

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

Date: February 14, 2017  
(Council Members are asked to call the Town Manager's Office if they are unable to attend.)

Time: 7:00 p.m.

Place: Council Chambers

**AGENDA**

- A. Call to Order
- B. Pledge of Allegiance
- C. Presentations and Recognitions
  - 1. State Legislators – Update on legislative priorities and state budget
  - 2. Presentation - Town of Farmington Audit FY Ending June 30, 2016 Blum Shapiro & Company, P.C. (attachment)
- D. Public Hearing
- E. New Items
- F. Public Comments
- G. Reading of the Minutes
  - 1. January 10, 2017 Regular Town Council Meeting
  - 2. January 24, 2017 Regular Town Council Meeting
- H. Reading of Communications and Written Appeals
  - 1. Legislative Correspondence (attachment)
- I. Report of the Committees
  - 1. UConn Health Committee(s)
  - 2. Land Acquisition Committee
  - 3. Green Efforts Committee
  - 4. Joint Town of Farmington/City of Hartford Committee
  - 5. Bicycle Advisory Committee
  - 6. Farmington Gateway Committee
  - 7. Farmington High School Building Committee
- J. Report of the Council Chair and Liaisons
  - 1. Chair Report

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

K. Report of the Town Manager— Colt Highway at I-84 Exit Ramp, Senior Exercise Equipment, Governor's Proposed Budget Update , State Grant Estimate Report

L. Appointments

1. Plainville Area Cable TV Advisory Council (R)
2. Plainville Area Cable TV Advisory Council (R)
3. North Central Regional Mental Health Board, Inc. (Wienke)(R)
4. Building Code Board of Appeals (Hammerberg)(D)
5. Farmington Historic District Commission Alternate (Haviland)(R)
6. Housing Authority (Mason)(D)
7. Housing Authority (Lawless) (R)
8. Joint Green Efforts Committee (Foote)
9. Joint Green Efforts Committee (Olivo)
10. Farmington Valley Health District (Parlow) (D)
11. Town Plan & Zoning Commission (Fraprie) (R)
12. Justice of the Peace (Reed) (D)
13. Human Relations Commission (Elling) (D)

M. Old Business

1. To take action on the 2017 Blighted Building List.

N. New Business

1. To set a public hearing on March 14, 2017 at 7:00 p.m. in the Town Hall Council Chambers on the Town Manager's 2017-2018 Recommended Budget.
2. To set a public hearing on March 14, 2017 at 7:05 p.m. in the Town Hall Council Chambers to amend Chapter 55 "Purchasing" of the Farmington Town Code.
3. To appoint Members of the Unionville Historic District and Properties Commission as a Historic District and Properties Study Committee.
4. To authorize the Town Manager to execute all documents necessary for completion of the project associated with the construction of the Jesus Christ of Latter-day Saints Temple.

5. To make a referral to Town Plan and Zoning Commission for a report under Section 8-24 of the Connecticut General Statutes to request an easement across town property to allow 1686 Farmington Avenue to access Serra Drive for the purpose of constructing a single family home.
6. To accept Nadia's Way as a Town Road, from the intersection of Main Street (Route 10) a distance of approximately 510 Feet to its existing terminus.
7. To authorize the Town Manager to execute the required documentation for the Connecticut Department of Agriculture Farm Viability Grant Program Award for the purpose of infrastructure improvements at Fisher Farm/Sub Edge Farm located at 199 Town Farm Road.
8. To approve property tax refunds.

O. Executive Session

1. Land acquisition

P. Adjournment



January 4, 2017

Senator Beth Bye  
Legislative Office Building, Room 3100  
Connecticut General Assembly  
Hartford, CT 06106

Representative Michael Demicco  
Legislative Office Building, Room 400  
Connecticut General Assembly  
Hartford, CT 06106

Senator Terry Gerratana  
Legislative Office Building, Room 3100  
Connecticut General Assembly  
Hartford, CT 06106

Representative Derek Slap  
Legislative Office Building, Room 400  
Connecticut General Assembly  
Hartford, CT 06106

Dear Senator Bye, Senator Gerratana; Representative Slap, Representative Demicco:

This letter is intended to express the Town of Farmington's opposition to Governor Malloy and the Office of Policy and Management's decision to cut \$50 million in municipal aid for Fiscal Year 2017 (FY17). Farmington has already passed its budget. Mid-year cuts in state aid could mean further cuts in necessary local services, higher property taxes and/or more employee layoffs. Per a December 29, 2016 letter from the Office of Policy and Management, The Town of Farmington will lose \$194,073 of its State aid for education funding and \$137,501 from LoCIP for FY17.

In addition to maintaining public education, PILOT and sales tax sharing with towns, the Fiscal Year 2017 State Budget must mitigate the impact of any cuts through structural mandates reform. Education and infrastructure improvements are the foundation of services provided by local governments and the services taxpayers expect. Cuts in state aid, especially mid-year, could severely impact local budgets and compromise our ability to provide these fundamental services. In addition, cuts in aid are harmful to the State's overall economy, further demonstrating the continued need for State and Local collaboration.

Please do not hesitate to contact my office at 860.675.2350 with further questions.

Sincerely,

*Kathleen A. Eagen*  
Kathleen A. Eagen  
Town Manager

KAE/as



MOTION:

Agenda Item K

**Report of the Town Manager —, Colt Highway at I-84 Exit Ramp, Senior Exercise Equipment, Governor’s Proposed Budget Update, State Grant Estimate Report**

**Colt Highway at I-84 Exit Ramp**

This intersection, Route 6 eastbound to I-84 Eastbound, is currently configured in an “X” configuration which has resulted in numerous accidents over the years, some being very serious.

