighborhood. It would prohibit an intense development in the midst of current low-density residential properties.
- Strengthening standards for buffering between new development and existing low-density residential uses will help to minimize visual impacts, and light and noise trespass. Standards should address landscaping, site grading, fencing and other design features aimed at screening and buffering existing single-family properties.

- Requiring the provision of pedestrian amenities, and that site plans consider and treat the possibility of pedestrian interconnections with other higher density residential and/or office developments, will help to complete the pedestrian network, as well as encourage site design that is respectful of existing properties.
- Establishing access management standards and encouraging site design that anticipates the potential for future parking lot and driveway connections will help to ensure cohesive development of the neighborhood while reducing traffic conflicts.

These recommendations are consistent with regional and State plans and programs, such as the Bioscience Enterprise Zone, to grow density and investment in the neighborhood. Amending the Farmington 2007 Plan of Conservation and Development to incorporate these recommendations will reflect recent development, reduce uncertainty over future land uses, ensure logical and cohesive development and enable the Town to seize the opportunity for bolstering its reputation as the home of the Bioscience Connecticut Initiative.

Figure 7. Recommended plan for southern portion of Health Center Neighborhood



Study Area Planning Recommendation

Source: Town of Farmington Dept. of Planning

Roads

- Major Highways
- Local Traffic
- Other Highways
- Other Ramps
- Minor Roads
- Ramps
- ▭ Parcels
- ▭ Study Area

MILONE & MACBROOM



MOTION:

Agenda Item K

Report of Town Manager – 2016 Town Council Budget Schedule, Nutmeg TV Air Dates, State Legislators Invitation, Town Council Photo Shoot, Community and Recreational Services Update, FY 2014/2015 Audit, State Grants Update, Upcoming Town Council Meetings.

2016 Town Council Budget Schedule

For your reference, attached is the 2016 Town Council meeting schedule for the upcoming budget meeting(s), workshop(s), Annual Town Meeting(s) and Referendum(s). (attachment)

Nutmeg TV Air Dates

The 2016 Town Council meetings can be viewed on Nutmeg TV’s Community Channel 96, and U-Verse’s Channel 99 at the following times:

Sundays	6:00 a.m. & 9:00 p.m.
Fridays	12:00 a.m., 3:00 a.m., 6:00 a.m., 9:00 a.m., 12 noon, 3:00 p.m., 6:00 p.m., 9:00 p.m.
Saturdays	12 noon

The meetings are also available on Nutmeg TV on Demand a few days after the meetings take place.

State Legislators Invitation

It is customary to invite Farmington state legislators to attend a Town Council Meeting in February. It is my intent to contact the state legislators and invite them to attend the first Town Council meeting in February to give a short presentation to the Town Council regarding the upcoming state budget and legislative session.

Town Council Photo Shoot

Please arrive promptly at 6:30 p.m. on January 26, 2016 in the Council Chambers for a photo shoot prior to the 7:00 p.m. Town Council meeting. Bob DeFosses from DeFosses Photography will take a professional picture of the Town Council members for the Town’s website and for the Council Chamber’s photo library.

Community and Recreational Services Update

The Department of Community and Recreational Services continues to serve the Farmington community through programs and support services. The department provides a continuum of core services to meet the needs of all residents in our community. The department is organized into seven divisions: Housing, Recreation, Senior, Social Services, Transportation, Youth, and Westwoods Golf Course.

The Social Services division works with families, youths, individuals and the elderly, often times when they experience financial, physical and psychosocial hardships. While many support services are available through

the Social Services division, additional assistance is provided through a system of networking, advocacy and referral, using services provided through local Farmington organizations. The Farmington Food Pantry, Services for the Elderly, and the Farmington Community Chest (Fuel Bank and summer campership program) are local organizations whose continued partnerships are crucial to servicing those in need in our community.

Each year, the Department of Community and Recreational Services hosts fundraising efforts to support both our own financial assistance efforts to residents as well those of our partnership organizations. In the next few months, our department would like to enlist the assistance of the Farmington Town Council with a pasta dinner fundraiser. Our hope is to ask council members to be servers at the event. A date for the fundraiser will be announced in the coming weeks.

This kick off community fundraising event would focus on raising funds to support our clients during their most vulnerable times, the cold winter months. Funds raised will be divided evenly between the four programs. We look forward to coordinating this valuable event with the Council.

Below is a brief description of the partnership efforts between the Department of Community and Recreational Services and our local service organizations:

Farmington Fuel Bank (a committee of Farmington Community Chest) supplies financial assistance to families and/or individuals in need of assistance with heating costs. Our Social Services staff interacts with clients, including determining eligibility as well as assessing for other needs, and organizing the delivery and payment through our fuel bank representative. This service enabled us to provide heat for 15 families last year.

