

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

****Please note that this is a Monday****

Date: April 3, 2017 (**Monday**)
(Council Members are asked to call the Town Manager's Office if they are unable to attend.)

Time: 7:00 p.m.

Location: Town Hall Council Chambers

Agenda

- A. Call to Order
- B. Pledge of Allegiance
- C. Proclamations and Recognitions
 - 1. Aiden Coyle – Eagle Scout
 - 2. Spencer Schaller –Eagle Scout
- D. Public Hearing
 - 1. A public hearing on the Town Council's Proposed Budget for the Fiscal Year 2017-2018 (attachment).
- E. New Items
- F. Public Comment
- G. Reading of Minutes
 - 1. March 15, 2017 Special Town Council Meeting (budget)
 - 2. March 15, 2017 Regular Town Council Meeting
 - 3. March 16, 2017 Special Town Council Meeting (budget)
 - 4. March 18, 2017 Special Town Council Meeting (budget)
- H. Reading of Communications and Written Appeals
 - 1. Legislative Correspondence
 - 2. Resident Correspondence – Lara Dutil
- I. Report of Committees
 - 1. UConn Health Committee(s)
 - 2. Land Acquisition Committee
 - 3. Green Efforts Committee
 - 4. Joint Town of Farmington/City of Hartford 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—Quarterly Reports, Memorial Day Parade, Economic Development 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)
 10. Bicycle Advisory Committee
 11. Human Relations Commission (Sliwinski) (R)
- M. Old Business. None
- N. New Business
1. To approve the Town Council's Recommended Budget for the Fiscal Year 2017-2018.
 2. To approve the attached Warning for the May 1, 2017 Second Town Meeting and the May 11, 2017 Referendum.
 3. To schedule a Special Town Council Meeting (if needed) on Friday April 28, 2017 in the Town Hall Council Chambers at 4:00 p.m. to approve the Town Council's 2017-2018 Second Recommended Budget.
 4. To authorize the Town Manager to execute an Open Space and Watershed Land Acquisition Grant Agreement and a Conservation and Public Recreation Easement and Agreement for a grant in the amount of \$578,500 for the purchase of 8885 South Ridge Road.

5. To approve the Americans with Disabilities Act (ADA) Policy and Grievance Procedure.
 6. To approve the Fair Housing Resolution for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.
 7. To adopt the Affirmative Action Plan for the Town of Farmington.
 8. To adopt the Compliance with Title VI of the Civil Rights Act of 1964 Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.
 9. To adopt the Fair Housing Policy Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.
 10. To authorize the Town Manager to execute the contract for "Turn-Key LED Street Light Project" with Tanko Street lighting, Inc. for the purpose of proceeding with Task 1: Audit and Design for \$32,000.00.
 11. To approve property tax refunds.
- O. Executive Session
1. Land Acquisition
- P. Adjournment

PROCLAMATION

WHEREAS, the Boy Scouts of America help train the youth of our community with skills which serve them well in the future, and

WHEREAS, many of our youth participate in activities of the Boy Scouts of America which benefit our community, and

WHEREAS, one of the crowning achievements of Boy Scouting is the attainment of the rank of Eagle Scout, and

WHEREAS, Aiden Coyle from Troop 170 Boy Scouts of America recently completed the requirements for Eagle Scout, and

WHEREAS, Aiden Coyle's project involved the restoration of the outdoor ticket booth at the Railroad Museum of New England in Thomaston, Connecticut, which included replacing siding on the back of the booth and repairing the roof, as well as repainting the entire booth and two railroad crossing signs, and

WHEREAS, Aiden Coyle also worked hard rehabilitating the entrance garden to the Rail Road Museum, expanding it by 12 feet, removing and replacing all railroad ties surrounding the garden and re-mulched the area, and

WHEREAS, Aiden Coyle has demonstrated leadership and academic success as part of the Event Leadership Team and the Logistics Committee for the Farmington Valley Relay for Life, and as a recipient of Alex P. Franklin Award, 2016 Best Work Ethic in Precision Machining Award, 2015 JNWebster Summer Camp Honor Camper Award, and

WHEREAS, Aiden Coyle serves as the Assistant Senior Patrol, and has implemented a planned program to get new scouts to the troop through Scout and Tenderfoot rank, and oversees all program for troop meetings, outings, and campouts, and

WHEREAS, as a result of Aiden Coyle's work, the lives of the people of Farmington will be enriched and enhanced.

NOW, THEREFORE, BE IT RESOLVED, that on behalf of the Farmington Town Council, we hereby extend Aiden Coyle our best wishes and we hereby proclaim April 3, 2017 as Aiden Coyle Day in Farmington, Connecticut.

DATED AT FARMINGTON, CONNECTICUT this 3rd day of April 2017.

Nancy W. Nickerson, Chair
Farmington Town Council

PROCLAMATION

WHEREAS, the Boy Scouts of America help train the youth of our community with skills which serve them well in the future, and

WHEREAS, many of our youth participate in activities of the Boy Scouts of America which benefit our community, and

WHEREAS, one of the crowning achievements of Boy Scouting is the attainment of the rank of Eagle Scout, and

WHEREAS, Spencer Schaller from Troop 68 Boy Scouts of America recently completed the requirements for Eagle Scout, and

WHEREAS, Spencer Schaller's project involved the construction of an outdoor prayer space at the Our Lady of Calvary Women's retreat in Farmington, Connecticut, and

WHEREAS, Spencer Schaller installed six foot sitting benches made from pressure treated and composite wood built as well as a ½ inch stone pathway with steel edging surrounding a statue of Mary to create a pleasant space to think, pray or talk, and

WHEREAS, Spencer Schaller has demonstrated leadership and academic success as a recipient of the Dr. Bernard Harris Supernova Award, National Youth Leadership Training Certificate, Camp Workcoeman Shawton Outpost Trek Award, Award for Academic Excellence and Leadership in Spanish and Science, Kingswood Oxford Alumni Character Award, and the Martin Nicholson Scholarship, and

WHEREAS, as a result of Spencer Schaller's work, the lives of the people of Farmington will be enriched and enhanced.

NOW, THEREFORE, BE IT RESOLVED, that on behalf of the Farmington Town Council, we hereby extend to Spencer Schaller our best wishes and we hereby proclaim April 26, 2017 as Spencer Schaller Day in Farmington, Connecticut.

DATED AT FARMINGTON, CONNECTICUT this 11th day of April 2017.

Nancy W. Nickerson, Chair
Farmington Town Council

**LEGAL NOTICE
TOWN OF FARMINGTON
PUBLIC HEARING**

A Public Hearing will be held 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.

Dated at Farmington, Connecticut this 20th day of March 2017.

Kathleen A. Eagen
Town Manager

TOWN OF FARMINGTON, CT

FY2017-2018

**TOWN COUNCIL
PROPOSED BUDGET**

**PUBLIC HEARING:
APRIL 3, 2017**

**FY2017/2018
TAX AND BUDGET WORKSHEET
TOWN COUNCIL PROPOSED BUDGET
MARCH 18, 2017**

	FY16/17 Adopted Budget	FY17/18 Town Council Proposed Budget	Dollar Change	% Change
<u>EXPENDITURES</u>				
Education	62,686,075	64,172,641	1,486,566	2.37
Town	28,229,371	28,860,794	631,423	2.24
Debt Service	6,827,369	7,315,700	488,331	7.15
Capital Improvements	2,856,900	2,398,000	(458,900)	(16.06)
Total	<u>100,599,715</u>	<u>102,747,135</u>	<u>2,147,420</u>	2.13

GRAND LIST

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	<u>3,574,821,028</u>	<u>3,595,959,571</u>	<u>21,138,543</u>	0.59

REVENUES

Other Property Taxes	1,175,000	1,200,000	25,000	2.13
Licenses and Permits	694,500	648,000	(46,500)	(6.70)
Fines and Penalties	40,000	39,000	(1,000)	(2.50)
Interest	85,000	150,000	65,000	76.47
Grants	5,850,171	4,145,382	(1,704,789)	(29.14)
Service Charges	1,327,543	1,357,290	29,747	2.24
Other	30,000	27,000	(3,000)	(10.00)
Westwoods Contribution	332,990	335,030	2,040	0.61
Total	<u>9,535,204</u>	<u>7,901,702</u>	<u>(1,633,502)</u>	<u>(17.13)</u>

TAX & MILL RATE

Tax Levy	\$ 91,776,511	\$ 95,553,433
Mill Rate	25.78	26.68
Mill Rate Change	0.68	0.90
% Change	2.7%	3.50%
Avg Residential Assessment	\$ 232,074	\$ 232,074
Real Estate Taxes	\$ 5,981.97	\$ 6,191.54
Dollar Increase	157.05	209.57
Percent Increase	2.7%	3.50%

TOWN OF FARMINGTON, CT
FY2017/2018
TOWN COUNCIL PROPOSED BUDGET
GENERAL FUND REVENUE

<u>ACCOUNT DESCRIPTION</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 TOWN COUNCIL PROPOSED</u>	<u>% CHANGE</u>
PROPERTY TAXES						
CURRENT TAXES	87,885,196	91,064,511	89,106,114	91,381,514	94,845,433	4.15%
DELINQUENT TAXES	301,512	200,000	103,053	191,058	200,000	0.00%
INTEREST & LIENS	246,463	225,000	112,787	212,199	225,000	0.00%
SUPPLEMENTAL TAXES	746,518	750,000	646,186	827,252	775,000	3.33%
TOTAL	89,179,689	92,239,511	89,968,141	92,612,023	96,045,433	4.13%
LICENSES AND PERMITS						
DOG LICENSES	8,422	6,000	4,380	5,727	6,500	8.33%
BUILDING PERMITS	526,524	675,000	370,787	590,929	625,000	-7.41%
OTHER PERMITS	26,060	13,500	11,840	17,922	16,500	22.22%
TOTAL	561,006	694,500	387,007	614,578	648,000	-6.70%
FINES AND PENALTIES						
COURT FINES	49,797	37,000	9,010	37,745	37,000	0.00%
DOG FINES & CHARGES	1,820	3,000	715	1,751	2,000	-33.33%
TOTAL	51,617	40,000	9,725	39,496	39,000	-2.50%
INTEREST						
INTEREST EARNINGS	98,512	85,000	83,672	145,164	150,000	76.47%
TOTAL	98,512	85,000	83,672	145,164	150,000	76.47%
STATE AND FEDERAL GRANTS						
PILOT: STATE-OWNED PROPERTY	3,147,460	3,086,385	3,134,814	3,134,814	2,526,231	-18.15%
PILOT: COLLEGES & HOSPITALS	29,785	29,924	29,691	29,691	19,650	-34.33%
VETERAN'S EXEMPTION	5,873	5,873	5,816	5,816	5,985	1.91%
ELDERLY CIRCUIT BREAKER	138,586	138,586	127,805	127,805	131,512	-5.10%
ELDERLY TAX FREEZE	929	929	851	851	875	-5.81%
PEQUOT/MOHEGAN FUND GRANT	31,572	29,874	9,932	29,796	30,223	1.17%
PILOT: TELECOMM EQUIP	103,812	112,713	-	108,018	105,915	-6.03%
REVENUE SHARING-PROJECTS	545,804	545,804	-	545,804	-	-100.00%
REVENUE SHARING-SALES TAX	-	241,319	335,287	335,287	482,637	0.00%
SOCIAL SERVICE GRANTS	8,574	12,000	3,631	8,291	8,500	-29.17%
POLICE GRANTS	185,310	75,000	95,499	74,666	78,000	4.00%
TOWN AID ROADS	373,341	373,341	186,719	373,438	373,438	0.03%
PLANNING GRANT	10,000	-	-	-	-	0.00%
EDUCATION GRANTS	1,559,944	1,181,846	547,539	1,036,863	-	-100.00%
SPECIAL EDUCATION	-	-	-	-	382,416	0.00%
TRANSPORTATION GRANT	15,302	16,577	-	-	-	-100.00%
SCHOOL BLDG GRANT	162,932	-	-	-	-	0.00%
TOTAL	6,319,226	5,850,171	4,477,584	5,811,140	4,145,382	-29.14%

TOWN OF FARMINGTON, CT
FY2017/2018
TOWN COUNCIL PROPOSED BUDGET
GENERAL FUND REVENUE

<u>ACCOUNT DESCRIPTION</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 TOWN COUNCIL PROPOSED</u>	<u>% CHANGE</u>
SERVICE CHARGES						
REAL ESTATE CONVEYANCE TAX	489,653	550,000	391,861	590,556	550,000	0.00%
BUSING FEES	3,465	5,785	5,155	6,835	5,800	0.26%
RENTALS	6,042	4,500	4,240	6,270	6,000	33.33%
TOWER SPACE RENTAL	175,991	151,258	86,383	176,000	175,000	15.70%
HOUSING	51,807	52,000	28,338	48,580	55,490	6.71%
POLICE SERVICES	255,808	225,000	96,662	226,908	235,000	4.44%
TOWN CLERK FEES	241,804	285,000	174,243	291,734	285,000	0.00%
SEWER INSPECTION FEE	-	17,000	-	-	7,500	-55.88%
ZONING HEARINGS	69,675	22,000	10,954	20,364	22,500	2.27%
ALARM FINES & CONNECTIONS	13,075	15,000	4,900	14,150	15,000	0.00%
TOTAL	1,307,320	1,327,543	802,736	1,381,397	1,357,290	2.24%
OTHER REVENUES						
OTHER ASSESSMENTS	139,662	5,000	1,395	2,000	2,000	-60.00%
OTHER REVENUES	51,037	25,000	30,402	37,428	25,000	0.00%
TOTAL	190,699	30,000	31,797	39,428	27,000	-10.00%
OTHER FUNDS						
WESTWOODS CONTRIBUTION	-	332,990	100,000	330,660	335,030	0.61%
TOTAL	-	332,990	100,000	330,660	335,030	0.61%
TOTAL REVENUES	\$ 97,708,068	\$ 100,599,715	\$ 95,860,662	\$ 100,973,886	\$ 102,747,135	2.13%

TOWN OF FARMINGTON, CT
FY2017/2018
TOWN COUNCIL PROPOSED BUDGET
GENERAL FUND APPROPRIATIONS

<u>DEPARTMENT</u>	<u>2015/2016</u> <u>ACTUAL</u>	<u>2016/2017</u> <u>REVISED</u> <u>BUDGET</u>	<u>2016/2017</u> <u>7 MONTH</u> <u>ACTUAL</u>	<u>2016/2017</u> <u>ESTIMATED</u> <u>12 MONTHS</u>	<u>2017/2018</u> <u>MANAGER</u>	<u>2017/2018</u> <u>TOWN</u> <u>COUNCIL</u> <u>PROPOSED</u>	<u>%</u> <u>CHANGE</u>
<u>GENERAL GOVERNMENT</u>							
TOWN MANAGER	403,594	486,188	290,369	507,935	510,321	505,321	3.94%
FINANCE	1,115,134	1,110,563	659,809	1,108,033	1,129,472	1,129,472	1.70%
PROBATE	15,096	15,000	9,430	15,000	15,000	15,000	0.00%
REGISTRARS OF VOTERS	98,568	124,879	68,902	110,638	110,158	110,158	-11.79%
TOWN COUNCIL	53,535	53,000	38,006	52,543	56,300	56,300	6.23%
PERSONNEL SERVICES	59,392	494,708	27,798	70,019	215,300	215,300	-56.48%
LEGAL	151,096	185,000	54,940	145,688	185,000	185,000	0.00%
TOWN CLERK	313,857	327,394	187,559	327,576	337,757	337,757	3.17%
ECONOMIC DEVELOPMENT	128,219	118,489	73,604	127,573	135,103	135,103	14.02%
REGIONAL ASSOCIATIONS	2,586,389	2,663,927	2,660,557	2,663,927	2,727,667	2,720,967	2.14%
PLANNING & ZONING	359,324	346,861	166,328	302,298	323,253	323,253	-6.81%
PUBLIC BUILDINGS	234,423	221,809	98,831	252,796	247,661	247,661	11.66%
INSURANCE	227,579	265,930	258,452	262,345	294,615	294,615	10.79%
TOTAL-GENERAL GOVT	5,746,207	6,413,748	4,594,584	5,946,372	6,287,607	6,275,907	-1.97%
<u>PUBLIC SAFETY</u>							
FIRE MARSHAL	1,164,615	1,029,747	523,994	1,029,701	1,066,841	1,066,841	3.60%
FIRE DEPARTMENT	1,482,735	1,539,046	876,556	1,535,121	1,528,164	1,528,164	-0.71%
POLICE	5,705,569	5,803,799	3,326,543	5,854,153	6,009,015	5,982,015	3.07%
COMMUNICATIONS CENTER	1,022,206	990,692	655,440	1,039,144	1,013,956	1,013,956	2.35%
EMS SERVICES	62,429	21,225	21,225	21,225	22,055	22,055	3.91%
BUILDING INSPECTOR	176,391	181,811	104,485	182,276	191,808	191,808	5.50%
TOTAL-PUBLIC SAFETY	9,613,946	9,566,320	5,508,244	9,661,619	9,831,839	9,804,839	2.78%
<u>PUBLIC WORKS</u>							
PUBLIC WORKS ADMIN	107,941	100,922	55,727	86,770	103,790	103,790	2.84%
HIGHWAY & GROUNDS	3,626,590	3,996,967	2,311,471	4,218,381	4,234,405	4,227,405	5.77%
ENGINEERING	496,715	552,289	293,275	471,156	542,071	542,071	-1.85%
TOTAL-PUBLIC WORKS	4,231,246	4,650,178	2,660,474	4,776,307	4,880,266	4,873,266	4.95%
<u>COMMUNITY & RECREATIONAL SERVICES</u>							
COMMUNITY & REC SERVICES	852,769	788,260	422,809	771,807	828,310	828,310	5.08%
HOUSING	22,986	27,370	11,733	23,560	24,685	24,685	-9.81%
TOTAL-COMM & REC SERVICE	875,754	815,630	434,542	795,367	852,995	852,995	4.58%
<u>OTHER</u>							
BENEFITS	6,407,091	6,773,495	6,044,171	6,683,723	7,048,087	7,043,787	3.99%
OTHER	-	10,000	-	-	10,000	10,000	0.00%
TOTAL-OTHER	6,407,091	6,783,495	6,044,171	6,683,723	7,058,087	7,053,787	4.05%
TOTAL-TOWN BUDGET	26,874,244	28,229,371	19,242,015	27,863,388	28,910,794	28,860,794	2.24%

