

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

Date: March 14, 2017
(Council Members should call the Town Manager's Office if 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. Proclamation – Diana M. Meyer
- D. Public Hearing
 - 1. A public hearing to amend Chapter 55 "Purchasing" of the Farmington Town Code. (attachment)
 - 2. A public hearing on the Town Manager's 2017-2018 Recommended Operating Budget. (attachment)
- E. New Items
- F. Public Comments
- G. Reading of the Minutes
 - 1. February 14, 2017 Regular Town Council Meeting
 - 2. February 28, 2017 Regular Town Council Meeting
- H. Reading of Communications and Written Appeals
 - 1. Resident Correspondence – Gail Garrard (Attachment)
 - 2. Resident Correspondence – Bill Colton (Attachment)
 - 3. Testimony – "Teacher's Pension Costs" (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 Renovation 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 — Community & Recreational Services Update,
West Woods Playground Update

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. Farmington Valley Health District (Parlow) (D)

M. Old Business.

1. That the term of Jack Matava on the Town Plan & Zoning Commission ends on January 2, 2018.

N. New Business

1. To set a public hearing on **Monday**, April 3, 2017 at 7:05 p.m. in the Town Hall Council Chambers on the Town Council's Proposed Budget for the Fiscal Year 2017-2018.
2. To cancel the March 28, 2017 Town Council Meeting.
3. To amend Chapter 55 "Purchasing" of the Farmington Town Code.
4. To appoint the Town's independent auditor for the fiscal year ending June 30, 2017.
5. To accept the attached Annual Report.
6. To approve the Central Connecticut Innovation Places Consortium (CCIPC) Innovation Places Implementation Grant Resolution.

7. To approve property tax refunds.

O. Executive Session
1. Land Acquisition

P. Adjournment

PROCLAMATION

WHEREAS, Diana M. Meyer has served on the Unionville Historic District and Properties Commission as an Alternate Member since its inception as a Study Committee in April 2007 through June 2016, and

WHEREAS, Diana M. Meyer was a founding member of the Unionville Village Improvement Association, served as President for a number of years, and was the first Chairperson of the Unionville Festival, and

WHEREAS, Diana M. Meyer has volunteered with the Unionville Museum since 1998 and served as Vice President for a number of years, and

WHEREAS, Diana M. Meyer has been instrumental in the preservation and documentation of Historic Unionville Village and archiving notable items at the museum, and

WHEREAS, Diana M. Meyer has always been a remarkable advocate and educated voice for the Unionville Village Community with a focus on preserving important historic elements while understanding the need for modernization, and

WHEREAS, Diana M. Meyer has always maintained a focus on the public good and acted to protect the public interest over private interests while donating countless hours of time, energy and personal commitment to better our community and enrich the lives of the residents of the Village of Unionville and the Town of Farmington.

NOW, THEREFORE, the Farmington Town Council hereby commends Unionville Historic District and Properties Commission member Diana M. Meyer for her excellent work on behalf of the community and we hereby thank her for her selfless dedication and immeasurable contributions and commitment to the Town of Farmington and its residents.

Dated this 14th day of February 2017 at Farmington, Connecticut.

Nancy Nickerson, Chair

Farmington Town Council

**LEGAL NOTICE
TOWN OF FARMINGTON
PUBLIC HEARING**

A Public Hearing will be held on Tuesday, March 14, 2017 at 7:00 p.m. in the Town Hall Council Chambers to amend Chapter 55 "Purchasing" of the Farmington Town Code.

Dated at Farmington, Connecticut this 1st day of March 2017.

Kathleen A. Eagen
Town Manager

**LEGAL NOTICE
TOWN OF FARMINGTON
PUBLIC HEARING**

A Public Hearing will be held on Tuesday, March 14, 2017 at 7:05 p.m. in the Town Hall Council Chambers on the Town Manager's 2017-2018 Recommended Budget.

Dated at Farmington, Connecticut this 1st day of March 2017.

Kathleen A. Eagen
Town Manager

March 14, 2017

Farmington Town Council and Members of the Public:

I present for your review the Town Manager's recommended budget for Fiscal Year 2017 - 2018. This budget is proposed, as always, with the Town of Farmington Vision Statement in mind. The Town of Farmington Vision Statement is that:

"...Farmington will be recognized as an historic and progressive town with an engaged citizenry committed to the betterment of the entire community. To that end, high quality services will be provided to a diverse population living and working in a balanced blend of open space, and residential housing and commercial properties supported by stable and equitable revenues..."

The General Fund Budget includes the recommended spending for the Town, for the school system, for debt service and for capital improvements. The recommended budgets for the Golf Course, Recreation Fund and solid waste collection and disposal are also included for your review.

The Town Council set a target in which the Town expenditure portion of the budget would increase no more than between 2.25%-2.75% above current expenditures. Along with the Town Council's budget target, the Town's Strategic Plan and the Town's Capital Improvement Policy were the policy guidelines at the forefront when formulating this budget. The budget building process focused on the following funding themes:

- 1) **Maintain current service levels.** Continue to fund accounts at levels that will enable service levels to remain at high standards. Additionally, any increase in service levels should be directly tied to accomplishing the Town's Strategic Plan/Town Manager goals.
- 2) **Maintain current Capital Funding levels.** The cost of maintaining the Town's infrastructure through the Capital Budget is a necessary expense that has to be recognized. The cost of not maintaining the Town's property, buildings, and equipment will have a significant negative long-term impact. This year's appropriation exceeds our Capital Improvement Policy guidelines and will allow us to continue to meet the Town's capital improvement needs as well as to move the Strategic Plan goals forward.
- 3) **Governor's Budget and its impact on Farmington.** The current State of Connecticut fiscal crisis should be recognized as a potentially significant driver in this budget process. The Governor's proposed budget has a considerable negative impact on the Town of Farmington. Grants from the State are proposed to be decreased by 29.14%. This decrease equates to a 1.24 mill rate increase alone. The Governor has also proposed that municipalities fund 1/3 of the annual Teacher Retirement contribution. The State has historically paid the entire liability. Farmington's proposed payment is \$3,343,850. This Town Manager recommended budget includes the reductions in State grants, but does not include any contribution to the Teacher's Retirement. We are hopeful that before the Town Council sends a budget to the Annual Town Meeting in April that more information will be available from the State. Additional budget workshops have been set in early April to review the budget again, if needed.

The recommended Town budget increase is 2.41%, which is below the Town Council target maximum. This recommended budget of 2.41% maintains the service levels that residents expect, however it does not allow for any real expansion of services.

In summary, an expenditure increase of 2.41% has afforded me the ability to continue to maintain services levels while meeting contractual and other obligations. This proposed town budget is very much a maintenance budget with modest increases in accounts where only absolutely necessary.