The Farmington Food Pantry is run by a Board of Directors, and the Community Services staff approves clients eligible to use the Food Pantry based on income guidelines. The clients make their shopping appointments through our office. On Tuesday mornings, a member of our staff is available at the pantry to interact with clients, assist with stocking shelves, and to clean and assist clients with their packages. During the past year, our staff provided 138 hours of oversight and assistance, and the Food Pantry provided supplemental food for 264 families (or 532 individuals).

Services for the Elderly provides Meals-on-Wheels and Congregate Meals to elderly and disabled residents. Our outreach and/or Social Services staff provide regular counseling, support, and case management services to many of the program recipients. Community Services staff approves financial assistance for Meals-on-Wheels recipients based on income and a sliding scale.

Farmington Community Chest provides a financial grant for families in need for summer camp costs. Farmington Community Services staff determines eligibility and approval for participation in this program. Last year, \$14,474 was spent on camperships for 112 children.

FY 2014/2015 Audit

Enclosed in your packets are the recently completed Fiscal Year 2014/2015 audited financial statements, the FY 2014/2015 Federal Single Audit, the FY 2014/2015 State Single Audit, and the SASS 114 Auditors Communication letter. In summary, the audit shows that on a budgetary basis the Town's General Fund (Operating Fund) ended Fiscal Year 2014/2015 with \$500,300 more in revenue than was budgeted and spent \$168,805 less than was budgeted. As of June 30, 2015 Unassigned Fund Balance was \$10,343,295 or 10.79% of total General Fund expenditures. Representatives from Blum Shapiro, the Town's independent auditors, will make a presentation on the audit at the February 9, 2016 Town Council meeting. Please bring your audit books to that meeting so that you can follow along with their presentation. (attachment)

STATE GRANTS UPDATE

There have been several news items recently dealing with the state budget and the actions that the Governor and State Legislature have been taking in order to attempt to avoid a deficit at the end of the fiscal year. One of the concerns raised is the impact of any state budget reductions on municipal grants. As the attached chart shows, the Town experienced a reduction of \$170,883 in our State Payment in Lieu of Taxes for State Owned Property Grant in September. This reduction was part of the Governor's first rescission action. Partially offsetting this reduction is an increase to the Town's Municipal Revenue Sharing Grant (MRSA). This increase was made by the State Legislature during the June 2015 Special Session. The Municipal Revenue Sharing Grant is paid in one amount in February of each year.

Of the state grants that the Town includes in the operating budget, only two other grants besides the MRSA Grant have not been fully paid to the Town as of December 31, 2015. The second half of the Town Aid Road Grant (\$186,671) is due to be paid in February 2016. In addition, as of December 31, the Town has received one quarter of the Education Cost Sharing Grant totaling \$402,753. The second quarterly payment is due in January and the remaining half is paid in April 2016.

On December 30, 2015 the State of Connecticut's Office of Policy and Management announced that an additional \$84.0 million in reductions had been made to the state budget as directed by the State Legislature during their special session earlier in the month. Included in these budget cuts was

a reduction of \$4.0 million to the Education Cost Sharing Grant. As of this report, we have been unable to obtain information regarding how the cut to the Education Cost Sharing Grant will impact the Town's last two grant payments. If we obtain information on the grant reduction within the next few days, I will update the Town Council at the meeting. (attachment)

Upcoming Town Council Meetings

- January 25, 2016
(6:00 p.m.) Special Joint Town/Board of Education
Topic:
 - To discuss findings of the BOE Capital Ad-hoc Committee

- January 26, 2016
(7:00 p.m.) Regular Town Council workshop meeting
Topic(s):
 - Update Town Council 2016-2018 Strategic Plan/ Town Manager Goals
 - Debt Management Review

- February 9, 2016
(7:00 p.m.) Regular Town Council meeting

- February 23, 2016
(6:00 p.m.) Regular Town Council workshop meeting
Topic:
 - Capital Budget Presentation - both Town and BOE



**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager *KE*
RE: 2016 Budget Schedule
DATE: January 5, 2016

Below is the 2016 Town Council meeting schedule for the upcoming budget meetings, workshops, Annual Town Meetings and Referendums.