TOWN OF FARMINGTON, CT
 FY2017/2018
 TOWN COUNCIL PROPOSED BUDGET
 GENERAL FUND APPROPRIATIONS

<u>DEPARTMENT</u>	<u>2015/2016 ACTUAL</u>	<u>2016/2017 REVISED BUDGET</u>	<u>2016/2017 7 MONTH ACTUAL</u>	<u>2016/2017 ESTIMATED 12 MONTHS</u>	<u>2017/2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL PROPOSED</u>	<u>% CHANGE</u>
<u>DEBT SERVICE</u>							
DEBT ADMINISTRATION	6,651,806	6,827,369	4,653,676	6,679,467	7,315,700	7,315,700	7.15%
TOTAL-DEBT SERVICE	6,651,806	6,827,369	4,653,676	6,679,467	7,315,700	7,315,700	7.15%
<u>CAPITAL IMPROVEMENTS</u>							
CAPITAL OUTLAY	3,234,000	2,856,900	2,856,900	2,856,900	2,728,000	2,398,000	-16.06%
TOTAL-CAPITAL IMPROVEM	3,234,000	2,856,900	2,856,900	2,856,900	2,728,000	2,398,000	-16.06%
<u>EDUCATION</u>							
BOARD OF EDUCATION	59,912,273	62,686,075	32,288,178	62,686,075	64,322,641	64,172,641	2.37%
TOTAL-BOARD OF EDUCATIC	59,912,273	62,686,075	32,288,178	62,686,075	64,322,641	64,172,641	2.37%
GRAND TOTAL	96,672,323	100,599,715	59,040,769	100,085,830	103,277,135	102,747,135	2.13%

**CAPITAL
IMPROVEMENT
PROGRAM**

CAPITAL IMPROVEMENT PROGRAM
FOR THE PERIOD
FY2017/2018-FY2021/2022

FUNDING SOURCE CODE:
G = GENERAL FUND
B = BONDING
O = OTHER FUNDS
R= REAPPROPRIATION

F	FUNDED	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	TOTAL		
S	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022			
BOARD OF EDUCATION									
	TECHNOLOGY IMPS. - SCHOOLS	G	505,000	485,000	500,000	500,000	550,000	550,000	2,585,000
	DISTRICTWIDE MECHANICAL EQUIP	G	55,400	225,000	225,000	225,000	225,000	250,000	1,150,000
	IAR LIBRARY RENOVATION	G		160,000					160,000
	SCHOOL SECURITY	G	50,000	50,000	50,000	55,000	55,000	60,000	270,000
	SCHOOL CODE/SAFETY COMPLIANCE	G	50,000	50,000	50,000	50,000	50,000	50,000	250,000
	CLASSROOM FURNITURE	G		140,000	125,000	125,000	125,000	125,000	640,000
	ROOF REPLACEMENT-FHS	G	8,700						-
	ROOF REPLACEMENT-IAR SCHOOL	B				481,130			481,130
	STUDENT TRANSPORTATION VEHICLES	G	85,000					95,000	95,000
	CAPITAL FACILITIES CONDITION REPORT	G	92,800						-
	CAFETERIA EQUIPMENT	G	35,000		25,000		25,000		50,000
	TOWN COUNCIL REDUCTION			(275,000)					(275,000)
	TOTAL-EDUCATION		881,900	835,000	975,000	1,436,130	1,030,000	1,130,000	5,406,130

ENGINEERING

	ROAD RECONSTRUCTION	B	4,000,000				2,000,000		2,000,000
	ROAD RECONSTRUCTION	O				200,000	200,000		400,000
	BRIDGE REPAIRS	G			50,000		50,000		100,000
	STP URBAN-NEW BRITAIN AVE	G	125,000		200,000	100,000			300,000
	RIVERBANK STABILIZATION	B			1,200,000				1,200,000
	RAILS TO TRAILS	G			75,000		75,000		150,000
	ENVIRONMENTAL COMPLIANCE	G	35,000	35,000	50,000	35,000	50,000	35,000	205,000
	UNIONVILLE CENTER SIDEWALKS	G		375,000					375,000
	FARMINGTON CENTER IMPROVEMENTS	G		325,000					325,000
	OPEN SPACE MANAGEMENT	G				25,000		25,000	50,000
	TOTAL-ENGINEERING		4,160,000	735,000	1,575,000	360,000	2,375,000	60,000	5,105,000

HIGHWAY & GROUNDS

	SIDEWALK REPLACEMENT	G				25,000		25,000	50,000
	SIDEWALK CONSTRUCTION	O	50,000		50,000		50,000		100,000
	HIGH SCHOOL TRACK	G					350,000		350,000
	HIGH SCHOOL BLEACHERS	G				200,000	200,000	200,000	600,000
	IRRIGATION IMPROVEMENTS	G			40,000	40,000			80,000
	TUNXIS MEADE IMPROVEMENTS	G			75,000	75,000	75,000	75,000	300,000
	FIELDS & PLAYGROUND EQUIPMENT	G	40,000				50,000		50,000
	TRUCK LIFT REPLACEMENT	G	85,000						-
	GENERATOR REPLACEMENT	G						100,000	100,000
	DUMP TRUCKS-HIGHWAY	G	185,000		205,000	190,000	190,000	190,000	775,000
	ROAD MAINTENANCE TRUCK-HIGHWAY	G		70,000		70,000		70,000	210,000
	ROAD SWEEPER	G	250,000					300,000	300,000
	3 CUBIC YD WHEEL LOADER	G						200,000	200,000
	BACKHOE LOADER	G			130,000				130,000
	ROAD SIDE MOWER	G		130,000					130,000
	ROAD MAINTENANCE TRUCK-PARKS	G			70,000		70,000		140,000
	WING DECK MOWER-PARKS	G			105,000				105,000
	MOWER-PARKS	G		55,000		40,000		60,000	155,000
	SUPERINTENDENT'S VEHICLE	G					25,000		25,000
	BUILDING MAINTENANCE VEHICLE	G			25,000				25,000
	SKIDSTEER-GROUNDS	G				40,000		60,000	100,000
	TOTAL-HIGHWAYS & GROUNDS		610,000	255,000	700,000	680,000	1,010,000	1,280,000	3,925,000

**CAPITAL IMPROVEMENT PROGRAM
FOR THE PERIOD
FY2017/2018-FY2021/2022**

FUNDING SOURCE CODE:

**G = GENERAL FUND
B = BONDING
O = OTHER FUNDS
R= REAPPROPRIATION**

F S	FUNDED 2016-2017	PROPOSED 2017-2018	PROJECTED 2018-2019	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	TOTAL
--------	---------------------	-----------------------	------------------------	------------------------	------------------------	------------------------	-------

PLANNING DEPARTMENT

LANDSCAPE ENHANCEMENTS-SHADE TREE:G		25,000					25,000
PLAN OF CONSERVATION & DEVELOPMENTG		25,000					25,000
TOTAL-PLANNING	-	50,000	-	-	-	-	50,000

FIRE DEPARTMENT

TURNOUT GEAR	G	45,000	45,000	45,000	45,000	45,000	225,000
SCBA CYLINDER REPLACEMENTS	G	135,000		160,000			160,000
HOSE	G			25,000		25,000	50,000
LADDER 1 REPLACEMENT	B				1,200,000		1,200,000
ENGINE 2 REPLACEMENT	B			650,000			650,000
ENGINE 3 REPLACEMENT	B	600,000					-
ENGINE 5 REPLACEMENT	B					700,000	700,000
ENGINE 8 REPLACEMENT	B				650,000		650,000
ENGINE 9 REPLACEMENT	B					700,000	700,000
MEDIC 7 REPLACEMENT	G				95,000		95,000
MEDIC 11 REPLACEMENT	G			95,000			95,000
MEDIC 16 REPLACEMENT	G					95,000	95,000
TRUCK 14 (BRUSH) REPLACEMENT	G		95,000				95,000
FIRE SAFETY TRAILER	G				70,000		70,000
UTILITY VEHICLE	G					38,500	38,500
FIRE STATION IMPROVEMENTS	G	25,000	25,000				25,000
FIRE STATION RENOVATIONS	B				9,000,000		9,000,000
TOTAL-FIRE		805,000	165,000	975,000	10,315,000	815,000	13,848,500

POLICE DEPARTMENT

SUPERVISOR'S SUV	G		68,000		68,000		136,000
TECHNOLOGY IMPS. - POLICE	G	55,000	50,000	45,000	75,000	50,000	240,000
FINGERPRINT MACHINE	G				35,000		35,000
COMMUNICATIONS UPGRADE	G	25,000					-
COMMUNICATIONS UPGRADE	B			630,000			630,000
BUILDING IMPROVEMENTS	G	25,000		50,000	50,000	50,000	200,000
SPEED SIGN TRAILER	G	30,000					-
FIREARMS SIMULATOR	G		55,000				55,000
TOTAL-POLICE		135,000	173,000	725,000	228,000	100,000	1,296,000

TOWN MANAGER

TECHNOLOGY IMPS - TOWN	G	50,000	100,000	115,000	150,000	40,000	405,000
TOWN HALL IMPROVEMENTS	G			200,000	200,000	200,000	775,000
TOWN HALL IMPROVEMENTS	O		200,000			175,000	200,000
BUILDING/EQUIPMENT IMPS	G				75,000		75,000
TELEPHONE SYSTEM	G	90,000					-
FHS SCHEMATIC DESIGN	G	400,000					-
COMPUTER SYSTEM - FINANCE	G				25,000		25,000
LAND RECORDS RE-INDEXING	G	30,000	25,000	30,000			55,000
REAL ESTATE REVALUATION	G	220,000					-
TOTAL-TOWN MANAGER		790,000	325,000	345,000	450,000	240,000	1,535,000

CAPITAL IMPROVEMENT PROGRAM
FOR THE PERIOD
FY2017/2018-FY2021/2022

FUNDING SOURCE CODE:
G = GENERAL FUND
B = BONDING
O = OTHER FUNDS
R = REAPPROPRIATION

	F	FUNDED	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	TOTAL
	S	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
COMMUNITY & RECREATION SERVICES								
STAPLES HOUSE RENOVATIONS	G				25,000		25,000	50,000
DIAL-A-RIDE BUS	G				42,000			42,000
DIAL-A-RIDE BUS	R		7,000					7,000
DIAL-A-RIDE BUS	O		35,000					35,000
SPRAYGROUND WATER PARK	O			200,000				200,000
SENIOR CENTER EXERCISE EQUIP	G	25,000					25,000	25,000
SENIOR CENTER CAPITAL PROJECTS	G					25,000		25,000
SENIOR CENTER CAPITAL PROJECTS	O	25,000						-
STONE HOUSE RENOVATIONS	G		25,000	50,000	25,000			100,000
YOUTH CENTER RENOVATIONS	G				25,000			25,000
RECREATION FACILITIES IMPROVEMENTS	O			35,000				35,000
TOTAL-COMMUNITY & RECREATION		50,000	67,000	285,000	117,000	25,000	50,000	544,000
WESTWOODS GOLF COURSE								
FAIRWAY MOWER	G			50,000				50,000
SPRAYER	G	40,000						-
AERATOR	G					25,000		25,000
IRRIGATION IMPROVEMENTS	G			40,000			75,000	115,000
BUILDING IMPROVEMENTS	G	60,000						-
SANDPRO TOP DRESSER	G		35,000					35,000
TRACTOR & ACCESSORIES	G				75,000			75,000
TOTAL-GOLF COURSE		100,000	35,000	90,000	75,000	25,000	75,000	300,000
TREATMENT PLANT								
REPAIR SEWER LINES	O	125,000	125,000	125,000	350,000	500,000		1,100,000
PUMP STATION IMPROVEMENTS	O	175,000	175,000	175,000	300,000	475,000		1,125,000
PLANT UPGRADE & IMPROVEMENTS	O	600,000	600,000	600,000	200,000			1,400,000
PLANT EQUIPMENT REPLACEMENT	O	25,000	25,000	25,000	25,000			75,000
ROLLING STOCK REPLACEMENT	O	75,000	75,000	75,000	25,000	25,000		200,000
TOTAL-TREATMENT PLANT		1,000,000	1,000,000	1,000,000	900,000	1,000,000	-	3,900,000
GRAND TOTAL		8,531,900	3,640,000	6,670,000	14,561,130	6,620,000	4,418,500	35,909,630

**CAPITAL IMPROVEMENT PROGRAM
FOR THE PERIOD
FY2017/2018-FY2021/2022**

**FUNDING SOURCE CODE:
G = GENERAL FUND
B = BONDING
O = OTHER FUNDS
R= REAPPROPRIATION**

	F	FUNDED	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	TOTAL
	S	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
FUNDING TOTALS								
GENERAL FUND	G	2,856,900	2,398,000	2,905,000	2,780,000	2,720,000	3,018,500	13,821,500
BONDED	B	4,600,000		2,480,000	10,681,130	2,650,000	1,400,000	17,211,130
OTHER FUNDS	O	1,075,000	1,235,000	1,285,000	1,100,000	1,250,000		4,870,000
REAPPROPRIATION	R		7,000					7,000
TOTAL		8,531,900	3,640,000	6,670,000	14,561,130	6,620,000	4,418,500	35,909,630

FY17/18 Proposed Budget		102,747,135
2.5% CIP Allocation		2,568,678
FY17/18 Proposed		2,398,000
As % of FY17/18 Budget		2.33%
<u>Allocation</u>		
BOE	34.8%	835,000
Town	65.2%	1,563,000

OTHER FUNDS

**TOWN OF FARMINGTON, CT
FY2017-2018 BUDGET
REFUSE COLLECTION FUND**

	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL PROPOSED</u>
REVENUES						
INTEREST	1,123	1,000	922	1,596	1,500	1,500
WASTE COLLECTION FEES	1,658,186	1,635,880	1,628,332	1,656,113	1,621,943	1,621,943
PRIOR YEAR COLLECTIONS	38,324	16,800	12,008	19,182	16,800	16,800
OTHER REVENUES	11,407	2,200	1,000	2,000	2,000	2,000
TOTAL REVENUES	1,709,040	1,655,880	1,642,262	1,678,891	1,642,243	1,642,243

	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL PROPOSED</u>
APPROPRIATIONS						
LANDFILL	25,222	35,525	13,761	26,535	33,128	33,128
REFUSE COLLECTION	1,515,805	1,620,355	726,878	1,432,342	1,582,865	1,582,865
HAZARDOUS WASTE	-	-	-	25,301	26,250	26,250
TOTAL APPROPRIATIONS	1,541,027	1,655,880	740,639	1,484,178	1,642,243	1,642,243

**TOWN OF FARMINGTON, CT
FY2017-2018 BUDGET
RECREATION FUND**

	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTHS ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL PROPOSED</u>
RECREATION PROGRAMS						
REVENUES						
SPORTS & PHYSICAL FITNESS	454,320	458,292	286,983	473,903	463,000	463,000
CULTURAL & CREATIVE	20,904	20,740	17,822	19,832	19,936	19,936
SOCIAL PROGRAMS	7,223	11,500	2,303	4,131	-	-
BUS TRIPS	6,694	8,000	3,243	6,492	6,700	6,700
RECREATION CAMPS	82,233	74,600	23,136	82,842	82,500	82,500
SENIOR TRIPS & PROGRAMS	40,142	22,500	17,710	24,305	24,300	24,300
OTHER REVENUE	3,930	4,000	1,312	3,343	3,300	3,300
INTEREST	290	300	99	209	220	220
TOTAL REVENUES	615,736	599,932	352,608	615,057	599,956	599,956

	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTHS ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL PROPOSED</u>
APPROPRIATIONS						
SPORTS & PHYSICAL FITNESS	291,410	298,553	205,904	301,614	324,985	324,985
CULTURAL & CREATIVE	22,277	12,882	6,107	17,024	12,085	12,085
SOCIAL PROGRAMS	19,641	19,256	7,680	12,139	1,500	1,500
BUS TRIPS	6,777	8,000	5,259	8,586	8,800	8,800
SPECIAL NEEDS	900	4,800	327	1,228	4,800	4,800
RECREATION CAMPS	69,479	60,680	43,490	74,130	77,836	77,836
RECREATIONAL SERVICES	153,960	173,261	84,127	168,990	145,650	145,650
SENIOR TRIPS & PROGRAMS	42,121	22,500	9,940	30,344	24,300	24,300
TOTAL APPROPRIATIONS	606,565	599,932	362,835	614,055	599,956	599,956

**TOWN OF FARMINGTON, CT
FY2017-2018 BUDGET
GOLF COURSE FUND**

	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL PROPOSED</u>
REVENUES						
GREENS FEES	322,796	316,800	169,075	308,977	316,800	316,800
SEASON TICKETS	106,269	104,000	12,402	103,225	104,000	104,000
INTEREST	272	220	96	185	200	200
OTHER	7,697	5,000	2,678	5,273	5,300	5,300
LEASE PAYMENT	5,090	4,500	2,324	3,718	4,500	4,500
GOLF CART RENTALS	109,765	100,400	68,910	107,301	104,825	104,825
DRIVING RANGE	53,778	47,530	18,792	45,256	47,500	47,500
TOTAL REVENUES	\$ 605,667	\$ 578,450	\$ 274,276	\$ 573,935	\$ 583,125	\$ 583,125

	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL PROPOSED</u>
APPROPRIATIONS						
GOLF COURSE	396,476	-	-	-	-	-
CLUBHOUSE	196,003	183,510	103,562	182,395	188,370	188,370
RESTAURANT	2,055	2,500	(102)	1,757	2,325	2,325
DRIVING RANGE	9,092	15,000	7,299	11,661	9,500	9,500
GOLF CART RENTALS	50,980	44,450	28,117	47,462	47,900	47,900
GENERAL FUND CONTRIB	-	332,990	100,000	330,660	335,030	335,030
TOTAL APPROPRIATIONS	654,606	578,450	238,876	573,935	583,125	583,125

Farmington Town Council and Members of the Public:

I present for your review the Town Council's proposed budget for Fiscal Year 2017 - 2018.

This proposed budget has already gone through several iterations. For the municipal budget, it began at the departmental level with requests coming to the Town Manager in January. To meet the budget target range of 2.25- 2.75 percent increase set forth by the Town Council, I decreased \$721,759 from the budget that was requested by my departments. This decrease reduced the increase from the previous budget from 5.0% percent to 2.41%. The reductions maintained current service levels but did not allow for any real expansion of service.

During budget deliberations last month, the Town Council made further reductions. The Board of Education budget was reduced by \$150,000 and the Town budget was reduced by \$50,000. The General fund contribution to the Capital Budget was decreased by \$(330,000).

FY 17-18 Town Council Changes	Town Manager Recommended	Town Council Proposed	Change
Education	\$64,322,641	\$64,172,641	\$(150,000)
Town of Farmington	28,910,794	28,860,794	\$ (50,000)
Capital Improvement	2,728,000	2,398,000	\$(330,000)

The current State of Connecticut fiscal crisis should be recognized as a 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%, or a decrease of \$1,704,789 in funding. The Governor has also proposed that municipalities fund 1/3 of the annual State Teacher Retirement Fund contribution. The State has historically paid the entire liability. Farmington's proposed payment is \$3,343,850. This Town Council proposed budget includes the reduction of \$1,704,789 in State grants but based on the information that we have received to date this proposed budget does not include any contribution to the State Teacher's Retirement Fund.