Over many years town staff has met with the DOT and reviewed several different concept designs. Some of these design options at the intersection were going to be incorporated into a much larger I-84 project. Due to budget constraints and other issues the larger I-84 project is no longer under consideration.

In the past few years the concept designs have been narrowed to a partial roundabout or installing a traffic signal. It has also been determined that due to traffic movements at this location, the intersection to the east and I-84, the partial roundabout was not considered to be a prudent option for this intersection.

The DOT has recommended that a typical traffic signal is the preferred solution to the intersection and provides the most improvement to the intersection to provide safer passage while crossing through the intersection.

The DOT is looking for direction/consensus from the Town of Farmington on this traffic signal proposal to move the project into design phase. The Town staff supports this traffic signal.

The DOT will hold public hearings as the design moves forward to gather public input and comments.

Russ Arnold will be at the meeting to discuss this project.

**Senior Exercise Equipment**

See attached memo from Nancy Parent, Director of Community and Recreational Services.

**State Budget Update**

Joe Swetcky and I will give an update on the Governor’s Proposed Budget.

**State Grant Estimate Report.**

Attached is the State Grant Estimate Report as of January 31, 2017.





2007-2009 SLOSSS SEQ NO. 80  
2008-2010 64 REPORTED CRASHES  
WITHIN PROJECT LIMITS





INTERSECTION SAFETY IMPROVEMENTS  
COLT HIGHWAY (U.S. ROUTE 6)  
AT I-84 EB ENTRANCE RAMP  
ALT 2A

TOWN OF FARMINGTON

DOT PROJECT DEVELOPMENT UNIT



R=711' @ 4%  
D.S. 45 MPH



## Community & Recreational Services

**To:** Kathy Eagen, Town Manager  
Town Council Members

**From:** Nancy Parent, Director of Community & Recreational Services

**CC:** Sharyn Holmes, Senior Center Coordinator

**Date:** February 3, 2017

**Re:** Senior Fitness Center

---

Kathy:

Would you please share the pictures of our new exercise area with the Town Council. Our final shipment of exercise equipment arrived on January 19<sup>th</sup>. Since we opened our senior fitness center we have had 68 seniors trained to use the equipment. We require that any new user be oriented to properly operate our machines. One important factor about our senior fitness center is that all our equipment is geared towards: fall prevention, safety, and specifically designed for senior use under supervision. Most of the pieces were chosen to provide support, assist in providing a resource for exercise after rehabilitation is complete, and geared to protect and develop the aging muscles.

We are very grateful for your support and recognition of the importance of exercise and health maintenance for our town's older adults.

Nancy





**FY2016/2017  
STATE GRANT ESTIMATES  
AS OF JANUARY 31, 2017**

<b>ACCOUNT DESCRIPTION</b>	<b>FY16/17 ADOPTED BUDGET</b>	<b>PER STATE OPM*</b>	<b>VARIANCE</b>	<b>RECEIVED TO 1/31/2017</b>
PILOT: STATE PROPERTY	3,086,385	3,134,814	48,429	3,134,814
PILOT: COLLEGES & HOSPITALS	29,924	29,691	(233)	29,691
PEQUOT/MOHEGAN FUND GRANT	29,874	29,796	(78)	9,932
REVENUE SHARING-PROJECTS	545,804	545,804	-	-
REVENUE SHARING- SALES TAX	241,319	335,287	93,968	335,287
TOWN AID ROADS	373,341	373,438	97	186,719
EDUCATION GRANTS (ECS)	1,181,846	1,036,863 **	(144,983)	547,539
PUBLIC SCHOOL TRANSPORTATION GRT	16,577	-	(16,577)	-
<b>TOTAL</b>	<b>5,505,070</b>	<b>5,485,693</b>	<b>(19,377)</b>	<b>4,243,982</b>

**\* Source: State of Connecticut FY2015, FY2016 and FY2017 Estimates of State Formula Aid to Municipalities  
August 11, 2016**

**\*\* On December 29, 2016 the Governor announced mid-year budget reductions to education grants and to the LOCIP program. The amount shown is the estimate of what the Town will receive for the ECS grant based upon the reduction.**

**In January 2017 the Town learned that an audit adjustment to the Farmington Public Schools 2015-2016 Excess Costs Grant in the amount of \$58,217 would be taken against the Town's FY2016/2017 ECS Grant. This is in addition to the reduction made by the Governor in December of 2016.**

MOTION: Agenda Item L-1

That \_\_\_\_\_ be appointed to the Plainville Area Cable TV Advisory Council for the balance of a two-year term beginning immediately and ending June 30, 2018. (R)

MOTION: Agenda Item L-2

That \_\_\_\_\_ be appointed to the Plainville Area Cable TV Advisory Council for the balance of a two-year term beginning immediately and ending June 30, 2018. (R)

MOTION: Agenda Item L-3

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

MOTION: Agenda Item L-4

That \_\_\_\_\_ be appointed to the Building Code Board of Appeals for the balance of a five-year term beginning immediately and ending September 30, 2021. (Hammerberg) (D)

MOTION: Agenda Item L-5

That \_\_\_\_\_ be appointed as an **Alternate** to the Farmington Historic District Commission for the balance of a three-year term beginning immediately and ending September 30, 2019. (Haviland) (R)

MOTION: Agenda Item L-6

That \_\_\_\_\_ be appointed to the Housing Authority for the balance of a five-year term beginning immediately and ending September 30, 2021. (Mason) (D)

MOTION: Agenda Item L-7

That \_\_\_\_\_ be appointed to the Housing Authority for the balance of a five-year term beginning immediately and ending September 30, 2021. (Lawless) (R)