Public Hearings, Annual Town Meetings & Referendums:

March 8, 2016	Town Manager's Public Hearing on Budget
April 11, 2016	Town Council Public Hearing on Budget
April 25, 2016	First Annual Town Meeting
May 5, 2016	First Budget Referendum
May 6, 2016	Special Town Council Meeting (if needed)
May 9, 2016	Second Annual Town Meeting (if needed)
May 19, 2016	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)

TOWN OF FARMINGTON
FY2015/2016
STATE GRANT UPDATE
AS OF DECEMBER 31, 2015

OBJ	ACCOUNT DESCRIPTION	ORIGINAL	REVISED	ACTUAL TO	PROJECTED TO	DIFFERENCE	NOTES
		BUDGET	BUDGET	31-Dec-15	30-Jun-15	REVISED vs PROJECTED	
44010	PILOT STATE OWNED PROPERTY	3,318,343	3,318,343	3,147,460	3,147,460	(170,883)	All Payments made. Reduction part of Governor's September Rescissions.
44020	PILOT COLLEGES & HOSPITALS	29,789	29,789	29,785	29,785	(4)	All Payments made.
44030	VETERAN'S EXEMPTIONS	5,390	5,390	5,873	5,873	483	All Payments made.
44040	ELDERLY CIRCUIT BREAKER	144,105	144,105	138,586	138,586	(5,519)	All Payments made.
44050	ELDERLY FREEZE PROGRAM	914	914	929	929	15	All Payments made.
44200	PEQUOT/MOHEGAN FUND	32,778	32,778	9,857	29,572	(3,206)	Payments due in December, March, June.
44216	MUNICIPAL REVENUE SHARING	545,804	545,804	0	712,595	166,791	One Payment made in February. See note below.
44600	SOCIAL SERVICES GRANTS	12,000	12,000	4,636	10,772	(1,228)	Various payments made throughout the Year.
44610	POLICE GRANTS	105,637	105,637	74,462	104,462	(1,175)	All State Grants Received. Federal Grant Due.
44830	TOWN AID ROADS	372,988	372,988	186,671	373,341	353	1st Payment Received. Federal Grant Due.
45010	EQUALIZED COST SHARING	1,611,013	1,611,013	402,753	1,611,013	0	1/4 Received. Balance due in January & April 2016.
45030	SCHOOL TRANSPORTATION	16,869	16,869	0	16,074	(795)	Payment due in May 2016. Reduction part of December legislative reductions.
45040	SCHOOL CONSTRUCTION GRANT	162,932	162,932	162,932	162,932	0	All Payments made.
	Grand Total	6,358,562	6,358,562	4,163,946	6,343,396	(15,166)	

Note: During the June 2015 General Assembly Special Session, the legislature added \$166,791 to the Town's Municipal Revenue Sharing Grant. This action was taken after the Town had adopted a Budget for Fiscal Year 2015/2016.

MOTION: Agenda Item L-1

That _____ be appointed as Corporation Counsel for the period January 2016 through January 2018.

NOTE: The firm of Halloran & Sage has served as Town Attorney since April 2012. I recommend that the Town Council reappoint Halloran & Sage as Corporation Counsel for the Town of Farmington.

MOTION: Agenda Item L-2

That _____ be appointed as Assistant Corporation Counsel for the period January 2016 through January 2018.

NOTE: Duncan Forsyth of Halloran & Sage has served as Assistant Corporation Counsel since April 2012. I recommend that the Town Council reappoint him as Assistant Corporation Counsel.

MOTION: Agenda Item L-3

That _____ be appointed as Bond Counsel for the period January 2016 through January 2018.

NOTE: The firm of Day, Pitney, LLP has served as Bond Counsel for the past 32 years with the exception of one Town Council appointment. The Town continues to receive excellent legal advice from Day, Pitney, LLP. I recommend that the Town Council reappoint Day, Pitney, LLP as Bond Counsel.

MOTION: Agenda Item L-4

That _____ be appointed as Labor Counsel for the period of January 2016 through January 2018.

NOTE: The firm of Metzger, Lazarek and Plumb has served as Labor Counsel since May 2012. The Town of Farmington has been receiving excellent legal advice from the present Labor Counsel. I recommend that the Town Council reappoint Metzger, Lazarek and Plumb as Labor Counsel for the Town of Farmington.

MOTION: Agenda Item L-5

That _____ be appointed as Land Use/Environmental Counsel for the period of January 2016 through January 2018.

NOTE: The firm of Halloran & Sage, LLP has served as Land Use/Environmental Counsel since January 2004. The Town of Farmington has been receiving excellent service from the present Land Use/Environmental Counsel. I recommend that the Town Council reappoint Halloran & Sage, LLP for the Town of Farmington.

MOTION: Agenda Item L-6

That _____ be appointed as Treasurer from January 2016 until January 2018 and that compensation for the Treasurer be set at \$_____ annually.

NOTE: Joseph Swetcky, Director of Finance and Administration, has served as Treasurer since July 2004. The rate of compensation for Treasurer was set at \$3,500 per year.

MOTION: Agenda Item L-7

That _____ be appointed as Deputy Treasurer from January 2016 until January 2018.

NOTE: Julie Albert, Assistant to the Director of Finance and Administration, has served as Deputy Treasurer since July 1997.