Even with the significant reduction of grant funding this budget continues to fund accounts at levels that will enable service levels to remain at high standards.

I will now review the Town Council's proposed budget.

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

The Town of Farmington budget is broken down into three categories; Expenditures, Grand List and Revenues, which are used to develop a tax rate.

EXPENDITURES SUMMARY:

Expenditures

The total proposed budget for Fiscal Year 2017-2018 is \$102,747,135, an increase of \$2,147,420, or 2.13% above the current budget.

Category	2016-2017	2017-2018	Increase/Decrease	% Change
Board of Ed	\$62,686,075	\$64,172,641	\$1,486,566	2.37%
Town Operations	28,229,371	28,860,794	631,423	2.24%
Debt Service	6,827,369	7,315,700	488,331	7.15%
Capital Outlay	2,856,900	2,398,000	(458,900)	(16.06)%
Total	\$100,599,715	\$102,747,135	\$2,147,420	2.13%

Town Operations

The proposed Town budget is \$28,860,794 which is 2.24% above the current expenditure.

Highlights of the Town Operations by category include the following:

General Fund	2017/2018 Council Proposed	% Increase (Decrease)
General Administration	\$ 6,275,907	(-1.97)%
Public Safety	9,804,839	2.78%
Public Works	4,873,266	4.95%
Community and Rec.	852,995	4.58%
Other	7,053,787	4.05%
TOTAL	\$ 28,860,794	2.24%

The Town Council's proposed town budget is \$28,860,794, an increase of \$631,423 or 2.24% above the current expenditure. Highlights include the following:

- 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 \$2,480,015 which is a 2.22% 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 include technology consulting services to enhance our security policies and practices.
- The Fire Hydrant fees are projected to increase by 3.61% for the upcoming fiscal year.
- 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 Highway and Grounds Operations account shows funding for four (4) summer seasonal employees who will be used to supplement regular staff.
- 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 Recreation Supervisor position has been partially funded in the Recreation Services account, in adherence to our Recreation Policy.
- 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 9.5% 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.

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 TC Proposed	% Increase (Decrease)
Salaries	\$13,175,771	2.25%
Benefits	6,558,087	5.29%
Supplies	770,880	0.04%
Equipment	400,968	(17.62%)
Contractual	5,872,565	0.47%
Utilities	2,082,523	3.48%

The proposed total Town General Fund Appropriation is \$28,860,794, which is a 2.24% 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

Capital Improvements

The proposed General Fund appropriation to support the Capital Improvements is \$2,398,000 which is 2.33% of projected annual General Fund revenues allocated to the operating budget.

Even though the General Fund appropriation for next year does not quite meet our Capital Improvement Policy funding provision, it should be considered in conjunction with our historical funding practice. Over the last three years the General Fund Appropriation for capital improvements has exceeded the funding policy which allowed us to make significant progress toward meeting the Town's capital improvement needs. In addition, the proposed funding level of \$2,398,000 for next year is above the Town's 5, 10, and 15 year average appropriation amounts.

Capital Improvements Summary:

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 support 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 Supervisor's SUV. Equipment purchases also include a road side mower, a road maintenance truck, and a grounds mower in the Public Works Department. This proposed Capital Improvement Plan continues to fund infrastructure improvements including Town Hall parking lot improvements, and funds to address the needed renovations to Stone House.

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 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. 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.

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 progress towards 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 \$325,000 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.

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 anticipated for mid June 2017.

Water Pollution Control Authority Budget

The budget shows no increase in the sewer usage fee.

Board of Education

The Board of Education account includes a proposed appropriation of \$64,172,641, an increase of 2.37% above the current year budget. Details of the Education budget are included in the budget document provided by the Board of Education.

Expenditures Summary

The total proposed budget for Fiscal Year 2017-2018 is \$102,747,135, an increase of \$2,147,420 or 2.13% above the current budget.

Category	2016-2017	2017-2018	Increase/Decrease	% Change
Board of Ed	\$62,686,075	\$64,172,641	\$1,486,566	2.37%
Town Operations	28,229,371	28,860,794	\$ 631,423	2.24%
Debt Service	6,827,369	7,315,700	\$ 488,331	7.15%
Capital Outlay	2,856,900	2,398,000	\$(458,900)	(16.06)%
Total	\$100,599,715	\$102,747,135	\$2,147,420	2.13%

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	% Increase
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	% Change
Other Property Taxes	\$1,175,000	\$1,200,000	\$25,000	2.13%
Licenses and Permits	694,500	648,000	(46,500)	(6.7)%
Fines and Penalties	40,000	39,000	(1000)	(2.5)%
Interest	85,000	150,000	65,000	76.47%
Grants	5,850,171	4,145,382	(1,704,789)	(29.14)%
Service Charges	1,327,543	1,357,290	29,747	2.24%
Other	30,000	27,000	(3000)	(10.00)%
Westwoods Golf Course	332,990	335,030	2,040	0.61%
Total	\$9,535,204	\$7,901,702	\$(1,633,502)	(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:

- 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 were 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 Town-owned communication towers that generate yearly rental income.

Proposed Tax and Mill Rate:

The proposed General Fund budget will require a property tax rate of 26.68 mills, an increase of 0.90 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	\$95,553,433
Mill Rate	25.78	26.68
Mill Rate Change	0.68	0.90
% of Change	2.70%	3.50%
Average Residential Assessment	\$232,074	\$232,074
Real Estate Taxes	\$5,981.97	\$6,191.54
Dollar Increase /decrease	\$157.05	\$209.57
Percent Increase/decrease	2.70%	3.50%

In other words, \$100,000 of assessed value equals \$2,668 in taxes.

Sincerely,
Kathleen Eagen
Town Manager



March 21, 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:

For more than 70 years, the state has chronically unfunded teachers' pensions, resulting in tremendous increases in the amount the state has had to contribute to the fund to address unfunded pension liabilities. Based on the bond covenant that the state entered into with investors, the state cannot reduce its contribution. Requiring towns to bear the burden of funding the state-run, state-managed Teachers' Pension Fund is patently unfair.

The Governor's proposed budget 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. It also requires 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's FY17 mill rate is 25.78. The Governor's proposal will increase the mill rate by 4.89% to 27.04.

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.

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

Sincerely,

Kathleen A. Eagen
Town Manager

KAE/as

H-1
TOWN HALL
1 MONTEITH DRIVE
FARMINGTON, CONNECTICUT 06032-1053

INFORMATION ((860) 675-2300
FAX (860) 675-7140



Corresp. April
H-2

Anna Savastano

From: Dutil, Laura <Laura.Dutil@espn.com>
Sent: Saturday, March 18, 2017 7:33 AM
To: Town Council Account for e-Mail; Nancy Nickerson; Gary Palumbo; Jon Landry; Peter Mastrobattista; Amy Suffredini; Meredith Trimble; John Vibert
Subject: No Cuts to the current propose budget
Importance: High

Good morning –

I am writing in support of the current recommended 2017-2018 budget as proposed by the Town Manger and the Board of Education, and respectfully request that no cuts are made. The potential state cuts are not fully known at this point, to my knowledge at least, leaving a wild card component that could impact the budget in either direction. As a team acting in the best interest for Farmington's residents and future, acting on the budget would be best served once you all have the full impact from the Governor.

While I know it is never an easy task to create a budget addressing all needs, I think the Board of Education budget is of the most importance. This portion of the town budget directly impacts our youth and not only their individual futures, but the future as a whole. We should be setting them up for the best possible outcome and that comes without reduction of services or impact to the educational system.

Thank you for your time.

Laura Dutil
1 Barberry Lane
Farmington

MOTION:

Agenda Item K

Report of the Town Manager—Quarterly Reports, Memorial Day Parade, Economic Development Update

Quarterly Reports—attachments

Memorial Day Parade

The Memorial Day Parade is scheduled for Monday, May 29, 2017. The parade in the Farmington section of town will form up at 8:00 a.m. and step off at 8:30 a.m. The Unionville section of town will form up at 10:00 a.m. and step off at 10:30 a.m.

Economic Development Update

I am pleased to announce that Brian Lyman of Parker Benjamin Real Estate Services, LLC has received the Connecticut Main Street Award of Excellence for the Upson Market Place in Unionville. He received his award in the category of "CT Main Street Keystone Awards" for the restoration of the historic ball bearing mill on the banks of the Farmington River into a mixed-use campus in the heart of Unionville Village. The Town of Farmington was listed as a partner in the award.

The Connecticut Main Street Center (CMSC) is a private non-profit organization committed to revitalizing historic commercial districts throughout the state. Their mission is to act as a catalyst that ignites Connecticut's Main Streets as the cornerstone of thriving communities.

In 2003, CMSC created the awards of excellence to recognize outstanding projects, individuals and community efforts to bring traditional downtowns and neighborhood commercial districts back to life, social and economically. The awards are presented annually.

This is not the first time Farmington has been recognized by the CMSC. In 2016, the Town of Farmington, along with various partners, received an Award of Merit for the public engagement component of the Farmington Center Study Report.

This year's awards will be presented at CMSC's Vibrant Main Streets event on May 18th in Hartford.

Town Manager Quarterly Report

April 2017

Town Manager's Goals – 2016-2018

Goal 2 Transportation and Land

Improve the transportation systems and facilitate implementation of traffic improvement systems; endorse policies that expand, preserve and protect the character of neighborhoods with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>2.1 Partner with the Town Plan and Zoning Commission (TPZ) to facilitate public awareness of the TPZ and Town Council roles, responsibilities and vision in land use matters.</p>	<p>The Development Wing participates and provides professional planning and technical support for all land use committees, including Planning and Zoning Commission, Zoning Board of Appeals, Architectural Review Committee the Inlands Wetlands Commission, Conservation Commission, Historic District commissions and the Economic Development Commission, and maintains a communication link between the public, the Land Use committees, Economic Development Commission and the Town Council.</p>	
<p>2.2 Collaborate with Town Plan and Zoning Commission to implement the vision in land use matters.</p>	<p>Assist the Town Plan and Zoning Commission with their leadership and policy-making roles and assist in the implementation of the Town of Farmington Strategic Plan. Ensure the administration and compliance with Town Plan of Conservation and Development. Review and make recommendations to the Town Plan and Zoning Commission regarding town planning issues</p>	<p>1) Provide needed support to ensure that the Gateway Committee moves forward and receives the appropriate staffing and funding to complete objectives. Provide Quarterly Reports to the Town Council. See Attachment 1</p> <p>2) Prepare for the acquisition of the Parsons property in 2017. See Attachment 2</p>

Town Manager's Goals – 2016-2018

Goal 2 Transportation and Land

Improve the transportation systems and facilitate implementation of traffic improvement systems; endorse policies that expand, preserve and protect the character of neighborhoods with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>2.3 Collaborate with Federal and State officials to expedite traffic improvement plans.</p>	<p>Oversee actions taken to improve traffic issues to include meeting with the State of Connecticut staff representatives on a regular basis. Work with the State of Connecticut to implement future State DOT projects and apply to CRGOG or to the State for the new projects.</p>	<p>3) Manage actions taken to improve traffic problems including meeting with the State of Connecticut Department of Transportation on quarterly basis. Report on the following projects to the Town Council on a quarterly basis. State Project(s) #51-260 Backage Road Project #51-268 Rails to Trails Project #51-269 New Britain Ave. Project Route 4 Corridor Study Project South Road Reconstruction Project</p> <p>See Attachment 3</p> <p>4) Work with the Connecticut Department of Transportation to facilitate the construction of improvements to Route 10 at Route 4, including improvements to the northbound right-turn lane and southbound left-turn lane, which were originally proposed as part of State Project 51-260. Report to the Town Council on a quarterly basis.</p> <p>See Attachment 4</p> <p>5) To continue to evaluate the potential and location of an additional river crossing with the State of Connecticut Department of Transportation to alleviate traffic in the Town Centers.</p> <p>See Attachment 4</p>

Town Manager's Goals – 2016-2018

Goal 2 Transportation and Land

Improve the transportation systems and facilitate implementation of traffic improvement systems; endorse policies that expand, preserve and protect the character of neighborhoods with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>2.4 Seek innovative solutions to mitigate traffic problems including public transportation opportunities.</p>	<p>Staff to participate in the Traffic Review Board, coordinate and work closely with the police department special projects unit. Manage the statistical data and information from traffic accident data to address neighborhood traffic concerns and update the traffic enforcement plan.</p> <p>Staff to work with the Town Plan and Zoning Commission with regards to alleviating particular traffic issues in conjunction with developments that have been submitted to the Town Plan and Zoning Commission.</p> <p>Staff to continue to utilize non-structural improvements within new developments submitted to the Town Plan and Zoning Commission (school bus access, curb cuts, mass transit, and emergency access).</p>	<p>6) Provide needed support to ensure that the Bicycle Advisory Committee moves forward and receives the appropriate staffing support to complete objectives. Provide Quarterly Reports to the Town Council.</p> <p>See Attachment 5</p> <p>7) Town staff and Bicycle Committee begin to analyze the existing trail and parking lot system with respect to neighborhood accessibility. Prioritize higher connectivity versus low cost. Provide Quarterly reports to the Town Council.</p> <p>See Attachment 5</p> <p>8) The Police Department will work towards creating a separate traffic unit in the Farmington Police Department in order to increase enforcement and compliance of traffic laws, and work together with the community to address neighborhood traffic concerns. This Unit will also be responsible for managing data collection, and other relevant information required by the Traffic Review Board and the Town Manager.</p> <p>See Attachment 6</p>

Town Manager's Goals – 2016-2018

Goal 2 Transportation and Land

Improve the transportation systems and facilitate implementation of traffic improvement systems; endorse policies that expand, preserve and protect the character of neighborhoods with a balance between open space and land development.

Desired Outcomes	Deliverables	2016-2018 Goals
<p>2.5 Ensure that roads and sidewalks are maintained at a high level of quality and are accessible to all residents.</p>	<p>Public Works Department to manage the safe, efficient and effective construction and maintenance of public roadways, including directing road construction, snow, leaf removal, and tree removal and overall general maintenance and upkeep of all public roads</p>	<p>9) To complete the construction of sidewalks from Depot Place to Keene place and administer the Main Street Grant. Provide quarterly reports to the Town Council. Complete</p>
<p>2.6 Determine Farmington's citizen and business priorities for future land use in regards to initiatives put forth by federal and state agencies.</p>	<p>Maintain a communication link between the public, the business community and the Town through the implementation of the Plan of Conservation and Development and encourage those priorities at the federal and state level.</p>	<p>10) Prepare for the 10-year re-write of the Plan of Conservation and Development starting in 2017. Provide Quarterly Reports to the Town Council. See Attachment 7</p>
<p>2.7 Promote the maintenance, improvement and expansion of infrastructure.</p>	<p>Manage and continue to implement the maintenance and improvement plans for all Town infrastructures through the five-year Capital Improvement Plan. Assist in updating the Town's sanitary sewer master plan of the Water Pollution Control Authority.</p>	<p>11) To begin the construction of the comprehensive upgrade of the Water Pollution Control Plant. Provide quarterly reports to the Town Council. See Attachment 8</p>

Town Manager's Goals – 2016-2018

Goal 2 Transportation and Land

Improve the transportation systems and facilitate implementation of traffic improvement systems; endorse policies that expand, preserve and protect the character of neighborhoods with a balance between open space and land development.

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>2.8 Collaborate with all relevant boards and commissions to preserve and protect the environment.</p>	<p>Assist and provide technical support to the Inlands/Wetlands and Conservation Commission with their leadership and policy-making roles in the implementation of the Strategic Plan. Work with the Land Acquisition Commission to continue the acquisition of open space and apply for state grants for reimbursement.</p>	<p>12) To work with the Farmington Cemetery Committee and Farmington State Legislative Delegation to identify town land that would be suitable for the expansion of the Riverside Cemetery.</p> <p>See Attachment 9</p> <p>12a.) To provide the Town Council a yearly report on Sub-Edge Farm at Fisher Farm.</p> <p>No Action – Yearly report</p>

Town Manager's Goals – 2016-2018

Goal 3 Economic Development

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

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>3.1 Assure that Farmington's policies and procedures are competitive and conducive to economic development in the community.</p>	<p>Manage and support the Economic Development Commission in all aspects of the Economic Development policy and program. Establish and maintain working relationship with commercial real estate companies, developers, State of Connecticut Department of Economic Development, and local utility providers. Work in conjunction with the Planning and Development office on policy development.</p>	<p>13) Provide needed support to ensure that the Town Council UCONN sub-committee moves forward and receives the appropriate staffing support to complete objectives. Provide Quarterly Reports to Town Council. Complete: Met on January 27, 2017.</p>
<p>3.2 Continue to monitor and update a plan that promotes the retention and expansion of existing businesses and attraction of new businesses.</p>	<p>Economic Development Director to participate in business visitation meetings and maintain a communication link between the business community and the Town Government. Maintain inventory of available Town properties, vacancy rates, and information on the local utility infrastructure. Provide guidance to businesses concerning various economic development programs. Track trend changes critical to businesses and develop reporting mechanisms to applicable parties.</p>	

Town Manager's Goals – 2016-2018

Goal 3 Economic Development

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

<u>Desired Outcomes</u>	<u>Deliverables</u>	<u>2016-2018 Goals</u>
<p>3.3 Ensure Farmington business satisfaction with business-related policies, and participation in Town sponsored/endorsed offerings and/or events.</p>	<p>Economic Development Director to serve as the Town's representative to a number of organizations such as the Chamber of Commerce. Maximize economic development through regional and civic cooperative efforts and organizations.</p>	<p>14) That the Town of Farmington actively participates in regional and state economic development activities; and provides quarterly reports to the Town Council concerning regional and state activities. See Attachment 10</p>
<p>3.4 Facilitate and partner with stakeholder groups to implement redevelopment plans.</p>	<p>Support businesses that are affected by redevelopment. Incorporate the needs of existing businesses in the planning process for redevelopment. Provide relocation assistance to affected businesses.</p>	
<p>3.5 Ensure that Farmington's economic development materials provide factual, timely and user-friendly information to existing and potential businesses.</p>	<p>Review and update communication materials. Promote Farmington businesses and economic development activities.</p>	<p>15) Per the Plan of Conservation and Development, seek to re-zone the 86-acre property (with 10 acres of usable land) at Batterson Park for office and or research and development use including uses eligible for the bioscience zone such as Jackson Labs. See Attachment 11</p>

Town Manager's Goals – 2016-2018

Goal 4 Budget

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

<u>Desired Outcomes</u>	<u>2016-2018 Goals</u>
<p>4.1 Prioritize service expenditures (beginning with the 05-06 budget based on citizen polling/surveys) to ensure that services are competitive within the region and are based on "best practices".</p>	<p>16) Prepare and present the 2017-2018 Annual Budget to Town residents and ensure that a budget is prepared on a timely basis, according to Town Council direction and Town Charter guidelines. In progress</p> <p>17) Conduct contract negotiations with all of the Town's Bargaining Units. Provide Quarterly Reports to the Town Council on progress. Complete</p>

Town Manager's Goals – 2016-2018

Goal 4 Budget

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

<u>Desired Outcomes</u>	<u>2016-2018 Goals</u>
<p>4.2 Promote private contributions of funds and property to the Town.</p>	<p>18) Continue outreach to citizen, volunteer and business groups to promote monetary and property private contributions to the Town of Farmington. Allocate appropriate resources to enable the Town to assist groups through appropriate procedures and processes. Report to the Town Council on an annual basis.</p> <p>Complete – Live Fire Training Facility</p>
<p>4.3 Explore ways to increase and create more awareness of property tax relief for those in need.</p>	<p>19) Complete the revaluation of all real property located within the limits of the Town including a physical inspection of at least 50% of commercial properties for inclusion in the October 1, 2017 Grand List. Report to the Town Council on a quarterly basis.</p> <p>See Attachment 12</p>
<p>4.4 Coordinate efforts with elected federal and state officials to explore alternate ways to decrease reliance on the local property taxes.</p>	<p>20) Continue to meet with Farmington's delegation on a yearly basis to explore ways to decrease reliance on local property taxes.</p> <p>Complete- February 24, 2017, Town Council meeting.</p>

Town Manager's Goals -- 2016-2018

Goal 5 Best Practices

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

Desired Outcome

2016-2018 Goals

5.1

Deliver Town-wide services in accordance with industry standards, achieving maximum efficiencies and with above average levels of citizen/customer satisfaction.

