

**Town of Farmington, CT
Office of the Town Manager
Regular Town Council Meeting**

Date: Tuesday, November 12, 2024
(Council Members should call the Town Manager's Office if unable to attend.)

Time: 7:00 p.m.

Place: Town Hall – Council Chambers (Public Welcome)
To access the livestream: <https://us02web.zoom.us/j/84677074200>
Dial: +1 312 626 6799
Webinar ID: 846 7707 4200

Agenda

- A. Call to Order
- B. Pledge of Allegiance
- C. Presentations and Recognitions
 - 1. Proclamation – Veterans Day
 - 2. Recognition – MADD Officers – (Officer Kelsey Fortier & Officer John Finn)
- D. Public Hearing
 - 1. To amend the Farmington Town Code, Chapter 111-3, "Historic Areas, Organization of Commission."
- E. New Items
- F. Public Comments
- G. Reading of the Minutes
 - 1. October 8, 2024, Regular Town Council Meeting
 - 2. October 22, 2024, Regular Town Council Meeting
- H. Reading of Communications and Written Appeals
 - 1. None
- I. Report of the Committees
 - 1. 1928 Building Committee
 - 2. Farmington High School Building Committee
- J. Report of the Council Chair and Liaisons
 - 1. Chair
 - 2. Board of Education Liaison

3. Conservation and Inland Wetlands
4. Economic Development Commission Liaison
5. Town Plan and Zoning Liaison

K. Report of the Town Manager

- a. Cultural District Update
- b. Community Services Update
- c. Auditor Selection Input
- d. Quarterly Reports

L. Appointments

1. Architectural Design Review Committee (Burhoe)
2. Building Code Board of Appeals (Statchen)
3. Farmington Historic District Commission (Bombara)
4. Housing Authority (Pagano)
5. Justice of the Peace (Thomas)
6. Veterans Memorial Committee (Vacant)
7. Veterans Memorial Committee (Vacant)
8. Veterans Memorial Committee (Vacant)
9. Veterans Memorial Committee (Vacant)
10. Water Pollution Control Authority (Cordeiro)

M. Old Business

N. New Business

1. To amend the Farmington Town Code, Chapter 111-3, "Historic Areas, Organization of Commission."
2. To accept the recommendation of the Tax Collector and the advice of the Town Attorney and deny the request by Ronald Monterosso, dated September 23, 2024, to defer the collection of property taxes on the property located at 25 Locust Lane.
3. To award a contract for the purchase of one 2025 Jacobsen AR530 Rotary Mower to MTE Equipment Solutions, Inc. of New Milford, CT at a purchase price of \$77,561.21.
4. To accept a \$28,202.86 donation from The Hometown Foundation to the Farmington Volunteer Fire Department for the purchase of a UTV from Connecticut Power and Sport of Wallingford, CT.
5. To ratify the tentative collective bargaining agreements (Supervisor and Non-Supervisor) between the Town of Farmington and Local 2001, SEIU/CSEA for the Period July 1, 2024, through June 30, 2027.
6. To approve property tax refunds.

O. Executive Session

P. Adjournment

PROCLAMATION

WHEREAS, the citizens of our country are justly proud of the men and women who have fought to defend the principles of liberty and freedom on which our nation was founded, and

WHEREAS, from the Revolutionary-era militias through today's sophisticated defense structure, American service members have defended our country in times of challenge, brought honor to the United States and created a solid foundation for its continued security, growth and prosperity, and

WHEREAS, despite the tremendous perils and pressures of wartime, our Armed Forces have defended the country with conviction and courage. In admiration of the strength of our convictions, other nations have looked to America for leadership, and our allies have always been secure in the knowledge that our proud country will not allow its principles and beliefs to be compromised, and

WHEREAS, the citizens of the United States will forever owe an immense debt of gratitude to our Veterans for the sacrifices they have made to secure the safety of our country, and

WHEREAS, as an expression of that gratitude, President Dwight D. Eisenhower signed into law an act calling for the observance of Veterans Day on November 11th of each year, and in 1921 that date was originally designated as Armistice Day in remembrance of the end of World War I and as a perpetual reminder of the blessings of peace, and by 1954, the observance widened to honor the courageous Veterans of all foreign conflicts, and

WHEREAS, our Veterans reflect the preeminent qualities of patriotism and courage in all of us and continue to make countless contributions to military and civilian life. In addition, many men and women from Connecticut are in the National Guard serving our country, along with many other Connecticut residents serving with the United States Army, Air Force, Navy, Marines, Coast Guard, & Space Force.

Now, therefore, be it resolved, that the Farmington Town Council hereby thanks the many contributions and accomplishments of all our Veterans.

DATED AT FARMINGTON, CONNECTICUT this 12th day of November 2024.

Joe Capodiferro, Chair
Farmington Town Council

**LEGAL NOTICE
TOWN OF FARMINGTON
PUBLIC HEARING**

A Public Hearing will be held on Tuesday, November 12, 2024, at 7:05 p.m. in the Town Hall Council Chambers to amend Chapter 111-3, "Historic Areas, Organization of Commission" of the Farmington Town Code.

Dated at Farmington, Connecticut this 30th day of October 2024.

Kathleen A. Blonski
Town Manager

MOTION:

Agenda Item K

Report of the Town Manager

- a. Cultural District Update
- b. Community Services Update
- c. Auditor Selection Input
- d. Quarterly Reports

a. Cultural District Update

Please see the attached memorandum (Attachment K-a) from Rose Ponte, Economic Development Director, for an update regarding the Cultural District designation.

b. Community Services Update

Please see the attached memorandum (Attachment K-b) from Nancy Parent, Director of Community & Recreational Services, for an update regarding community services.

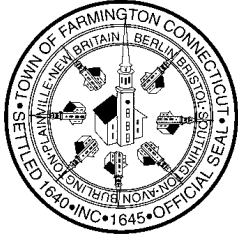
c. Auditor Selection Input

At the May 2024 Town Council meeting during the discussion on the appointment of auditors it was noted that the original five-year contract with PKF O'Connor Davies expired with the audit of the FY2022/2023 financial statements. Due to it being too late in the year to undertake a search for a new auditing firm and the concern that there was a limited number of firms performing municipal audits, the Town Council chose to extend the contract with PKF O'Connor Davies and appointed them to perform the audit on the FY2023/2024 financial statements. The Council members also agreed to revisit the auditor appointment situation in the fall of 2024 to determine if a request for proposal process should be undertaken.

If the Council would like staff to issue a request for proposals it should be done at this time. Firms interested in proposing would have sufficient time to prepare a response and the Council would have time to consider submitted proposals, conduct interviews, and select a firm for appointment. The number of firms performing municipal audits is still small and it is possible that the Town would receive a limited number of submissions. The Council also has the option of extending the contract with PKF O'Connor Davies for a seventh year. If the Council is interested in this option, staff will contact them for a cost estimate to conduct the audit of the FY2024/2025 financial statements, which will be submitted to the Council for consideration in early 2025.

d. Quarterly Reports

Please see attachment K-d, for the quarterly reports.



**ECONOMIC DEVELOPMENT
MEMORANDUM**

TO: Kathy Blonski, Town Manager

FROM: Rose Ponte, Economic Development Director

DATE: October 23, 2024

SUBJECT: Cultural District Designation

During this past summer, the Cultural District Advisory Committee, an advisory committee to the Economic Development Commission, met and completed the State of CT's Cultural District Designation application.

As part of the application process, state officials from the State Historic Preservation Department, the CT Office of the Arts, the Department of Economic and Community Development, the CT Humanities, and the Greater Hartford Arts Council, tour the proposed Cultural District to evaluate it and determine whether the application will be approved.

The committee worked with several Farmington and Unionville Arts and Cultural organizations and on October 1, 2024 hosted a comprehensive walking tour, highlighting the town's many arts and cultural assets. Joe Capodiferro joined the committee members and hosted 8 State officials on a beautiful fall afternoon.

The Tour convened in the Town Hall Pavilion at 1:00 PM. Rose Ponte made brief introductions, and Joe welcomed the state officials to Farmington, each were given an informational packet filled with information about the towns many arts and cultural assets. Representative Demicco, and EDC Chairman Bill Wadsworth also attended the introductory part of the event. A 13 passenger Dial- a- Ride Bus provided transportation for the tour.

The Tour route took participants from the Town Hall Pavilion to various arts and culture organizations in Farmington Center, then to Coppermine Road, followed by a tour of Unionville Center, and concluded back at Town Hall. During the bus ride, committee members highlighted the town's diverse arts and cultural assets and engaged in meaningful discussions with State officials.

First stop on the tour was the Hill-Stead Museum, where guests enjoyed a condensed tour of the Pope- Riddle home. This was followed by an overview of the Freedom Trail presented by Farmington Historical Society's Program Director, Andre Keitt, at the First Church of Christ, Congregational. From there, officials were directed to the Stanley-Whitman House by Jay Bombara, President of the Farmington Historical Society, with a brief stop at Miss Porter's School for a reenactment of the Freedom Trail, featuring a volunteer dressed in period clothing portraying the Town's first Black Governor. At the Stanley-Whitman House, guests were welcomed by volunteers dressed in period costumes who provided tours of the historic gardens and the house itself.

The second part of the tour took us to the Farmington Land Trust's new headquarters on Coppermine Road, where guests were given a tour and learned about the history of the Wilcox- Bushley Homestead. This was followed by a visit of the Unionville Museum to enjoy their latest exhibit celebrating their 40th anniversary. The tour concluded with a walking tour of Unionville Center.

Each of the organizations that participated did a wonderful job of showcasing their impressive organizations, investing time, and resources to the tour a success.

The Tour ended at 4:30 following by refreshments and brief remarks from Liz Shapiro, Executive Director of the Office of the Arts.

On October 21, 2024 we received our official approval letter from Liz Shapiro. I've attached the letter for your review.

Ms. Rose Ponte
Economic Development Director
Economic Development Commission
1 Monteith Drive
Farmington, CT 06032-1053

October 21, 2024

Dear Ms. Ponte,

On behalf of the Connecticut Office of the Arts and the Department of Economic and Community Development, I would like to extend an official approval of your application to become a Cultural District in the State of Connecticut. We are in receipt of your completed application which will be kept on file and which may be shared with other applicants at our discretion.