EXPENDITURES:

General Fund	2017/2018 TM Recommended	% Increase (Decrease)
General Administration	\$6,287,607	(2.0%)
Public Safety	\$9,831,839	2.8%
Public Works	\$4,880,266	4.9%
Community and Rec.	\$ 852,995	4.6%
Other	\$7,058,087	4.0%
TOTAL	\$28,910,794	2.41%

General Administration

The General Administration group of accounts includes expenses for the administrative branch of the Town government and funding for non-profit organizations that the Town supports.

Some areas to note:

- The Central Operations account shows one half of a secretary position that is shared with the Water Pollution Control Plant during the plant upgrade project.
- The Salary Reserve account in the Personnel budget will cover salary adjustments for nonunion staff and members of SEIU and IAFF. Salaries for members of AFSCME and IBPO are reflected in departmental accounts.
- The Registrars budget has been decreased because of the reduced costs associated with a non-presidential election year.
- The contribution to the library is \$2,486,715 which is a 2.5% increase above current budget levels.
- The Economic Development Commission shows an increase to fund community initiatives like the seasonal flower program.
- The Information Technology professional services account will support technology consulting services to enhance our security policies and practices.
- Insurance shows a 10.8% increase due to liability claims the Town has incurred as well as the addition of new fraud policies. New fire apparatus has also increased the Volunteer Firefighter Insurance policy.
- The Town Hall Electricity account has been increased to reflect actual usage as well as an anticipated rate increase. The increase in the Public Buildings group of accounts is a result of the Town Hall Electricity increase.

The proposed budget requested for this group of accounts is \$6,287,607 or a 2.0% decrease from the current budget.

Public Safety

The Public Safety group of accounts includes: fire, police, emergency medical and ambulance services, dispatching, and building inspection functions.

Some areas to note:

- The Fire Hydrant fees are projected to increase by 3.6% for the upcoming fiscal year.
- In Police, Full Time Payroll accounts reflect multiple years of contractual increases due to the timing of the contract settlement last year.
- The Police Animal Control Part Time Payroll account shows a modest increase to support civilian help in feeding and caring for impounded animals.
- The Police Fleet account includes funding for two new 24-hour patrol vehicles and a lease payment for one new unmarked vehicle. This account also funds lease payments for previously purchased unmarked vehicles. This is in line with our police vehicle replacement plan.
- The Gas and Diesel account(s) have been decreased to reflect reduced pricing.
- The Building Inspector Account shows a 5.5% increase. This increase supports the ViewPermit software system that was recently rolled out in the Development area. The program is an online and electronic permitting system. It replaced a software package from the 1980's.

The proposed budget request for this group of accounts is \$9,831,839 or a 2.8% increase above the current budget

Public Works

The Public Works group of accounts includes Public Works and Development, Highway and Grounds, and Engineering.

Some areas to note:

- In Highway & Grounds, Full Time Payroll accounts reflect multiple years of contractual increases due to the timing of the contract settlement last year.
- The Highway and Grounds Operations account shows funding for four (4) seasonal summer employees who will be used to supplement regular staff.
- The Gas and Diesel Fuel account(s) have been increased to reflect actual usage trends.
- The Parks and Grounds, Material & Supplies account, has been increased to follow our Recreation Policy and absorb costs previously budgeted in the Recreation Fund.
- The Seasonal Construction Inspector in the Engineering department was not filled last year due to a lack of suitable candidates; the position has been deleted from this budget.

The proposed request for the Public Works group of accounts is \$4,880,266, an increase of 4.9% above the current budget.

Community and Recreation Services

The Community and Recreation Services group of accounts include Community Services and Housing.

Some areas to note:

- The Outreach Account in Administration aggregates funding from other Department accounts to support the Department's publications and other marketing materials.
- The Professional Services account in Elderly Services funds Meals on Wheels and the needs of eligible residents that are not met by State relief programs.
- The Recreation Supervisor position has been partially funded in the Recreation Services account, in adherence to our Recreation Policy.

The total request for the Community and Recreation Services account is \$852,995, an increase of 4.6 %.

Other

The Other group of accounts includes funds for employee benefits and contingencies.

Some areas to note:

- The Workers Compensation account has been decreased due to favorable renewal rates resulting from large claims dropping off.
- The Pension contribution has increased due to an increase in the accrued liability for inactive members of the retirement plan and an increase in the amount of required contributions to the Defined Compensation Plan for recently hired employees.
- The Health Insurance account contains a 9.0% increase. This is the result of poor claims experience in the current year.
- The Health and Hypertension account has been decreased due a stabilization of claim costs.

The recommended budget request for this group of accounts is \$7,058,087, an increase of 4.0%.

The recommended total Town General Fund appropriation is \$28,910,794, which is a 2.41% increase above the current budget.

Debt

The Debt group of accounts includes appropriations to make principal and interest payments on the Town's long-term bonded debt. The total recommended amount for next fiscal year is \$7,315,700. This is an increase of \$488,331 or 7.15% from the previous year. In addition to the funds needed to pay debt service on existing debt obligations, funds are also included to pay the interest expense on a new issuance which will be sold in the fall of 2017. The new issue will finance open space acquisitions, a fire pumper engine, and road improvements. The issue may also include an initial amount of funds for the high school project assuming that it is approved at referendum prior to the issuance date. Funds are also included to pay the short term interest

cost on a projected \$42.0 million bond anticipation note that will be sold in April 2017. These notes are being issued to finance the wastewater treatment plant upgrade project.

Refuse Collection

The Refuse Collection budget includes the cost of collecting and disposing of solid, bulky and hazardous waste generated by Town residents and the Town’s landfill operation. This budget proposes no rate increase. The annual fee will remain at \$235.00 per household.

Town Expenditures by Object

I have also separated the budget by object, which includes Salaries, Benefits, Supplies, Equipment, Contractual, and Utilities. The increases for each object are as follows:

General Fund	2017/2018 TM Recommended	% Increase (Decrease)
Salaries	\$13,189,771	2.4%
Benefits	6,562,387	5.2%
Supplies	770,880	2.5%
Equipment	408,968	(19.1)%
Contractual	5,896,265	0.9%
Utilities	2,082,523	3.4%

Capital Improvements

The proposed General Fund appropriation to support the first year of the Capital Improvement Plan is \$2,728,000, which equals 2.64% of the recommended General Fund revenues for next fiscal year. Based on the Town’s Capital Improvement Policy, the Town’s objective is to contribute at least 2.5% of annual General Fund revenues allocated to the operating budget.