MOTION: Agenda Item L-8

That \_\_\_\_\_ be appointed to the Joint Green Efforts Committee beginning immediately for an indefinite term. (Foote)

MOTION: Agenda Item L-9

That \_\_\_\_\_ be appointed to the Joint Green Efforts Committee beginning immediately for an indefinite term. (Olivo)

MOTION: Agenda Item L-10

That \_\_\_\_\_ be appointed to the Farmington Valley Health District for a three-year term beginning immediately and ending December 31, 2019. (Parlow) (D)

MOTION: Agenda Item L-11

That \_\_\_\_\_ be appointed to the Town Plan & Zoning Commission for the balance of a four-year term beginning immediately and ending January, 2020. (Fraprie) (R)

MOTION: Agenda Item L-12

That \_\_\_\_\_ be appointed as a Justice of the Peace for the balance of a four-year term beginning immediately and ending January 4, 2021. (Reed) (D)

MOTION: Agenda Item L-13

That \_\_\_\_\_ be appointed to the Human Relations Commission for the balance of a 2 year term beginning immediately and ending June 30, 2017. (Elling) (D)



MOTION:

Agenda Item M-1

To take action on the following 2017 Blighted Building List:

23 Lakeview Drive  
63 Main Street (Unionville)  
15 Walnut Street

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

23 Lakeview Drive

- Property continues to meet Blighted Building Ordinance requirements.
- Property has been on the Blighted Building List since January 14, 2009.
- Property has a total of \$26,800 in unpaid Blighted Building Liens.
- Property has a total of \$26,100 in unpaid citations from September 9, 2013 to May 12, 2014. Fines have not resulted in liens under advice of the Town Attorney.
- Legal action currently pending.
- Town has ceased fining the property owner during the legal process.
- Recommend the property remain on the Blighted Building List.

63 Main Street (Unionville)

- Property continues to meet Blighted Building Ordinance requirements.
- Property has been on the Blighted Building List since August 12, 2014.
- Property has a total of \$33,500 in unpaid Blighted Building Liens.
- Property has an additional \$19,000 in unpaid citations from August 4, 2015 to February 9, 2016.
- Property owner has been cleaning and making repairs to the home, and it is suggested to refrain from any additional citations at this time.
- Recommend the property remain on the Blighted Building List.

15 Walnut Street (Unionville)

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

NOTE: One property has been removed from the list since Town Council took action on the last Blighted Building List in 2016. The homes at 700/702 New Britain Avenue have been purchased and have submitted a demolition permit to the Town of Farmington Building Division. At this time the Planning Division is not proposing to add any new homes to the list.

MOTION:

Agenda Item N-1

To set a public hearing on March 14, 2017 at 7:00 p.m. in the Town Hall Council Chambers on the Town Manager's 2017-2018 Recommended Budget.

NOTE: This is the Town Manager's Public Hearing on the FY 2017-2018 Operating Budget.

<b>Budget Workshop Sessions</b>	
Wednesday, March 15 Board of Education	4:00 - 9:00 p.m.
Thursday, March 16	4:00 - 9:00 p.m.
Saturday, March 18	9:00 a.m. - 12 p.m.
Monday, March 20	4:00 - 9:00 p.m. (if needed)
Tuesday, March 21	4:00 - 9:00 p.m. (if needed)

MOTION:

Agenda Item N-2

To set a public hearing on March 14, 2017 at 7:05 p.m. in the Town Hall Council Chambers to amend Chapter 55 "Purchasing" of the Farmington Town Code.

NOTE: I have attached a redlined copy of the proposed changes to the ordinance for your review.

I have summarized the changes as follows:

The changes made to Chapter 55 are largely technical updates to modernize the codes. They have been reviewed by the Town Attorney and he confirmed that the updates do not violate Town Charter or State law.

**Section 55-1**

The dollar amounts in Section 55-1 have not been increased since 1987.

Recommended changes:

- 1) Verbal Quotes- Increase from \$2,500 - \$5,000 to \$5,000 - \$9,999
- 2) Written Quotes- Increase from \$5,000 - \$10,000 to \$10,000- \$24,999
- 3) Bid required- Increase from \$10,000 to \$25,000

**Section 55-2:**

The language has been updated to include the use of electronic methods as a manner of requesting bids.

**Section 55-8:**

The definition of professional services is more clearly defined.

**Section 55-12:**

I am recommending that Cooperative Purchasing become its own section. The Town does cooperative purchasing and it is mentioned in the existing code but it is not specific.

**Other sections:**

Other language has been added throughout the document to increase the clarity of the code.

/Attachment



**Chapter 55**  
**PURCHASING**

**§ 55-1. Bids and quotes required. [Amended 11-16-1976; 1-25-1983; 3-24-1987]**

If any purchase or contract for purchase, including a continuing order for the purchase of the same commodity over a period of time, of supplies, materials, equipment and other commodities required by any department, office, agency, board or commission of the Town, except the Board of Education, unless said Board shall designate the Town Manager as its purchasing agent, or if any contract for public works or improvements or for labor or any service rendered by an independent contractor involves the expenditure of ~~\$10,000~~ \$25,000 or more, the Town Manager shall invite bids, giving at least 15 days' public notice thereof by at least one publication in a newspaper having an extensive circulation in the Hartford metropolitan area. The public notice shall include a general description of commodities to be purchased or labor or services to be rendered, where bid forms and specifications may be obtained and the time and place for submission of bids. For expenditures between ~~\$2,500~~ \$5,000 and ~~\$5,000~~ \$9,999 the Town Manager shall request three verbal quotes. For expenditures between ~~\$5,000~~ \$10,000 and ~~\$10,000~~ \$24,999, the Town Manager shall request three written quotes, ~~and sign all purchase orders.~~

**§ 55-2. Manner of requesting bids.**

The Town Manager may, in addition to the notice required above, invite bids from prospective suppliers or contractors by mail, telephone, e-mail, posting on the Town's website or such other methods as he deems advisable.