Cultural Districts are formed *to promote the educational, cultural, economic and general welfare of the public through the marketing of arts and culture attractions, the encouragement of artists and artistic and cultural enterprises and the promotion of tourism.* It is my sincere belief after our meeting on October 1, 2024, that Farmington's strong commitment to supporting economic development through arts, culture and tourism is well demonstrated – and personally, I can't wait to see how you use this designation to advance the municipal and community goals that we discussed during our visit. You have an exciting opportunity to connect the municipality of Farmington to the wonderful Unionville town center, and I really look forward to seeing how that plan develops. I am excited to welcome all participants and look forward to leadership from those involved in the Farmington Cultural District as we continue to grow the program statewide. I know that you all have the enthusiasm and ideas to make great things happen – not just for Farmington, but for our wonderful state as you share your ideas and models with your colleagues from other towns and regions.

We will be looking forward to working with you as collaborators and partners in the belief that Connecticut's arts, history and cultures are critical to the economic vitality of the state.

I'm looking forward to my next visit! Congratulations.

Best wishes,



Elizabeth Shapiro
Director of Arts, Preservation & Museums
Elizabeth.Shapiro@ct.gov

Cc: Bill Wadsworth, Chair, Economic Development Commission, Pinar Ozyigit, Cultural District Committee Chairwoman, Joe Capodiferro, Town Council Chairman, Representative Mike Demicco, Amanda Roy, Interim Director, Greater Hartford Arts Council, Commissioner Daniel O'Keefe, DECD; Deputy Commissioner Paul O. Robertson, DECD; Deputy Commissioner Matt Pugliese, DECD; Anthony Anthony, Chief Marketing Officer; Rachel Lenda, Director of Tourism, DECD; Ellen Woolf, Assistant Brand Director, DECD, Jim Watson, Director of Communication

**Town of Farmington,
Community Services**

Memo

To: Kathleen Blonski, Town Manager
From: Nancy Parent, Director of Community & Recreational Services
Date: November 1, 2024
Re: Town Managers Report

Fall is our department's time when we transition into our back to school, holiday giving programs and collaborative programming.

Our back to school program is a collaborative event with Avon at Walmart in Avon. We collect school supplies, and we distributed to 90 children. The collection is a true success, including high school volunteers from both towns as well as Farmington Fire Dept.

Many of our groups, support groups and commissions take a break during the summer; so it is also the time of re-starting and setting new goals and objectives. Since September new groups have meet for: adventure programming, teen center, Human Relations Commission, as well as numerous senior center classes and services.

During the last few months, we have hosted a few exciting initiatives that have increased community engagement.

- Our Human Relations Commission has increased our campaign to provide regular updates and information on a wide variety of topics. This initiative has been possible because of our wonderful student liaisons for our committees.
- In September we hosted a barbeque for our Maple Village residents sponsored by the Housing Authority.
- Our Senior Vendor Fair was held in October; this event allows local vendors to provide education and information on their services.

- Our Fall Community Event was a huge success. We had over 100 kids enjoy the “Halloween-Fall” themed event. This event is another success and is attributed to our collaboration with a variety of community groups. New Horizons residents were our costume judges and assisted with distributing candy. Numerous high school students volunteered their time to operate games and give aways.
- Lastly, on November 1st we hosted our Annual Dinner Dance at the Senior Center. This event is another example of our commitment to collaborating with our partners. This event was successful through the high school generations club. The club members helped set up, serve food and even danced with the senior citizens. A great time was had by all! Complete with “Family Photos” and Group Dancing.

A sample of our social media account for Human Relations Commission:



Some photos of our Senior Fair, Fall Festival and dinner dance:



Our New Horizons Volunteers



Our Low Vision Group



Some of our gym members

Town Manager Quarterly Report

November 2024

Submitted to: Farmington Town Council
From: Kathleen A. Blonski, Town Manager

Goal 2 Transportation and Land

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

Desired Outcomes	Deliverables	2024-2026 Goals
<p>2.1 Partner with the Town Plan and Zoning Commission (TPZ) to facilitate public awareness of the TPZ and Town Council roles, responsibilities and vision in land use matters.</p>	<p>The Development Wing participates and provides professional planning and technical support for all land use committees, including Planning and Zoning Commission, Zoning Board of Appeals, Architectural Review Committee the Inlands Wetlands Commission, Conservation Commission, Historic District commissions and the Economic Development Commission, and maintains a communication link between the public, the Land Use committees, Economic Development Commission and the Town Council.</p>	
<p>2.2 Collaborate with Town Plan and Zoning Commission to implement the vision in land use matters.</p>	<p>Assist the Town Plan and Zoning Commission with their leadership and policy-making roles and assist in the implementation of the Town of Farmington Strategic Plan. Ensure the administration and compliance with Town Plan of Conservation and Development. Review and make recommendations to the Town Plan and Zoning Commission regarding town planning issues.</p>	<p>1.) To establish an ad-hoc committee of Town Council members and staff to discuss the future of Parson’s property and make recommendations on that goal to the Town Council for consideration.</p> <p>Status: Priority 2 - No action.</p>
<p>2.3 Collaborate with Federal and State officials to expedite traffic improvement plans.</p>	<p>Oversee actions taken to improve traffic issues to include meeting with the State of Connecticut staff representatives on a regular basis.</p> <p>Work with the State of Connecticut to implement future State DOT projects and apply to CRGOG or to the State for the new projects.</p> <p>Oversee actions taken to improve traffic issues to include meeting with the State of Connecticut staff representatives on a regular basis.</p> <p>Work with the State of Connecticut to implement future State DOT projects and apply to CRGOG or to the State for the new projects</p>	<p>2.) Manage actions taken to improve traffic problems including meeting with the State of Connecticut Department of Transportation on quarterly basis. Report on the following projects to the Town Council as needed.</p> <p><u>State Project(s)</u></p> <p>-New Bridge at Monteith Drive/Route 4: Continue to move forward with public outreach and work with CRCOG and DOT to identify potential funding sources for Preliminary Design of the project. □</p> <p>-Burlington Road Reconstruction: Receive CT DOT and CRCOG approval to advertise, bid and award project this winter and construct in the summer/fall 2024.</p> <p>Status: See Attachment 1</p>

Goal 2 Transportation and Land

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

Desired Outcomes	Deliverables	2024-2026 Goals
<p>2.4 Seek innovative solutions to mitigate traffic problems including public transportation opportunities.</p>	<p>Staff to participate in the Traffic Review Board, coordinate and work closely with the police department special projects unit. Manage the statistical data and information from traffic accident data to address neighborhood traffic concerns and update the traffic enforcement plan.</p> <p>Staff to work with the Town Plan and Zoning Commission with regards to alleviating particular traffic issues in conjunction with developments that have been submitted to the Town Plan and Zoning Commission.</p> <p>Staff to continue to utilize non-structural improvements within new developments submitted to the Town Plan and Zoning Commission (school bus access, curb cuts, mass transit, and emergency access).</p>	<p>3.) Provide needed support to ensure that the Bicycle and Trails Advisory Committee moves forward and receives the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council.</p> <p>Status: See Attachment 2</p>
<p>2.5 Ensure that roads and sidewalks are maintained at a high level of quality and are accessible to all residents.</p>	<p>Public Works Department to manage the safe, efficient and effective construction and maintenance of public roadways, including directing road construction, snow, leaf removal, and tree removal and overall general maintenance and upkeep of all public roads.</p>	<p>4.) To establish an ad-hoc Town Council sub-committee to work with Town staff to review Chapter 169 “Streets and Sidewalks” and to make recommendations for any updates to the Ordinance to the Town Council for approval. Provide quarterly updates to the Town Council.</p> <p>Status: Pending : Per the Town Council meeting September 24, 2024 the Town Council will create an ad-hoc committee in January 2025.</p>
<p>2.6 Determine Farmington’s citizen and business priorities for future land use in regards to initiatives put forth by federal</p>	<p>Maintain a communication link between the public, the business community and the Town through the implementation of the Plan of Conservation and Development and encourage those priorities at the federal and state level.</p>	
<p>2.7 Promote the maintenance, improvement and expansion of Town wide infrastructure.</p>	<p>Maintenance and improvement plans for all Town infrastructures through the seven -year Capital Improvement Plan.</p>	<p>5.) Provide needed support to ensure that the Farmington High School Building Committee moves forward and receives the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council.</p> <p>Status: See Attachment 3</p> <p>6.) Provide needed support to ensure that the Farmington Fire Station Building Committee moves forward and receives the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council.</p> <p>Status: Pending : Per the Town Council meeting September 24, 2024 the Town Council will create an ad-hoc committee in January 2025.</p> <p>7.) Provide needed support to ensure that the 1928 Ad-Hoc Committee moves forward and receives the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council.</p> <p>Status: See Attachment 4</p> <p>8.) To complete the new Westwoods Recreational facility with construction beginning the summer/fall of 2024 contingent of receiving timely state approvals. Winter 2024 -Project out to bid. Spring/Fall 2024 - Construction Summer/Fall 2025 -Construction complete.</p> <p>Status: See Attachment 5</p> <p>9.) To complete the construction of the new Meadow Road Sidewalks with construction beginning Spring of 2026 contingent of receiving timely state approvals. (Priority 2) Winter 24/Fall 25 -Design project, obtain state and local approvals, & town sidewalk ordinance requirements. Fall 2025 - Project out to bid. Spring 2026 – Construction Fall 2026 - Construction complete. Status: Priority 2 - No Action</p>
<p>2.8 Collaborate with all relevant boards and commissions to preserve and protect the environment.</p>	<p>Assist and provide technical support to the Inlands/Wetlands and Conservation Commission with their leadership and policy-making roles in the implementation of the Strategic Plan. Work with the Land Acquisition Commission to continue the acquisition of open space and apply for state grants for reimbursement.</p>	<p>10.) To provide the needed support to ensure that the Land Acquisition Committee moves forward and receives the appropriate staffing to complete its objectives. Provide Quarterly Reports to the Town Council.</p> <p>Status: In progress Committee met September 12, 2024.</p>