21) Manage and monitor all Town departments to ensure they are effectively and efficiently making progress in achieving their individual, specific goals and objectives and that their efforts are in line with the mandates of the Strategic Plan and its goals. Regularly review programs, staffing regionalization efforts, and service levels to ensure that they are utilizing "best practices" in order to meet budgetary constraints and policy objectives. On a quarterly basis, report to the Town Council on the progress each department has made meeting its goals and objectives.

Complete/In progress

22) Provide Town Council a yearly report on Town Manager's goals and objectives.

No Action -- Yearly Report

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

See Attachment 13

24) Petition the State of Connecticut Department of Public Health under the Alternative Local EMS Plan Provision provided for by Public Act 14-217 to have the Primary Service Area Designations reassigned to the Town of Farmington for both Basic Ambulance Transport and Paramedic Service. Specifically, as authorized by the Town Council, to:

- a) Formulate and submit an alternative local emergency medical services plan prepared pursuant to Section 19a-181b to the Department of Public Health for reassignment of the Primary Service

Town Manager's Goals – 2016-2018

Goal 5 Best Practices

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

<u>Desired Outcome</u>	<u>2016-2018 Goals</u>
<p>5.1 (continued) Deliver Town-wide services in accordance with industry standards, achieving maximum efficiencies and with above average levels of citizen/customer satisfaction.</p>	<p>Area Designations for Paramedic and Ambulance Service within the Town of Farmington as allowed by Section 19a-181f, and to</p> <p>b) Formulate and submit a Petition and /or Application to the Commissioner of Public Health for the Reassignment of the Primary Service Area Designations for Paramedic and Ambulance Service Levels for the geographic area that is the Town of Farmington to the Town of Farmington in accordance with section 19a-181-f, and to</p> <p>c) Sign a contract with American Medical Response for two 24-hour Paramedic Level Ambulances with no subsidy to the Town.</p> <p>See Attachment 14</p> <p>25) Provide needed support to ensure that the Web Page Committee moves forward and receives the appropriate staffing support to complete objectives. Provide quarterly reports to the Town Council.</p> <p>Complete</p>
<p>5.2 Endorse and track goals for elected and appointed Boards and Commissions and Department Work Plans on an annual basis.</p>	<p>26) Provide the Town Council with technical information, policy recommendation and legislative advice for each Town Council meeting.</p> <p>Complete/In progress</p>
<p>5.3 Establish a leadership role among Connecticut communities through the collaboration of the elected leadership – Town Council, Board of Education and Planning and Zoning.</p>	

Town Manager's Goals – 2016-2018

Goal 5 Best Practices

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

<u>Desired Outcome</u>	<u>2016-2018 Goals</u>
5.4 Conduct market research/survey periodically to better understand service levels and customer needs.	
5.5 Increase communication with and encourage participation of citizens, the business community and Town employees regarding the Town's governmental structure, processes and services.	27) Seek innovative efforts to increase public awareness related to the Town's social service offerings. Report on a quarterly basis to the Town Council. See Attachment 15
5.6 Enhance high level of productivity and job satisfaction among Town-wide employees and volunteers.	
5.7 RE-affirm that 100% compliance with the Ethics Policy 100% of the time is the foundation of good government.	
5.8 Increase public awareness and municipal participation in "green" efforts including energy conservation, renewable resources, recycling, and other environmentally friendly practices. Establish a leadership role in the community in promoting environmentally friendly practices in Town. Explore ways to fund green initiatives.	28) To ensure that Green Efforts Committee moves forward and receives the appropriate staff support to complete its objectives. Provide oversight and needed support to ensure that the Green Efforts Committee, including the AMERESCO Performance Contract, moves forward and completes its objectives. Provide Quarterly reports to the Town Council. See Attachment 16
5.9 Affirm that the ADA accessibility standard is the minimum standard and the Town will strive to exceed that standard	

Town Manager's Goals – 2016-2018

Goal 6 Recreation

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

<u>Desired Outcomes</u>	<u>2016-2018 Goals</u>
<p>6.1 Promote and provide recreation programs for the entire community. Continue to review programs, staffing and budgetary consideration to ensure that all recreation programs continue to meet the needs of the entire community.</p>	
<p>6.2 Work with the Board of Education and Library to ensure that all recreation programs and resources are complementary; not in conflict with each other.</p>	
<p>6.3 Ensure that the ratio of Town funded recreation programs versus self-funded or user fee recreation programs are in line with "best practices" or are similar to comparable Connecticut municipalities.</p>	
<p>6.4 Provide adequate funding for the maintenance of recreational facilities and other capital improvements.</p>	<p>29) Town staff to develop a Recreation Capital Plan for Town Council approval. Complete</p>
<p>6.5 Offer a well maintained and managed municipal golf course in which the operations are in line with other municipal golf courses and best practices.</p>	<p>30) Town Staff to develop and recommend to the Town Council a long term strategic plan for the Golf Course. Complete</p>

Town Manager's Goals – 2016-2018

Goal 6 Recreation

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

<u>Desired Outcomes</u>	<u>2016-2018 Goals</u>
<p>6.6 Town Council to address the ease of access to the Town's recreational facilities.</p>	
<p>6.7 Promote and provide access for the active and passive use of Town land for recreational purposes.</p>	<p>31) Bi-annually add and conduct a moderated public forum to review all current plans for the Farmington Trails including Rails-to-Trails, bike and walking paths and to encourage open and active public comment and suggestions. Invite all stakeholders.</p> <p>See Attachment 17</p> <p>32) To extend the Town Farm Road canal trail on the west side of Town Farm Road to the Avon Town line.</p> <p>See Attachment 17</p> <p>33) To reestablish the trail from the west side of the Farmington Center bridge to approximately the former Grist Mill dam.</p> <p>Complete</p>
<p>6.8 Manage the maintenance and use of Town open spaces. Expand recreational opportunities such and trails and recreational facilities through state grants.</p>	<p>34) Extend the Farmington Canal Heritage Greenway Trail to the Plainville town line. Complete the construction. Provide quarterly reports to the Town Council.</p> <p>See Attachment 18</p>

Attachment 1

FARMINGTON GATEWAYS COMMITTEE

GOAL 1

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Farmington Gateways Committee – Goal 1
DATE: April 3, 2017

Provide needed support to ensure that Gateway Committee moves forward and receives the appropriate staffing and funding to complete objectives. Provide Quarterly Reports to the Town Council.

During this quarter we continued to survey and dialog with residents as the Master Plan Report for Farmington Center was developed.

BL Companies developed a visual preference survey with 100 images depicting various architectural styles, buildings and downtown center throughout New England. The committee and meeting attendees had the opportunity to vote on each image and the visual survey was made available on the Town's website for anyone wishing to participate via the internet. Two emails were sent encouraging community participation. Over 68 respondents completed the survey and gave the committee and BL Companies valuable input.

BL Companies reviewed the information from the survey and incorporated the elements in the final report. On January 19 the full report and all the deliverables were presented along with a video simulating the former Parson's lot redeveloped. Email reminders were sent promoting the meeting; over 50 residents attended the meeting. The committee accepted the Final Master Plan Report and copies are available on the town's website and hardcopies are available in the Planning and Zoning Department and the Economic Development Office.

Since the DOT Route 4 road project is an important component to Farmington Center, BL Companies assisted the committee in identifying the necessary enhancements to DOT Route 4 road project. These enhancements will help us create the vision for this important gateway into town. A map outlining the various enhancements was presented to the committee. Russ Arnold and I met with DOT and were successful in obtaining 99% of the enhancements that were added to the plan. The town is responsible for funding the road project enhancements and we were successful in obtaining permission to use 100% of the 2014 \$350,000 STEAP grant to offset the costs of the upgrades.

The Committee has completed their planning of the Farmington Center Gateway and will now start a planning process for the "Five Corners Gateway"

In Progress: Accomplishments to Date:

- Meetings were held on October 30, 2016, November 17, 2016, January 19, 2017, and February 16, 2017.
- A Gateway Committee E- Newsletter was sent on January 9 to promote the Farmington Center Final Report presentation. On January 20 an email was sent outlining the results of the final report
- The committee accepted BL Companies' Final Master Plan Report for Farmington Center.
- The Report was made available to the community on the website and in Town Hall
- The Committee determined that the Five Corners will be the next gateway to study.
- It was determined that \$350,000 STEAP grant award could be used to fund the enhancements on Route 4.

Attachment 2

PARSONS PROPERTY

GOAL 2

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Parsons Property — Goal 2
DATE: April 3, 2017

Prepare for the acquisition of the Parsons property in 2017.

The town will be offered this property once the DOT Commissioner determines it is surplus and no longer needed. That will occur after State Project # 51-260 is complete. The purchase price will be based on two (2) appraisals performed by DOT selected appraisers. The price will not be insignificant and the Town should be prepared and willing to pay the price. It is essential that the town control the future use of this property. The property is at the busiest and most recognizable gateway into town. The town must establish a "Vision" for this property. This vision must have broad based community support. The vision for the property will define Farmington for years to come. In preparation for the acquisition the following has been or will be accomplished.

Secured legislation to modify the disposition process so that the property is offered to the Town first.	Complete
Secured funding to Conduct a highly public process to develop interest and enthusiasm for the future use of the property and its surroundings.	Complete
Secured funding to start to develop a more detailed and realistic "Vision" for the property based on engineering and market characteristics.	Complete
Issued RFP through Gateways Commission to retain consulting team to perform market analysis and detailed engineering, architectural services.	Complete
Received and reviewing RFP responses with Gateways Commission.	Complete

Finish study and approval by Gateway Committee	Complete
Handoff to PZC for approval of design guidelines, zoning text amendments and zone changes to implement the recommendations in the plan	Ongoing

Attachment 3

STATE DOT PROJECTS

GOAL 3

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: State DOT Projects—Goal 3
DATE: April 3, 2017

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

Project #51-260 Safety and Operational Improvements Route 4 / Backage Road: The CT DOT has started the roadway reconstruction portion of the project in the Spring 2016. They are currently working on upgrades to the storm drainage system, water main replacement and other utility relocations. A traffic shift has been initiated between Route 10 and Mountain Spring Road that will be changing throughout the construction season as work progresses. The project is expected to be completed in 2018.

Project #51-268 Rails to Trails to Plainville CT: The project is under construction and is approximately 40% complete. The bridge over Route 6 will be installed late summer. This project is funded 80% Federal and 20% State. This project will complete our overall trail system in Town.

Project #51-269 Intersection Improvements Route 177 at New Britain Avenue and Mill Street: Semi-final design has been completed and is being reviewed by the DOT. There are several property takings that need to be done prior to construction. The DOT is handling these acquisitions. This project is funded 80% federal, 10% state, and 10% Town.

Route 4 CRCOG Corridor Study: The Town of Farmington in conjunction with CRCOG, are working with the consultant to complete the study. CRCOG is managing the project. The study will take year to a year and half to complete.

South Road Reconstruction: The project is currently under construction and is approximately 60% complete. The drainage is complete and the majority of the roadway improvements will take place this spring and summer. The project is funded through the LOTCIP program through the DOT and CRCOG.

**Goal 3 – April 3, 2017
State DOT Projects**

PROJECT NAME	STATUS	COMPLETION
Project 51-260 Backage Road	In construction phase Construction 20% Complete	Fall of 2018
Project 51-268 Rails to Trails Plainville	In construction phase Construction 40% Complete	Fall of 2017
Project 51-269 Intersection Improvements New Britain Ave	In design phase Semi-Final Design complete – Being Reviewed by DOT	Design to be completed Fall of 2017 Construction to begin Spring of 2018* *Property takings may cause delays
Route 4 CRCOG Study	In design phase Design 10% complete	Study to be completed Winter of 2018
South Road Reconstruction	In construction phase Construction 60% complete	Fall of 2017

Attachment 4

STATE DOT PROJECTS

GOALS 4 - 5

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: State DOT Projects—Goals 4-5
DATE: April 3, 2017

Work with the Connecticut Department of Transportation to facilitate the construction of improvements to Route 10 at Route 4, including improvements to the northbound right-turn lane and southbound left-turn lane, which were originally proposed as part of State Project # 51-260. Report to the Town Council on a quarterly basis.

The Town of Farmington's request to make minor improvements to the intersection, has been agreed to by the DOT and design change order has been initiated by the DOT. The improvements will be to allow additional vehicles to make a right hand turn on red to Route 4 eastbound by changing the layout of the Route 10 northbound.

Goal 5: To continue to evaluate the potential and location of an additional river crossing with the State of Connecticut Department of Transportation to alleviate traffic in Town Centers.

The Department of Public Works, Engineering Division is currently working with DOT and CRCOG on a preliminary basis to determine the course of action to obtain funding for the design and construction of the additional river crossing in the vicinity of Monteith Drive.

A presentation was made at the September 27, 2016 Town Council meeting and consensus was given to continue to pursue a third crossing over the river at the recommended location.

Attachment 5

BICYCLE ADVISORY COMMITTEE

GOALS 6 - 7

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Bicycle Advisory Committee—Goals 6-7
DATE: April 3, 2017

Goal 6: Provide needed support to ensure that the Bicycle Advisory Committee moves forward and receives the appropriate staffing support to complete objectives. Provide Quarterly Reports to the Town Council.

Since receiving the League of American Bicyclists' bronze level designation in May 2014, the Bicycle Committee has been actively working to promote bicycling and bicycle safety within the Town. Sharrows and/or bicycle signage are now installed on Batterson Park Road, Middle Road, River Road, and Coppermine Road. The Town is also installed approximately 10 signs promoting our 'Bicycle Friendly Community' status.

Additionally, both the committee and Town Staff have actively supported the efforts of "Bicycle Friendly Farmington", a community group that shares the committee's goals of promoting bicycling and bicycle safety in Farmington.

Goal 7: Town staff and Bicycle Committee begin to analyze the existing trail and parking lot system with respect to neighborhood accessibility. Prioritize higher connectivity versus low cost. Provide Quarterly reports to the Town Council.

The Town of Farmington enjoys an extensive off-road bike network, with 6.7 miles of Farmington Canal Heritage Trail and Farmington River Trail located within the Town. The Engineering Division is in the process of compiling extensive mapping for the existing trail network and parking lot system with the objective of increasing the connectivity of the trail network to neighborhoods. The Bicycle Advisory Committee is working to locate existing neighborhood connections in order to quantify connectivity improvements vs. infrastructure costs and impacts.

Attachment 6

SEPARATE TRAFFIC UNIT

GOAL 8

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Separate Traffic Unit—Goal 8
DATE: April 3, 2017

The Police Department will work towards creating a separate traffic unit in the Farmington Police Department in order to increase enforcement and compliance of traffic laws, and work together with the community to address neighborhood traffic concerns. This Unit will also be responsible for managing data collection, and other relevant information required by the Traffic Review Board and the Town Manager.

The position of Traffic Officer was created to provide comprehensive and focused services in addressing a variety of traffic and related concerns throughout the Town of Farmington. The Traffic Officer started October 11, 2016 and serves full-time in this role. While traffic enforcement is an important component of this position, most solutions go well beyond such a simple and often unsustainable approach. The Traffic Officer plays a more diverse and pro-active leadership role towards problem solving. Community input, data collection, observation and roadway design are all utilized by the traffic officer in order to address problem areas.

Traffic issues remain a primary focus. Response is based upon complaints received and analyzed through the Traffic Review Board, from police department quarterly traffic reports and statistical analysis, and citizen complaints received directly through the police department. The department addresses concerns primarily through the TRB and our new Traffic Officer. The Traffic Officer is responsible for placing the speed signs, tracking selective enforcement areas, and participating in local and statewide Distracted Driver campaigns.

The goal of the Traffic Officer position is to allocate their time as described below:

- 20% Farmington Center Traffic Issues
- 20% Unionville Center Traffic Issues
- 10% School Traffic Issues
- 20% Traffic review Board cases
- 30% Citizen Traffic Complaints

The Traffic Officer is also in the process of analyzing traffic review board data and creating an extensive data base which will be used to increase targeted enforcement. Below is a list of complaints the Traffic Officer has handled in conjunction with the Traffic Review Board.

Location and Main Complaint

1. River Road : Speed and Stop Sign Vio's at Webster Street
2. Lovely Street: Speed and Crosswalk violations
3. Mountain Spring Road: Dangerous Curve and Speed violations
4. Mountain Spring Road: Permanent Speed Sign
5. West District Road: Speed Humps and Sidewalk issue
6. Noah Wallace: Parking issue.
7. Installation of barriers along Main Street and Meadow Road
8. No Parking Signs in the cul-de-sac Coppermine Village

- The Traffic Officer reported the following quarterly administrative activity:
 - CIOT Grant Completed
 - DUI Grant Completed
 - Attended Grant Writing Workshop for reimbursements
 - Attended Law enforcement Summit in Bridgeport

The Traffic Officer's activity over the quarter is as follows:

Motor Vehicle Enforcement

Motor Vehicle Stops	30
Motor Vehicle Stops SE	95
Citations Issued	71
Summons Issued	18
Town Codes	0
Verbal Warnings	36
Written Warnings	0
Total MV Stops Conducted	125

Attachment 7

PLAN OF CONSERVATION AND DEVELOPMENT

GOAL 10

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Plan of Conservation and Development – Goal 10
DATE: April 3, 2017

Prepare for the 10-year re-write of the Plan of Conservation and Development (POCD) starting in 2017. Provide Quarterly Reports to the Town Council.