**§ 55-3. Minimum information to be sent to bidders.**

The following minimum information shall be sent to all prospective bidders receiving bid forms:

- A. The time, date and place of receiving bids.
- B. The quantity desired.
- C. A reasonable description of the material, specifications and labor or services to be performed.

~~The manufacturer, manufacturer's brand or trade name and catalogue or model number.~~

~~E.D.~~ That any variance to requested specifications shall be specifically stated by bidder.

~~F.E.~~ That no changes of any kind will be allowed unless specifically stated in the bid.

~~G.F.~~ That bids shall specify any and all warranties.

~~H.G.~~ That bids shall state delivery date.

~~I.H.~~ That bids are to be quoted f.o.b. Farmington, Connecticut.

~~J.I.~~ That the outside of the envelope containing the bid shall be plainly marked with the bid number and Bid Title.

~~K.J.~~ The amount and type of bid security to be submitted, if any.

~~L-K.~~ The amount and type of performance security to be required, if any.

~~M-L.~~ That the Town of Farmington reserves the right to accept or reject any or all bids and to waive informalities, ~~or irregularities~~.

~~N-M.~~ That the bid must be signed by an authorized person.

~~O-N.~~ That the local vendor preference provisions of § 55-5 shall apply. [Added 7-23-1996; amended 8-27-1996]

#### § 55-4. Bid forms.

All bids shall be submitted on bid forms prepared and furnished by the Town Manager or his/her designee.

#### § 55-5. Local vendor preference. [Added 7-23-1996;<sup>1</sup> amended 8-27-1996]

- A. For all bids and quotes submitted for purchases not excluded by § 55-8 exceeding \$2,500 but less than \$500,000, any qualified and registered local vendor who has submitted a bid or quote not more than 5% higher than the lowest qualified bid or quote will be awarded the contract or purchase order, subject to § 55-6, so long as such local vendor agrees to provide the supplies, materials, equipment, commodities and/or services which are the subject of such contract or purchase order at the same price as the lowest qualified bid or quote received. In the event that more than one local vendor submits a bid or quote not more than 5% higher than the lowest qualified bid or quote, the award shall be to that local vendor originally submitting the lowest qualified bid or quote. [Amended 10-12-1999]
- B. For purposes of this section, a qualified and registered local vendor is defined as one who maintains a principal place of business located within the Town limits of Farmington by occupying real property in which to conduct such business or by paying ad valorem taxes on business property to the Town of Farmington. Evidence of the maintenance of such principal place of business may include the ownership or long-term lease of real estate from which the principal place of business is operated or the payment of property taxes on the personal property of the business to be used in the performance of the bid.
- C. The Town Manager shall have prepared a local vendor registration form and shall have it made available to all local businesses. When such form has been properly completed and filed by a local vendor with and approved by the Town Purchasing Coordinator, such local vendor shall be a qualified and registered local vendor in the Town for the purposes of this section.
- D. This section shall not apply in any situation where the preference created by this section would violate federal and state law or any existing contracts.

#### § 55-6. Power of Town Manager; negotiation. [Amended 7-23-1996; 8-27-1996]

For contracts under \$50,000, ~~¶~~ the Town Manager is empowered to award the contract to the lowest qualified bidder or quoter, subject to the local vendor preference provision in § 55-5, to reject all bids or to negotiate further with some bidder or bidders as he shall deem appropriate and award the contract on the basis of lowest price obtainable, provided that he shall never negotiate further with a bidder whose original bid

1. Editor's Note: This ordinance also provided for the renumbering of former §§ 55-5 through 55-10 as §§ 55-6 through 55-11, respectively.

price was higher than that of another bidder or bidders without also negotiating further with all such bidders whose original bid prices were lower; and provided, further, that unless the Town Manager has obtained the specific approval of the Town Council or unless he has entered into further negotiations as set forth above, he shall not award the contract to anyone other than the lowest responsible bidder. If the Town Manager negotiates with bidders or quoters as provided above, any qualified and registered local vendor submitting an original bid or quote not more than 5% higher than the lowest qualified bid or quote shall be awarded the contract or purchase order if such local vendor is willing to meet the lowest negotiated price.

**§ 55-7. Approval by Town Council for certain expenditures. [Amended 3-24-1987]**

All purchases or contracts which involve the expenditure of \$50,000 or more shall be approved by the Town Council.

**§ 55-8. Nonapplicability to professional services. [Amended 7-23-1996; 8-27-1996]**

The provisions of this chapter shall not apply to the purchase of surety bonds and insurance or to contracts for professional services with attorneys, physicians, architects, appraisers or other professionals where the services contracted for are primarily advisory ~~or consultant, in nature. nor shall said provisions apply to purchases made through the State of Connecticut for materials and commodities conforming to specifications of the State of Connecticut. The provisions of this chapter shall also not apply to regional or cooperative purchasing by the Town.~~

**§ 55-9. Division into parts prohibited; trade-in allowances. [Amended 11-16-1976; 3-24-1987]**

No purchase shall be divided into parts for the purpose of evading the intent of this chapter. Trade-in allowances shall be disregarded in determining the purchase price.

**§ 55-10. Waiver of requirements.**

Upon the recommendation of the Town Manager, the Town Council may, by majority vote, waive any or all requirements of this chapter for any particular purchase or contract.