The proposed Capital Budget recommends funding slightly above the policy floor in order to move several Strategic Plan goals forward. The capital funding request for municipal projects is close to 50% related to strategic plan initiatives. As we move forward with increasing debt service payments to finance the upgrade of the Wastewater Treatment Facility and a potential Farmington High School renovation project, funding over the policy floor will become very difficult.

The Town’s Capital Improvement Policy and the Town’s Strategic Plan were the policy guidelines that were at the forefront when formulating the CIP while focusing the appropriations into four main funding themes. These themes are equipment/infrastructure/maintenance improvements, technology and communication initiatives, adherence to laws and compliance, and strategic plan initiatives.

Equipment/Infrastructure/Maintenance Improvements Summary

Each year in the capital budget we strive to make steady progress in this area. There is a continuous need to maintain the Town’s equipment and infrastructure and these needs touch all departments. Over the last several years the Town has been able to fund many of our equipment needs. This year we continue to fund in this area, but have also redistributed some equipment dollars to strategic plan goal initiatives.

This Capital Improvement Plan proposes to fund equipment purchases for the replacement of turnout gear, and a Brush Truck for the Fire Department. The Police Department shows funding for the replacement of a Supervisors SUV. Equipment purchases also include a road side mower, a road maintenance truck, a sandpro top dresser, and a grounds mower in the Public Works Department.

This proposed Capital Improvement Plan continues to fund infrastructure improvements including sidewalk replacement, the maintenance of our open space parcels, Town Hall parking lot improvements, and needed renovations to Stone House along with funds to begin fire station renovations.

Technology and Communication Summary

In the 21st century, a town's technology infrastructure must be maintained. It must keep up with the rapidly changing world of technology, as well as the expectations of residents and businesses. Town-wide technology improvements, as well as improvements specific to the Police Department and Town Clerk, are proposed in this Capital Improvement Plan.

This Capital Improvement Plan will provide funds to the Police Department to purchase license plate reader systems that allow patrol officers to automatically scan plates in the field. Since the Connecticut DMV eliminated the registration sticker program, police officers must manually check the status of each registration. The license plate readers will automate this process. Funds will allow the purchase of two additional mobile units and one stationary unit.

Technology is constantly evolving, and the proposed Capital Improvement Plan will also provide routine technology improvements to Town Hall, allowing all departments to deliver public goods and services effectively and efficiently.

The Town Clerk's office will continue the land record re-indexing project with its proposed funding. The funds in this budget will allow for 1961-1965's records to be digitized and available in the Town Clerk's vault and on the internet. This program continues to be very well received by the public and continues to grow in both use and associated revenue for copy fees.

Law and Compliance Summary

Several capital requests are required to be completed by law. We have to be in compliance with certain legislation and state requirements. The Engineering department has requested funds for environmental code compliance in order to be in compliance with Storm Water regulations and permitting requirements. It will allow the Town to complete water sampling and catch basin cleaning. Connecticut General Statutes Section 8-23 requires all Towns to update their Plan of Conservation and Development every ten years. Funds for the Planning Department will support the update that is due in 2018. Finally, there is proposed funding to complete work on the revaluation of all real property for the October 1, 2017 grand list.

Strategic Plan Initiatives Summary

Over the last several years the Town has been working hard to enhance both Unionville Center and Farmington Center. The Town has also been actively seeking ways to leverage funds through grants and to create partnerships to move our strategic plan goals forward. The Town has been successful in working closely with the CT Department of Transportation (DOT) and other state agencies to make significant inroads into realizing these strategic goals.

The Strategic Plan has set priorities, through the Gateway Committee (Town Manager Goal #1), for enhancing the landscape and other features surrounding the Route 4 DOT project in Farmington. The Town was awarded a STEAP grant of \$350,000 to assist in the funding of these enhancements. The design enhancements that the Town requested from the DOT include decorative lighting, decorative crosswalks, and decorative sidewalks. The Town of Farmington is responsible to fund the balance of these enhancements; therefore a funding request of \$400,000 is included in this Capital Improvement Plan. A shade tree landscape enhancement initiative is also funded in this plan. The initiative would allow the Town to plant approximately

100 flowering shade trees from Mountain Spring Road west into Farmington Center along Route 4 and has a funding level of \$25,000.

Town Manager Goal #9 prioritizes the completion of sidewalk construction in Unionville and to administer the Main Street Grant. The Town was awarded a \$425,000 Main Street Grant from the State of Connecticut for sidewalks in Unionville. The Main Street Grant is a matching grant and the continuation of sidewalks in Unionville Center has a funding need of \$375,000. As such, this was included in the capital plan. This phase of the project will cover sidewalks along Mill Street, Platner Street and School Street.

Goal 6 of the Strategic Plan seeks to promote the Recreation program in the Town of Farmington. Goal 6.4 specifically speaks to providing adequate funding for the maintenance of recreational facilities and other capital improvements. The Recreation Department recently moved to Depot Place to be housed with the Continuing Education and EXCL programs. Stone House on Westwoods Drive is in need of both interior and exterior renovations. This space will continue to be used as storage and meeting space for recreation functions as well as for public meeting space. The capital plan includes \$50,000 to begin exterior and interior renovations at Stone House.

Bonding Summary

There is no proposed bonding for FY 2017-2018 other than a potential Farmington High School Renovation project that will be a separate referendum item outside of the budget process.

Water Pollution Control Authority Budget

The Water Pollution Control Authority held a public hearing on its budget on March 8, 2017 at 7:00 p.m. in the Board of Education Conference room, Town Hall. The budget shows no increase in the sewer usage fee.

Board of Education

The Board of Education account includes a request of \$64,322,641, an increase of 2.61% above the current year budget. Details of the Education budget are included in the budget document provided by the Board of Education.

Expenditures

The total recommended budget for Fiscal Year 2017-2018 is \$103,277,135; an increase of \$2,677,420 or 2.66% above the current budget.

Category	2016-2017	2017-2018	Increase/Decrease	% Change
Board of Ed	\$62,686,075	\$64,322,641	\$1,636,566	2.61%
Town Operations	28,229,371	28,910,794	681,423	2.41%
Debt Service	6,827,369	7,315,700	488,331	7.15%
Capital Outlay	2,856,900	2,728,000	(128,900)	(4.51)%
Total	\$100,599,715	\$103,277,135	\$2,677,420	2.66%

GRAND LIST

The Grand List is broken down into three categories: Real Estate, Personal Property, and Motor Vehicles. The Real Estate account shows a 0.34% increase, the Personal Property account shows a 3.80% increase and the Motor Vehicles account shows a 1.07% increase. In summary, the Grand List increased by 0.59%, or \$21,138,543, for a total of \$3,595,959,571.