Goal 3 Economic Development

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

Desired Outcomes	Deliverables	2024-2026 Goals
<p>3.1 Assure that Farmington’s policies and procedures are competitive and conducive to economic development in the community.</p>	<p>Manage and support the Economic Development Commission in all aspects of the Economic Development policy and program.</p> <p>Establish and maintain working relationship with commercial real estate companies, developers, State of Connecticut Department of Economic Development, and local utility providers. Work in conjunction with the Planning and Development office on policy development.</p> <p>Work with the Planning Department and the Town Plan and Zoning Commission to attract housing development which will enhance quality of life and will appeal to young professionals.</p>	
<p>3.2 Continue to monitor and update a plan that promotes the retention and expansion of existing businesses and attraction of new businesses.</p>	<p>Economic Development Director to participate in business visitation meetings and maintain a communication link between the business community and the Town Government. Maintain inventory of available Town properties, vacancy rates, and information on the local utility infrastructure. Provide guidance to businesses concerning various economic development programs. Track trend changes critical to businesses and develop reporting mechanisms to applicable parties.</p>	
<p>3.3 Ensure Farmington business satisfaction with business-related policies, and participation in Town sponsored/endorsed offerings and/or events.</p>	<p>Economic Development Director to serve as the Town’s representative to a number of organizations such as the Chamber of Commerce. Maximize economic development through regional and civic cooperative efforts and organizations.</p> <p>Develop coordinated marketing aligning tourism with an economic development message to highlight Farmington’s historic and cultural institutions, quality of life, and vibrant business community.</p>	<p>11.) That the Town of Farmington actively participates in regional and state economic development activities; and provides quarterly reports to the Town Council concerning regional and state activities. Status: See Attachment 6</p>
<p>3.4 Facilitate and partner with stakeholder groups to implement redevelopment plans.</p>	<p>Support businesses that are affected by redevelopment. Incorporate the needs of existing businesses in the planning process for redevelopment. Provide relocation assistance to affected businesses.</p>	
<p>3.5 Ensure that Farmington’s economic development materials provide factual, timely and user-friendly information to existing and potential businesses.</p>	<p>Review and update communication materials.</p> <p>Promote Farmington businesses and economic development activities. Develop strategies that encourage people passing through to stop at local businesses and activities.</p>	

Goal 4 Budget

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

Desired Outcomes	2024-2026 Goals
4.1 Prioritize service expenditures (beginning with the 05-06 budget based on citizen polling/surveys) to ensure that services are competitive within the region and are based on “best practices”.	12.) Prepare and present the 2024-2025 Annual Budget to Town residents and ensure that a budget is prepared on a timely basis, according to Town Council direction and Town Charter guidelines. Status: In Progress- Internal Capital Budget meetings begin December 9, 2024.
4.2 Promote private contributions of funds and property to the Town.	
4.3 Explore ways to increase and create more awareness of property tax relief for those in need.	
4.4 Coordinate efforts with elected federal and state officials to explore alternate ways to decrease reliance on the local property taxes.	13.) Continue to meet with Farmington’s delegation on a yearly basis to explore ways to decrease reliance on local property taxes, such as, but not limited to, cost sharing with other municipalities. Status: No action - Scheduled for February 2025
4.5 Continue outreach to citizen, volunteer and business groups to promote monetary and property private contributions to the Town of Farmington. Allocate appropriate resources to enable the Town to assist groups through appropriate procedures and processes.	

Goal 5 Best Practices

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

Desired Outcomes	2024-2026 Goals
<p>5.1 Deliver and maintain excellent Town-wide services for families, retirees, senior citizens, people in need and veterans in accordance within industry standards, achieving maximum efficiencies and with above average levels of citizen/customer satisfaction to maximize the highest quality of life for all residents.</p>	<p>14.) Manage and monitor all Town departments to ensure they are effectively and efficiently making progress in achieving their individual, specific goals and objectives and that their efforts are in line with the mandates of the Strategic Plan and its goals. Regularly review programs, staffing regionalization efforts, and service levels to ensure that they are utilizing “best practices” in order to meet budgetary constraints and policy objectives. On a quarterly basis, report to the Town Council on the progress each department has made meeting its goals and objectives. Status: In Progress</p> <p>15.) Provide Town Council a yearly report on Town Manager’s goals and objectives. Status: No action. June 2025</p> <p>16.) To establish a Town Council Ad Hoc Legal Services Sub-Committee for the purpose of seeking proposals from qualified law firms and/or qualified individual attorneys to provide legal services to the Town of Farmington in the capacity of General Town Attorney, Bond Counsel, Labor Attorney, and Land Use/Environmental Attorney. Status: Complete</p> <p>17.) The Town Manager will analyze the current operational structure of the Community and Recreation Department to best support the continued growth of both divisions. (Community & Social Services and Recreation) Status: In Progress- See Attachment 7</p>
<p>5.2 Endorse and track goals for elected and appointed Boards and Commissions and Department Work Plans on an annual basis.</p>	<p>18.) Provide the Town Council with technical information, policy recommendation and legislative advice for each Town Council meeting. Status: In Progress</p>
<p>5.3 Establish a leadership role among Connecticut communities through the collaboration of the elected leadership – Town Council, Board of Education and Planning and Zoning.</p>	
<p>5.4 Conduct market research/survey periodically to better understand service levels and customer needs.</p>	
<p>5.5 Farmington is committed to eliminating racism and other forms of discrimination, retaliation, and harassment in our community and that the Town will not tolerate behaviors or practices incongruent with this statement.</p>	<p>19.) Provide needed support to ensure that the Human Relations Commission and the Racial Equality Taskforce moves forward and receives the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council. Status: See Attachment 8</p>

Goal 5 Best Practices

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

Desired Outcomes	2024-2026 Goals
5.6 Enhance high level of productivity and job satisfaction among Town-wide employees and volunteers.	
5.7 Re-affirm that 100% compliance with the Ethics Policy 100% of the time is the foundation of good government.	
5.8 Increase public awareness and municipal participation in “green” efforts including natural resources conservation, energy reduction/alternative energy, and waste reduction and recycling. Establish a leadership role in the community in promoting environmentally friendly practices in Town. Explore ways to fund green initiatives.	20.) To ensure that the Green Efforts Committee moves forward and receives the appropriate staff support to complete its objectives. Provide Quarterly Reports to the Town Council. Status: See Attachment 9
5.9 Conduct market research/survey periodically to better understand service levels and customer needs.	
5.10 Continually strive to improve communication and transparency with residents in all areas of government.	

Goal 6 Recreation

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

Desired Outcomes	2024-2026 Goals
6.1 Promote and provide recreation and community programs for the entire community. Continue to review programs, staffing and budgetary consideration to ensure that all recreation programs continue to meet the needs of the entire community.	
6.2 Work with the Board of Education and Library to ensure that all recreation programs and resources are complementary; not in conflict with each other.	
6.3 Ensure that the ratio of Town funded recreation programs versus self-funded or user fee recreation programs are in line with “best practices” or are similar to comparable Connecticut municipalities.	
6.4 Provide adequate funding for the maintenance of recreational facilities and other capital improvements.	
6.5 Offer a well maintained and managed municipal golf course in which the operations are in line with other municipal golf courses and best practices.	
6.6 Town Council to address the ease of access to the Town’s recreational facilities.	
6.7 Promote and provide access for the active and passive use of Town land for recreational purposes.	
6.8 Manage the maintenance and use of Town open spaces. Expand recreational opportunities such and trails and recreational facilities through state grants.	

Attachment 1

STATE OF CONNECTICUT DOT PROJECTS

GOAL 2

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: State Projects – Goal 2
DATE: November 12, 2024

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

State Project(s)

- **New Bridge at Monteith Drive/Route 4: Continue to move forward with public outreach and work with CRCOG and DOT to identify potential funding sources for Preliminary Design of the project.**

Russ Arnold, Director of Public Works/Town Engineer, applied for \$1.2 million in grant funding through the United States Department of Transportation FY 2024 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program. The Town did not receive the grant. The next grant opportunity is due by January 2025, by which time the Town will reapply.

- **Burlington Road Reconstruction: Receive CT DOT and CRCOG approval to advertise, bid and award project this winter and construct in the summer/fall 2024.**

This project is presently under construction and should be complete by July 1, 2025. It should be noted that this project with a construction cost of \$2,476,063.80 was one hundred percent funded through grant funds.

Attachment 2

BICYCLE & TRAILS ADVISORY COMMITTEE

GOAL 3

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager *KB*
RE: Bicycle and Trails Advisory Committee – Goal 3
DATE: November 12, 2024

Provide needed support to ensure that the Bicycle and Trails Advisory Committee moves forward and receives the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council.

1. Work with Farmington Valley Trails Council

Continuing work with the Farmington Valley Trails Council to work with families who wish to donate a trail bench for public use along the trail systems. The Highway Department is working on installing a water fountain at the Oak Ridge parking lot.

2. The League of American Bicyclist Bicycle Friendly Communities application

The Bicycle and Trails Advisory Committee has submitted The League of American Bicyclist Bicycle Friendly Communities application. Results are expected in December, Farmington was awarded Bronze in 2018.

3. CT DEEP Recreational Trails Program Grant 2024

The Town is currently waiting for the State to finalize the agreement before moving forward with the project as directed by the program director. Once the agreement has been signed the Town will look to select an engineering consultant to work with on the project.

4. Signage request on Route 177 and through the Flats

The Committee has recently received approval from the Traffic Review Board regarding a request for speed monitoring on Route 177 just south of Depot Place and three "3' to pass" signs through the flats that remind drivers to yield cyclists 3 feet of separation from the vehicle.

Attachment 3

FHS BUILDING COMMITTEE PROJECT

GOALS 5

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

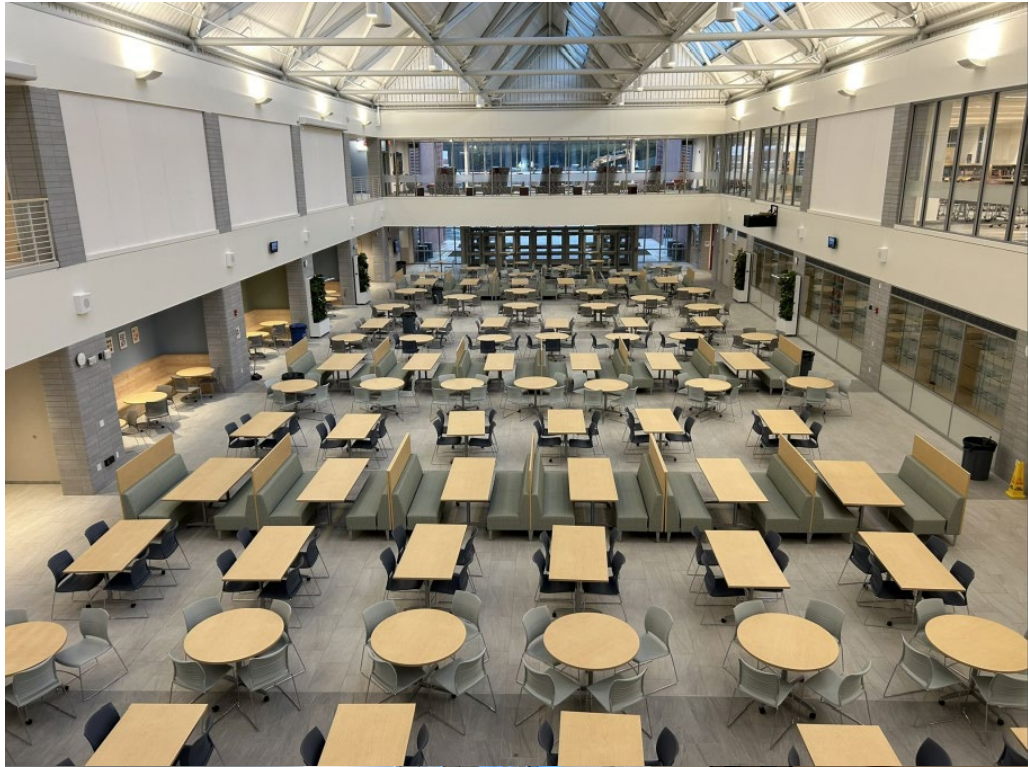
TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager *KB*
RE: Farmington High School Building Committee- Goal 5
DATE: November 12, 2024