**§ 55-11. Preservation of documents.**

A tabulation of all bids showing the names of the bidders, amounts of the bids and indicating in each case the successful bidder or, in the event of further negotiation, the results of said further negotiation and the bidder to whom the contract was awarded, together with the originals of all such bids and other documents pertaining to the award of contracts shall be preserved in ~~the office of the Town Manager for not less than six years, in accordance with the records retention schedule promulgated by the State Records Retention Administrator, where they and~~ shall be open to public inspection.

**NEW:55-12. Cooperative Purchasing**

Whenever it is to the advantage of the Town, the Town may purchase from bids called for by other governmental agencies or cooperative purchasing organizations provided that the bid process used by said other governmental agencies or cooperative purchasing organizations conform substantially to the bidding requirements contain in this Chapter. If a supply, material or equipment is available under multiple cooperative bids, then a comparison of all bids shall be made to determine which bid offers the best advantage to the Town. The use of cooperative bids shall be subject to the requirement of Section 55-7.



**MOTION:**

Agenda Item N-3

To appoint the attached members of the Unionville Historic District and Properties Commission as a Historic District and Properties Study Committee.

**NOTE:** The Unionville Historic District and Properties Commission has requested that the Town Council appoint their body as a Historic District and Properties Study Committee for the purpose of creating new historic districts, expanding existing historic districts and or designating new historic properties within Unionville pursuant to Connecticut General Statutes 7-147c (b) and 7-147r (b). Once these additional properties have been identified and nominated for designation, the list will be submitted for endorsement and approval by the Town Plan and Zoning Commission as well as the Town Council. In addition property owners are given the opportunity to vote for inclusion within a historic district.

/Attachment



January 10, 2017

Ms. Nancy Nickerson, Town Council Chair  
Farmington Town Council  
1 Monteith Dr.  
Farmington, CT 06032

Dear Ms. Nickerson,

On behalf of the Unionville Historic District and Properties Commission (UHDP), I would like to request that the Town Council appoint a Unionville Historic District and Properties Study Committee. The UHDP is excited to embark on an undertaking to expand the existing historic district. There are currently four property owners that have expressed interest in having their properties added to the Unionville Historic District. The first step in this process is to have the Town Council appoint the Study Committee. The Study Committee will be comprised of the same members currently serving on the UHDP. They are the following individuals:

Members: Lisa Johnson, Chair; Matt Pogson, Vice-Chair; Matt Ross, Secretary; Sherry Horton and  
Bob Hoffman

Alternates: Chris Forster, Howard Martin and Ann Vibert Wuelfing

Many thanks for your assistance with this matter.

Best regards,

Shannon K. Rutherford, P.E.

Assistant Town Planner

Staff Assistant to the Unionville Historic District and Properties Commission

Cc: Kathleen Eagen, Farmington Town Manager  
Lisa Johnson, Chair UHDP  
Paula Ray, Town Clerk  
File



MOTION:

Agenda Item N-4

To Authorize the Town Manager to execute all documents necessary for completion of the project associated with the construction of The Church of Jesus Christ of Latter-day Saints Temple.

NOTE: The construction of the Church of Jesus Christ of Latter-day Saints Temple was approved by the Town Plan and Zoning Commission on June 19, 2012. As a condition of the approval, the plans incorporated the necessity to Quit-Claim property between the Town of Farmington and The Church of Jesus Christ of Latter-day Saints, to develop a uniform Right-of-Way for Central Way which would become a new Town Road. The documents entail: (1) Quit Claim deeds for the ROW (2) Temporary Cul-de-Sac Easement (3) various Drainage Easements (4) Sidewalk Easements (5) Conservation Easement.

The Town Attorney has reviewed all required documents and has recommended my signature.

In summary documents are required to finalize Central Way as a new Town Road. All of these documents have been approved by both the LDS Church and the Town of Farmington. It is anticipated that the Town Council will be asked to approve Central Way as a Town Road at an upcoming Town Council meeting.

Town Staff will be present at the meeting to review and answer any questions.

MOTION:

Agenda Item N-5

To make a referral to Town Plan and Zoning Commission for a report under Section 8-24 of the Connecticut General Statutes to request an easement across town property to allow 1686 Farmington Avenue to access Serra Drive for the purpose of constructing a single family home.

NOTE:

The Town of Farmington has received a request from the owner of 1686 Farmington Avenue (property behind Best Cleaners) to grant an easement across a sliver of town property on Serra Drive.

A similar easement was approved on Serra Drive to The Carriers, LLC on May 28<sup>th</sup> 2002. This easement would allow the owner of the 1686 property to access Serra Drive for the construction of a single family home.

The first step in the process is a referral to the Town Plan and Zoning Commission (TPZ) for an 8-24 review pursuant to Connecticut General Statutes.

If the TPZ issues a positive report the issue will come back to the Town Council for an easement approval.

If the Town Council approves the easement the owner would then apply to the ZBA for a variance to the frontage requirement.

If the ZBA approves the variance the owner would then apply to the TPZ for a 1- lot subdivision.

If the 1- lot subdivision is approved by TPZ the owner would then construct a single family home fronting on Serra Drive.

The variance and the 1 lot subdivision will require a public hearing with notice to the abutting properties.

Town staff will be available to answer any questions that the Town Council may have.