To be of any value a Plan of Conservation and Development must be a living document, referenced frequently and enforced.

Current POCD was adopted on February, 2008. Update due to State Office of Policy and Management February, 2018. There are now penalties for not having an updated POCD.

Begin emphasizing the purpose of the POCD by referencing it as it relates to all development applications and public improvements coming before PZC.	Ongoing
PZC require conformance to POCD for all development applications and public improvements.	Ongoing
Initiate practice of adopting "special area studies" as part of current POCD as allowed by statute. <ul style="list-style-type: none">• Southern Health Center Neighborhood Planning Study• Farmington Center Study• Five Corners Study	Ongoing
Begin explaining statutory requirements for POCD every 10 years and ramifications of non-compliance.	Complete
Review all 14 neighborhood planning areas with PZC to identify emerging issues since 2008	Ongoing
Review demographic and housing changes with PZC	Complete

Request funding for POCD	Complete
Begin drafting relevant chapters for 2018 update, including Farmington Center	
Complete 5 Corners Study for inclusion in POCD	
Special area study for Unionville as part of POCD	

Attachment 8

WATER POLLUTION CONTROL FACILITY UPGRADE

GOAL 11

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Water Pollution Control Facility Upgrade—Goal 11
DATE: April 3, 2017

To begin the construction of the comprehensive upgrade of the Water Pollution Control Plant. Provide Quarterly Reports to the Town Council.

To begin the construction of the comprehensive upgrade of the Water Pollution Control Plant. Provide Quarterly Reports to the Town Council.

The WPCF Comprehensive Upgrade project started this past spring and is going well. The project started this past spring and is approximately 30% complete. The project will provide needed upgrades to the facility to which some parts are 60 years old. The project will change will reduce the use of chemicals to disinfect the treated effluent by installing an ultraviolet system. New tanks and equipment are being installed, while outdated tanks and equipment are being removed. The project is scheduled to be substantially complete in three (3) years, Spring 2019.

Attachment 9

FARMINGTON CEMETERY COMMITTEE

GOAL 12

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Farmington Cemetery Committee – Goal 12
DATE: April 3, 2017

To work with the Farmington Cemetery to identify Town land that would be suitable for the expansion of the Riverside Cemetery.

The Town has continued to work with the Farmington Cemetery Association toward the location of suitable land for its future needs. Efforts have continued to concentrate on 124 Scott Swamp Road. This 8.5 acre property, located on the south side of Route 6 and to the east of New Britain Avenue, is owned by the State DEEP.

As requested previously by Farmington’s State Legislators, the Town has tried unsuccessfully to gain DEEP’s support in the conveyance of this property. Review of documents provided by DEEP and conversations with White Memorial Foundation representatives have confirmed that while 124 Scott Swamp Road was acquired as part of the much larger Shade Swamp Sanctuary to the north, there are no apparent restrictions prohibiting the change of either ownership or use. Despite this and the property’s physical and ecological separation from Shade Swamp Sanctuary, DEEP has continued to deny support arguing that a cemetery is not an open space use.

With all avenues of gaining DEEP’s support exhausted, the only remaining course of action is a legislative conveyance of the property. A request to convey 124 Scott Swamp Road has been submitted and sponsored by Rep. Mike Demicco. It is currently a part of the 2017 Legislative Conveyance Bill: Raised House Bill #7278.

On Thursday, March 16th, Liz Dolphin representing the Town of Farmington and Evan Cowles representing the Farmington Cemetery Association met with Farmington’s four legislators (Sen. Bye, Sen. Gerratana, Rep. Slap and Rep. Demicco) to discuss the conveyance request and to present the Town’s and Cemetery Association’s arguments in support of the conveyance. The meeting was well received with all legislators indicating their willingness to support the request.

On Monday March 20th, the Government Administration and Elections Committee held a public hearing for the Conveyance Bill. Liz Dolphin, Evan Cowles and Rep. Demicco testified together in support of the conveyance.

Unfortunately, the public hearing has revealed a great deal of opposition to the conveyance. The request for land even marginally associated with Shade Swamp Sanctuary, a State-owned wildlife preserve, has struck a sensitive chord to the organizations currently seeking to modify the land conveyance process through passage of an amendment to the State's Constitution. Of the 16 requests in the current Conveyance Bill, these organizations have targeted Farmington's and two other requests for deletion from the Bill. While most of the arguments against the conveyance are outdated or exaggerated, there is no question that the successful outreach by these organizations is damaging to the Town's efforts.

Update – As of March 29, 2016

I was informed that the Conveyance Bill has been passed out of the Committee without Farmington's request. In my opinion, Farmington was removed because of a very successful call to action targeting Farmington's request by three primary environmental organizations currently promoting the proposed Constitutional amendment regarding property conveyances.

This is very disappointing news and unfortunately the Town will need to regroup to identify Town land that would be suitable for the expansion of the Riverside Cemetery.

Attachment 10

**REGIONAL & STATE ECONOMIC DEVELOPMENT
ACTIVITIES**

GOAL 14

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Regional & State Economic Development Activities—Goal 14
DATE: April 3, 2017

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

EDC members and the EDD actively partner with several regional groups such as Metro Hartford Alliance, CT Economic Development Association, and International Council of Shopping Centers. For this quarter, we participated in the following:

- CEDAS Monthly Board Meetings, October, November, December- 2016, January, and February 2017
- Regional Economic Development Roundtable; December 2016 & March 2017
- CEDAS Annual Awards Dinner, December 7, 2016
- CBIA Annual Economic Forecast, January 9, 2017
- CT Next Disruption Seminar at Quinnipiac University, January 21, 2017
- Global Business Council Board Meeting, February 16, 2017
- CoreNet and Crew Networking Event at The Hartford, February 28, 2017
- Connecticut Women's Hall of Fame, November 2, 2016
- CERC Celebrate Success Annual Award, November 30, 2016. MetroRealty awarded Business of the Year, for Hartford Region.
- CCAPA Annual Awards Dec. 2, 2016, Farmington awarded Public- Private Partnership Award.

Attachment 11

BATTERSON PARK PARCEL

GOAL 15

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Batterson Park Parcel – Goal 15
DATE: April 3, 2017

Per the Plan of Conservation and Development, seek to re-zone the 86-acre property at Batterson Park for office and or research and development use including uses eligible for the bioscience zone such as Jackson Labs.

We continue to dialog with Treasurer Cloud, his staff and board. The City of Hartford will sell the Finnemann parcel of land to the Pension Board. In preparation of receiving a quick claim deed from the City, the Pension Board has issued an RFP to receive bids for a title search and land survey of the property.

Duncan Forsyth was apprised of the Pension Board's upcoming ownership and is researching if there will be any tax consequences of the sale that might affect Farmington's ability to collect future taxes for this project.

In Progress:

- On December 12, 2016 a meeting with members of the Hartford Pension Board and Town of Farmington leadership was held in Hartford to discuss the procedural matters related to the closing, the status of the RFP that was issued for Development Services Consultants, and a review of Farmington's zoning rules and regulations.
- On December 20, 2016 Duncan Forsyth was apprised of the upcoming sale of the property from the City of Hartford to the Harford Pension Board.
- On February 6, 2017 Treasurer Cloud informed me that they had issued an RFP to received bids for land survey and title search.

Attachment 12

REVALUATION OF ALL REAL PROPERTY

GOAL 19

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Revaluation of All Real Property-Goal 19
DATE: April 3, 2017

Complete the revaluation of all real property located within the limits of the Town including a physical inspection of at least 50% of commercial properties for inclusion in the October 1, 2017 Grand List. Report to the Town Council on a quarterly basis.

In Progress/ Accomplishments to Date:

The Town Assessor and Director of Finance developed a Request for Proposals in order to find a qualified appraisal firm to assist the Assessor in the data collection, inspection and valuation work.

The Request for Proposals were sent to seven firms certified by the State of Connecticut to undertake revaluations in the state. A legal notice advertising the availability of the RFP was also published in the Hartford Courant.

Responses to the Request for Proposals were due back to the Finance Department by 11:00 a.m. on October 7 at which time they would be reviewed by the Assessor and Director of Finance.

Four appraisal firms submitted proposals by the October 7, 2016 deadline. The costs submitted by each firm ranged from \$176,600 to \$382,000. The Assessor met with each firm and recommended that Tyler Technologies Inc. /CLT Appraisal Services be awarded the contract to undertake the revaluation update. The Town Council awarded the contract to Tyler/CLT at their November 2016 meeting. The contract value is \$257,500.

During the months of December, January and February, Town staff undertook negotiations with Tyler/CLT staff to reach a contractual agreement acceptable to both parties. The finalized agreement was executed by both parties on March 6, 2017. Since the contract signing, Tyler/CLT has submitted their performance bond and a certificate of insurance evidencing that they have the appropriate insurance coverage.

Beginning the week of March 13, 2017 Tyler/CLT staff have arrived in Farmington to begin various aspects of the project. Specifically, Tyler/CLT staff has begun taking photos of all real property in town which will be scanned onto the

corresponding property record file. CLT/Tyler staff has also begun inspecting, measuring and listing commercial/industrial properties in town.

The inspection of commercial and industrial property and the photographing of all real property will be the major focus of work until late June.

Attachment 13

FARMINGTON HIGH SCHOOL

RENOVATION COMMITTEE

GOAL 23

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members

FROM: Kathleen A. Eagen, Town Manager

RE: Farmington High School Renovation Committee—Goal 23

DATE: April 3, 2017

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

The Farmington High School Renovation Committee continues to meet in the Farmington High School Library on a bi-weekly basis. The committee has launched a project website, www.fhsbuildingproject.org, and a Facebook page to disseminate project information to the community. The committee has also established a full team for pre-referendum services that includes an Architect (Kaestle Boos Associates, Inc.) an Owner's Representative (Colliers International) and a Construction Manager (O&G Industries, Inc.).

After reviewing multiple conceptual designs, on March 1, 2017 the committee voted to approve Option D1 as the preferred concept to address the needs of the Farmington High School facility and move the project forward into the Schematic Design phase.

Highlights of Option D1 include:

- School: 239,546 SF Board of Education: 9,707 SF
- 86% new construction and 14% renovation of the existing building
- New classrooms, science labs and academic learning area
- New library learning commons, cafeteria, gyms, locker rooms, fitness room, band and choral classrooms and applied arts classrooms
- New expanded auditorium
- Expansion of existing multi-purpose athletic fields
- Renovation of baseball field and updates to existing stadium field and track for ADA compliance
- On-site relocation of tennis courts
- Separated bus and parent drop-off locations
- Increased parking
- Fully addresses security and ADA compliance
- Fully addresses building HVAC, mechanical, electrical and plumbing systems

The anticipated timeline for the pre-referendum phase of the FHS Building Project is as follows:

Finalize schematic design drawings & project cost estimates	April 2017
Informal Review and Recommendation from Town Plan and Zoning Commission (Per Chapter 53)	May 2017
Town Council and Board of Education approval of schematic drawings and project cost estimates (Per Chapter 53)	May 2017
Referendum	June 2017

The committee will continue to work diligently throughout the schematic design phase in preparation of a Town-wide referendum in June 2017.

Attachment 14

EMERGENCY MEDICAL SERVICES

GOAL 24

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Emergency Medical Services—Goal 24
DATE: April 3, 2017

Petition the State of Connecticut Department of Public Health under the Alternative Local EMS Plan Provision provided for by Public Act 14-217 to have the Primary Service Area Designations reassigned to the Town of Farmington for both Basic Ambulance Transport and Paramedic Service. Once the PSAs have been reassigned, prepare and issue an RFP and evaluate the responses to make a determination about whether the community is better served by staying with the current Basic Ambulance and Paramedic Services, or selecting different providers. Update the Town Council on progress and recommendations on a quarterly basis.

UConn Health relinquished the Paramedic Primary Service Area Responder Designation (PSA) for entire Town of Farmington (excluding) the UConn Health Campus to the Town of Farmington effective October 1, 2016.

The Town entered into a contract with American Medical Response to provide paramedic coverage for the Town of Farmington beginning on October 1, 2016. The contract calls for AMR to provide 2 paramedic ambulances 24 hours a day, 7 days a week in Farmington at no cost to the Town. This is a net increase in paramedic and ambulance coverage for Farmington. As required, the next step was for the Town to submit its Application and an Alternative Local Emergency Plan to the Department of Public Health for the reassignment of the PSA. The Town submitted the documentation to the Department of Public Health on September 30, 2016.

The Department of Public Health has been working with the Town on our application and we have been providing additional information as required. We have been recently informed that the Department of Public Health will be delaying the reassignment until UConn Health has finalized their Plan for Fire and Paramedic Services on their own campus.

Attachment 15

PUBLIC AWARENESS OF SOCIAL SERVICES

GOAL 27

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members

FROM: Kathleen A. Eagen, Town Manager

RE: Public Awareness of Social Services—Goal 27

DATE: April 3, 2017

Seek innovative efforts to increase public awareness related to the Town's social service offerings. Report on a quarterly basis to the Town Council. Seek innovative efforts to increase public awareness related to the Town's social service offerings. Report on a quarterly basis to the Town Council.

The entire department has been very active in marketing, information dissemination and outreach initiatives. Over the second quarter we have been focusing on information dissemination and fundraising. At this time, staff is meeting with various organizations and businesses to obtain sponsorship for several programs.

One important component of our programming is the community involvement and the collaborations not only within our own department but with numerous civic and non-profit organizations. This assists us in increasing the public awareness of all of the services offered.

- Staff has joined forces again with the Police and Fire department to cooperatively collect for families in need for the holidays.
- Staff has provided information dissemination at various businesses and seminars to increase education on supportive services.
- Staff continues to coordinate with the High School on several new programming initiatives, which have been made possible through grant funds from North Central Area Agency on Aging.
- Staff has worked with Farmington Community Chest to begin the process of raising matching funds for a splash pad.
- Staff has coordinated with Central CT State University for additional programming at the senior center.
- Staff has continued our coordination with Hartford Healthcare for increased health information at the senior center.
- Staff has provided support and assistance to the State of Connecticut's Protective Services Dept. with several difficult clients.
- Staff has provided support and assistance to the Farmington Valley Health District with several client and health related issues.

- Staff has coordinated with Farmington High School's guidance department to provide clinical services to youths involved in risky behavior. This service was made possible through grant funds for our JRB.

Farmington Community Services/West Woods Golf Course Facebook page continues to provide regular publicity on events, programs and donations. Each posting has generated additional visibility opportunities and has increased information dissemination throughout our community. It has also allowed us a public arena in which to give highlight to our community supporters. Additionally, Farmington Community & Recreational Services have designed a flyer that outlines the diverse type of services that our Town offers.

Attachment 16

GREEN EFFORTS COMMITTEE

GOAL 28

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members

FROM: Kathleen A. Eagen, Town Manager

RE: Green Efforts Committee—Goal 28

DATE: April 3, 2017

To ensure that Green Efforts Committee moves forward and receives the appropriate staff support to complete its objectives. Provide oversight and needed support to ensure that the Green Efforts Committee, including the AMERESCO Performance Contract, moves forward and completes its objectives.

The Green Efforts Committee continues to be a leader in the community in promoting environmentally conscientious practices. The committee met regularly through the fall of 2016 and early 2017. The following are the active initiatives that the committee is working on:

1. Annual Clean Up Day – April 29th
The Committee is working on securing local business support and involvement for the day. There will be four check-in locations for volunteers as there has been in the past: Farmington Firehouse, Farmington Main Library, Tunxis Hose Firehouse and Tunxis Mead Playing Fields. Numerous sponsors have been secured to assist with advertisement, bags and gloves for volunteers, refreshments and awards for the 'Heaviest Haul' competition. Additionally, a contract has been executed with Iron Mountain to provide four-hours of document shredding services to community residents.
2. Municipal Exterior Lighting Project
The Municipal Exterior Lighting Project has made notable progress through the end of 2016 and early 2017. The project includes all seven schools and the Town Hall. Lighting plans have been completed for each location for the installation of LED parking lot lights and exterior building lights. Decorative parking lot lights have been selected for Union and Noah Wallace schools being mindful of the historic districts the schools are located in. Permitting with the Town Planning and Zoning Commission was successfully completed. The project is currently out to bid with a bid opening date of March 21st. Construction is anticipated to start in summer 2017. The awards received through the Clean Energy Communities Municipal Pledge will be put toward the cost of the lighting project. Additionally, the funds saved and earned through the Ameresco Project will also be used to help pay for the lighting project.
3. Recycling Presentation to Brownie Troop – February 16th

In response to a request from a troop leader for a local Brownie Troop, the Green Efforts Committee prepared an age-appropriate presentation on the importance of recycling for the Troop. The presentation included gaining an understanding of what the girls already knew about recycling and expanding on that knowledge by reviewing the Single-Stream Recycling Guide from MIRA. The handout was given to the girls to take home and share with their parents. We also discussed what to do with things that are not on the recycling list and provided them information on the Household Hazardous Waste Collection Day. The presentation ended with a Recycle and Trash Relay Race, which the girls thoroughly enjoyed. The Committee will be looking for other opportunities to work with Scout Troops.

Attachment 17

RAILS-TO-TRAILS

GOALS 31-33

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Rails-to-Trails—Goals 31-33
DATE: April 3, 2017

Bi-annually, add and conduct a moderate public forum to review all current plans for the Farmington Trails including Rails-to-Trails, bike and walking paths and to encourage open and active public comment and suggestions. Invite all stakeholders.

A meeting date for the trail systems in Town is being discussed for the late Spring/early Summer of 2017 to coincide with the current and final trail section project.

To extend the Town Farm Road canal trail on the west side of the Town Farm Road to the Avon Town Line.

This project will not be completed due to the issues across from the farm property and its current usage. The farmer is utilizing the area where the trail needs to be located.

To re-establish the trail from the west-side of the Farmington Center bridge to approximately the former Grist Mill dam.

This section of trail will be monitored during the spring and summer for clearing of growth as necessary.

Attachment 18

RAILS-TO-TRAILS EXTENSION

GOAL 34

**OFFICE OF THE TOWN MANAGER
MEMORANDUM**

TO: Town Council Members
FROM: Kathleen A. Eagen, Town Manager
RE: Rails-to-Trails Extension—Goal 34
DATE: April 3, 2017

To extend the Farmington Canal Heritage Greenway Trail to the Plainville town line. Complete the construction. Provide quarterly reports to the Town Council.