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

The new Farmington High School was deemed substantially complete with a Temporary Certificate of Occupancy (TCO) issued on August 20, 2024, and turned over for occupancy to the Town of Farmington/Farmington Public Schools. Work was still required on the black box theater, auditorium, and punch list items. The Black Box and Auditorium were completed and turned over on September 10, 2024, and September 23, 2024, respectively. The punch list is currently 85% complete, and work is being completed during off-hours and in coordination with FHS administration and security teams.

Sitework has continued onsite, with mass demolition of the old existing high school nearing completion and the tennis court construction is in progress.

Central Office Renovation started in mid-September, with selective interior demolition and roof replacement being the first items to complete.







Ribbon Cutting

On Monday, August 26th, doors to the new Farmington High School were opened to the public for the first time for a ribbon cutting ceremony and open house, marking a significant milestone in the Farmington High School building project. Nearly 2,000 residents turned out to celebrate the completion of this state-of-the-art facility, Farmington's largest construction project to-date.

Speakers of the evening included Connecticut State and Federal Officials Richard Blumenthal, Congresswoman Jahana Hayes, and CT Department of Education Commissioner, Charlene Russell-Tucker. State Legislative Delegation speakers included Senator Derek Slap, Representative Mike Demicco and Representative Francis Cooley. Local Officials included Town Council Chair, Joe Capodiferro, Board of Education Chair, Bill Beckert, and Farmington High School Building Committee Chair, Meghan Guerrero.

The evening's speakers concluded with representation from the Farmington High School and Farmington Public Schools, including Farmington Superintendent of Schools, Kathleen Greider, Farmington's 2024-2025 Teacher of the Year, Tim Barron, Farmington High School Principal, Russ Crist, and student speaker, Sreenidi Bala.

With students now occupying the new high school for the 2024-2025 school year, the FHS Building project will move onto Phase III which includes renovation of the 900 wings of the former Farmington High School and demolition of the remaining building. Phase IV, the final phase, will include site work of the municipal campus.



Open House Event

The FHS Building Committee hosted an open house at the new Farmington High School on Saturday, October 26, 2024, from 9am-3pm. Registration was required and over 700 residents attended the event.

Attachment 4

1928 AD-HOC COMMITTEE

GOAL 7

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members

FROM: Kathleen A. Blonski, Town Manager *KB*

RE: 1928 Ad-Hoc Committee – Goal 7

DATE: November 12, 2024

Provide needed support to ensure that the 1928 Ad-Hoc Committee moves forward and receives the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council.

Civil Bid Package (for Sitework):

The 1928 Building Committee selected J. Iapaluccio, Inc. to serve as the sitework contractor for the 1928 Building Project. J. Iapaluccio, Inc. was the low bidder and is also the sitework contractor for the Farmington High School Building Project. Having the same contractor working the entire construction site is advantageous because the firm is already familiar with the site and because coordination between two sitework contractors will not be required.

Renovation Bid:

The Renovation Bid Package was released in August. The deadline for bids to be received was October 15, 2024. The 1928 Building Committee awarded the Renovation Bid Package to KBE Construction, the lowest qualified bidder, at their October 29, 2024, meeting, in the amount of \$12,775,000.

Buy-a-Brick Fundraiser:

The 1928 Building Committee is pleased with the response to the “Buy-a-Brick” fundraiser to generate funds for the Stephen A. Flis Scholarship. To date, 260 bricks have been ordered.

Community members are able to purchase a brick with a custom message which will be placed by the main entrance of the renovated 1928 Building, which will serve as the new Town Hall.

Residents and businesses can purchase two options:

- 4” x 8” for four lines of text - \$100
- 8” x 8” for six lines of text - \$200

Bricks can be purchased online at <https://www.1928building.org/buy-a-brick>, or by obtaining an order form from the Town Manager’s Office.

The 1928 Building Committee typically meets on the 2nd and 4th Tuesday of the month in the Town Hall Council Chambers. Meetings are in person and streamed over Zoom. We encourage you to stay informed. Please visit www.1928building.org for the latest project updates.

Attachment 5

WESTWOODS RECREATION FACILITY

GOAL 8

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager *KB*
RE: Westwoods Recreational facility – Goal 8
DATE: November 12, 2024

To complete the new Westwoods Recreational facility with construction beginning the Summer/Fall of 2024 contingent of receiving timely state approvals.

- **Winter 2024 -Project out to bid.**
- **Spring/Fall 2024 – Construction.**
- **Summer/Fall 2025 -Construction complete**

This year, Staff have been working diligently to move forward with plans for the new Westwoods Recreation Center. The Town received \$500,000 from a 2022 STEAP Grant that allowed four pickleball courts and a small splash pad. This year, the General Assembly passed a bill to allocate remaining federal COVID relief funds, which would include \$200,000 for the Westwoods Recreation Area. The additional \$200,000 went towards an additional 4 pickleball courts, doubling the amount of pickleball courts.

These new facilities, which also feature a building for changing rooms and office space, will be located east of the existing parking lot. We are adding 80 parking spaces to accommodate increased visitors.

PMB Construction of Brookfield was awarded a \$695,862 construction contract and we are aiming to have the splash pad and pickleball courts ready by Fall 2025.

Public Works has been diligently preparing the site for the concrete pour scheduled for the coming weeks. A prefabricated building will be assembled on site. After the structure is erected, Public Works will begin finishing the interior, and the Town's Contractor will start working on the pickleball courts and splash park.

Attachment 6

**REGIONAL AND STATE ECONOMIC
DEVELOPMENT**

GOAL 11

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager *KB*
RE: Regional and State Economic Development Activities – Goal 11
DATE: November 12, 2024

That the Town of Farmington actively participates in regional and state economic development activities; and provides quarterly reports to the Town Council concerning regional and state activities.

During the first quarter of the fiscal 2024-2025 year, I attended and represented Farmington at the following events.

1. July 11, 2024, Central CT Chamber of Commerce Regional Economic Dev. Meeting
2. July 11, 2024, Central CT Chamber of Commerce Regional Business After Hours
3. July 16, 2024, Lunch with Moraima Gutierrez, Deputy District Director, U.S. SBA
4. July 17, 2024, Meeting with Tomasso Group, New Britain Planner & Economic Developer
5. July 17, 2024, Art Conservation VIP Reception at the Hill-Stead Museum
6. July 18, 2024, CWC Board of Director's Meeting
7. July 18, 2024, Water's Edge Art Exhibit at the Farmington Library
8. July 24, 2024, Hill-Stead Museum Art Conservation Panel Discussion
9. August 8, 2024, CWC Board of Director's Retreat
10. August 16, 2024, Innovation Cluster Grant discussion with Tomasso Group & Jax Labs
11. August 22, 2024, Central CT Chamber Legislative Committee
12. August 29, 2024, CCROG Commercial Vacancy Working Group
13. September 4, 2024, The Connecticut Economy Business Breakfast by CBIA
14. September 11, 2024, Farmington Rotary First Responder's Breakfast

15. September 12, 2024, Central CT Chamber joint regional legislative and economic development meeting with local legislators
16. September 12, 2024, Made in CT Summit
17. September 20, 2024, CWC Annual Member's Lu
18. September 24, 2024, CEDAS Board Meeting
19. September 25, 2024, Walker Group, Perpetual Trust Seminar Webinar
20. September 26, 2024, Marcum Bioscience Summit
21. October 1, 2024, Farmington & Unionville Cultural District Walking Tour
22. October 2, 2024, State of CT and CBIA Manufacturing Summit
23. October 24, 2024, Commercial Office Vacancy Working Group
24. October 28, 2024, Central Chamber of Commerce Energy Forum
25. October 29, 2024, Coldwell Banker Market Review Presentation
26. October 31, 2024, UCONN Economic Development Summit

Attachment 7

**Organizational Structure of
Community and Recreational
Services**

GOAL 17

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members

FROM: Kathleen A Blonski, Town Manager

RE: Operational Structure of Community & Recreation Department – Goal 17

DATE: November 12, 2024

The Town Manager will analyze the current operational structure of the Community and Recreation Department to best support the continued growth of both divisions. (Community & Social Services and Recreation).

With the funds for the Recreation Director position in the approved FY 24-25 Budget (budgeted for a half year, beginning in January 2025), recruitment efforts for the Recreation Director position have commenced.

The recruitment announcement was posted on September 6, 2024, and closed at 4:30 PM on October 8, 2024. In an effort to attract top candidates, we created a "[Recreation Director Profile](#)." This is a marketing tool, outlining the requirements as the job as well as highlighting the Farmington Recreation Department and the Town as a whole. The announcement was posted in the following locations:

- Town of Farmington website
- Indeed.com
- Job Ad in the Hartford Courant on 9/8/2024
- Town of Farmington Social Media Accounts
- Connecticut Conference of Municipalities Job Board- <https://www.ccm-ct.org/>
- CT Recreation & Parks Association Job Board- <https://crpa.com/>
- New England Parks and Recreation Association- <https://neparkassociationct.myrec.com/info/default.aspx>

45 applications were received and reviewed, and 8 candidates have been invited to complete a written assignment and interview with an oral panel made up of both internal and external panel members. We are planning to identify a top candidate in December, with a start date in early January 2025.