/Attachment(s)

**CHRISTIAN R. HOHEB**

ATTORNEY AT LAW

314 Main Street  
Farmington, CT 06032

Telephone (860) 678-9345  
Facsimile (860) 678-9210

December 13, 2016

Ms. Kathleen Eagen, Town Manager  
Town of Farmington Board of Education  
One Monteith Drive  
Farmington, CT 06032

Re: 1686 Farmington Avenue, Farmington

Dear Ms. Eagen:

I represent 1686 Farmington Avenue, LLC owner of 1686 Farmington Avenue. My client seeks an easement over a small section of land located next to Serra Drive. The proposed easement is similar to the easement granted The Carriers, LLC in volume 739 at page 116 recorded February 26, 2003 in the Farmington Land Records.

Thank you.

Sincerely,



Christian R. Hoheb

cc William Warner, Town Planner



**NOTES REGARDING ALL INSTALLATION AREAS**

- Disturbed areas to be stabilized immediately upon final grading with mulch and so.
- Disturbed areas to be covered and seeded immediately upon final grading with a permanent vegetative cover (see "Seed Mixtures") until a temporary vegetative cover. Limbrows and berms shall be applied as required to produce satisfactory growth. The "temporary" seeding shall be done at the time of construction regardless of the time of year.
- A permanent vegetative cover shall be established on all disturbed areas with the recommended seed mixture listed below (see State of Connecticut DCF Form 218). Limbrows and berms shall be applied as required to produce satisfactory growth. The recommended seeding rates for "permanent" seeding are April 11 to May 11 and August 11 to September 11.

**SEED MIXTURES**

a) The "permanent" type grass seed mixture shall consist of the following:

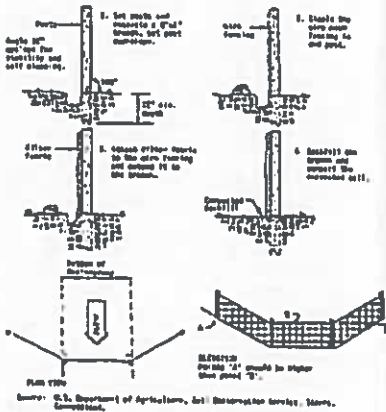
Species	Preparation by Weight (Pounds)	Minimum Purity (Percent)	Minimum Germination (Percent)
Kentucky Bluegrass (Pure genome)	25	81	73
Craymeyer Red Fescue (Festuca rubra)	35	86	81
6-10 Tall Fescue (Festuca arvensis-Kentucky 31)	20	96	87
Perennial Ryegrass (Lolium perenne)	2	98	98
Albino Clover (Trifolium hybridum)	1	98	81

b) The "temporary" grass seed shall be permanent ryegrass if used pursuant to an approved variety label, such as "Mastodon", having a minimum purity of 90 percent and a minimum germination of 90 percent.  
The seed mixture shall be delivered in new, clean, sealed containers. Labels and amounts shall conform to all State and Federal regulations. Seed shall be subject to the testing procedures of the Association of Official Seed Analysts.

**GENERAL EROSION/SEDIMENTATION CONTROL NOTES**

- Install lay bale check dams and/or fabric silt fence as necessary on the grade to the rear of construction to control erosion and sedimentation. Proper installation of hay bales/silt fence is critical to ensure proper functioning.
- All erosion and sedimentation control measures shall be inspected daily and immediately after periods of rainfall. Repair and/or replacement of erosion and sedimentation control measures shall be made as soon as the need is known. The contractor(s) working on the site will be responsible for the implementation and maintenance of erosion and sedimentation control measures on the site.
- It is intended that all erosion and sedimentation control measures shall conform to the publication entitled "Guidelines for Soil Erosion and Sediment Control" as prepared by the Connecticut Council of Soil and Water Conservation, January 1985 and published by the Connecticut Department of Environmental Protection.
- All limbs of disturbance are to be delineated in the field prior to the start of construction. Disturbance limits of 20 feet maximum beyond physical dimensions of the building and pavement areas are recommended.
- Disturb only the areas needed for construction and preserve all trees and shrubs wherever possible. Stump and temporarily stabilize all disturbed areas as soon as possible. Stockpile all topsoil and excess material within the areas of disturbance and ring each stockpile with hay bales or silt fence. Fine-grade and permanently stabilize all disturbed areas as soon as possible after completion of construction. Install anti-tracking pads at construction entrances and direct all vehicular movement to established parking areas.

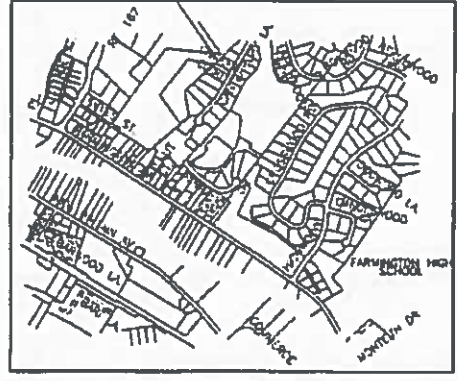
**Planning and Installation of a Synthetic Filter Barrier**