The project is under construction and is approximately 40% complete. The bridge over Route 6 will be installed late summer. This project is funded 80% Federal and 20% State. This project will complete our overall trail system in Town. It is anticipated that the construction will be completed by September 2017. The project is 100% reimbursed for the design and construction of the project, through the State's Let's Go CT transportation fund.

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 L-10

That _____ be appointed to the Bicycle Advisory Committee beginning immediately for an indefinite term.

MOTION:

Agenda Item L-11

That _____ be appointed to the Human Relations Commission for a two-year term beginning immediately and ending June 30, 2018. (Sliwinski) (R)

MOTION:

Agenda Item N-1

To approve the attached Town Council's Recommended Budget for the Fiscal Year 2017-2018.

/Attachment

**FY2017/2018
TAX AND BUDGET WORKSHEET
TOWN COUNCIL RECOMMENDED BUDGET
APRIL 3, 2017**

	FY16/17 Adopted Budget	FY17/18 Town Council Recommended Budget	Dollar Change	% Change
<u>EXPENDITURES</u>				
Education	62,686,075	64,172,641	1,486,566	2.37
Town	28,229,371	28,860,794	631,423	2.24
Debt Service	6,827,369	7,315,700	488,331	7.15
Capital Improvements	2,856,900	2,398,000	(458,900)	(16.06)
Total	<u>100,599,715</u>	<u>102,747,135</u>	<u>2,147,420</u>	2.13

GRAND LIST

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	<u>3,574,821,028</u>	<u>3,595,959,571</u>	<u>21,138,543</u>	0.59

REVENUES

Other Property Taxes	1,175,000	1,200,000	25,000	2.13
Licenses and Permits	694,500	648,000	(46,500)	(6.70)
Fines and Penalties	40,000	39,000	(1,000)	(2.50)
Interest	85,000	150,000	65,000	76.47
Grants	5,850,171	4,145,382	(1,704,789)	(29.14)
Service Charges	1,327,543	1,357,290	29,747	2.24
Other	30,000	27,000	(3,000)	(10.00)
Westwoods Contribution	332,990	335,030	2,040	0.61
Total	<u>9,535,204</u>	<u>7,901,702</u>	<u>(1,633,502)</u>	<u>(17.13)</u>

TAX & MILL RATE

Tax Levy	\$ 91,776,511	\$ 95,553,433
Mill Rate	25.78	26.68
Mill Rate Change	0.68	0.90
% Change	2.7%	3.50%
Avg Residential Assessment	\$ 232,074	\$ 232,074
Real Estate Taxes	\$ 5,981.97	\$ 6,191.54
Dollar Increase	157.05	209.57
Percent Increase	2.7%	3.50%

TOWN OF FARMINGTON, CT
FY2017/2018
TOWN COUNCIL RECOMMENDED BUDGET
GENERAL FUND REVENUE

<u>ACCOUNT DESCRIPTION</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 TOWN COUNCIL RECOMMENDED</u>	<u>% CHANGE</u>
PROPERTY TAXES						
CURRENT TAXES	87,885,196	91,064,511	89,106,114	91,381,514	94,845,433	4.15%
DELINQUENT TAXES	301,512	200,000	103,053	191,058	200,000	0.00%
INTEREST & LIENS	246,463	225,000	112,787	212,199	225,000	0.00%
SUPPLEMENTAL TAXES	746,518	750,000	646,186	827,252	775,000	3.33%
TOTAL	89,179,689	92,239,511	89,968,141	92,612,023	96,045,433	4.13%
LICENSES AND PERMITS						
DOG LICENSES	8,422	6,000	4,380	5,727	6,500	8.33%
BUILDING PERMITS	526,524	675,000	370,787	590,929	625,000	-7.41%
OTHER PERMITS	26,060	13,500	11,840	17,922	16,500	22.22%
TOTAL	561,006	694,500	387,007	614,578	648,000	-6.70%
FINES AND PENALTIES						
COURT FINES	49,797	37,000	9,010	37,745	37,000	0.00%
DOG FINES & CHARGES	1,820	3,000	715	1,751	2,000	-33.33%
TOTAL	51,617	40,000	9,725	39,496	39,000	-2.50%
INTEREST						
INTEREST EARNINGS	98,512	85,000	83,672	145,164	150,000	76.47%
TOTAL	98,512	85,000	83,672	145,164	150,000	76.47%
STATE AND FEDERAL GRANTS						
PILOT: STATE-OWNED PROPERTY	3,147,460	3,086,385	3,134,814	3,134,814	2,526,231	-18.15%
PILOT: COLLEGES & HOSPITALS	29,785	29,924	29,691	29,691	19,650	-34.33%
VETERAN'S EXEMPTION	5,873	5,873	5,816	5,816	5,985	1.91%
ELDERLY CIRCUIT BREAKER	138,586	138,586	127,805	127,805	131,512	-5.10%
ELDERLY TAX FREEZE	929	929	851	851	875	-5.81%
PEQUOT/MOHEGAN FUND GRANT	31,572	29,874	9,932	29,796	30,223	1.17%
PILOT: TELECOMM EQUIP	103,812	112,713	-	108,018	105,915	-6.03%
REVENUE SHARING-PROJECTS	545,804	545,804	-	545,804	-	-100.00%
REVENUE SHARING-SALES TAX	-	241,319	335,287	335,287	482,637	0.00%
SOCIAL SERVICE GRANTS	8,574	12,000	3,631	8,291	8,500	-29.17%
POLICE GRANTS	185,310	75,000	95,499	74,666	78,000	4.00%
TOWN AID ROADS	373,341	373,341	186,719	373,438	373,438	0.03%
PLANNING GRANT	10,000	-	-	-	-	0.00%
EDUCATION GRANTS	1,559,944	1,181,846	547,539	1,036,863	-	-100.00%
SPECIAL EDUCATION	-	-	-	-	382,416	0.00%
TRANSPORTATION GRANT	15,302	16,577	-	-	-	-100.00%
SCHOOL BLDG GRANT	162,932	-	-	-	-	0.00%
TOTAL	6,319,226	5,850,171	4,477,584	5,811,140	4,145,382	-29.14%

**TOWN OF FARMINGTON, CT
FY2017/2018
TOWN COUNCIL RECOMMENDED BUDGET
GENERAL FUND REVENUE**

<u>ACCOUNT DESCRIPTION</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 TOWN COUNCIL RECOMMENDED</u>	<u>% CHANGE</u>
SERVICE CHARGES						
REAL ESTATE CONVEYANCE TAX	489,653	550,000	391,861	590,556	550,000	0.00%
BUSING FEES	3,465	5,785	5,155	6,835	5,800	0.26%
RENTALS	6,042	4,500	4,240	6,270	6,000	33.33%
TOWER SPACE RENTAL HOUSING	175,991	151,258	86,383	176,000	175,000	15.70%
POLICE SERVICES	51,807	52,000	28,338	48,580	55,490	6.71%
TOWN CLERK FEES	255,808	225,000	96,662	226,908	235,000	4.44%
SEWER INSPECTION FEE	241,804	285,000	174,243	291,734	285,000	0.00%
ZONING HEARINGS	-	17,000	-	-	7,500	-55.88%
ALARM FINES & CONNECTIONS	69,675	22,000	10,954	20,364	22,500	2.27%
TOTAL	1,307,320	1,327,543	802,736	1,381,397	1,357,290	2.24%
OTHER REVENUES						
OTHER ASSESSMENTS	139,662	5,000	1,395	2,000	2,000	-60.00%
OTHER REVENUES	51,037	25,000	30,402	37,428	25,000	0.00%
TOTAL	190,699	30,000	31,797	39,428	27,000	-10.00%
OTHER FUNDS						
WESTWOODS CONTRIBUTION	-	332,990	100,000	330,660	335,030	0.61%
TOTAL	-	332,990	100,000	330,660	335,030	0.61%
TOTAL REVENUES	\$ 97,708,068	\$ 100,599,715	\$ 95,860,662	\$ 100,973,886	\$ 102,747,135	2.13%

TOWN OF FARMINGTON, CT
FY2017/2018
TOWN COUNCIL RECOMMENDED BUDGET
GENERAL FUND APPROPRIATIONS

<u>DEPARTMENT</u>	<u>2015/2016</u> <u>ACTUAL</u>	<u>2016/2017</u> <u>REVISED</u> <u>BUDGET</u>	<u>2016/2017</u> <u>7 MONTH</u> <u>ACTUAL</u>	<u>2016/2017</u> <u>ESTIMATED</u> <u>12 MONTHS</u>	<u>2017/2018</u> <u>MANAGER</u>	<u>2017/2018</u> <u>TOWN</u> <u>COUNCIL</u> <u>RECOMMENDED</u>	<u>%</u> <u>CHANGE</u>
<u>GENERAL GOVERNMENT</u>							
TOWN MANAGER	403,594	486,188	290,369	507,935	510,321	505,321	3.94%
FINANCE	1,115,134	1,110,563	659,809	1,108,033	1,129,472	1,129,472	1.70%
PROBATE	15,096	15,000	9,430	15,000	15,000	15,000	0.00%
REGISTRARS OF VOTERS	98,568	124,879	68,902	110,638	110,158	110,158	-11.79%
TOWN COUNCIL	53,535	53,000	38,006	52,543	56,300	56,300	6.23%
PERSONNEL SERVICES	59,392	494,708	27,798	70,019	215,300	215,300	-56.48%
LEGAL	151,096	185,000	54,940	145,688	185,000	185,000	0.00%
TOWN CLERK	313,857	327,394	187,559	327,576	337,757	337,757	3.17%
ECONOMIC DEVELOPMENT	128,219	118,489	73,604	127,573	135,103	135,103	14.02%
REGIONAL ASSOCIATIONS	2,586,389	2,663,927	2,660,557	2,663,927	2,727,667	2,720,967	2.14%
PLANNING & ZONING	359,324	346,861	166,328	302,298	323,253	323,253	-6.81%
PUBLIC BUILDINGS	234,423	221,809	98,831	252,796	247,661	247,661	11.66%
INSURANCE	227,579	265,930	258,452	262,345	294,615	294,615	10.79%
TOTAL-GENERAL GOVT	5,746,207	6,413,748	4,594,584	5,946,372	6,287,607	6,275,907	-1.97%
<u>PUBLIC SAFETY</u>							
FIRE MARSHAL	1,164,615	1,029,747	523,994	1,029,701	1,066,841	1,066,841	3.60%
FIRE DEPARTMENT	1,482,735	1,539,046	876,556	1,535,121	1,528,164	1,528,164	-0.71%
POLICE	5,705,569	5,803,799	3,326,543	5,854,153	6,009,015	5,982,015	3.07%
COMMUNICATIONS CENTER	1,022,206	990,692	655,440	1,039,144	1,013,956	1,013,956	2.35%
EMS SERVICES	62,429	21,225	21,225	21,225	22,055	22,055	3.91%
BUILDING INSPECTOR	176,391	181,811	104,485	182,276	191,808	191,808	5.50%
TOTAL-PUBLIC SAFETY	9,613,946	9,566,320	5,508,244	9,661,619	9,831,839	9,804,839	2.78%
<u>PUBLIC WORKS</u>							
PUBLIC WORKS ADMIN	107,941	100,922	55,727	86,770	103,790	103,790	2.84%
HIGHWAY & GROUNDS	3,626,590	3,996,967	2,311,471	4,218,381	4,234,405	4,227,405	5.77%
ENGINEERING	496,715	552,289	293,275	471,156	542,071	542,071	-1.85%
TOTAL-PUBLIC WORKS	4,231,246	4,650,178	2,660,474	4,776,307	4,880,266	4,873,266	4.95%
<u>COMMUNITY & RECREATIONAL SERVICES</u>							
COMMUNITY & REC SERVICES	852,769	788,260	422,809	771,807	828,310	828,310	5.08%
HOUSING	22,986	27,370	11,733	23,560	24,685	24,685	-9.81%
TOTAL-COMM & REC SERVICE	875,754	815,630	434,542	795,367	852,995	852,995	4.58%
<u>OTHER</u>							
BENEFITS	6,407,091	6,773,495	6,044,171	6,683,723	7,048,087	7,043,787	3.99%
OTHER	-	10,000	-	-	10,000	10,000	0.00%
TOTAL-OTHER	6,407,091	6,783,495	6,044,171	6,683,723	7,058,087	7,053,787	4.05%
TOTAL-TOWN BUDGET	26,874,244	28,229,371	19,242,015	27,863,388	28,910,794	28,860,794	2.24%

**TOWN OF FARMINGTON, CT
FY2017/2018
TOWN COUNCIL RECOMMENDED BUDGET
GENERAL FUND APPROPRIATIONS**

<u>DEPARTMENT</u>	<u>2015/2016 ACTUAL</u>	<u>2016/2017 REVISED BUDGET</u>	<u>2016/2017 7 MONTH ACTUAL</u>	<u>2016/2017 ESTIMATED 12 MONTHS</u>	<u>2017/2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL RECOMMENDED</u>	<u>% CHANGE</u>
<u>DEBT SERVICE</u>							
DEBT ADMINISTRATION	6,651,806	6,827,369	4,653,676	6,679,467	7,315,700	7,315,700	7.15%
TOTAL-DEBT SERVICE	6,651,806	6,827,369	4,653,676	6,679,467	7,315,700	7,315,700	7.15%
<u>CAPITAL IMPROVEMENTS</u>							
CAPITAL OUTLAY	3,234,000	2,856,900	2,856,900	2,856,900	2,728,000	2,398,000	-16.06%
TOTAL-CAPITAL IMPROVEM	3,234,000	2,856,900	2,856,900	2,856,900	2,728,000	2,398,000	-16.06%
<u>EDUCATION</u>							
BOARD OF EDUCATION	59,912,273	62,686,075	32,288,178	62,686,075	64,322,641	64,172,641	2.37%
TOTAL-BOARD OF EDUCATIC	59,912,273	62,686,075	32,288,178	62,686,075	64,322,641	64,172,641	2.37%
GRAND TOTAL	96,672,323	100,599,715	59,040,769	100,085,830	103,277,135	102,747,135	2.13%

**CAPITAL
IMPROVEMENT
PROGRAM**

**CAPITAL IMPROVEMENT PROGRAM
FOR THE PERIOD
FY2017/2018-FY2021/2022**

**FUNDING SOURCE CODE:
G = GENERAL FUND
B = BONDING
O = OTHER FUNDS
R = REAPPROPRIATION**

F S	FUNDED 2016-2017	RECOMMENDED 2017-2018	PROJECTED 2018-2019	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	TOTAL	
BOARD OF EDUCATION								
	TECHNOLOGY IMPS. - SCHOOLS	G 505,000	485,000	500,000	500,000	550,000	550,000	2,585,000
	DISTRICTWIDE MECHANICAL EQUIP	G 55,400	225,000	225,000	225,000	225,000	250,000	1,150,000
	IAR LIBRARY RENOVATION	G	160,000					160,000
	SCHOOL SECURITY	G 50,000	50,000	50,000	55,000	55,000	60,000	270,000
	SCHOOL CODE/SAFETY COMPLIANCE	G 50,000	50,000	50,000	50,000	50,000	50,000	250,000
	CLASSROOM FURNITURE	G	140,000	125,000	125,000	125,000	125,000	640,000
	ROOF REPLACEMENT-FHS	G 8,700						-
	ROOF REPLACEMENT-IAR SCHOOL	B			481,130			481,130
	STUDENT TRANSPORTATION VEHICLES	G 85,000					95,000	95,000
	CAPITAL FACILITIES CONDITION REPORT	G 92,800						-
	CAFETERIA EQUIPMENT	G 35,000		25,000		25,000		50,000
	TOWN COUNCIL REDUCTION		(275,000)					(275,000)
	TOTAL-EDUCATION	881,900	835,000	975,000	1,436,130	1,030,000	1,130,000	5,406,130

ENGINEERING

	ROAD RECONSTRUCTION	B 4,000,000				2,000,000		2,000,000
	ROAD RECONSTRUCTION	O			200,000	200,000		400,000
	BRIDGE REPAIRS	G		50,000		50,000		100,000
	STP URBAN-NEW BRITAIN AVE	G 125,000		200,000	100,000			300,000
	RIVERBANK STABILIZATION	B		1,200,000				1,200,000
	RAILS TO TRAILS	G		75,000		75,000		150,000
	ENVIRONMENTAL COMPLIANCE	G 35,000	35,000	50,000	35,000	50,000	35,000	205,000
	UNIONVILLE CENTER SIDEWALKS	G		375,000				375,000
	FARMINGTON CENTER IMPROVEMENTS	G		325,000				325,000
	OPEN SPACE MANAGEMENT	G			25,000		25,000	50,000
	TOTAL-ENGINEERING	4,160,000	735,000	1,575,000	360,000	2,375,000	60,000	5,105,000

HIGHWAY & GROUNDS

	SIDEWALK REPLACEMENT	G			25,000		25,000	50,000
	SIDEWALK CONSTRUCTION	O 50,000		50,000		50,000		100,000
	HIGH SCHOOL TRACK	G				350,000		350,000
	HIGH SCHOOL BLEACHERS	G			200,000	200,000	200,000	600,000
	IRRIGATION IMPROVEMENTS	G		40,000	40,000			80,000
	TUNXIS MEADE IMPROVEMENTS	G		75,000	75,000	75,000	75,000	300,000
	FIELDS & PLAYGROUND EQUIPMENT	G 40,000				50,000		50,000
	TRUCK LIFT REPLACEMENT	G 85,000						-
	GENERATOR REPLACEMENT	G					100,000	100,000
	DUMP TRUCKS-HIGHWAY	G 185,000		205,000	190,000	190,000	190,000	775,000
	ROAD MAINTENANCE TRUCK-HIGHWAY	G	70,000		70,000		70,000	210,000
	ROAD SWEEPER	G 250,000					300,000	300,000
	3 CUBIC YD WHEEL LOADER	G					200,000	200,000
	BACKHOE LOADER	G		130,000				130,000
	ROAD SIDE MOWER	G	130,000					130,000
	ROAD MAINTENANCE TRUCK-PARKS	G		70,000		70,000		140,000
	WING DECK MOWER-PARKS	G		105,000				105,000
	MOWER-PARKS	G		55,000	40,000		60,000	155,000
	SUPERINTENDENT'S VEHICLE	G				25,000		25,000
	BUILDING MAINTENANCE VEHICLE	G		25,000				25,000
	SKIDSTEER-GROUNDS	G			40,000		60,000	100,000
	TOTAL-HIGHWAYS & GROUNDS	610,000	255,000	700,000	680,000	1,010,000	1,280,000	3,925,000