Attachment 8

HUMAN RELATIONS COMMISSION/

RACIAL EQUITY TASKFORCE

GOAL 19

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager *KB*
RE: Human Relations Commission – Goal 19
DATE: November 12, 2024

Provide needed support to ensure that the Human Relations Commission and the Racial Equity Task Force moves forward and receives the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council.

The Human Relations Commission has met several times in the past few months. The committee is almost up to full capacity; we have one more vacancy to fill. The commission began by spending a considerable amount of time brainstorming and setting goals and priorities, including marketing and social media campaigns, youth advisory group as well as continuing the work with diversity and ADA issues. Each of the subcommittees will be meeting to develop their own priorities to share with the full commission at each meeting.

One highlight of the new HRC goals is the creation of the marketing and social media campaign. The committee consists of commissioners plus our youth advisors. They have been able to produce a few quality posts regarding cultural education, inclusion and the celebration of different cultures. A few highlights include celebrating Hispanic Heritage Month, Disabled Voter information, difference between Latino and Hispanic as well as a mini video from "Love has No Labels". A goal is to provide ongoing information and develop a full campaign on social media etiquette.

Additionally, the Racial Equity Taskforce and the Human Relations Commission met to do some collective brainstorming and discuss ways to work collaboratively. The meeting was a great opportunity to talk about the shared vision and look at both accomplishments and future desired outcomes. It was a productive meeting, and many great ideas were generated. The groups are committed to exploring collaborative opportunities and integrative strategies for the future.

Attachment 9

GREEN EFFORTS

GOAL 20

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Blonski, Town Manager
RE: Green Efforts Committee—Goal 20
DATE: November 12, 2024

KB

To ensure that the Green Efforts Committee moves forward and receives the appropriate staff support to complete its objectives. Provide Quarterly Reports to the Town Council.

The Green Efforts Committee continues to be a leader in the community in promoting environmentally conscientious practices. The committee met twice over the summer. The following are the active initiatives that the committee is working on:

1. Town Wide Annual Clean-up Day – April 26th, 2025

The Green Efforts Committee is beginning planning for the 2025 Town Wide Clean-up Day, currently scheduled for Saturday April 26th, 2025. This will be the 27th annual clean-up.

2. Composting Pilot Program – Westwoods School

The Committee will continue to monitor the Westwoods School composting program, as the school year gets underway. The program began in mid-April and collected 5,000 lbs of compostable waste from the cafeteria by the end of the school year. The waste is collected by Blue Earth Composting and taken off site for processing. The goal of the program is to educate students on food waste and reduce the number of weekly dumpster collections.

3. Public Education

The Committee is seeking to increase public awareness regarding green initiatives and ways residents can reduce waste and their environmental footprint. The committee will be submitting articles regularly to the quarterly town newsletter. Articles have been submitted for the Summer and Fall newsletters regarding tips to reduce plastic waste, and information on the Westwoods composting program.

MOTION: Agenda Item L-1

That _____ be appointed to the Architectural Design Review Committee for the balance of a three-year term beginning immediately and ending January, 2026. (Burhoe)

MOTION: Agenda Item L-2

That _____ be appointed to the Building Code Board of Appeals for the balance of a five-year term beginning immediately and ending September 30, 2027. (Statchen)

MOTION: Agenda Item L-3

That _____ be appointed to the Farmington Historic District Commission for a modified term ending September 30, 2025. (Bombara)

MOTION: Agenda Item L-4

That _____ be appointed to the Housing Authority for the balance of a five-year term beginning immediately and ending September 30, 2029. (Pagano)

MOTION: Agenda Item L-5

That _____ be appointed as a Justice of the Peace for the balance of a four-year term beginning immediately and ending January 5, 2025. (Thomas)

MOTION: Agenda Item L-6

That _____ be appointed to the Veterans Memorial Committee for the balance of a six-year term beginning immediately and ending September 30, 2026. (Vacant)

MOTION:

Agenda Item L-7

That _____ be appointed to the Veterans Memorial Committee for the balance of a six-year term beginning immediately and ending September 30, 2026.
(Vacant)

MOTION:

Agenda Item L-8

That _____ be appointed to the Veterans Memorial Committee for the balance of a six-year term beginning immediately and ending September 30, 2030.
(Vacant)

MOTION:

Agenda Item L-9

That _____ be appointed to the Veterans Memorial Committee for the balance of a six-year term beginning immediately and ending September 30, 2030.
(Vacant)

MOTION:

Agenda Item L-10

That _____ be appointed to the Water Pollution Control Authority for the balance of a five-year term beginning immediately and ending September 30, 2029.
(Cordeiro)

MOTION:

Agenda Item N-1

To amend the Farmington Town Code, Chapter 111-3, "Historic Areas, Organization of Commission" as attached.

NOTE:

Approval of this motion will rectify the current rotation of membership terms on the Farmington Historic District Commission. It came to our attention that two members of the Farmington Historic District Commission have terms expiring on September 30, 2024. Per the Town Ordinance, five-year terms on the Farmington Historic District Commission should be staggered so that only one member's term expires each year. The Town Clerk has searched their records and is not able to determine when or how this error occurred.

Attorney Bob DeCrescenzo provided the attached legal opinion regarding this matter, which states that the Town Ordinance should be modified to grant the Town Council the authority to appoint members for terms shorter than the standard five years in order to correct the rotation of member terms.

Also attached is the redlined modified ordinance.

/Attachment

ARTICLE I
Historic District; Historic Properties
[Adopted 4-27-1965 by Ord. No. 47; amended 7-27-1982; 6-27-1989]

§ 111-1. Establishment. [Amended 7-28-1992]

In order to promote the educational, cultural, economic and general welfare of the Town of Farmington and the public through the preservation and protection of the distinctive characteristics of buildings and places associated with the history of or indicative of a period or style of architecture of the Town, state or nation, the Farmington Historic District, as described in Exhibit A and as shown on the map, Exhibit B, annexed hereto,¹ is established pursuant to C.G.S. §§ 7-147a to 7-147k, inclusive, as amended.

§ 111-2. Historic District Commission established. [Amended 7-28-1992; 3-9-2004]

The Farmington Historic District Commission (hereinafter referred to as the "Commission") shall consist of five regular members and three alternate members, who shall be electors of the Town holding no salaried municipal office. It shall be the purpose of the Commission to perform the duties and functions of an historic district commission and historic properties commission as provided in C.G.S. §§ 7-147a to 7-147y, inclusive, as amended, and this article.

§ 111-3. Organization of Commission.

A. Commission members shall be appointed by the Town Council and shall serve for a term of five years, except that an appointment to fill an unexpired term shall be for the duration of such unexpired term only. The term of appointment of at least one member shall expire each year, and their successors shall be appointed in like manner for terms of five years.

1. In the event there is a lapse in membership or recording of such membership which results in two or more members' terms expiring within the same year the Town Council may appoint member terms for a period of less than five years. The sole purpose of the corrective measure shall be to correct the rotation of membership terms so that one member shall expire each year on a five-year rotation.

B. At all times at least three regular members and two alternate members of the Commission shall be residents from within the Farmington Historic District herein established. If a regular member of the Commission is absent or has a conflict of interest, the Chairman of the Commission shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly an equal number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

C. The Commission shall elect annually a Chairman, a Vice Chairman and a Clerk from its own number. Each regular member shall continue in office until his/her successor is duly appointed. All members shall serve without compensation. Any regular or alternate member may be appointed for another term or terms.

D. The membership of any person who is absent from three regular meetings during any six-month period shall terminate as of the time the third such absence occurs, unless such absences are waived by the Chairman of such Commission because of illness or other extenuating circumstances. The Chairman of the Commission shall notify the Town Manager promptly after the third such absence occurs. [Added 7-28-1992]

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E. The term of each member shall expire on September 30 of the year that is currently provided

1. **Editor's Note: Exhibits A and B are on file in the Clerk's office.**

in this chapter for the expiration of the term of each member, and the term of a successor member shall commence on October 1. **[Added 7-28-1992]**

§ 111-4. Rules and regulations; records.

- A. The Commission shall adopt rules of procedure not inconsistent with the provisions of C.G.S. §§ 7-147a to 7-147y, inclusive, as amended. The Commission may adopt regulations not inconsistent with its enabling act to provide guidance to property owners as to the factors to be considered in preparing an application for a certificate of appropriateness. **[Amended 3-9-2004]**
- B. The Commission shall also keep a permanent record of its resolutions, transactions and determinations and of the vote of each member participating therein.

§ 111-5. Powers and duties. [Amended 7-28-1992; 3-9-2004]

The Commission shall be vested with all the powers and shall faithfully perform all duties imposed upon historic district commissions and historic properties commissions in C.G.S. §§ 7-147a to 7-147y, inclusive, as amended.

§ 111-6. Meetings; quorum.

The Commission shall fix the time and place of its regular meetings and provide a method for calling special meetings. The presence of four members shall constitute a quorum, and no resolution or vote, except a vote to adjourn or fix the time and place of its next meeting, shall be adopted by less than three affirmative votes.

§ 111-7. Definitions.

As used in this article, the following terms shall have the meanings indicated:

ALTERED — Changed, modified, rebuilt, removed, demolished, restored, razed, moved or reconstructed.

BUILDING — A combination of materials forming a shelter for persons, animals or property.

ERECTED — Constructed, built, installed or enlarged.

EXTERIOR ARCHITECTURAL FEATURES — Such portion of the exterior of a structure or building as is open to view from a public street, way or place.

HISTORIC PROPERTY — Any individual building, structure, object or site that is significant in the history, architecture, archaeology and culture of the Town, state or nation and the real property used in connection therewith. **[Added 3-9-2004]**

STRUCTURE — Any combination of materials, other than a building, which is affixed to the land, and shall include but not be limited to signs, fences and walls.

§ 111-8. Certificate of appropriateness. [Amended 3-9-2004]

- A. No building or structure shall be erected or altered within the Historic District or within the boundaries of an historic property until after an application for a certificate of

appropriateness as to exterior architectural features has been submitted to and approved by the Commission.

- B. No building permit for erection of a building or structure or for alteration of an exterior architectural feature within the Historic District or within the boundaries of an historic property and no demolition permit for demolition or removal of a building or structure within the Historic District or within the boundaries of an historic property shall be issued by the Town or any department, agency or official thereof until a certificate of appropriateness has been issued. A certificate of appropriateness shall be required whether or not a building permit is required.
- C. The Commission may request such plans, elevations, specifications, material and other information, including, in the case of demolition or removal, a statement of the proposed condition and appearance of the property after such demolition or removal, as may be reasonably deemed necessary by the Commission to enable it to make a determination on the application. The style, material, size and location of outdoor advertising signs and bill posters within the Historic District or within the boundaries of an historic property shall also be under the control of such Commission. The provisions of this section shall not be construed to extend to the color of paint used on the exterior of any building or structure.
- D. No area within the Historic District or within the boundaries of an historic property shall be used for industrial, commercial, business, home industry or occupational parking, whether or not such area is zoned for such use, until after an application for a certificate of appropriateness as to parking has been submitted to the Commission and approved by said Commission. The provisions of this section shall apply to the enlargement or alteration of any such parking area in existence on October 1, 1973.