TF 54891=235.89  
FL=235.89

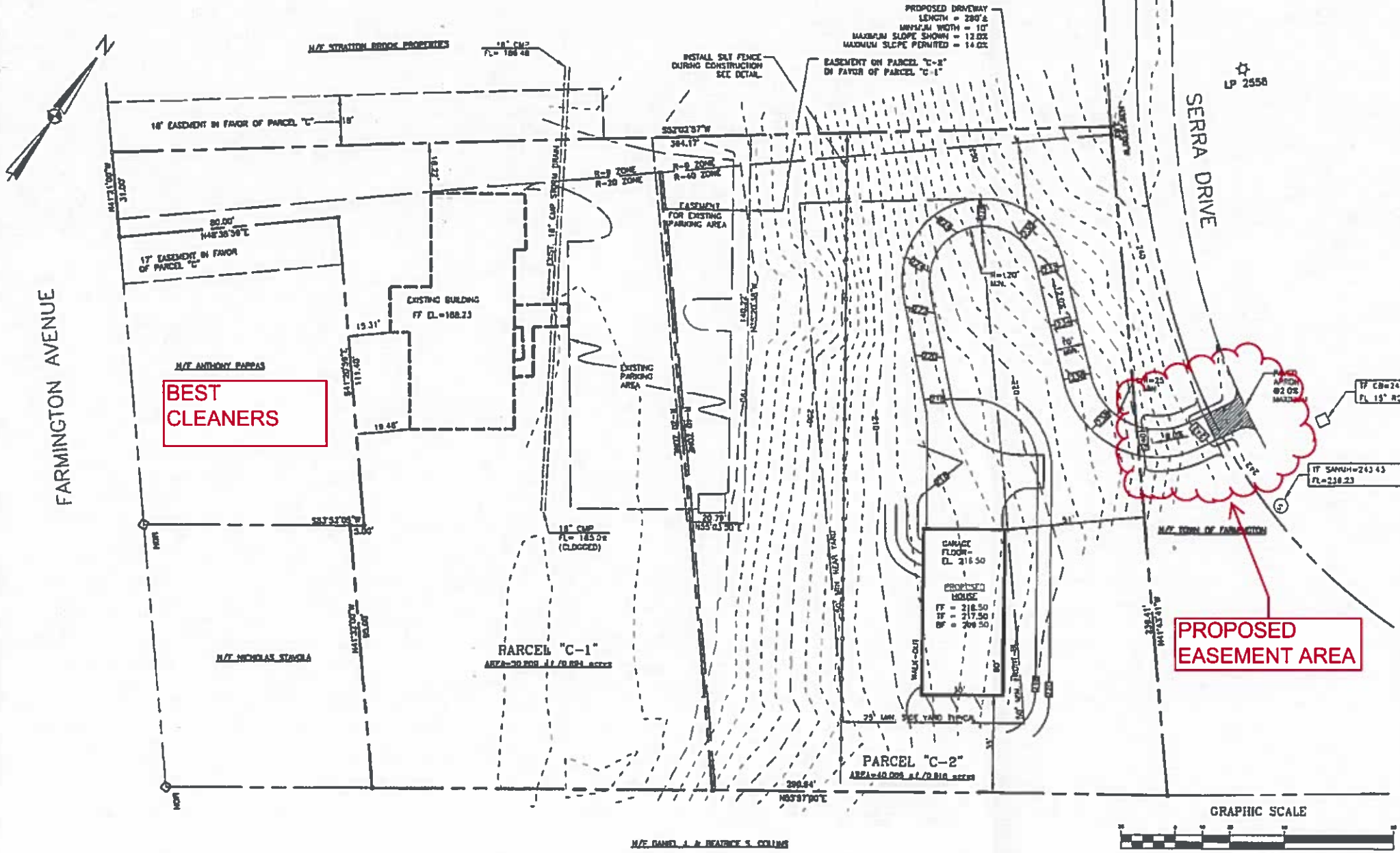
**NOTES RE: FARMINGTON TITLES**

The indications on plans or in other context of building dimensions of pipes, ducts, walls and other underground utilities, objects and conditions are approved to be approximately correct, as far as the knowledge of the Engineer permits, and the contractor shall have the right of error against the Town or Engineer unless he or she is, in the event that the conditions are not found to be even approximately correct or complete. The Contractor must make such investigations as he, she or it deems necessary and feasible, and is its own opinion of the materials and structures involved.  
Utility locations shown on these sheets are approximate and should be verified by the Contractor on the field. The Contractor shall advise the Call Before You Dig Number: 1-800-472-4153.  
The Contractor shall be responsible for the temporary and permanent support of all existing utility services in and adjacent to the construction area and shall comply with all the requirements and special details for the support of utilities required by each utility agency.



**NOTES**

- Property lines, dimensions, existing building, existing parking area, easements, zone lines, and miscellaneous information taken from Class A-2 survey map entitled "Plan of Subdivision of Land Owned by Perter Bylybashi, Farmington Avenue & Serra Drive, Farmington, Connecticut, Scale: 1"=40', Date: August 2002" by Hodge Surveying Associates, P.C., Unionville, Ct.
- Topography, existing utilities and miscellaneous information taken from field survey and Class A-2/T-2 survey map entitled "Improvement Location & Topographic Survey of Land Owned by Perter Bylybashi, Farmington Avenue, Farmington, Connecticut, Scale: 1"=40', Date: February 2002" by Hodge Surveying Associates, P.C., Unionville, Ct.
- Site is located in R-9, R-20 and R-40 Residential Zones.
- Total area of site (Parcel "C") = 70,214 s.f./1.612 acres. Total number of proposed lots = 2 Lots.
- Water supply by public water service.
- Sanitary sewage disposal by public sanitary sewer. (Note: A sewage pump will be required to connect the proposed house to the existing sanitary sewer in Serra Drive.)
- All construction methods and materials shall conform to the regulations and requirements of the Town of Farmington.
- The location of the proposed house and driveway on Parcel "C-2" as indicated on this plan are shown to demonstrate the feasibility of this site for development only, and this plan is not intended to indicate a final lot layout. Prior to the issuance of a building permit for Parcel "C-2", a detailed site plan must be prepared by a professional Engineer and approved by the town of Farmington.