MOTION: Agenda Item L-8

That the following banks and investment pools be designated as Depositories for Town Funds:

Bank of America
TD Bank NA
Farmington Bank
Santander Bank
First Niagara Bank
Citibank N.A.
U.S. Bank & Trust
Webster Bank
State of Connecticut Short Term Investment Fund (STIF)
United Bank
People's United Bank
Wells Fargo Bank, N.A

MOTION:

Agenda Item L-9

That the following be appointed as members of, or liaisons to, the following entities or committees:

Committee	2016-2018
Alma Bailey-Taylor Foundation	Trimble
Bicycle Advisory Committee	Vibert
Board of Education	Landry
C.R.C.O.G Housing	
C.R.C.O.G Legislative Board	Trimble
C.R.C.O.G Policy Board	Nickerson; Eagen
C.R.C.O.G Transportation Board	Arnold
CCM Representative	Trimble
Chamber of Commerce	Landry
Conservation and Inland Wetlands	Vibert
Economic Development	Palumbo
Farmington Gateway	Mastrobattista; Suffredini
Farmington High School Building Committee	Trimble
Farmington Valley Health District	Eagen
Focus Group	Nickerson
Green Efforts Committee	Vibert
Historic District Commission	Suffredini
Housing Authority	Palumbo
Human Relations Commission	Suffredini
Joint Town of Farmington/City of Hartford	Palumbo
Land Acquisition	Mastrobattista; Suffredini
Library Board	Palumbo
Retirement Board	Mastrobattista
Stephen A. Flis Scholarship	Landry; Suffredini
Town Plan & Zoning	Mastrobattista
UConn- Communication	Nickerson; Landry
UConn- DOC	Landry
Unionville Historic District	Trimble
Unionville Village Improvement Association	Trimble; Vibert
Water Pollution Control Authority	Trimble
Web Page Committee	Landry; Vibert

MOTION: Agenda Item L-10

That _____ be appointed to the Plainville Area Cable TV Advisory Council for the balance of a two-year term beginning immediately and ending June 30, 2016. (Erickson) (R)

MOTION: Agenda Item L-11

That _____ be appointed to the Plainville Area Cable TV Advisory Council for the balance of a two-year term beginning immediately and ending June 30, 2016. (Landry) (R)

MOTION: Agenda Item L-12

That _____ be appointed to the North Central Regional Mental Health Board, Inc. for the balance of a two-year term beginning immediately and ending September 30, 2017. (Wienke) (R)

MOTION: Agenda Item L-13

That _____ be appointed to the Farmington Valley Health District for the balance of a three-year term beginning immediately and ending December 31, 2016. (Jones) (D)

MOTION: Agenda Item L-14

That _____ be appointed to the Housing Authority for the balance of a five-year term beginning immediately and ending September 30, 2016. (Cowdry) (R)

MOTION: Agenda Item L-15

That _____ be appointed to the Building Code Board of Appeals for the balance of a five-year term beginning immediately and ending September 30, 2019. (Schadler) (R)

MOTION: Agenda Item L-16

That _____ be appointed to the Tourism Central Regional District for the balance of a three-year term beginning immediately and ending June 30, 2017. (Bremkamp) (U)

MOTION: Agenda Item L-17

That _____ be appointed to the Joint Green Efforts Committee beginning immediately for an indefinite term. (Groueten) (R)

MOTION: Agenda Item L-18

That _____ be appointed to the Human Relations Commission for the balance of a two-year term beginning immediately and ending June 30, 2017. (Elling) (D)

MOTION: Agenda Item L-19

That _____ be appointed to the Plainville Area Cable TV Advisory Council for the balance of a two-year term beginning immediately and ending September 30, 2017. (Montes) (R)

MOTION: Agenda Item L-20

That _____ be appointed to the Unionville Historic District and Properties Commission as an **Alternate** for the balance of a three-year term beginning immediately and ending September 30, 2017. (Hoffman) (R)

MOTION: Agenda Item L-21

That _____ be appointed to the Retirement Board for a 2-year term beginning immediately and ending January, 2018. (Egan, IBPO Local 331)

MOTION: Agenda Item L-22

That _____ be appointed to the Retirement Board for a 2-year term beginning immediately and ending January, 2018. (Cromack, AFSCME 1689)

MOTION: Agenda Item L-23

That _____ be appointed to the Retirement Board for a 2-year term beginning immediately and ending January, 2018. (Wilson, CILU Local 60)

MOTION: Agenda Item L-24

That _____ be appointed to the Retirement Board for a 2-year term beginning immediately and ending January, 2018. (Peterson, IAFF Local 3103)

MOTION: Agenda Item L-25

That _____ be appointed to the Retirement Board for a 2-year term beginning immediately and ending January, 2018. (Porter, SEIU Local 2001)

MOTION: Agenda Item L-26

That _____ be appointed to the Retirement Board for a 2-year term beginning immediately and ending January, 2018. (Miller) (D)

MOTION: Agenda Item L-27

That _____ be appointed to the Joint Green Efforts Committee beginning immediately for an indefinite term. (Reed) (Board of Education)

MOTION: Agenda Item L-28

That _____ be appointed to the Conservation and Inland Wetlands Commission for the balance of a four-year term beginning immediately and ending September 30, 2016 (Forster) (R).