§ 111-9. Application for certificate; hearing; approval.

- A. The Commission shall hold a public hearing upon each application for a certificate of appropriateness, unless the Commission determines that such application involves items not subject to approval by it. The Commission shall fix a reasonable time and place for such hearing. Notice of the time and place of such hearing shall be given by publication in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than 15 days nor less than 10 days and the last not less than two days before such hearing. For all applications, the Planning Department shall mail notice of the public hearing no later than 10 days before such hearing by certified mail, return receipt, to all owners of property which are abutting any boundary of the property or are directly across from any street or roadway which is abutting any boundary of the property which is the subject of the application. The names and addresses used shall be those as recorded in the office of the Town Assessor on the date the application is filed. In the case where a property requiring notice has been submitted to common-interest ownership, such as a condominium, the required notice need only be sent to the homeowners' association. In addition, the applicant shall post a notification sign provided by the Planning Department on the property at least seven days prior to the date of the public hearing. [**Amended 7-28-1992; 12-11-2001**]
- B. Within not more than 65 days after the filing of an application as required by C.G.S. § 7-147d

or 7-147s, as amended, the Commission shall pass upon such application and shall give written notice of its decision to the applicant. When a certificate of appropriateness is denied, the Commission shall place upon its records and in the notice to the applicant the reasons for its determination. In the notice to the applicant the Commission may make recommendations relative to design, arrangement, texture, material and similar features. The Commission may issue a certificate of appropriateness with stipulations. Evidence of approval, as referred to in C.G.S. § 7-147d or 7-147s, shall be by certificate of appropriateness issued by the Commission. Failure of the Commission to act within said 65 days shall constitute approval and no other evidence of approval shall be needed. **[Amended 3-9-2004]**

§ 111-10. Considerations in determining appropriateness.

- A. If the Commission determines that the proposed erection, alteration or parking will be appropriate, it shall issue a certificate of appropriateness. In passing on appropriateness as to exterior architectural features, buildings or structures, the Commission shall consider, in addition to other pertinent factors, the type and style of exterior windows, doors, light fixtures, signs, aboveground utility structures, mechanical appurtenances and the type and texture of building materials. In passing upon appropriateness as to exterior architectural features, the Commission shall also consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style and pertinent features of other buildings and structures in the immediate neighborhood. No application for a certificate of appropriateness for an exterior architectural feature, such as a solar energy system, designed for the utilization of renewable resources shall be denied, unless the Commission finds that the feature cannot be installed without substantially impairing the historic character and appearance of the district. A certificate of appropriateness for such a feature may include stipulations requiring design modifications and limitations on the location of the feature which do not significantly impair its effectiveness. In passing upon appropriateness as to parking, the Commission shall take into consideration the size of such parking area, the visibility of cars parked therein, the closeness of such area to adjacent buildings and other similar factors. In passing upon the appropriateness of alterations to earthworks or sites of historic or archaeological importance, the Commission shall consider, in addition to any other pertinent factors, their value and significance, size, design, arrangement, texture and materials. **[Amended 3-9-2004]**
- B. In its deliberations, the Commission shall act only for the purpose of controlling the erection or alteration of buildings, structures or parking which are incongruous with the historic or architectural aspects of the district. The Commission shall not consider interior arrangement or use. However, the Commission may recommend adaptive reuse of any buildings or structures within the district compatible with the historic architectural aspects of the district.

§ 111-11. Variances and modifications. [Amended 3-9-2004]

Where, by reason of topographical conditions, district borderline situations or because of other unusual circumstances solely with respect to a certain parcel of land and not affecting generally the district in which it is situated, the strict application of any provision of C.G.S. §§ 7-147a to 7-147y, inclusive, as amended, would result in exceptional practical difficulty or undue hardship upon the owner of any specific property, the Commission, in passing upon applications, shall have the power to vary or modify strict adherence to said sections or to interpret the meaning of said

sections so as to relieve such difficulty or hardship, provided that such variance, modification or interpretation shall remain in harmony with the general purpose and intent of said sections so that the general character of the district shall be conserved and substantial justice done or, as to an historic property, the historic and architectural aspects of the historic property conserved. In granting variations the Commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, better fulfill the purposes of said sections. In addition to the filing required by Subsection (b) of C.G.S. § 7-147e or 7-147v, the Commission shall, for each variation granted, place upon its records and in the notice to the applicant the reason for its determinations.

§ 111-12. Institution of court action; penalties for offenses. [Amended 3-9-2004]

- A. If any provision of C.G.S. §§ 7-147a to 7-147y, inclusive, as amended, or any action taken or ruling made by the Historic District Commission pursuant to the provisions of said sections or of any regulation or ordinance adopted under said sections has been violated, the Commission may, in addition to other remedies, institute an action in the Superior Court for the judicial district wherein such violation exists, which Court shall have jurisdiction to restrain such violation and to issue orders directing that the violation be corrected or removed. Such order may direct the removal of any building, structure or exterior architectural feature erected in violation of said sections or any bylaw or ordinance adopted under said sections or the substantial restoration of any building, structure or exterior architectural feature altered or demolished in violation of said sections or any regulation or ordinance adopted under said sections. Regulations and orders of the Commission issued pursuant to said sections or to any regulation or ordinance adopted under said sections shall be enforced by the Zoning Enforcement Officer or Building Official or by such other person as may be designated by ordinance who may be authorized to inspect and examine any building, structure, place or premises and to require, in writing, the remedying of any condition found to exist therein or thereon in violation of any provision of the regulations or orders made under the authority of said sections or of any regulation or ordinance adopted under said sections.
- B. The owner or agency of any building, structure or place where a violation of any provision of C.G.S. §§ 7-147a to 7-147y, inclusive, or of any regulation or ordinance adopted under said sections has been committed or exists or the lessees or tenants of an entire building, entire structure or place where such violation has been committed or exists or the owner, agent, lessee or tenant of any part of the building, structure or place in which such violation has been committed or exists or the agent, architect, builder, contractor or any other person who commits, takes part or assists in any such violation or who maintains any building, structure or place in which any such violation exists shall be fined not less than \$10 nor more than \$100 for each day that such violation continues; but if the offense is willful, the person convicted thereof shall be fined not less than \$100 nor more than \$250 for each day that such violation continues. The Superior Court for the judicial district wherein such violation continues or exists shall have jurisdiction of all such offenses, subject to appeal as in other cases. Each day that a violation continues to exist shall constitute a separate offense. All costs, fees and expenses in connection with actions under this section may, in the discretion of the Court, be assessed as damages against the violator, which, together with reasonable attorney's fees, may be awarded to the Historic District Commission which brought such

action. Any funds collected as fines pursuant to this section shall be used by the Commission to restore the affected buildings, structures or places to their condition prior to the violation wherever possible and any excess shall be paid to the municipality in which the district or historic property is situated.

§ 111-13. Appeals.

Any person or persons severally or jointly aggrieved by any decision of the Historic District Commission or of any officer thereof may, within 15 days from the date when such decision was rendered, take an appeal to the Superior Court for the judicial district of Hartford/New Britain at Hartford, which appeal shall be made returnable to such Court in the same manner as that prescribed for other civil actions brought to such Court. Notice of such appeal shall be given by leaving a true and attested copy thereof in the hands of or at the usual place of abode of the Chairman or Clerk of the Commission within 12 days before the return day to which such appeal has been taken. Procedure upon such appeal shall be the same as that defined in C.G.S. § 8-8, as amended.

§ 111-14. Ordinary maintenance; demolition. [Amended 3-9-2004]

- A. Nothing in C.G.S. §§ 7-147a to 7-147y, inclusive, as amended, shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the Historic District or on an historic property which does not involve a change in the appearance or design thereof or to prevent the erection or alteration of any such feature which the Building Official or a similar agent certifies is required by the public safety because of a condition which is unsafe or dangerous due to deterioration or to prevent the erection or alteration of any such feature under a permit issued by a Building Official or similar agent prior to the effective date of establishment of such district.
- B. If a building in the Historic District or on an historic property is to be demolished, no demolition shall occur for 90 days from the issuance of a demolition permit if during such time the Historic District Commission or the Connecticut Historical Commission is attempting to find a purchaser who will retain or remove such building or who will present some other reasonable alternative to demolition. During such ninety-day period, the Town may abate all real property taxes. At the conclusion of such ninety-day period, the demolition permit shall become effective and the demolition may occur. Nothing in this section shall be construed to mandate that the owner of such property sell such property or building.

§ 111-15. Boundaries. [Amended 3-9-2004; 2-26-2008; 2-13-2012; 7-13-2021; 2-7-2023; 2-4-2024]

The boundaries of the Farmington Historic District shall be shown on a map captioned "The Town of Farmington Official Historic District and Historic Properties Map," approved by the Town Council January 2, 2024, effective date February 4, 2024, and on a legal description attached hereto and incorporated and made part of this article.²

2. Editor's Note: The map and legal description are on file in the Clerk's office.

§ 111-16. Auxiliary services.

The facilities and services of the Farmington Town Planner, his staff and office shall be available to the Commission as it may reasonably require. The Commission shall otherwise operate within the amount of the appropriation provided in the Town budget each year.

§ 111-17. Town-owned property.

This article shall not apply to property owned by the Town of Farmington so long as the Town of Farmington owns such property.



Robert M. DeCrescenzo
(t) 860.548.2625
(f) 860.548.2680
rdcrescenzo@uks.com

August 23, 2024

Via Email

rutherfords@farmington-ct.org

Shannon Rutherford, AP
Town Planner
Town of Farmington
One Monteith Drive
Farmington, CT 06032

Re: Historic District Commission Appointment

Dear Shannon:

The Farmington Historic District Commission (FHDC) has member reappointments due in September 2024. During a previous review of District Regulations, it came to light that the requisite staggering of terms for the membership did not align with the bylaws or the Historic District ordinance, which requires “The term of appointment of at least one member shall expire each year, and their successors shall be appointed in like manner for terms of five years.”