Category	2016-2017	2017-2018	Increase/Decrease	% Increase/Decrease
Real Estate	\$3,129,962,090	\$ 3,140,510,560	\$10,548,470	0.34%
Personal Property	\$213,845,102	\$221,970,453	\$8,125,351	3.80%
Motor Vehicles	\$231,013,836	\$233,478,558	\$2,464,722	1.07%
Total	\$3,574,821,028	\$ 3,595,959,571	\$21,138,543	0.59%

Some areas to note:

- Personal Property increased by 3.80%. This increase demonstrates the solid business environment in Farmington. Businesses are continuing to invest in Farmington.
- Real Estate grew by 0.34%. While a relatively small increase, growth in this area is indicative of a stable economy in Farmington.

REVENUES

I have broken down revenues into eight categories: Other Property Taxes, Licenses and Permits, Fines and Penalties, Interest, Grants, Service Charges, Other, Westwoods Golf Course.

Revenues	FY 16/17	FY 17/18	% Change
Other Property Taxes	\$1,175,000	\$1,200,000	2.12%
Licenses and Permits	694,500	648,000	(6.7)%
Fines and Penalties	40,000	39,000	(2.5)%
Interest	85,000	150,000	76.47%
Grants	5,850,171	4,145,382	(29.14)%
Service Charges	1,327,543	1,357,290	2.24%
Other	30,000	27,000	(10.00)%
Westwoods Golf Course	332,990	335,030	0.61%
Total	\$9,535,204	\$7,901,702	(17.13)%

In summary, projected non-tax revenues are \$7,901,702 or a (17.13) % decrease over the current year.

Some areas to note:

- Licenses and Permits have decreased (6.70) %, mainly attributable to decreased Building Permit Fees. The Town had experienced a spike in building permit revenue over the past few years which is now returning to more normal levels.
- Interest Income is projected to increase by 76.47% or \$65,000. Interest rates are rising and are expected to continue to do so next year.
- State and Federal Grants have been reduced by (29.14) %. Due to the uncertainty of the State budget process, this account reflects the reductions in grant funding that was included in the Governor's proposed budget.

- Service Charges are projected to increase by \$29,747 or 2.24%. Revenue collected from Tower Rental accounts for most of the increase. There are multiple communication towers in Town that generate yearly rental income.
- The Westwoods Contribution account includes a \$335,030 contribution from the West Woods Golf Course operations to the Operating Budget to help support golf course maintenance expenses in the budget.

Recommended Tax and Mill Rate:

The recommended General Fund budget will require a property tax rate of 26.83 mills, an increase of 1.05 mills. Below is the cost for the average homeowner with a house assessed at \$232,074:

Proposed Tax and Mill Rate	FY 16/17	FY 17/18
Tax Levy	\$91,776,511	\$96,083,433
Mill Rate	25.78	26.83
Mill Rate Change	0.68	1.05
% of Change	2.70%	4.10%
Real Estate Taxes for the Average Home Owner	\$5,981.97	\$6,226.55
Dollar Increase /decrease	\$157.05	\$244.58
Percent Increase/decrease	2.70%	4.10%

The recommended 2017-2018 budget meets the Town Council expenditure target. This budget maintains the service levels that Farmington residents and businesses have come to expect without any expansion of service. The budget supports the management of programs and services that are in accordance with industry best practices and adheres to the Strategic Plan and our strong financial policies such as the Town’s Capital Improvement Plan and the Recreation Operational Funding Policy. The budget was built to maintain current service levels, ensure that our capital improvement needs are met, and to respond to a State financial crisis that will certainly have a direct impact on the Town of Farmington.

This budget is essentially a maintenance budget. Despite a growing debt service obligation we have been able to maintain a strong capital improvement plan. The capital plan remains above the spending floor of 2.5% of recommended General Fund revenues for next fiscal year. Over half of the municipal capital plan is devoted to moving key goals of the Strategic Plan forward. Investment in our goals makes the Strategic Plan a living document and accomplishes plans and projects that have been many years in the making.

The State Budget, as proposed by the Governor, will have a significant impact on the Town of Farmington. We have included the reductions in grants in this proposal but have not included funding the new mandate on Teacher’s Retirement contributions. The State budget process is expected to last until at least June. As we move through our own budget workshop process this week I would urge the Town Council to focus on the expenditure side of the budget. We have set up special workshops in early April to continue our discussions. We are hopeful that there will be more information available from the State at that time that will allow us to confidently move a budget to the Town Meeting.

Despite reductions in grants and aid from the State and the potential of new and very large State mandated liabilities, we continually work to serve the community at a high level without substantially increasing tax resources. We do this while our population, infrastructure and calls

for service have grown significantly over the last decade. We continually review the organization for efficiencies, cost savings and implementation of best practices of municipal government. This has afforded us the ability to maintain services in a very uncertain State budget environment.

My staff and I stand ready to assist you in your deliberations during the next week.

Sincerely,

Kathleen Eagen

Town Manager

Anna Savastano

From: Gail <rubyboo2003@sbcglobal.net>
Sent: Thursday, February 16, 2017 6:15 PM
To: Town Council Account for e-Mail
Subject: Uconn Health Fire Department

Dear Farmington Town Council Members:

I am absolutely stunned. NBC news just announced the Uconn Health Fire Department is being disbanded and will be replaced by a municipal response. Uconn is a hotbed of potential hazmat situations with over 10 miles of hallway to respond to and protect. The local firefighters are not hazmat certified nor are they familiar with the intricacies of the building. Over 5000 people are on the property on a daily basis and it's now suggested that my tax dollars pay for an emergent, tactical and/or medical response by the Volunteer Fire Department? That is absolutely ridiculous. I am vehemently opposed to the Farmington Emergency Services responding to a state building when they should be ready and available to serve town residents at all times. In this day and age of "save a buck" it should NEVER be at the cost of lives. I predict it will be, should the town support the disbandment of Uconn Fire.

Sincerely,

Gail Garrard
15 Holmes Circle
Farmington Town Resident

To; Members of the Farmington Town Council
CC; Kathy Eagan, Town Manager
Date; March 3, 2017
Subject; Easement over town land adjacent to Serra Drive

Thank you for giving me and my fellow neighbors an opportunity to express our opposition to the granting of an easement as requested. I also appreciate the opportunity to reinforce our strong opposition to such request.

I present the following thoughts for your consideration.

CONNECTICUT GENERAL STATUTES 8-24

Attached is a copy of the governing statute, 8-24. It provides in pertinent part "No municipal agency or legislative body shall..." take specific actions relative to land, utilities, public housing and other matters relative to land "...until the proposal to take such action has been referred to the commission for a report." The statute is clear that if the Council decides not to take any action on the proposal then no referral is required to the TPZ. You may wish to review the statute but I believe it is clear that such TPZ referral is only required if the Council decides to take positive action as outlined in the statute.