MOTION:

Agenda Item N-1

To consider and take action on the following 2016 Blighted Building list:

23 Lakeview Drive
63 Main Street (Unionville)
700/702 New Britain Avenue
15 Walnut Street

NOTE: Under the provisions of The Code of the Town of Farmington Chapter 88 "Buildings, Blighted," the Town Council has 75 days from the date of submission to approve, disapprove, or modify the list.

23 Lakeview Drive

- Property continues to meet Blighted Building Ordinance requirements.
- Property has been on the Blighted Building List since January 14, 2009.
- Legal action currently pending.
- Recommend the property remain on the Blighted Building List.

63 Main Street (Unionville)

- Property continues to meet Blighted Building Ordinance requirements.
- Property has been on the Blighted Building List since August 12, 2014.
- Town has been fining the owner \$100/day since September 2, 2014.
- Property owner has been cleaning and making repairs to the home.
- Lender has pending legal foreclosure action on property.
- Recommend the property remain on the Blighted Building List.

700/702 New Britain Avenue

- Property continues to meet Blighted Building Ordinance requirements.
- Property has been on the Blighted Building List since February 11, 2014.
- Town has been fining the owner \$100/day since April 7, 2014.
- Lender is attempting legal foreclosure action on property. Owner has filed Bankruptcy Petition delaying foreclosure.
- Town in process of reviewing future potential legal actions.
- Recommend the property remain on the Blighted Building List.

15 Walnut Street (Unionville)

- Property continues to meet Blighted Building Ordinance requirements.
- Property has been on the Blighted Building List since February 10, 2015.
- Property is currently with Probate.
- Property has been cleaned and is currently for sale.
- Recommend the property remain on the Blighted Building List.

NOTE: One property has been removed from the list since the Town Council took action on the last Blighted Building List in 2015. The home at 184 Talcott Notch has been demolished, and the owner is currently working with the Town to obtain a building permit for a new home. At this time, the Planning Division is not proposing to add any new homes to the list.

MOTION:

Agenda Item N-2

To review and approve the attached Capital Improvement Policy.

NOTE: The Capital Improvement Policy states that the Town Council shall review the policy on a biennial basis during the month of January in each even numbered year. The Town Council last adopted the attached policy on January 14, 2014. I do not see a need for any changes at this time.

Attachment

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 five-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 five-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 five-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 five-year capital improvements program as part of the annual budget review process. The first year of the adopted five-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 five, 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

MOTION:

Agenda Item N-3

To review and approve the attached Debt Management Policy.

NOTE: The Debt Management Policy states that the Town Council shall review the policy on a biennial basis during the month of January in each even numbered year. The Town Council last adopted the attached policy on January 14, 2014. I do not see a need for any changes at this time.

Attachment

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

MOTION:

Agenda Item N-4

To review and approve the attached Reserve Policy.

NOTE: The Reserve Policy states that the Town Council shall review the policy on a biennial basis during the month of January in each even numbered year. The Town Council last adopted the attached policy on January 14, 2014. I do not see a need for any changes at this time.

Attachment

**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 8% of the ensuing fiscal year's operating revenue, with a targeted maximum of 12% 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 8%, 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

MOTION:

Agenda Item N-5

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

NOTE: The Employee Health Self-Insurance Fund Reserve Policy states that the Town Council shall review the policy 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 the Farmington Board of Education. The Town Council last adopted the attached policy on January 14, 2014. I do not see a need for any changes at this time.

Attachment

**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

MOTION:

Agenda Item N-6

To set a Special Town Council Meeting on Monday, January 25, 2016 at 6:00 p.m. at Westwoods Elementary School's library.

NOTE: This will be a Special Joint Meeting of the Town Council and the Board of Education to discuss the findings of the Board of Education Capital Ad-Hoc Committee.

MOTION:

Agenda Item N-7

To change the time of the February 23, 2016 Town Council Meeting from 7:00 p.m. to 6:00 p.m. and to set a Public Hearing on the Town Manager's Proposed Five-Year Capital Improvement Plan.