The Commission currently has two regular members with terms expiring on September 30, 2024, The remaining membership terms have been corrected over the last few years (see attached). The Town Clerk has researched the error in 2020/2021 and could not definitively find the error. A note was added to the Clerk’s file “Per C.J. Thomas at the next appointment cycle (9/2024) make one a 1-year term and one a 5-year term.” Should this method be implemented, the cycle will be corrected to have expiring terms in 2025, ’26, ’27, ’28 and ’29 for the five members. You have asked the following questions.

1. Is the Town Council within their right to implement this correction and make an appointment for 1 year rather than 5 years for one of the terms?

Response: Both the Farmington Ordinance and the State Statutes governing the Commission explicitly define a five year term of each member. Town Ordinance Section 111-3(A) states that the Town Council shall appoint members of the Commission and that each member “shall serve for a term of five years.” In addition, General Statutes §7-147c(d) states the following:

Updike, Kelly & Spellacy, P.C.

Goodwin Square • 225 Asylum Street 20th Floor • Hartford, CT 06103 (t) 860.548.2600 (f) 860.548.2680

www.uks.com

Shannon Rutherford
August 23, 2024
Page 2

The appointments to membership in the commission shall be so arranged that the term of at least one member shall expire each year, and their successors shall be appointed in like manner for terms of five years.

As currently drafted, Section 111-3(A) only authorizes the Town Council to appoint members to five-year terms. Therefore, to reinstate the staggering of terms and to comply with both General Statutes §7-147c(d) and Section 111-3(A) of the Farmington ordinance, that section of the ordinance will need to be amended to authorize one member to serve for a term of one year (September 2024 to September 2025) to correct the staggered term structure of the Commission.

2. Is it solely within the Town Council's discretion as to which member is assigned a 1-year term and which member is assigned a 5-year term?

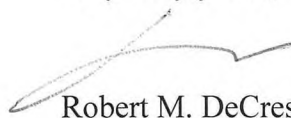
Response: Yes.

3. We do not see any reference to the staggering of the alternates reappointments, you will note that all three alternates are up for reappointment this year. Are you aware of any issues with this that would also require correction on our part?

Response: The ordinance and General Statutes §7-147c(d) distinguishes between "Members" and "Alternates". I am not aware of any requirement that the terms of the Alternates can be staggered.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Robert M. DeCrescenzo, Esq.

RMDe/psm

MOTION:

Agenda Item N-2

To accept the recommendation of the Tax Collector and the advice of the Town Attorney and deny the request by Ronald Monterosso, dated September 23, 2024, to defer the collection of property taxes on the property located at 25 Locust Lane on the basis that the loss of statutory interest during the time that taxes are deferred is not in the best interest of the Town of Farmington.

NOTE:

On September 23rd, 2024, the Tax Collector received an affidavit requesting the deferral of the collection of property taxes on the property located at 25 Locust Lane until April 26th, 2026, or earlier if the Department of Social Services elects to petition to have the Will of Beatrice Monterosso admitted to probate. This request was made pursuant to Connecticut General Statute 12-174.

Connecticut General Statute 12-174 requires that when a request such as this is received by the town tax collector, the collector must submit the request to the Town Council for approval or denial, with the collector's recommendation to approve or disapprove. CGS 12-174 also states that if the deferral of the collection of taxes is approved the outstanding taxes are not subject to statutory interest. Therefore, interest on the outstanding taxes would not accrue during the time of the deferment.

After consultation with the Town Attorney, the tax collector has submitted the deferment request for Town Council consideration with the recommendation that the request not be approved. The primary reason for the recommendation to disapprove is the loss of interest on the current outstanding balance and any future taxes that will become due between now and April 26, 2026. In addition, by keeping the taxes available for collection, it will protect the Town's position if the Department of Social Services forecloses on the property.

As of October 29, 2024, the outstanding amounts due are:

July 1, 2024, Property Tax Installment	\$2,166.31
Interest	129.98
Sewer Use Charge	366.00
Interest	21.96
Total	\$2,684.25

On January 1, 2025, the second installment of \$2,166.31 will become due. There would also be two more installments added to the balance by the time the deferment expired.

Staff will be available at the Town Council meeting to answer questions.

/Attachment

ADMITTED IN MASSACHUSETTS,
NEW YORK AND CONNECTICUT

RONALD L. MONTEROSSO
- ATTORNEY AT LAW -
ONE HANDY AVENUE
POST OFFICE BOX 433
EDGARTOWN, MASSACHUSETTS 02539

TEL. 508 627-7399
CEL 508 685-6035

September 23, 2024

Tax Collector
Tax Department
Town of Farmington
1 Monteith Drive
Farmington, CT 06032

Re: Affidavit For Deferred Collection Pursuant to Conn. Gen. Stat. § 12-174 for
Property Located at 25 Locust Lane (Uniqueid 542500254)

To the Tax Collector:

Attached for filing with your office is an affidavit pursuant to Conn. Gen. Stat. § 12-174 that is sworn to by the undersigned. This affidavit seeks a deferral of taxes owing on the above-described real property for the reasons set forth therein. My standing to file such an affidavit is also described therein. Please note that the reasons for such deferral described in this affidavit will remain operative until April of 2026 or until such earlier time as the Department of Social Services elects to petition to have the Will of Beatrice Monterosso, deceased, admitted to probate. Accordingly, any steps that your department can take to refrain from commencing foreclosure proceedings until April of 2026 (when the statute of limitations runs on the Department's possible claims) would be greatly appreciated and, for the reasons described in this affidavit, would also be more cost effective for the Town.

Please contact me if you have any questions or wish to discuss this matter further. My email is redmont3@juno.com, My cell is 508-685-6035 and my telephone is 508-627-7399.

Very truly yours,



Ronald L. Monterosso

Affidavit For Deferred Collection
Pursuant to Conn. Gen. Stat. § 12-174


I, **RONALD L. MONTEROSSO**, of 31 Handy Avenue, P.O Box 433, Edgartown, MA 02539, make this affidavit pursuant to Conn. Gen. Stat. § 12-174 requesting for the reasons set forth herein that the Town of Farmington defer, for the period described below, the collection of any unpaid real estate taxes (and any similar taxes) on the real property identified by the Assessor for said Town as **25 Locust Lane, Farmington, CT 06032 (Uniqueid 5425002541)** which property is assessed to Beatrice Monterosso, deceased. For a more particular description of this property see the deed from RWR Meadow Farm, Inc. to Beatrice Monterosso recorded on December 12, 1985 in Book 323, Page 501 of the Farmington Land Records (the "Property"). In support of this affidavit for deferred collection, this affiant avers as follows:

1. I am over 18 years of age and I understand the meaning and consequences of an oath.
2. Beatrice Monterosso ("Beatrice"), late of Farmington, CT, died testate, on March 12, 2024, at 99 years of age after having resided in the Property for over 38 years.
3. On information and belief, Beatrice paid her real estate taxes on the Property to the Town of Farmington in a reasonably timely manner for all of those 38 years.
4. Beatrice owned the Property as of the date of her death.
5. For reasons described in more detail below, Beatrice's Will (the "Will") has not yet been submitted for probate, but has instead been placed in the custody of the Clerk of the Probate Court for Farmington, CT pursuant to Conn. Gen. Stat. § 45a-282(a).
6. Pursuant to Article 7.1 of said Will, I am entitled to a one-third share of Beatrice's entire estate. Even in the absence of said Will being accepted for probate by the Court, however, I am also entitled to one-third of said estate as one of her three children and only heirs at law. Accordingly, for purposes of Conn. Gen. Stat. §12-174, I am a person having an "interest in the Property" which entitles me to submit this affidavit seeking the deferral of real estate taxes thereon.
7. The unusual financial or other circumstances which justify deferring collection of the tax laid upon such Property are set forth below.
8. As of the date of her death, Beatrice had been receiving Medicaid assistance for approximately four and one-half years including the costs of lengthy nursing home care, and then immediately thereafter the cost of 24 hour/7 day per week home care.
9. In order to qualify for such Medicaid assistance, Beatrice was first required to exhaust virtually all of her assets except for the Property.
10. It would appear that under applicable Federal law, the Connecticut Department of Social Services ("DSS") would have an inchoate (*i.e.*, unsecured) claim to recoup all of the Medicaid funds expended for Beatrice's care from Beatrice's estate (the "DSS Claim") if her Will were submitted for probate at this time.

11. Although none of Beatrice's children have received any communications from the DSS since Beatrice's death, it is almost certain that the amount of this inchoate DSS Claim would exceed the value of the Property in its current, outdated condition. As a result, if Beatrice's Will were submitted to Probate at this time, it is likely that all of the assets of Beatrice's estate (less the costs of administration and taxes, etc.) would be paid over to DSS.
12. At all relevant times since Beatrice's death, the DSS has had the statutory authority as an alleged creditor of Beatrice's estate to petition to have her Will admitted to probate. Beatrice's heirs have no control over the DSS or its decision whether to file such a petition and pursue its claim against Beatrice's estate. Similarly, said heirs have no control over when DSS may file such a petition.
13. Based on the above-described facts, it makes no financial or rational sense for Beatrice's heirs to incur the considerable expense and time involved in submitting her Will for probate and handling all of her estate's affairs until the statute of limitations for DSS to pursue the DSS Claim has expired. Similarly, it makes no financial sense for any of her children to pay the taxes on the Property until said statute of limitations has expired since the only beneficiary of those payments most likely will end up being the DSS.
14. On information and belief, the statute of limitations for the DSS Claim is two (2) years from the date of Beatrice's death.
15. Although DSS was notified of Beatrice's death on the day she died, somewhat surprisingly, the DSS has still not initiated proceedings as a creditor to have her Will admitted to probate even though six months has passed since Beatrice died. If DSS does initiate such proceedings in the coming months, **then the deferral requested in this affidavit would terminate immediately.**
16. If, on the other hand, the DSS fails to initiate such proceedings in the next nineteen months, then **the deferral requested in this affidavit would then terminate immediately in any event.**
17. In either scenario, the amount of taxes deferred by Farmington is rather small (\$2646) and the Town will be compensated for its patience and forbearance with a generous statutory interest rate.
18. Moreover, it would be highly problematic for the Town to sue to collect this relatively small amount of taxes now because an estate which has not been probated cannot be sued. *Estate of Rock v. University of Connecticut*, 323 Conn. 26, 32 (2016) ("[Such] an estate is not a legal entity. It is neither a natural nor artificial person, but is merely a name to indicate the sum total of the assets and liabilities of the decedent . . . Not having a legal existence, it can neither sue nor be sued."). See also, *Noble v. Corkin*, 45 Conn. Supp. 330, 333 (1998) ("...the defendant in this case, was dead No such person existed at that time. The first count of the complaint is thus an action against nobody. A dead person is a nonexistent entity and cannot be a party to a suit.").
19. Based on the foregoing, the affiant hereby respectfully requests that the Town of Farmington defer collection of the first installment of the current taxes on the Property (and, if possible, all taxes on the Property coming due in the next 19 months) until: (a) April 27, 2026; (b) such earlier time as

the Will of Beatrice Monterosso is submitted for probate by any person or entity; or (c) until any other such other time as the Town of Farmington deems proper and as may be permitted by law.