HISTORY

There has been much discussion about an agreement arrived at as the result of the denial of a petition for an easement about 16 years ago. No one has been able to find such an agreement. At that time the petitioner, Carrier Corporation through Attorney Robert Ziegler, filed suit against the neighbors and, I believe, the town. The reason for the lawsuit was that Carrier wanted to build additional structures and that would require additional easements. Also at the time the Carrier request was supported by a homeowner of a house on Farmington Avenue. The Council at that time decided that the area bordering the South side of Serra Drive was town land or open space. Prior to the Council deciding that it was town land,, the maps did not all clearly define the strip of land as open space. The decision of the council was to make the maps clear that this was town land and to deny any pending request for easement at the time. I believe that it is this action and the then denial of pending requests that we all assumed was an "agreement". I would urge the Town Council to continue to deny any additional easements over that land.

NEIGHBORHOOD

In discussing the neighborhood, I am referring to the land area north of Farmington Avenue and between Highwood Road and Route 167. As I mentioned at the Council meeting there is a rather large ridge that runs east and west, roughly parallel to Farmington Avenue. That ridge is set back from Farmington Avenue allowing a number of buildings to be built north of the houses that front on Farmington Avenue. Those structures include an office building, a small apartment house and several private homes. All of those structures have their access on Farmington Avenue. In addition the owner of the property is "1686 Farmington Avenue". This in and of itself indicates that its access is to Farmington Avenue.

ENVIRONMENT IMPACT

The plan as outlined includes a "switchback" in order to allow a car to access the house from Serra Drive. As a result of requiring a switchback, there will be an excess impact on the environment. I believe that an exorbitant number of trees and other natural growth will have to be destroyed in order to accommodate the extended driveway. In addition, there is an undetermined impact of water flow on the land and unknown erosion as a result of normal rain and snow melt. Given that there is an alternate means of access, this impact alone requires the Council to deny the request.

In addition, in order to provide a level driveway there will need to be substantial fill added to the down side of the driveway or a significant cut into the hill on the up side. None of this disturbance to the natural environment is mentioned by the petitioner. The petitioner has provided no information regarding how they will deal with this significant impact on the environment.

Finally, as to environmental impact, I viewed the area in question myself. While I am not a land surveyor, the visual survey showed how steep the driveway would be and how impractical such a plan would be.

OPEN SPACE IMPACT

Given that the town has purchased and has had land donated over the years to preserve the open space, the Council should not easily grant any easement over such land. Who knows what the next request will be and you are setting a precedent here.

REASON FOR REQUEST

I did not hear a reason from the petitioner for this request to be granted. The proposed house appears to be slightly closer to the common driveway and parking lot behind Best Cleaners than it is to Serra Drive. The Best Cleaners driveway will provide less complicated access with less impact on the environment. There was some mention, without any substantiation, that to access Farmington Avenue would involve a steep driveway. While I am not a land surveyor, a review of the map seems to indicate that the access to Serra Drive, particularly near the actual road, is steeper than the access to the common parking lot. In any case, no mention was made as to the petitioner's reason for making such a request.

RECENT DISCUSSION BY TOWN COUNCIL

During the working portion of the recent Town Council meeting, there was a motion proposed and seconded relative to the action requested on the agenda item N-5. The motion made was to approve the request and forward it on to the TPZ. I was disappointed by this motion as it is our position that the motion should have read to deny the request.

OUR RECOMMENDATION

This request should be denied. No additional information is needed to determine that granting such easement would be detrimental to the Town's long term desire to preserve open land. No additional information is needed to see that a significant number of trees as well as other undetermined environmental impact will occur as a result of this request. This can be seen without even looking at the impact of the actual construction. Additionally, without seeing an actual agreement, the Town clearly established years ago that it did not wish to grant additional easements over this land. We ask that it be removed from the table and denied as soon as possible.

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[Connecticut General Statutes](#) > [Chapter 126](#) > [§ 8-24](#)

Connecticut General Statutes 8-24 – Municipal improvements

Current as of: 2014 | [Check for updates](#) | [Other versions](#)

No municipal agency or legislative body shall (1) locate, accept, abandon, widen, narrow or extend any street, bridge, parkway or other public way, (2) locate, relocate, substantially improve, acquire land for, abandon, sell or lease any airport, park, playground, school or other municipally owned property or public building, (3) locate or extend any public housing, development, redevelopment or urban renewal project, or (4) locate or extend public utilities and terminals for water, sewerage, light, power, transit and other purposes, until the proposal to take such action has been referred to the commission for a report. Notwithstanding the provisions of this section, a municipality may take final action approving an appropriation for any proposal prior to the approval of the proposal by the commission pursuant to this section. The failure of the commission to report within thirty-five days after the date of official submission of the proposal to it for a report shall be taken as approval of the proposal. In the case of the disapproval of the proposal by the commission the reasons therefor shall be recorded and transmitted to the legislative body of the municipality. A proposal disapproved by the commission shall be adopted by the municipality or, in the case of disapproval of a proposal by the commission subsequent to final action by a municipality approving an appropriation for the proposal and the method of financing of such appropriation, such final action shall be effective, only after the subsequent approval of the proposal by (A) a two-thirds vote of the town council where one exists, or a majority vote of those present and voting in an annual or special town meeting, or (B) a two-thirds vote of the representative town meeting or city council or the warden and burgesses, as the case may be. The provisions of this section shall not apply to maintenance or repair of existing property, buildings or public ways, including, but not limited to, resurfacing of roads.

Anna Savastano

From: Bill Colton <billterry5@hotmail.com>
Sent: Monday, March 06, 2017 4:38 PM
To: Town Council Account for e-Mail
Subject: Serra Drive

On March 3, I delivered a note to the town hall to be delivered to each member of the Council. I neglected to sign it so I just want you to know that it came from me, Bill Colton. Thank you for your help.

Terry & Bill Colton
5 Serra Drive
Unionville, CT 06085
billterry5@hotmail.com



March 6, 2017

Finance Committee
Legislative Office Building
Fintestimony@cga.ct.gov

RE: H.B. 7050, An Act Concerning Enhancements to Municipal Finance and Accountability

Dear Honorable Members of the Finance Committee,

Please accept this letter in opposition of Section 27 of H.B. 7050, An Act Concerning Enhancements to Municipal Finance and Accountability, which will shift the burden of 1/3 of the teachers' pension costs onto the backs of local property taxpayers.

Requiring municipalities to bear the burden for funding the state-run, state-managed Teachers' Retirement Fund is patently unfair. For more than 70 years, the state has chronically underfunded the Teachers' Retirement Fund, resulting in tremendous increases in the amount the state has had to contribute to the fund to address unfunded pension liabilities.