NOTE:

Proposed Schedule

Public Hearing Capital Budget	6:00 - 6:30 PM
Board of Education	6:30 - 7:30 PM
Town Departments	7:30 - 9:30 PM

MOTION:

Agenda Item N-8

To perform the following actions pertaining to the Farmington High School Renovation project in accordance with Chapter 53, "Public Buildings", of the Farmington Town Code:

- 1) Approve the attached Statement of Needs regarding the Farmington High School renovation which was approved by the Farmington Board of Education at its April 7, 2015 Board meeting and,
- 2) Appoint a Farmington High School Renovation Committee consisting of the following voting members:

_____, Chair
_____, Board of Education member
_____, Resident
_____, Resident
_____, Resident
_____, Resident
_____, Resident

And the following non-voting members:

Meredith Trimble, Town Council Liaison
Kathleen Eagen, Town Manager
Kathleen Greider, Superintendent
Russ Arnold, Dir. of Public Works/Town Engineer
_____, School Business Manager
Bill Silva, High School Principal
Tim Harris, Dir. of School Facilities Maintenance
Kathryn Howroyd, Clerk for the Committee

- 3) Charge the Farmington High School Renovation Committee, in addition to the general responsibilities included in Chapter 53 of the Farmington Town Code, to complete the following:
 - a) That the Committee shall complete an extensive review of the Farmington High School Facility Report (Report) prepared by Tecton Architects, dated February 2015, and the Statement of Needs approved by the Board of Education to gain a better understanding of the existing conditions of the entire building.
 - b) That after the review is completed, and working through the Superintendent of Schools, the Committee will prioritize the high school facility needs based on the Statement of Needs, the Facilities Report, and any other findings.
 - c) That once needs are prioritized, the Committee will develop various strategies to address the priorities. The establishment of priorities shall include, but not be limited to, the consideration of educational requirements, code requirements, ADA requirements, safety requirements, space needs, and phasing of the project.
 - d) The Committee will then develop building project(s) based upon their priorities and financial impact.
- 4) To enable the Committee to complete their Charge and prepare recommendations the Committee will need to hire an architect to prepare preliminary concept plans and cost estimates for the various project(s).
- 5) If funding is approved, the Committee will hire an architect in accordance with Section 53-4 Section B (1) of the Town Code.
- 6) After the review of preliminary plans and cost estimates as prepared by the architect, the Committee will recommend a project scope with cost estimates to the Town Council for consideration.

Attachment

MEMORANDUM

TO: Farmington Town Council:
Nancy Nickerson, Chair
Jon Landry
Amy Suffredini
John Vibert
Jeffrey Apuzzo
Peter Mastrobattista
Meredith Trimble

FROM: Mary Grace Reed, Chair, Farmington Board of Education

SUBJECT: Farmington High School Renovation Project

DATE: April 13, 2015

The Board of Education discussed a motion that outlines the “statement of need” regarding the Farmington High School renovation project. The motion presented below was approved by the Board at the April 7, 2015 Board meeting in compliance with Farmington Town Code Section 53-2.

Motion:

- 1. Whereas, the Farmington Board of Education has engaged in a comprehensive school feasibility study with TECTON that included multiple observations of existing conditions, age of equipment, facility, review of history of site, building and additions, analysis of energy efficiency and options for improvement, review of existing reports (OCR, NEASC, School Safety), focus groups with faculty, administration and students, assessment of education space needs and conceptual solutions to address needs.*
- 2. Whereas, the FHS NEASC study summary highlights a need to improve travel distances for faculty and staff, improve circuitous and crowded corridors and intersecting/converging students and faculty, create informal collaboration spaces for students, faculty and staff, address building systems for a controllable interior environment and address accessibility to interior and exterior areas.*

3. *Whereas, several spaces at FHS do not meet ADA requirements as outlined by the OCR report issued in 2013-2014, including but not limited to the auditorium, stage, music instructional spaces, some classrooms, outdated chair lift in the weight room, media center, bathrooms, portions of 2nd and 3rd floors of 1928 building, culinary space, and outdoor athletic facilities.*
4. *Whereas, the FHS Safety and Security Study highlights accessibility issues (23 separate entry points to building), sight line issues, public/private use of building, inadequate interior and exterior lighting levels, building orientation difficulty and various issues around the multiple additions.*
5. *Whereas, Farmington High School (FHS) has experienced several additions over many years, with an aging 1928 building in need of significant renovation as well as several additions with an inefficient building envelope impacting energy costs and efficiencies (insulation, façade, windows-except for 900 wing) as well as aging mechanical, electrical, plumbing, fire alarm and protection building systems not in code compliance.*
6. *Whereas, Farmington High School system energy performance is lacking with a \$393,000 cost per year and in need of a "Green Design" (new or renovated MEP systems could save an average of 35% of annual costs or 140,000 per year—could realize a 45% savings depending upon solution).*
7. *Whereas, the auditorium (poor acoustics), cafeteria, and library are undersized, impacting high school scheduling, educational programming as well as state and federal requirements on food services.*
8. *Whereas, the additions have primarily addressed enrollment increases, but have resulted in a very large, inefficient facility footprint impacting not only energy costs, but security, insufficient student classroom space, a need for students to travel outside the building to travel to classes (696 student cross intersection between classes 9 times per day and 1070 feet from one side of the building to another), significant hallway congestion, inadequate use of space (30% unused space), a lack of space for robotics, lack of space for whole school staff professional learning and collaboration as well as constraints on educational programming for students.*
9. *Whereas, with current and emerging educational requirements and demands on comprehensive high schools, FHS is in need of an efficient, functional, flexible learning*

facility that meets state and federal requirements and serves the diverse needs of all students.