CAPITAL IMPROVEMENT PROGRAM
FOR THE PERIOD
FY2017/2018-FY2021/2022

FUNDING SOURCE CODE:

G = GENERAL FUND
B = BONDING
O = OTHER FUNDS
R = REAPPROPRIATION

	F S	FUNDED 2016-2017	RECOMMENDED 2017-2018	PROJECTED 2018-2019	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	TOTAL
PLANNING DEPARTMENT								
LANDSCAPE ENHANCEMENTS-SHADE TREES	G		25,000					25,000
PLAN OF CONSERVATION & DEVELOPMENT	G		25,000					25,000
TOTAL-PLANNING		-	50,000	-	-	-	-	50,000
FIRE DEPARTMENT								
TURNOUT GEAR	G	45,000	45,000	45,000	45,000	45,000	45,000	225,000
SCBA CYLINDER REPLACEMENTS	G	135,000		160,000				160,000
HOSE	G			25,000		25,000		50,000
LADDER 1 REPLACEMENT	B				1,200,000			1,200,000
ENGINE 2 REPLACEMENT	B			650,000				650,000
ENGINE 3 REPLACEMENT	B	600,000						-
ENGINE 5 REPLACEMENT	B						700,000	700,000
ENGINE 8 REPLACEMENT	B					650,000		650,000
ENGINE 9 REPLACEMENT	B						700,000	700,000
MEDIC 7 REPLACEMENT	G					95,000		95,000
MEDIC 11 REPLACEMENT	G			95,000				95,000
MEDIC 16 REPLACEMENT	G						95,000	95,000
TRUCK 14 (BRUSH) REPLACEMENT	G		95,000					95,000
FIRE SAFETY TRAILER	G				70,000			70,000
UTILITY VEHICLE	G						38,500	38,500
FIRE STATION IMPROVEMENTS	G	25,000	25,000					25,000
FIRE STATION RENOVATIONS	B				9,000,000			9,000,000
TOTAL-FIRE		805,000	165,000	975,000	10,315,000	815,000	1,578,500	13,848,500
POLICE DEPARTMENT								
SUPERVISOR'S SUV	G		68,000		68,000			136,000
TECHNOLOGY IMPS. - POLICE	G	55,000	50,000	45,000	75,000	50,000	20,000	240,000
FINGERPRINT MACHINE	G				35,000			35,000
COMMUNICATIONS UPGRADE	G	25,000						-
COMMUNICATIONS UPGRADE	B			630,000				630,000
BUILDING IMPROVEMENTS	G	25,000		50,000	50,000	50,000	50,000	200,000
SPEED SIGN TRAILER	G	30,000						-
FIREARMS SIMULATOR	G		55,000					55,000
TOTAL-POLICE		135,000	173,000	725,000	228,000	100,000	70,000	1,296,000
TOWN MANAGER								
TECHNOLOGY IMPS - TOWN	G	50,000	100,000	115,000	150,000	40,000		405,000
TOWN HALL IMPROVEMENTS	G			200,000	200,000	200,000	175,000	775,000
TOWN HALL IMPROVEMENTS	O		200,000					200,000
BUILDING/EQUIPMENT IMPS	G				75,000			75,000
TELEPHONE SYSTEM	G	90,000						-
FHS SCHEMATIC DESIGN	G	400,000						-
COMPUTER SYSTEM - FINANCE	G				25,000			25,000
LAND RECORDS RE-INDEXING	G	30,000	25,000	30,000				55,000
REAL ESTATE REVALUATION	G	220,000						-
TOTAL-TOWN MANAGER		790,000	325,000	345,000	450,000	240,000	175,000	1,535,000

CAPITAL IMPROVEMENT PROGRAM
FOR THE PERIOD
FY2017/2018-FY2021/2022

FUNDING SOURCE CODE:
G = GENERAL FUND
B = BONDING
O = OTHER FUNDS
R = REAPPROPRIATION

	F S	FUNDED 2016-2017	RECOMMENDED 2017-2018	PROJECTED 2018-2019	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	TOTAL
COMMUNITY & RECREATION SERVICES								
STAPLES HOUSE RENOVATIONS	G				25,000		25,000	50,000
DIAL-A-RIDE BUS	G				42,000			42,000
DIAL-A-RIDE BUS	R		7,000					7,000
DIAL-A-RIDE BUS	O		35,000					35,000
SPRAYGROUND WATER PARK	O			200,000				200,000
SENIOR CENTER EXERCISE EQUIP	G	25,000					25,000	25,000
SENIOR CENTER CAPITAL PROJECTS	G					25,000		25,000
SENIOR CENTER CAPITAL PROJECTS	O	25,000						25,000
STONE HOUSE RENOVATIONS	G		25,000	50,000	25,000			100,000
YOUTH CENTER RENOVATIONS	G				25,000			25,000
RECREATION FACILITIES IMPROVEMENTS	O			35,000				35,000
TOTAL-COMMUNITY & RECREATION		50,000	67,000	285,000	117,000	25,000	50,000	544,000
WESTWOODS GOLF COURSE								
FAIRWAY MOWER	G			50,000				50,000
SPRAYER	G	40,000						-
AERATOR	G					25,000		25,000
IRRIGATION IMPROVEMENTS	G			40,000			75,000	115,000
BUILDING IMPROVEMENTS	G	60,000						-
SANDPRO TOP DRESSER	G		35,000					35,000
TRACTOR & ACCESSORIES	G				75,000			75,000
TOTAL-GOLF COURSE		100,000	35,000	90,000	75,000	25,000	75,000	300,000
TREATMENT PLANT								
REPAIR SEWER LINES	O	125,000	125,000	125,000	350,000	500,000		1,100,000
PUMP STATION IMPROVEMENTS	O	175,000	175,000	175,000	300,000	475,000		1,125,000
PLANT UPGRADE & IMPROVEMENTS	O	600,000	600,000	600,000	200,000			1,400,000
PLANT EQUIPMENT REPLACEMENT	O	25,000	25,000	25,000	25,000			75,000
ROLLING STOCK REPLACEMENT	O	75,000	75,000	75,000	25,000	25,000		200,000
TOTAL-TREATMENT PLANT		1,000,000	1,000,000	1,000,000	900,000	1,000,000	-	3,900,000
GRAND TOTAL		8,531,900	3,640,000	6,670,000	14,561,130	6,620,000	4,418,500	35,909,630

**CAPITAL IMPROVEMENT PROGRAM
FOR THE PERIOD
FY2017/2018-FY2021/2022**

**FUNDING SOURCE CODE:
G = GENERAL FUND
B = BONDING
O = OTHER FUNDS
R = REAPPROPRIATION**

	F	FUNDED	RECOMMENDED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	
	S	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
FUNDING TOTALS								
GENERAL FUND	G	2,856,900	2,398,000	2,905,000	2,780,000	2,720,000	3,018,500	13,821,500
BONDED	B	4,600,000		2,480,000	10,681,130	2,650,000	1,400,000	17,211,130
OTHER FUNDS	O	1,075,000	1,235,000	1,285,000	1,100,000	1,250,000		4,870,000
REAPPROPRIATION	R		7,000					7,000
TOTAL		8,531,900	3,640,000	6,670,000	14,561,130	6,620,000	4,418,500	35,909,630

FY17/18 Recommended Budget	102,747,135
2.5% CIP Allocation	2,568,678
FY17/18 Recommended	2,398,000
As % of FY17/18 Budget	2.33%
Allocation	
BOE	34.8% 835,000
Town	65.2% 1,563,000

**OTHER
FUNDS**

**TOWN OF FARMINGTON, CT
FY2017-2018 BUDGET
REFUSE COLLECTION FUND**

	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL RECOMMENDED</u>
REVENUES						
INTEREST	1,123	1,000	922	1,596	1,500	1,500
WASTE COLLECTION FEES	1,658,186	1,635,880	1,628,332	1,656,113	1,621,943	1,621,943
PRIOR YEAR COLLECTIONS	38,324	16,800	12,008	19,182	16,800	16,800
OTHER REVENUES	11,407	2,200	1,000	2,000	2,000	2,000
TOTAL REVENUES	1,709,040	1,655,880	1,642,262	1,678,891	1,642,243	1,642,243

	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL RECOMMENDED</u>
APPROPRIATIONS						
LANDFILL	25,222	35,525	13,761	26,535	33,128	33,128
REFUSE COLLECTION	1,515,805	1,620,355	726,878	1,432,342	1,582,865	1,582,865
HAZARDOUS WASTE	-	-	-	25,301	26,250	26,250
TOTAL APPROPRIATIONS	1,541,027	1,655,880	740,639	1,484,178	1,642,243	1,642,243

**TOWN OF FARMINGTON, CT
FY2017-2018 BUDGET
RECREATION FUND**

RECREATION PROGRAMS	2015-2016 <u>ACTUAL</u>	2016-2017 <u>REVISED BUDGET</u>	2016-2017 7 MONTHS <u>ACTUAL</u>	2016-2017 ESTIMATED 12 MONTHS	2017-2018 <u>MANAGER</u>	2017/2018 TOWN COUNCIL <u>RECOMMENDED</u>
REVENUES						
SPORTS & PHYSICAL FITNESS	454,320	458,292	286,983	473,903	463,000	463,000
CULTURAL & CREATIVE	20,904	20,740	17,822	19,832	19,936	19,936
SOCIAL PROGRAMS	7,223	11,500	2,303	4,131	-	-
BUS TRIPS	6,694	8,000	3,243	6,492	6,700	6,700
RECREATION CAMPS	82,233	74,600	23,136	82,842	82,500	82,500
SENIOR TRIPS & PROGRAMS	40,142	22,500	17,710	24,305	24,300	24,300
OTHER REVENUE	3,930	4,000	1,312	3,343	3,300	3,300
INTEREST	290	300	99	209	220	220
TOTAL REVENUES	615,736	599,932	352,608	615,057	599,956	599,956

APPROPRIATIONS	2015-2016 <u>ACTUAL</u>	2016-2017 <u>REVISED BUDGET</u>	2016-2017 7 MONTHS <u>ACTUAL</u>	2016-2017 ESTIMATED 12 MONTHS	2017-2018 <u>MANAGER</u>	2017/2018 TOWN COUNCIL <u>PROPOSED</u>
SPORTS & PHYSICAL FITNESS	291,410	298,553	205,904	301,614	324,985	324,985
CULTURAL & CREATIVE	22,277	12,882	6,107	17,024	12,085	12,085
SOCIAL PROGRAMS	19,641	19,256	7,680	12,139	1,500	1,500
BUS TRIPS	6,777	8,000	5,259	8,586	8,800	8,800
SPECIAL NEEDS	900	4,800	327	1,228	4,800	4,800
RECREATION CAMPS	69,479	60,680	43,490	74,130	77,836	77,836
RECREATIONAL SERVICES	153,960	173,261	84,127	168,990	145,650	145,650
SENIOR TRIPS & PROGRAMS	42,121	22,500	9,940	30,344	24,300	24,300
TOTAL APPROPRIATIONS	606,565	599,932	362,835	614,055	599,956	599,956

**TOWN OF FARMINGTON, CT
FY2017-2018 BUDGET
GOLF COURSE FUND**

	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL RECOMMENDED</u>
REVENUES						
GREENS FEES	322,796	316,800	169,075	308,977	316,800	316,800
SEASON TICKETS	106,269	104,000	12,402	103,225	104,000	104,000
INTEREST	272	220	96	185	200	200
OTHER	7,697	5,000	2,678	5,273	5,300	5,300
LEASE PAYMENT	5,090	4,500	2,324	3,718	4,500	4,500
GOLF CART RENTALS	109,765	100,400	68,910	107,301	104,825	104,825
DRIVING RANGE	53,778	47,530	18,792	45,256	47,500	47,500
TOTAL REVENUES	\$ 605,667	\$ 578,450	\$ 274,276	\$ 573,935	\$ 583,125	\$ 583,125

	<u>2015-2016 ACTUAL</u>	<u>2016-2017 REVISED BUDGET</u>	<u>2016-2017 7 MONTH ACTUAL</u>	<u>2016-2017 ESTIMATED 12 MONTHS</u>	<u>2017-2018 MANAGER</u>	<u>2017/2018 TOWN COUNCIL RECOMENDED</u>
APPROPRIATIONS						
GOLF COURSE	396,476	-	-	-	-	-
CLUBHOUSE	196,003	183,510	103,562	182,395	188,370	188,370
RESTAURANT	2,055	2,500	(102)	1,757	2,325	2,325
DRIVING RANGE	9,092	15,000	7,299	11,661	9,500	9,500
GOLF CART RENTALS	50,980	44,450	28,117	47,462	47,900	47,900
GENERAL FUND CONTRIB	-	332,990	100,000	330,660	335,030	335,030
TOTAL APPROPRIATIONS	654,606	578,450	238,876	573,935	583,125	583,125

MOTION:

Agenda Item N-2

To approve the attached Warning for the May 1, 2017 Second Town Meeting and the May 11, 2017 Referendum.

Note: The attached Warning calls for a Second Town Meeting and Referendum if the first Budget Referendum fails. This will not be needed if the Budget passes on April 27, 2017.

/Attachment

**WARNING
TOWN OF FARMINGTON
SECOND TOWN MEETING – May 1, 2017
REFERENDUM – May 11, 2017**

The legal voters of the Town of Farmington and those qualified to vote at town meetings of said Town are hereby warned and notified that if the voters reject the recommended budget at the April 27, 2017 Referendum, a Second Town Meeting of the Town of Farmington is called for Monday, May 1, 2017 at 7:00 p.m. in the Farmington High School Auditorium, 10 Monteith Drive in Farmington, Connecticut, for the following purpose:

1. To consider and act upon the recommendation of the Town Council that the following resolution be adopted:

RESOLVED, that the second budget recommended by the Town Council for the fiscal year commencing July 1, 2017 be approved.

2. The moderator shall adjourn this meeting and the resolution presented under Item 1 of this Warning, as submitted to the Town Meeting or as modified thereby, shall become effective unless rejected by a vote on voting machines of persons qualified to vote in town meetings on Thursday, May 11, 2017 between the hours of 6:00 a.m. and 8:00 p.m. at the following polling places: Electors residing in the First Voting District and assigned to polling places 1-1, 1-2, 1-3 and 1-4 shall vote at Irving A. Robbins Middle School, 20 Wolf Pit Road, Farmington, Connecticut; and those assigned to polling place 1-5 shall vote at West Woods Upper Elementary School, 50 Judson Lane, Farmington, Connecticut. Electors residing in the Second Voting District and assigned to polling place 2-6 shall vote at the Community & Senior Center, 321 New Britain Avenue, Unionville, Connecticut; and those assigned to polling place 2-7 shall vote at the Municipal Complex, Monteith Drive, Farmington, Connecticut. Voters qualified to vote at town meeting who are not electors shall vote at their respective polling place at Irving A. Robbins Middle School, West Woods Upper Elementary School, the Community & Senior Center or the Municipal Complex. Absentee ballots will be available from the Town Clerk's office.

Absentee Ballots will be counted at the following central location: Town Hall, 1 Monteith Drive, Farmington, CT.

Said resolution presented under Item 1 shall be placed upon the voting machines under the following heading:

**“SHALL THE BUDGET FOR THE TOWN OF FARMINGTON
PRESENTED BY THE TOWN COUNCIL AND RECOMMENDED BY**

THE SECOND TOWN MEETING FOR FISCAL YEAR 2017-2018 BE APPROVED?

YES

NO”

Voters approving the resolution shall vote “Yes” and voters opposing the resolution shall vote “No”.

3. To consider and act upon any other business, which may properly come before said meeting.

FURTHER RESOLVED, that if voters approve the recommended budget at the April 27, 2017 Referendum, the May 1, 2017 Second Town Meeting and the May 11, 2017 Referendum shall be canceled.

Dated at Farmington, Connecticut this 3rd day of April 2017.

Per Order of the
Farmington Town Council

MOTION:

Agenda Item N-3

To schedule a Special Town Council Meeting (if needed) on Friday April 28, 2017 in the Town Hall Council Chambers at 4:00 p.m. to approve the Town Council's 2017-2018 Second Recommended Budget.

NOTE: This meeting will only be necessary if the April 27, 2017 Budget Referendum fails.

MOTION:

Agenda Item N-4

To Authorize the Town Manager to Execute an Open Space and Watershed Land Acquisition Grant Agreement and a Conservation and Public Recreation Easement and Agreement for a grant in the Amount of \$578,500 for the purchase of 8885 South Ridge Road, Farmington OSWA 516, and to manage said land as open space land pursuant to Section 7-131d of the Connecticut General Statutes.

NOTE: The Town of Farmington acquired the 90.48 acre 8885 South Ridge Road on July 11, 2016 for a total of \$1,050,040.00 from October Twenty-four, Inc. The Town applied for an Open Space and Watershed Land Acquisition Grant through the State DEEP and was awarded a grant in the amount of \$578,500. The signing of the grant agreement and conservation easement is the last step in the grant acceptance process prior to the Town receiving the grant funds from the State.

MOTION:

Agenda Item N-5

To approve the attached Americans with Disabilities Act (ADA) Policy and Grievance Procedure.

NOTE: All municipalities must (1) designate at least one employee to coordinate compliance with the ADA and (2) adopt and publish a grievance procedure for resolving ADA complaints. The attached policy and procedure reaffirms the Town's commitment to the philosophy and regulations of the ADA. It is best practice to review and readopt this policy periodically.

/Attachment

To Approve the Following Americans With Disabilities Act (ADA) Policy and Grievance Procedure:

**TOWN OF FARMINGTON
OFFICE OF THE TOWN MANAGER**

Americans With Disabilities Act (ADA) Policy and Grievance Procedure

PURPOSE: To provide a reasonable policy and procedure that will ensure: 1) equal opportunities for disabled persons to participate in and benefit from services, programs, or activities sponsored by the Town; 2) a bias free environment for disabled employees, or for disabled persons who seek employment with the town; and, 3) prompt and equitable resolution of complaints alleging discrimination on the basis of a disability.

STATEMENT OF POLICY: The Town of Farmington does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, or disability in employment or the provision of services. It is the intent of the Town to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of Town services, programs, or activities, and to allow disabled employees a bias free work environment. The Town, upon request, will provide reasonable accommodation in compliance with the Americans With Disabilities Act (ADA).

The Town is committed to creating an environment in which facilities for public meetings and general public use are accessible. Furthermore, the Town will provide auxiliary aids and services (interpreters, readers, assisted listening devices, text telephones, large print materials, audio tape, help in filling out forms, and other similar services and actions) if necessary and if such reasonable accommodation can be provided without undue hardship to the Town. Disabled persons may request the auxiliary aids and services of their choice, which will be given primary consideration.