In the last 9 years, the amount the state is required to contribute to the teachers' pension fund has almost doubled - from \$518.6 million to \$1.01 billion. This is in large part because the state has made decisions which have directly resulted in chronically underfunding the State Teachers' Retirement Fund.

This bill will have significant impacts on the Town of Farmington's local budget, putting undue burden on the property tax payers. The Governor's latest budget reduced Farmington's state grants by approximately \$2 million. H.B. 7050 would require Farmington tax payers to contribute roughly an additional \$3.3 million to fund a portion of the State's Teacher Retirement Fund. This equates to approximately a 5% tax increase to Farmington residents, with no other changes to our budget.

Farmington has always taken measures to ensure financial stability, and this bill appears to penalize those towns that are fiscally responsible. If this bill





passes, the Town will have to make major reductions in all service areas including education and public safety to meet the financial obligations.

The proposal to shift 1/3 of the costs for funding of the State Teachers' Retirement Fund onto the Town is completely unacceptable. Moreover, there has been no real notice to the municipalities to prepare for such an impact. Therefore I urge the committee to oppose H.B. 7050, An Act Concerning Enhancements to Municipal Finance and Accountability.

Thank you for your time and attention to this matter.

Sincerely,

Kathleen A. Eagen
Town Manager
Town of Farmington

Cc:

Senator Beth Bye

Senator Terry Gerratana

Representative Derek Slap

Representative Michael Demicco



MOTION:

Agenda Item K

Report of the Town Manager — Community & Recreational Services Update, West Woods Playground Update

Department of Community & Recreational Services (FCS)

Attached is a newly designed marketing tool that our FCS staff is using to assist in fundraising and community outreach. I wanted to include this flyer to update you on the materials they are distributing as well as share some compelling statistical data on the department.

West Woods School Playground Update

Timeline:

- November 30, 2016 – Playground Committee receives letter of support from BOE / Superintendent for permitting and fundraising efforts.
- January 4, 2017 – The Inland Wetlands Commission approves the proposed playground project.
- January 24, 2017 – TC 8-24 referral to TPZ
- February 13, 2017 – TPZ positive support of playground in response to 8-24 referral

Summary of West Woods Playground Proposal:

The proposed playground area will include: swings, climbing equipment and a small kickball / play field. The area under the swings and climbing equipment will have mulch. The rest of the area will have lawn.

This proposed playground area is immediately adjacent to the existing asphalt playground area that the students currently use during recess. The existing asphalt playground area is adjacent to the cafeteria and easily accessed via the exterior doors to the cafeteria. The asphalt playground area includes a few basketball ball hoops, 4-Square areas and room for a few other games – jump rope, hula hoop, etc.

Fundraising Status and Efforts to Date:

In addition to the \$50,000.00 from the Lions Club the Playground Committee is actively working to secure additional funds for the playground construction. To date the following are some of their efforts: outreach at all four elementary schools and at West Woods via the PTO's and Friday Folders; they have collaborated with the Exchange Club and received funds from the Fireman vs West Woods teachers basketball game; the Rotary Club has agreed to support the project through their 'Spring Fling' event; and they are investigating setting up a fundraising campaign that will acknowledge donors with a gift on a graduated scale – larger donation = larger gift.



COMMUNITY & RECREATIONAL SERVICES

2016 AT A GLANCE...

The Community and Recreational Services Department's mission is to manage resources, provide wholesome programming and coordinate opportunities to achieve creative solutions for a healthy community.

WHO WE ARE

SUPPORTIVE SERVICES

- 1912** APPOINTMENTS TO SHOP AT THE FOOD PANTRY
- 535** HOURS OF YOUTH AND ADULT COUNSELING
- 481** RESIDENTS PARTICIPATED IN SEASONAL PROGRAMS
- 6108** RIDES PROVIDED BY DIAL-A-RIDE SERVICE
- 658** CLIENT ASSISTANCE APPLICATIONS PROCESSED

RECREATIONAL SERVICES

- 7408** YOUTH & ADULTS PROGRAM REGISTRATIONS
- 1120** SUMMER CAMP PARTICIPANTS
- 167** VOLUNTEERS, COACHES & INSTRUCTORS
- 1668** MEMBERS OF THE SENIOR CENTER *(204 over 90 yrs old!)*
- 31440** ROUNDS PLAYED AT WESTWOODS GOLF COURSE

COMMUNITY SERVICES

- 250** RESIDENTS VISITED SENIOR VENDOR FAIR
- 1200** APPROXIMATE SUMMER CONCERT ATTENDEES
- 97** SPONSORS FOR HOLIDAY & COMMUNITY PROGRAMS
- 354** BASKETS ASSEMBLED AT HOLIDAY FOOD DRIVES
- 33** AT-RISK YOUTH BENEFITTED FROM TEEN CENTER RESOURCES

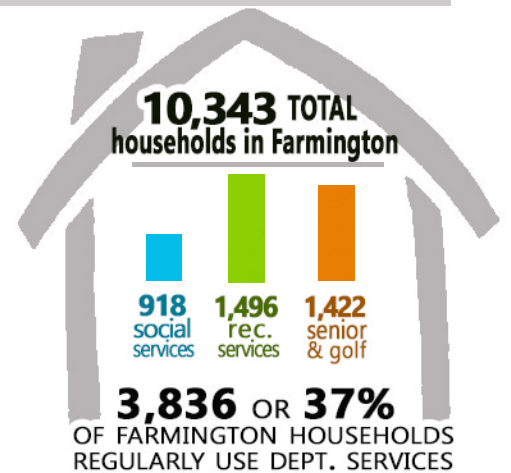
WHO WE SERVE

YOUTH (UNDER 18) ADULT (18-59) SENIOR (60+)

SOCIAL & SUPPORT SERVICES



RECREATIONAL & COMMUNITY SERVICES



*Figures are limited to database reports and golf course membership only. They do not reflect public events (i.e. summer concerts) or non-member golfers.