10. Whereas, the current parking is inadequate and requires expansion to accommodate the school and public use of Farmington High School's building.

The Board, therefore, directs administration to begin planning a renovation of appropriate and necessary school space at Farmington High School to accommodate new MEP needs, educational programming needs, Connecticut school safety expectations, NEASC standards and OCR/ADA regulations not currently being addressed in their entirety:

- *Maximize square footage for educational programming (see #2, #8, #9)*
- *Create multiple levels to the building to address inefficient sprawl and "maze" like building to increase classroom space, space for robotics and other current and emerging learning spaces (see #2, #8, #9)*
- *Undersized auditorium (acoustic issues), stage cafeteria and media center (see #7)*
- *Address multiple ADA compliance issues (see #3)*
- *Address Mechanical, Equipment and Piping (MEP) code compliance issues (see #2, #5, #6)*
- *Address Security compliance issues (see #4)*
- *Address overcrowded Town Hall office space as well as off-site Farmington Alternative High School space needs (#8)*

It is Hereby Resolved, that the Farmington Board of Education recommends to the Farmington Town Council, as required in Section 53-2 in the Farmington Town Code and the Conn. General Statutes 10-220, that a renovation of Farmington High School as noted above and further, that the Farmington Town Council consider this statement of needs as soon as possible.

Cc: Board of Education Members

MOTION:

Agenda Item N-9

To set a public hearing on Tuesday, February 9, 2016 at 7:00 p.m. in the Town Council Chambers to amend Chapter 176, "Taxation", of the Town Code.

NOTE: Town Council Goal 16 states:

"To amend Chapter 176 "Taxation " Article VI, Property Tax Exemption for Qualifying Veterans and their surviving spouses and to review all other articles in Chapter 176 including the Elderly Tax Credit and to recommend changes to the Town Council for consideration." Italic added.

I am recommending the following amendments and or changes for Town Council consideration.

The first amendment proposed would add a new Article dealing with excess payments. This would automatically waive any property tax, sewer use charge or waste collection charge that is under five (\$5.00) dollars.

The second amendment proposed would add a new Article dealing with excess payments. This section would grant the Tax Collector the authority to retain any excess tax, sewer use or waste collection payment that is less than five (\$5.00). These funds would be posted to the Town's operating budget as miscellaneous revenue.

The third amendment is to update the existing Town of Farmington tax credit for elderly homeowners pursuant to § 12-129n of the Connecticut General Statutes. This program was enacted for the purpose of assisting elderly homeowners with a portion of the costs of real property taxation.

The fourth amendment is to update the existing tax freeze program for elderly homeowners pursuant to Sections 1 and 2 of Public Act No. 06-176. This program was enacted for the purpose of assisting elderly homeowners with a portion of the costs of real property taxation.

The fifth amendment would add a new tax exemption for qualifying Veterans.

More information regarding these proposed amendments will be made available at the public hearing.

MOTION:

Agenda Item N-10

To set a public hearing on Tuesday, February 9, 2016 at 7:10 p.m. in the Town Council Chambers to amend Chapter 83, "Building Construction", of the Town Code.

NOTE: The Tax Collector and Town Building Official are recommending that the Town Council amend Chapter 83, "Building Construction", of the Town Code. The proposed amendment would add a new section to the ordinance which would require the Building Official to withhold any building permits when there are delinquent taxes or charges due on the affected property. The Building Official would be authorized to issue the applied for permit despite the delinquent taxes, or charges if he determined that an emergency existed which affects health or safety.

Connecticut General Statutes 7-148 authorizes a municipality to withhold approval of a building application when taxes and sewer usage charges, sewer and/or water assessments, and waste collection charges are delinquent for the property for which the application is made if the municipality has ordinance language regarding this.

A building application includes, but is not limited to, an application for a building permit, demolition permit, certificate of occupancy, mechanical permit, electrical permit and all other permits and certificates issued by the Building Inspector or designee under the State of Connecticut Building Code.

Town staff will be available at the public hearing to answer questions regarding the proposed ordinance.