The Town has a commitment to ensure equal opportunities for disabled town employees. Every reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in such manner as to not promote discrimination of disabled employees. Detailed policies and procedures regarding employment practices are contained in the Town's *Employee Manual*.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during an application/interview process.

The Town is also committed to ensure equal opportunity for disabled persons to participate on boards and commissions. Board and commission meetings will be held in accessible locations; requested auxiliary aids will be provided; and accommodation provided during the selection process of board and commission members. Through the recruitment process, the Town will actively seek and invite the participation of board and commission members who are disabled.

All future construction and renovation of Town-owned buildings and facilities will be carried out in accordance with current ADA accessibility best practices.

In the event citizens, employees, or other participants in the Town's programs, services, and activities feel the Town has violated their rights under the ADA, this policy provides a grievance procedure for handling such complaints.

Town staff will be trained to ensure that disabled persons may participate in and benefit from Town programs, services, and activities.

GRIEVANCE PROCEDURE:

The Town of Farmington adopts the following internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Equal Employment Opportunity Commission (EEOC) regulations implementing title I of the ADA and the U.S. Department of Justice regulations implementing title II of the ADA. Title I of the ADA states that "no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." Title II of the ADA states that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Complaints should be addressed to: Assistant Town Manager, ADA Coordinator, Town of Farmington, 1 Monteith Drive, Farmington, CT 06032, (860) 675-2350. The ADA Coordinator has been designated to coordinate ADA compliance efforts. The coordinator shall maintain the files and records of the Town relating to the complaints filed and ensuing investigations.

1. A complaint may be filed either in writing or verbally. It shall consist of the name and address of the person filing it, or on whose behalf it is filed, and

a brief description of the alleged violation of the ADA regulations. A complaint shall be filed within twenty (20) calendar days after the complainant becomes aware of the alleged violation.

2. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be commenced by the ADA Coordinator, or the designee of the ADA Coordinator, within ten (10) calendar days following the filing of complaint. The investigation will be informal but thorough, affording all interested persons and their representatives, if any, an opportunity to submit information relevant to such investigation.
3. A written determination as to the validity of the complaint and a resolution of the complaint, if any, shall be issued by the ADA Coordinator and a written copy mailed to the complainant within thirty (30) calendar days following the filing of the complaint.
4. The complainant may request a reconsideration of the case determination of the ADA Coordinator in instances where he or she is dissatisfied with the resolution. The request for reconsideration shall be made within ten (10) calendar days following the date the complainant receives the determination of the ADA Coordinator. The request for reconsideration shall be made to the Town Manager, Town of Farmington, 1 Monteith Drive, Farmington, CT 06032. The Town Manager shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information. The Town Manager shall issue his or her decision on the request for reconsideration within twenty (20) calendar days of the filing of the request for reconsideration. A copy of said decision shall be mailed to the complainant.
5. The complainant may request a reconsideration of the case determination of the Town Manager in instances where he or she is dissatisfied with the decision of the Town Manager. The request for reconsideration should be made within ten (10) calendar days following the date the complainant receives the determination of the Town Manager. The request for reconsideration shall be made to the Town Council through the Town Clerk, or the designee of the Town Clerk. The Town Council shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information and shall issue its decision thereon within thirty (30) calendar days of the filing of the request for reconsideration. A copy of said decision shall be mailed to the complainant. The decision of the Town Council is final.
6. The complainant's right to prompt and equitable resolution of the complaint must not be impaired by his or her pursuit of other remedies, such as the filing of a complaint with the U.S. Department of Justice or any other appropriate federal agency. Furthermore, the filing of a lawsuit in

state or federal district court can occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. These rules shall be construed to: 1) protect the substantive rights of interested persons, 2) meet appropriate due process standards, and 3) comply with the ADA and implementing regulations.

Approved by Town Council _____ April 3, 2017
Date

NOTE :

All municipalities must (1) designate at least one employee to coordinate compliance with the ADA and (2) adopt and publish a grievance procedure for resolving ADA complaints. The attached policy and procedure reaffirms the Town's commitment to the philosophy and regulations of the ADA. It is best practice to review and readopt this policy periodically.

MOTION:

Agenda Item N-6

To adopt the following Fair Housing Resolution for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.

TOWN OF FARMINGTON
FAIR HOUSING RESOLUTION

Whereas, All American citizens are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

Whereas, State and Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, national origin, ancestry, marital status, age, mental or physical disability, lawful source of income, sexual orientation, familial status, be given equal access to rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, The **The Town of Farmington** is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOVED, That the **Town of Farmington** hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a non-discriminatory basis: and BE IT FURTHER RESOLVED, That the Town Manager of the Town of Farmington or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practices in the Town of Farmington.

Adopted by the **Town of Farmington** on April 3, 2017.

Ms. Kathleen A. Eagen, Town Manager

Town Seal

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. It is best practice to continually renew and readopt this policy periodically.

MOTION:

Agenda Item N-7

To adopt the attached Affirmative Action Plan for the Town of Farmington

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. This statement was last reviewed and adopted by the Town Council in 2016. It is best practice to continually review and readopt this plan periodically.

/Attachment

To Adopt the Attached Affirmative Action Plan for the Town of Farmington.

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. This statement was last reviewed and adopted by the Town Council in April 2016. It is best practice to continually review and readopt this plan periodically.

Attachment

Adopted – April 2014

Reviewed and readopted April 2016

Reviewed and readopted April 2017

Town of Farmington Equal Employment Opportunity Program and Affirmative Action Plan

SECTION I. GENERAL POLICY

It is the policy of the Town of Farmington to provide equal employment opportunities without consideration of race, Color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but not limited to blindness, sexual orientation, political belief, or criminal record, unless the provisions of the Section 46a-60(b), 46a-80(b), and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Farmington recognizes both a legal and moral responsibility to abide by equal employment opportunity laws and philosophy. The Town also adheres to all the Federal and State laws, regulations and guidelines and executive orders as outlined in Attachment A.

The Town of Farmington agrees that all employment decisions involving applicants and employees shall be made solely on the basis of job-related qualifications and performance. Extraneous factors such as age, sex, marital status, and other conditions covered in Federal and State legislation shall not enter into pre- and post-employment decisions.

The Town of Farmington hereby pledges:

- To recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, mental illness, national origin, age, marital status, sexual orientation or physical disability, including, but not limited to blindness and temporary disability resulting from pregnancy.
- To base employment decisions on the principles of equal employment opportunity.
- To utilize only valid promotional requirements as the bases for promotional decisions.
- To ensure that all personnel actions, including benefits, compensation, transfers, layoffs, return from layoff, leaves, tuition assistance, training and social and recreational programs are administered without regard to race, color, mental illness, religion, sex, national origin, age, marital status, sexual orientation, gender identity, or physical disability including but not limited to blindness and temporary disability resulting from pregnancy.

SECTION II. POLICY DISSEMINATION

The Town will:

- A. Compile data, as required, for federal reporting relative to the distribution of employees within the work force.
- B. Incorporate an equal opportunity clause in all purchase orders and contracts.
- C. Ensure that "Help Wanted" advertising is placed in "Male/Female Wanted" columns in media sources used for recruitment and that the words "Equal Opportunity Employer" or letters "EOE" are included in each advertisement.
- D. Provide or post information on official actions and equal employment to all potential employees and the general public.

SECTION III. RESPONSIBILITY FOR IMPLEMENTATION

The Farmington Human Relations Commission is responsible for monitoring and evaluating this Policy. The Town Manager is responsible for implementing the Policy and shall have the necessary authority to achieve the Policy's objectives. Record keeping and reporting duties shall be delegated to the Assistant to the Town Manager. The Director of Community & Recreational Services shall serve as staff assistant to the Human Relations Commission and is responsible for annually reviewing the policy to keep current with Federal and/or State anti-discriminate laws (as outlined in Attachment A).

SECTION IV. PLAN OF ACTION

The Town will strive to be an organization that is dedicated to recruiting qualified candidates without regard to race, color, religion, sex, national origin, age, sexual orientation or physical disability, including, but not limited to blindness and temporary disability such as pregnancy. To accomplish this, the town will reach out to applicants in more innovative ways. A larger pool of applicants will increase the probability of minority candidates successfully being hired. Female and minority employees will participate in job affairs and other functions in area high schools to demonstrate a commitment to equal employment. Job fairs and similar community events will be a primary focus of the Town's effort to attract more minority candidates.

The Town of Farmington will continue to advertise extensively in general circulation newspapers and in newspapers which have a large circulation among minority and Hispanic residents. The Hartford Courant provides statewide coverage. Job announcements will also be placed in the North End Agent, a minority published paper and with the Connecticut Employment Service. In addition, media in urban areas in addition to Hartford which focus on minority and Hispanic residents will also be used.

We will continue to recruit in colleges and universities with Criminal Justice programs.

SECTION V. POLICY EVALUATION

The Town will closely monitor the number of applicants entering the employment process.

The police department, as a National Law Enforcement Accredited Agency complies with Standards 31.2.3 that requires the police department maintain an equal employment opportunity plan and standard 31.2.2 that requires the agency to maintain a recruitment plan. The police department conducts an annual evaluation of the recruitment process and evaluation of the selection process at the conclusion of each testing process.

The Town Manager will prepare an annual summary of the activities and accomplishments in July.

SECTION VI. PROCEDURES FOR GRIEVANCES

If an employee feels they have been discriminated against, they should contact the Town Manager who is responsible for reviewing such complaints. The Human Relations Commission would serve as "fair hearing body" in response to complaints regarding discrimination or inequity of treatment.

SECTION VII. ITEMIZED BUDGET

Expenses for the administration of the recruitment and selection process are provided for in the Town's General Fund Budget.

ATTACHMENT A

ATTACHMENT TO THE AFFIRMATIVE ACTION POLICY

<u>CONNECTICUT GENERAL STATUTES</u>	<u>SUBJECT</u>
C.G.S. Section 4 – 6lu	Upward Mobility
C.G.S. Section 4a – 60	Nondiscrimination clauses in State Contracts
C.G.S. Section 4a – 61	Minority Business Enterprises
C.G.S. Section 5 – 227	Discrimination prohibited in State employment
C.G.S. Section 5 – 267	Officers, appointing authorities and employees to comply with law
C.G.S. Section 8 – 265	Discrimination re: housing financed by CBFA Barred
C.G.S. Section 10a – 10	Office of Educational opportunity
C.G.S. Section 10a – 11	Strategic plan to ensure racial and ethnic diversity
C.G.S. Section 17 – 206j	Denial of employment, housing, licenses because of mental disorder
C.G.S. Section 27 – 59	Discrimination prohibited by armed forces
C.G.S. Section 31 – 75d	Apprenticeships program
C.G.S. Section 31 – 75	Discrimination in compensation on account of sex
C.G.S. Section 32 – 9e	Set-aside program for minority business enterprises
C.G.S. Section 36 – 445	Discrimination in making mortgage or home improvement loans
C.G.S. Section 38 – 172	Discriminating in insurance prohibited
C.G.S. Section 38 – 262j	Age discrimination in group insurance coverage prohibited
C.G.S. Section 46a – 60	Discriminatory employment practice prohibited

C.G.S. Section 46a – 64	Discriminatory public accommodations practice prohibited
C.G.S. Section 46a – 46a	Discrimination against families with children
C.G.S. Section 46a – 68	State Affirmative Action plans
C.G.S. Section 46a – 69	Discriminatory practices by state
C.G.S. Section 46a – 70	Guarantee of equal employment in State agencies
C.G.S. Section 46a – 71	Discriminatory practice by State agencies prohibited
C.G.S. Section 46a – 72	Discrimination in job placement by State agencies prohibited
C.G.S. Section 46a – 73	Discrimination in State licensing and charter procedures prohibited
C.G.S. Section 46a – 74	State agencies not to permit discriminatory practices in professional or occupational associations, Public accommodations or housing
C.G.S. Section 46a – 75	Discrimination in education and vocation program prohibited
C.G.S. Section 46a – 76	Discrimination in allocation of State benefits prohibited
C.G.S. Section 46a – 77	Cooperation with Commission required of State Agencies
C.G.S. Section 46a – 80	Denial of employment based on prior conviction of a crime, dissemination of Arrest Records prohibited
C.G.S. Section 53 – 37	Ridicule on account of race, creed or color
C.G.S. Section 53 – 37a	Deprivation of a person's civil rights
Public Act No. 91 – 58	An act concerning discrimination on the basis of sexual orientation

REGULATIONS

Section 46a-68-1 to
46a-68-17, inclusive

Sections 46a-68-31 to
46a-74 inclusive

46a-68j-21 through 43

GUIDELINES

Guidelines prepared by the
Committee of Upward Mobility

EXECUTIVE ORDERS

Executive Order No. 18,
Governor Meskill

Executive Order No. 11,
Governor Ella Grasso

Executive Order No. 12,
Governor Ella Grasso

Executive Order No. 9,
Governor O'Neil

Other

Connecticut Constitution Act 1, Section 1 and 20

REGULATIONS

29 C.F.R. Part 30

29 C.F.R. Part 32

29 C.F.R. Part 1602

29 C.F.R. Part 1620

29 C.F.R. Part 1627

31 C.F.R. Part 51

41 C.F.R. Part 60-1

41 C.F.R. Part 60-7441

SUBJECT

Apprenticeship regulations

Affirmative Action by State Government
regulations

State Contract Compliance

SUBJECT

Upward Mobility

Affirmative Action

Equal Employment Opportunity
and Affirmative Action

Governor's Council on
Opportunities for the Spanish Speaking

Affirmative Action

SUBJECT

Non-discrimination in apprenticeship

Handicap discrimination regulations

EEOC records and reports

Equal Pay Act regulations

ADEA records and reports

Non-discrimination by revenue sharing
recipients

FCCP regulations

Affirmative Action regulations for
handicapped workers

UNITED STATES

CONSTITUTION

First Amendment

Thirteenth Amendment

Fourteenth Amendment

Fifteenth Amendment

STATUTES

29 U.S.C. Section 260
et seq

29 U.S.C. Section 621
et seq

29 U.S.C. Section 701
et seq

31 U.S.C. Section 1221
et seq

42 U.S.C. Section 1981

42 U.S.C. Section 1983

42 U.S.C. Section 2000d
et seq

42 U.S.C. Section 2000e
et seq

42 C.U.S. Section 3601

Other

Civil Rights Acts of 1866, 1870, and 1871

Executive Orders 11246, amended by 11375

Americans With Disabilities Act of 1992

SUBJECT

Freedom in Speech

Prohibit slavery and involuntary servitude

Equal Protection

Voting rights for African American Men

SUBJECT

Equal Pay Act of 1963

Age Discrimination in Employment Act
1973
Act of 1973

Vocational Rehabilitation
Act of 1973

State and Local Fiscal
Assistance Act of 1972

Equal Rights Under Law

Civil Rights for Deprivation of Rights

Title VI of the Civil Rights Act of 1964

Title VII of the Civil Rights Act of 1964

Title VIII of the Civil Rights Act of 1968

Nondiscrimination under federal
contracts

MOTION:

Agenda Item N-8

To adopt the following Compliance with Title VI of the Civil Rights Act of 1964 Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.

TOWN OF FARMINGTON

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The **Town of Farmington** does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The **Town of Farmington** seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin in programs and activities receiving Federal financial assistance. Title VI provides that No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town's Fair Housing Plan and is fully implemented to ensure compliance by the Town, as the recipient, and by subrecipients. The cooperation of all Town personnel is required.

Ms. Kathleen A. Eagen, Town Manager

April 3, 2017
Date

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. This statement was last reviewed and adopted by the Town Council in 2016. It is best practice to continually review and readopt this plan periodically.

MOTION:

Agenda Item N-9

To adopt the following Fair Housing Policy Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.

**TOWN OF FARMINGTON
Fair Housing Policy Statement**

It is the policy of the Town of Farmington to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Farmington must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Farmington or any of Subrecipients of the Town will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Farmington.

The municipality's Town Manager, is responsible for the enforcement and implementation of this policy. The Town Manager, Kathleen A. Eagen may be reached at 860-675-2350

Complaints pertaining to discrimination in any program funded or administered by the Town of Farmington may be filed with the Town Manager, Kathleen A. Eagen. The municipality's Grievance Procedure will be utilized in these cases.

Complaints also may be filed with the Commission on Human Rights and Opportunity, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403.

A copy of this policy statement will be given annually to all Town employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town.

Revised April 3, 2017

April 3, 2017

Date

Ms. Kathleen A. Eagen, Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting the Town Manager's office at 860-675-2350.

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. This statement was last reviewed and adopted by the Town Council in 2016. It is best practice to continually review and readopt this plan periodically.

MOTION:

Agenda Item N-10

To authorize the Town Manager to execute the contract for "Turn-Key LED Street Light Project" with Tanko Street lighting, Inc. for the purpose of proceeding with Task 1: Audit and Design for \$32,000.00.

NOTE: The contract has been reviewed and approved by the Town Attorney.

Task 1 includes Tanko completing an audit of our existing lighting system. This is done to verify location, style and quantity of existing lights. This includes a proposed LED lighting design for the replacement lights that the Town will be purchasing.

If the Town proceeds with Task 2 of the contract, the fee for Task 1 will be rolled into the total project cost. Approval for proceeding with Task 2 and the purchase of the streetlights from Eversource will need to be authorized prior to September 9, 2017 in order to use the purchase price issued by Eversource on March 9, 2017.

MOTION:

Agenda Item N-11

To approve the following property tax refunds:

NAME	REASON	AMOUNT
1)5 Two Mile Road Assoc.	Overpayment	\$105.00
2)Corey Ahearn	Assessor's adjustment	\$68.24
3)Ari Fleet	Assessor's adjustment	\$701.04
4)Eileen Auclair	Double payment	\$4,576.47
5)Berkley Risk Admin.	Assessor's adjustment	\$8,094.64
6)Centerplan Development Co. LLC	Double payment	\$2,122.22
7)B. Della & H. Scelza	Double payment	\$2,726.37
8)Honda Lease Trust	Assessor's adjustment	\$408.42
9)JP Morgan Chase	Assessor's adjustment	\$100.57
10)Meghan Kennedy	Double payment	\$3,528.25
11)Timothy McLaughlin	Assessor's adjustment	\$99.87
12)Holly Miller	Assessor's adjustment	\$56.62
13)Ryan Naujoks	Assessor's adjustment	\$338.49
14)J & E Nowakowski	Double payment	\$409.03
15)M & L Rumpf	Double payment	\$2,085.73
16)Beth Sticca	Assessor's adjustment	\$15.60
17)Elisabeth Umpleby	Double payment	\$1,857.97
18)Lance Violette	Adjustment	\$78.32
19)Monika Wlodarczyk	Assessor's adjustment	\$308.07
20)Min Xue & X. Guo	Double payment	\$2,885.69
	TOTAL:	\$30,566.61

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
Land Acquisition Committee member

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