FUN FACTS

167 VOLUNTEERS CONTRIBUTED MORE THAN **5,954** HOURS OF SERVICE EQUIVALENT TO OVER **\$60,000***

*CALCULATED BASED ON CT MINIMUM WAGE STANDARDS

40,523 INTERACTIONS ACROSS ALL DIVISIONS

More than **2,000** youth counseling text messages sent to and from clinical staff

HIGHLIGHTS OF DEPARTMENTAL GOALS IN 2016

- exceeded goal of 2,750 units of social services to individuals in need
- offered more than 1,200 senior activities
- inspected all Section VIII and Maple Village apartments and town-owned rentals
- coordinated & allocated core programming efforts with Board of Education, EXCL & Continuing Ed.
- moved Recreation office to Depot Place
- hosted periodic meetings and seminars with special interest groups, such as elderly services and youth substance abuse trainings
- evaluated 19 plans for ADA compliance as a representative of the Human Relations Commission
- instituted Department-wide brochure



DEPARTMENT OF COMMUNITY & RECREATIONAL SERVICES

2 MONTEITH DRIVE, FARMINGTON	860-675-2390
1 DEPOT PLACE, UNIONVILLE	860-675-2540
321 NEW BRITAIN AVENUE, UNIONVILLE	860-675-2490
23 SCHOOL STREET, UNIONVILLE	860-675-2390
7 WESTWOODS DRIVE, FARMINGTON	860-675-2548

OUR PARTNERS

AARP
 ALZHEIMER'S RESOURCE CENTER
 BROOKDALE OF FARMINGTON
 BURLINGTON POLICE DEPARTMENT
 BURLINGTON BOARD OF EDUCATION
 *CASAC
 CENTRAL CONNECTICUT STATE UNIVERSITY
 COMMUNITY COURT
 COMMUNITY EMERGENCY RESPONSE TEAM
 *CONNECTICUT YOUTH SERVICES ASSOCIATION
 CT DEPARTMENT OF SOCIAL SERVICES
 CT DEPARTMENT OF CHILDREN & FAMILIES
 CT JR. REPUBLIC (CJR) - ACCRA PROGRAM
 EAST FARMS FIRE DEPARTMENT
 *FARMINGTON BANK
 FARMINGTON BOARD OF EDUCATION
 *FARMINGTON COMMUNITY CHEST
 FARMINGTON FIRE DEPARTMENT
 FARMINGTON FOOD PANTRY
 *FARMINGTON FUEL BANK
 FARMINGTON GIRL SCOUTS
 FARMINGTON LIBRARY
 FARMINGTON POLICE DEPARTMENT
 FARMINGTON PUBLIC SCHOOLS
 FARMINGTON SOCCER CLUB
 FARMINGTON VALLEY PHYSICAL THERAPY
 FARMINGTON VALLEY MUD HOGS
 FARMINGTON VALLEY VNA
 FARMINGTON YOUTH BASEBALL, SOFTBALL & LACROSSE
 FOCUS
 FOODSHARE
 FOR GOODNESS SAKE
 GEORGE'S PIZZA
 GIFTS OF LOVE
 HARTFORD HEALTHCARE
 HEARING CARE CENTERS
 HIGHLAND PARK MARKET
 HRA OF BRISTOL
 KNIGHTS OF COLUMBUS
 LENS CRAFTERS
 *LIST PROGRAM
 LITCHFIELD HILLS ORTHOPEDIC ASSOCIATES
 PARSON'S HARDWARE
 SERVICES FOR THE ELDERLY
 SOMA MOVEMENT STUDIO
 SOVEREIGN BANK
 STOP & SHOP UNIONVILLE
 *THE LIONS CLUB
 *THE SALVATION ARMY
 TFFD FIRE CADETS
 TUNXIS HOSE FIRE DEPARTMENT
 UCONN-ADOL. DEPRESSION & MARIJUANA PROGRAM
 UHART DEPARTMENT OF PHYSICAL THERAPY
 UNIONVILLE VILLAGE IMPROVEMENT ASSOCIATION
 VISITING ANGELS
 WEST HARTFORD POLICE DEPARTMENT
 WINDING TRAILS
 WOMEN, INFANTS, & CHILDREN (WIC)

** Organizations that contribute financial support to one or more Dept. programs*

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 Farmington Valley Health District for a three-year term beginning immediately and ending December 31, 2019. (Parlow) (D)

MOTION:

Agenda Item M-1

That the term of Jack Matava on the Town Plan & Zoning Commission ends on January 2, 2018.

NOTE: This is a correcting motion from the February 14, 2017 agenda. The motion stated that his term would end January 2020, instead of January 2018.

Town Clerk, Paula Ray will be available to answer questions.

MOTION:

Agenda Item N-1

To set a public hearing on Monday, April 3, 2017 at 7:05 p.m. in the Town Hall Council Chambers on the Town Council's Proposed Budget for the Fiscal Year 2017-2018.

NOTE: Please note this meeting will be held on **Monday**, April 3, 2017.

MOTION:

Agenda Item N-2

To cancel the March 28, 2017 Town Council Meeting.

NOTE: Historically, the Town Council has cancelled the second Town Council meeting.

MOTION:

Agenda Item N-3

To amend Chapter 55 "Purchasing" of the Farmington Town Code as attached.

NOTE: I have attached a redlined copy of the proposed changes to 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.~~
- D. That any variance to requested specifications shall be specifically stated by bidder.
- E. That no changes of any kind will be allowed unless specifically stated in the bid.
- F. That bids shall specify any and all warranties.
- G. That bids shall state delivery date.
- H. That bids are to be quoted f.o.b. Farmington, Connecticut.
- I. That the outside of the envelope containing the bid shall be plainly marked with the bid number and Bid Title.
- J. The amount and type of bid security to be submitted, if any.

- K. The amount and type of performance security to be required, if any.
- L. That the Town of Farmington reserves the right to accept or reject any or all bids and to waive ~~informalities~~ or irregularities.
- M. That the bid must be signed by an authorized person.
- 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;¹ 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, ~~T~~ 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-4

That the firm of _____ be appointed as the Town's independent auditor for the fiscal year ending June 30, 2017.

NOTE: Per Connecticut General Statutes, the Town Council each year must appoint an independent accounting firm to audit the Town's financial records for the soon to be completed fiscal year. The firm of Blum, Shapiro and Company, PC has been appointed as the Town's independent auditor since FY1994/1995. In 2012 Town staff undertook a request for proposals process to obtain proposals from accounting firms to perform the annual independent audit. A subcommittee of the Town Council reviewed the proposals, interviewed firms and recommended to the full Town Council that Blum Shapiro be retained for a five-year period.

The five-year term for Blum's engagement concluded with the completion of their audit of the FY2015/2016 financial statements. In anticipation of the end of Blum's engagement, staff issued a Request for Proposals to seek qualified accounting firms to undertake the independent audit of the Town's financial records for FY2016/2017 and the four succeeding fiscal years. Two proposals were received as a result of the RFP, from:

Blum, Shapiro and Company, West Hartford, CT

MahoneySabol, Glastonbury, CT

As the attached analysis shows, Blum's cost for the five year term was slightly higher than MahoneySabol (\$1,575). Both firms have a solid base of municipal clients and both have good references. In the opinion of staff either firm could satisfactorily undertake the audit of the Town's financial records.

Since this is a Town Council appointment and the work involves the independent review of town staff performance, staff feels that it is inappropriate for them to make a recommendation regarding the appointment.