MOTION:

Agenda Item N-11

That the Town Manager and Town Treasurer be authorized to enter into a lease financing arrangement with De Lage Landen Public Finance LLC for the leasing of 28 golf carts for West Woods Golf Course.

NOTE: Staff recently reviewed proposals for the leasing of golf carts for the next five years. The proposal most favorable to the Town was submitted by Club Cart, LLC at a cost of \$19,919.76.00 per golfing season. However, the actual leasing of the carts will be through a contract with De Lage Landen Public Finance LLC. This contract will be in the form of a government lease-purchase agreement, which has the advantage of being tax-exempt thereby granting the Town a lower interest rate. The Town undertook a similar arrangement in 2011, and it proved to be successful for the golf course. The cost for the acquisition and financing of the carts will be paid from the proceeds of cart rentals to golfers.

Town staff will be available at the Town Council meeting to answer any questions regarding this motion.

MOTION:

Agenda Item N-12

To approve the Resolution authorizing the Town Manager to sign a License Agreement with the Connecticut Department of Transportation to construct, repair, and maintain the Farmington Valley Greenway from Red Oak Hill Road to the Town of Plainville.

NOTE: The Connecticut Department of Transportation is working to close the state-wide gaps in the Rails-to-Trails system along the East Coast Greenway. At the September 29, 2015 State Bond Commission meeting, the Commission bonded \$5.1 million dollars for the final section of the Rails-to-Trails Project within the Town of Farmington, which includes 1.2 million for the bridge construction.

The Town of Farmington is required to amend our existing license agreement with ConnDOT to allow the Town to construct, repair, and maintain this new section of trail on the State's Railroad Right of Way. This agreement has been reviewed and approved by the Town Attorney. Staff will be at the meeting should the Town Council have any questions.

Resolution

Whereby the Farmington Town Council authorizes the Farmington Town Manager to sign a License Agreement with ConnDOT.

BE IT RESOLVED THAT the Town of Farmington Town Council hereby authorizes the Town Manager to sign the Third Supplemental Agreement to the original License Agreement dated August 31, 1993 between the State of Connecticut Department of Transportation and the Town of Farmington, Rail File No. (51) 7001-Misc-901.

MOTION:

Agenda Item N-13

To approve the following Property Tax Refunds:

NAME	REASON	AMOUNT
1)Ari Fleet	Assessor's adjustment	\$1,368.08
2)Charles Bliss	Assessor's adjustment	\$46.34
3)Bobbi Buckner	Assessor's adjustment	\$83.08
4)Cab East LLC	Assessor's adjustment	\$731.36
5)Carla Cifarelli	Assessor's adjustment	\$161.76
6)Linu Cherian	Double payment	\$2,649.81
7)Thomas Cox	Assessor's adjustment	\$44.25
8)Daimler Trust	Assessor's adjustment	\$626.20
9)Mary Duffy	Assessor's adjustment	\$16.46
10)Edmunds Mfg Co.	Assessor's adjustment	\$428.09
11)Financial Ser Veh Trust	Assessor's adjustment	\$314.76
12)William Gerace	Assessor's adjustment	\$307.00
13)Honda Lease Trust	Assessor's adjustment	\$298.32
14)JP Morgan Chase Bank	Assessor's adjustment	\$249.62
15) J & I Mashkovich	Overpayment	\$405.48
16)Katarzyna McCormick	Double payment	\$307.00
17)McPhee Electric LTD	Double payment	\$11.04
18)D & L Mitchell	Overpayment	\$69.53
19)Michael Murphy	Overpayment	\$262.80
20)Steve Nicastro	Double payment	\$235.00
21)Justin Rau	Overpayment	\$35.69
22)W & A Stanford	Double payment	\$542.00
23)Toyota Lease Trust	Assessor's adjustment	\$835.12
24)Vault Trust	Assessor's adjustment	\$1,808.77
25)Robert Villanova	Assessor's adjustment	\$30.29
26)VW Credit Leasing	Assessor's adjustment	\$1,803.70
	TOTAL:	\$13,671.55

MOTION:

Agenda Item O-1

Executive Session – To discuss matters concerning the sale or acquisition of Real Property.

To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-225 (a) for the following purposes as allowed by Section 1-200(6), that is

Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned;

That attendance in the Executive Session shall be limited to:

Members of the Town Council
Town Manager

NOTE: Approval of this motion shall be by 2/3 vote.

Executive Session – To discuss matters concerning collective bargaining.

To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-225 (a) for the following purposes as allowed by Section 1-200(6), that is

Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-210. (9) records, reports and statements of strategy or negotiations with respect to collective bargaining:

That attendance in the Executive Session shall be limited to:

Members of the Town Council
Town Manager
Assistant Town Manager

NOTE: Approval of this motion shall be by 2/3 vote.