TF CB=239.40  
FL 15' RCP=235.05

5 2558

SERRA DRIVE

TF CB=242.51  
FL 14' RCP=237.73

TF 54891=243.43  
FL=238.23

**PROPOSED EASEMENT AREA**

REVISIONS				
<b>FEASIBILITY SITE PLAN</b>				
FOR:				
<b>PERTEF BYLYBASHI</b>				
<b>PROPOSED TWO-LOT SUBDIVISION</b>				
<b>FARMINGTON AVENUE AND SERRA DRIVE</b>				
<b>FARMINGTON, CONNECTICUT</b>				
<b>DAVID F. WHITNEY,</b>				
<b>CONSULTING ENGINEERS</b>				
RIVERDALE FARMS				
Route 10 P.O. Box 1065				
Farmington, Connecticut 06031				
(860) 678-2567				
DATE:	SCALE:	DRAWN BY:	CHECKED BY:	SHEET NO.
AUG. 10, 2002	1"=20'	B.J.L.	DFW	1 OF 1
				PROJECT NO.
				02-03

**MOTION:**

Agenda Item N-6

To Accept Nadia's Way as a Town Road, from the intersection of Main Street (Route 10) a distance of approximately 510 Feet to its existing terminus.

**NOTE:** The Town Plan and Zoning Commission approved this development as a Town road. The developer, RS Builders & Developers, has completed the public improvements which include 510 linear feet of roadway, 34 linear feet of drainage pipe, 350 linear feet of underground storm drainage infiltration system, 535 linear feet of sidewalk, and 2 streetlights. These public improvements have been reviewed and approved by Town Staff, and the developer is requesting the Town Council approve this as a Town road. The Town is holding a maintenance bond for one year from date of acceptance.

**MOTION:**

Agenda Item N-7

To authorize the Town Manager to execute the required documentation for the Connecticut Department of Agriculture Farm Viability Grant Program Award for the purpose of infrastructure improvements at Fisher Farm/Sub Edge Farm located at 199 Town Farm Road.

**NOTE:** The Town of Farmington was notified by the Connecticut Department of Agriculture that they will be the recipient of a \$20,000 Farm Viability Grant. The Farm Viability Grant funds 60% of total project costs, while the remaining 40% is provided by the Town of Farmington through in-kind contributions and cash expenses from the Fisher Farm account. Total project cost is estimated at \$34,000 with the Town's share at approximately \$14,000 cash/in-kind services.

Per the lease agreement with Sub-Edge Farm, any repairs or capital expenditures, concerning structures other than the residence, in excess of \$5,000 shall be the responsibility of the Town. The 2017 Farm Viability Grant will make improvements to the cow barn to enable year-round crop storage, replace the skylight panel in the heifer barn and repair the roof on the tin barn, in accordance with the Sub Edge Farm Five -Year Capital Improvement Plan

The Town of Farmington received a \$15,000 Farm Viability Grant in 2016 for replacing the roof of the Vegetable Barn.

MOTION:

Agenda Item N-8

To approve the following property tax refunds:

<b>NAME</b>	<b>REASON</b>	<b>AMOUNT</b>
1)Acar Leasing Limited	Assessor's adjustment	\$266.93
2)Ari Fleet LT	Assessor's adjustment	\$905.91
3)Jasper Arnone	Double payment	\$14.18
4)Denise Atkinson	Assessor's adjustment	\$6.45
5)Ellen Babcock	Assessor's adjustment	\$18.04
6)Lucille Bessoni	Assessor's adjustment	\$186.39
7)CCAP Auto Lease	Assessor's adjustment	\$96.65
8)J & D Cianciolo	Double payment	\$2,316.73
9)Robin Cmiel	Assessor's adjustment	\$12.46
10)CMS/I Recruit	Double payment	\$298.80
11)Country Club of Farmington	Assessor's adjustment	\$5,099.32
12)Farmington Bank	Overpayment	\$1,000.00
13)Alfred Ferri	Assessor's adjustment	\$58.57
14)Catherine Gibson	Assessor's adjustment	\$265.92
15)Honda Lease Trust	Assessor's adjustment	\$20.91
16)Hyundai Lease Titling	Assessor's adjustment	\$284.63
17)Armen Kevorkian	Return of trash barrel	\$117.48
18)JP Morgan	Assessor's adjustment	\$333.08
19)Marceli Kuprewicz	Assessor's adjustment	\$149.26
20)Claire Ludlam	Assessor's adjustment	\$38.67
21)Mackb LLC	Double payment	\$6,608.58
22)Main St. Co LLC	Double payment	\$2,024.51
23)Ruth & Thomas Miller	Assessor's adjustment	\$41.30
24)Motorlease Corp.	Assessor's adjustment	\$34.41
25)Kenneth Namnoun	Double payment	\$1,810.02
26)Kathleen Perry	Assessor's adjustment	\$8.66
27)Porsche Leasing	Assessor's adjustment	\$2,043.14
28)Powerhouse Ptrs	Double payment	\$826.12
29)Bradley Schuster	Assessor's adjustment	\$43.00
30)J & J Selldorff	Double payment	\$9,867.04
31)Matthew Stamp	Assessor's adjustment	\$27.54
32)Zeena Tawfik	Assessor's adjustment	\$230.56
33)USB Leasing	Assessor's adjustment	\$110.75
34)Vault Trust	Assessor's adjustment	\$550.61
35)Ajalihu Wamuo	Assessor's adjustment	\$400.10
36)James Welch	Assessor's adjustment	\$34.57
37)Steven Wilson	Assessor's adjustment	\$235.63
	<b>TOTAL:</b>	<b>\$36,386.92</b>

MOTION:

Agenda Item O-1

Executive Session—To discuss matters concerning the sale or acquisition of real property.

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

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

That attendance in the Executive Session shall be limited to:

Members of the Town Council  
Town Manager

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