This appointment will be for year one of the five year period. The cost for the audit will be either \$72,900 or \$72,500 depending upon which firm is chosen. Staff will be at the Council meeting to answer any questions on this matter.

/Attachment

RFP - Auditing Services

RFP Due: January 27, 2017

BASE BID

Time: 4:00 p.m.

FY 2017 - 2021

	Bidder 1		Bidder 2	
	BlumShapiro*		MahoneySabol	
Location of Office Staffing the Audit:	West Hartford, CT		Glastonbury, CT	
Number of municipal professional audit staff at this location:	52		16	
Number of municipal audit staff to be assigned to Town:	4		6	
DESCRIPTION	Proposed HOURS	AMOUNT	Proposed HOURS	AMOUNT
Audit and Report on Town's General Purpose Financials (1)	1,000	\$ 154,560	1,700	\$ 193,850
Board of Education:				
Board of Education Financials	300	41,225	450	51,620
School Lunch Program	75	10,305	55	5,255
School Activity Funds	75	10,305	75	9,255
ED001 (including special Education grants)	175	24,225	155	19,220
Federal & State Single Audit Act Statements and Reports	450	61,830	330	41,080
Total Board of Education	1,075	147,890	1,065	126,430
Housing Authority	500	57,700	275	38,265
Housing Authority Single Audit	125	15,465	125	15,495
Total Fees	2,700	\$ 375,615	3,165	\$ 374,040
Indicate amounts contained in (1) above for the following:				
Westwoods Fund	150	\$ 20,605	75	\$ 9,000
WPCA Fund	150	20,605	150	18,000
Pension Trust Fund	150	20,605	125	15,500
Waste Collection Fund	100	13,910	150	18,000
Total	550	\$ 75,725	500	\$ 60,500
DESCRIPTION	Proposed HOURS	Per Hour RATE over 5 years	Proposed HOURS	Per Hour RATE over 5 years
Partner	100	Total Fees:	325	Total Fees:
Manager	350	\$ 375,615	700	\$ 374,040
Supervisor	500		-	
Staff	1,750	Total Hours:	2,100	Total Hours:
	-	2,700		3,165
Municipal Discount				
Total	2,700	\$ 139.12	3,125	\$ 118.18
Rate for hours outside the specified scope, \$ per hour:				
Partner		\$360		\$250
Manager		\$225		\$15
Supervisor		\$160		\$0
Staff		\$100		\$100

*"Fees are quoted on a not-to-exceed basis, and you will not be billed for charges incurred in excess of our quote without first discussing the cause with you, exploring alternative approaches and receiving your approval. Should any unanticipated problems arise, we will let you know immediately and discuss with you the best course of action. Any out-of-pocket expenses incurred in the course of performing our work, such as travel, are included"

Account #:

Budget:

Recommendation:

MOTION:

Agenda Item N-5

To accept the attached Annual Report.

NOTE: This is the Annual Report for the Town of Farmington for July 1, 2015 to June 30, 2016. This report will be submitted to the April 17, 2017 Annual Town Meeting for approval.

/Attachment

MOTION:

Agenda Item N-6

To approve the Central Connecticut Innovation Places Consortium (CCIPC) Innovation Places Implementation Grant Resolution.

Resolution

Whereas, The Central Connecticut Innovation Places Consortium (CCIPC) is a tri-town partnership that covers the Towns of Farmington, Berlin and the City of New Britain, and

Whereas, this region was selected to receive a design Grant in the amount of \$40,000 from CTNext to create a strategic plan that fosters an environment that allows entrepreneurs and innovators a place to start and grow their businesses, and

Whereas, the Greater New Britain Chamber of Commerce is the lead private sector partner and Central Connecticut State University (CCSU) serves as the lead Anchor Institution and both have worked over the past six months to gather a team of businesses and institutions in the impact area to come together and support efforts to collect data and form a plan around the results that have been gathered, and

Whereas, the Implementation Grant Application is in a technical review period now with a final submission date of April 1, 2017, and

Now therefore be it resolved, the Farmington Town Council, fully supports these planning efforts and looks forward to assisting with any legislative action, planning activities or governance that may be required upon approval of the CCIPC as an Innovation Place by the CTNext Advisory Board.

NOTE: Last summer we were invited to partner with the Town of Berlin, the City of New Britain, the Greater New Britain Chamber of Commerce and CCSU Institute for Technology and Business Development to submit an Innovation Place Planning Grant to CT Next.

CTNext is a public/private network helping Connecticut's most promising startups succeed and grow. The Innovation Place Grant is a new initiative by CTNext. This initiative seeks to support entrepreneurs and municipal leaders to develop places that will attract talented high growth enterprises. The vision behind this initiative is that by providing areas that meet the needs of high growth enterprises they will be attracted to Connecticut. The goal is to have them relocate to Connecticut; creating jobs, attracting young people, and growing enterprises.

The grant application includes a two-step process. The Planning grant was submitted in early fall 2016 and the group was awarded \$40,000 to submit the Implementation Grant Application. The deadline for The Implementation Grant Application is April 1, 2017. According the grant guidelines the ideal applicant would be an entity with multiple partners creating a highly collaborative consortium to make their locale a destination for entrepreneurs and innovative people. Each municipality must endorse the concept of the application. If awarded the consortium would be awarded a \$ 1 million/per year for a 3 year period.

The resolution supporting this effort is required for the submission of the Implementation Grant.

MOTION:

Agenda Item N-7

To approve the following property tax refunds.

NAME	REASON	AMOUNT
1)Pietro Aniello	Assessor's correction	\$114.21
2)B Buchs & D Kalman	Double payment	\$1,748.66
3)Gerald Castle	Double payment	\$90.31
4)Rachel Deane	Double payment	\$2,595.00
6)Steven & Tricia Dilella	Double payment	\$2,296.87
7)H Elish & S Cassell	Assessor's correction	\$315.63
8)Jennifer Finchman	Assessor's correction	\$338.49
9)Glenn Formica	Assessor's correction	\$71.41
10)Honda Lease Trust	Assessor's correction	\$672.11
11)Hyundai Lease Titling	Assessor's correction	\$270.58
12)Mark Kirschner	Double payment	\$3,485.85
13)B & B Lewis	Assessor's correction	\$328.95
14)Prohealth Physicans	Assessor's correction	\$337.72
15)Woodrow Saccoccio	Double payment	\$2,146.96
16)Raymond Stansfield	Overpayment	\$50.00
17)A & N Tyner	Double payment	\$4,338.78
18)Lance Violette	Assessor's correction	\$157.70
19)Webster Trust Co.	Double payment	\$1,679.96
	TOTAL:	\$21,039.19

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.