Sworn to under the penalties of perjury this 23rd day of September, 2024.



Ronald L. Monterosso

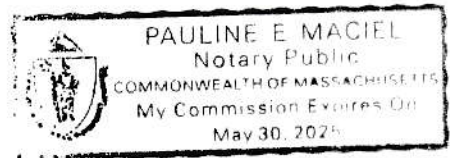
Commonwealth of Massachusetts)) ss.: Edgartown
County of Dukes County)

On this 23rd day of September, 2024, before me, the undersigned notary public, personally appeared **RONALD L. MONTEROSSO**, who was proven to me through satisfactory evidence of identification, namely his driver's license, to be the person whose name is signed on the preceding document, and, being duly sworn, he acknowledged to me that he signed the preceding document under the penalties of perjury voluntarily for its stated purpose.



, Notary Public

My commission expires: *May 30, 2025*
AFFIX SEAL



October 28, 2024

Samatha Pletscher
Tax Collector
Town of Farmington
1 Monteith Drive
Farmington, CT 06032

Re: Request for Deferred Collection of Taxes - 25 Locust Lane

Dear Samatha:

We are in receipt of a letter to you from Attorney Ronald L. Monterosso, dated September 23, 2024, along with an Affidavit for Deferred Collection requesting that taxes owed on the above referenced property be deferred until April 2026, or an earlier date should the Department of Social Services petition to have the will of his late mother, Beatrice Monterosso, admitted to probate.

This request for deferral of taxes is based upon the procedure set forth in Section 12-174 of the Connecticut General Statutes which requires a municipal tax collector to refer a request for deferral of taxes to the appropriate governing body (i.e., the Town Council) for authority to continue a tax lien for a period not to exceed fifteen years. In making this referral, the Tax Collector is required to make a recommendation to the governing body regarding the advisability of the requested deferral.

Based upon our review of the request for deferral and the applicable statute, it is our recommendation that you recommend against the deferral of taxes. The taxes for the current fiscal year are \$4,332.62. At this juncture, the unpaid amount for the first installment appears only to be \$2,296.29 – although we expect that amount to increase as interest accumulates and the second installment becomes due.

The primary basis for our advisement that you recommend against the request for deferral is that, pursuant to the statute, any lien placed on the property for delinquent taxes would not be subject to interest during the continuation period. Although Attorney Monterosso stated in his affidavit that the Town would be compensated for its deferral “with a generous statutory interest rate” we do not believe that he, or the other heirs, would be obligated to follow through with that pledge. As noted above, the request for deferral was only through April of 2026 and would not result in a significant total tax liability. Thus, the Town could simply lien the property in the normal course and then either collect the entire amount due when the property is sold or institute foreclosure proceedings at a later date when the outstanding amount justified doing so.

We should also note that in his letter, Attorney Monterosso asked that the Town refrain from commencing foreclosure proceedings until April 2026 (when the statute of limitations on any DSS lien runs out). We believe this to be a reasonable request and would encourage you to give that due consideration.

We hope that you find the above analysis to be helpful. If you have any questions based on the above, please do not hesitate to contact us.

Very truly yours,
Halloran & Sage, LLP

Duncan J. Forsyth
Duncan J. Forsyth

cc: Kathleen A. Blonski
Joseph Swetcky

TOWN OF FARMINGTON
OFFICE OF THE TAX COLLECTOR

TO: Farmington Town Council
FROM: Samantha Pletscher, Tax Collector
DATE: October 28, 2024
RE: Request for Deferred Collection of Taxes – 25 Locust Lane

I have received a letter from Attorney Ronald L. Monterosso, dated September 23, 2024, along with an Affidavit For Deferred Collection requesting that the Town defer collection of taxes on 25 Locust Lane until April 2026 or such time that his mother's will is submitted for probate in accordance with Section 12-174 of the Connecticut General Statutes. Both documents are attached to this memorandum.

Based upon the current state of the tax obligation and the advice from the Town's Attorneys it is my recommendation, as I am legally required to provide, that the Town Council vote to not approve Attorney Monterosso's request to defer the collection of taxes on 25 Locust Lane. As you will see from the Town Attorneys' opinion, which is also attached to this memorandum, the primary basis for the recommendation is that during the time any lien is continued, it is not subject to statutory interest. The amount of the outstanding tax obligation is small (approximately \$4,300, plus accrued interest) and we can continue to lien the property, with applicable interest, and collect either when the property is sold after April 2026 or at an earlier time should the will be submitted to probate as discussed by Attorney Monterosso.

I will continue to seek the guidance of the Town's Attorneys when needed and advise both the Town Council and the Town Manager of events as they occur.

MOTION:

Agenda Item N-3

To award a contract for the purchase of one 2025 Jacobsen AR530 Rotary Mower to MTE Equipment Solutions, Inc. of New Milford, CT at a purchase price of \$77,561.21.

NOTE:

This motion is to contract with a vendor to purchase a new rotary mower that will be used by the Grounds Division staff for their daily mowing operations and snow clearing sidewalks in winter. The unit being acquired will replace a 2006 mower.

Funds in the amount of \$83,000 were included in the FY2024/2025 Capital Budget for the acquisition of this equipment. The purchase would be made under the terms and conditions of cooperatively bid Commonwealth of Massachusetts contract #FAC116.

This bid award is being submitted for Town Council approval because the contract value exceeds \$50,000. Town staff will be available at the Council meeting to answer any questions.

MOTION:

Agenda Item N-4

To accept a \$28,202.86 donation from The Hometown Foundation to the Farmington Volunteer Fire Department for the purchase of a UTV from Connecticut Power and Sport of Wallingford, CT.

NOTE:

The Farmington Volunteer Fire Department and the Director of Fire & Rescue Services recommend that the Town Council accept this generous donation.

Based on the Town of Farmington's donation policy, any donation that exceeds \$10,000 must be approved by the Town Council.

We are very grateful to the Hometown Foundation for this donation to the Farmington Volunteer Fire Department.

MOTION:

Agenda Item N-5

To ratify the tentative collective bargaining agreements (Supervisor and Non-Supervisor) between the Town of Farmington and Local 2001, SEIU/CSEA for the Period July 1, 2024, through June 30, 2027.

NOTE:

This motion covers both the Supervisor's and Non-Supervisor's collective bargaining agreements. These groups represent the Town's division director and other supervisors and professional staff. Currently, there are a total of 24 members in both units.

This tentative agreement is for a three-year contract term from July 1, 2024, through June 30, 2027.

Highlights of this agreement include:

- Various language and procedural changes that have no net financial impact but are positive enhancements to the Town's operations.
- Juneteenth will be an observed holiday for members of this bargaining unit in exchange for a Floating Day.
- Health insurance changes including increased co-pays for office visits and prescription drugs, emergency room visits, outpatient medical procedures and hospitalizations. Health insurance premium cost sharing increases in FY 26 for the PPO plan:

Insurance: RX \$10 > \$15
 \$35 > \$40
 \$50 > \$55

Co Pays

- Primary Care Office Visit \$30.00 > \$35.00
- Specialist Office Visit \$40.00 > \$45.00
- Emergency Room Visit \$130.00 > \$135.00
- Urgent Care \$60.00 > \$65.00
- Inpatient \$500.00 > \$525.00
- Outpatient Surgery \$200.00 > \$225.00

Cost Share: current 22% (for employees hired before July 1, 2010)/27% (for employees hired after July 1, 2010)

- July 1, 2024: 22%/27%
- July 1, 2025: 22%/27%
- July 1, 2026: 23%/28%

- Wages (cost of living adjustment):
 - FY 24: 3%
 - FY 25: 3%
 - FY 26: 3%

These units represent our higher-level managers. The contract essentially covers the basic working conditions of the units. At this time there was not a need for substantial changes in the contract. This tentative agreement has been ratified by the union membership.

Staff will be available to answer any questions regarding these contracts.

MOTION:

Agenda Item N-6

To approve property tax refunds.

NAME	REASON	AMOUNT
Baillargeon Jeffrey	Assessor adjustment	\$140.08
BMW Financial Services	Assessor adjustment	\$485.87
Fisher Dennis & Kobes Sonya	Over Payment	\$661.92
Forgue Ken	Over Payment	\$1,336.27
Guarrasi Nicole	Over Payment	\$366.00
Guglielmo Philip	Over Payment	\$216.92
Honda Lease	Assessor adjustment	\$704.98
Hyundai Lease	Assessor adjustment	\$216.20
Jarush John & Pattiann	Assessor adjustment	\$356.05
Jesse's Lawn Care	Assessor adjustment	\$227.70
JP Mogan Chase	Assessor adjustment	\$1,289.12
Leitao Donald & Lisa	Assessor adjustment	\$55.93
Medallion Wealth Advisors	Assessor adjustment	\$77.11
Mosebach Glenn & Maureen	Assessor adjustment	\$121.06
Munson Angela	Assessor adjustment	\$22.33
Nissan Infiniti	Assessor adjustment	\$524.03
Polkowski Krzysztof	Assessor adjustment	\$23.52
Raeburn Craig & Maura	Assessor adjustment	\$1,153.44

Rodriguez Ruiz Jaime	Assessor adjustment	\$6.77
Sarin Manu	Assessor adjustment	\$53.85
Simon Robert	Assessor adjustment	\$27.84
Stawski Lucille & Joseph	Assessor adjustment	\$9.52
Summit Michael	Assessor adjustment	\$242.71
Toyota Lease	Assessor adjustment	\$351.18
USB Leasing	Assessor adjustment	\$572.33
VCFS	Assessor adjustment	\$1,779.74
Witmer Daniel K & Sara	Over Payment	\$276.04
Wittenberg Morley & Todd	Assessor adjustment	\$328.94
World Omni	Assessor adjustment	\$343.22
Zukowski Mariusz	Overpayment	\$309.47
Total		\$12,280.14