

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

DATE: November 14, 2017  
(Council Members are asked to call the Town Manager's office if they are unable to attend the meeting.)

TIME: 7:00 P.M.

PLACE: COUNCIL CHAMBERS

**AGENDA**

- A. Call to Order
- B. Pledge of Allegiance
- C. Presentations and Recognitions
  - 1. Proclamation – Veterans Day
  - 2. Eagle Scout - Stewart Buzdon
  - 3. Eagle Scout- Christopher Moreno
  - 4. Eagle Scout- Dylan Suffredini
  - 5. Nicholas Spencer & Jack Nelson - 2017 Firefighter of the Year Award by the Exchange Club
- D. Public Hearing- None
- E. New Items
- F. Public Comment
- G. Reading of Minutes
  - 1. October 11, 2016 Regular Town Council Meeting
- H. Reading of Communications and Written Appeals
  - 1. Kathleen A. Eagen - Letter to State Legislators
  - 2. Ruth Grobe – Thank You Letters
- 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
  - 5. Bicycle Advisory Committee
  - 6. Farmington Gateway Committee
- J. Report of the Council Chair and Liaisons

1. Chair Report
  2. Board of Education Liaison Report
  3. Unionville Village Improvement Association Liaison Report
  4. Town Plan and Zoning Liaison Report
  5. Water Pollution Control Authority Report
  6. Economic Development Commission Liaison Report
  7. Human Relations Commission Report
  8. Chamber of Commerce Report
  9. Other Liaison Reports
- K. Report of Town Manager – Quarterly Reports, Jingle Bell Jubilee, Town Council Reception, Update on the Director of Fire & Rescue Services, State Budget Update
- L. Appointments
1. Building Code Board of Appeals (Hammerberg)(D)
  2. Building Code Board of Appeals (Santos) (R)
  3. Building Code Board of Appeals (Statchen) (D)
  4. Conservation and Inland Wetlands Commission (Quigley) (D)
  5. Conservation and Inland Wetlands Commission (Markuszka) (R)
  6. Conservation and Inland Wetlands Commission (Wolf) (D)
  7. Economic Development Commission (Howard) (R)
  8. Economic Development Commission (Kleinman) (D)
  9. Farmington Historic District Commission (Cox) (R)
  10. Farmington Valley Health District (Parlow) (D)
  11. Human Relations Commission (Berzins) (D)
  12. North Central Regional Mental Health Board, Inc. (Wienke)(R)
  13. North Central Regional Mental Health Board, Inc. (Parady)(U)
  14. Plainville Area Cable TV Advisory Council (R)
  15. Tourism Central Regional District (Bernier) (R)
  16. Unionville Historic District and Properties Commission (Pogson) (D)
  17. Water Pollution Control Authority (Thompson) (R)
  18. Green Efforts Commission (Hinze)(R)
- M. Old Business
- N. New Business
1. To Accept Wisteria Lane as a Town Road, from the intersection of Meadow Road, a distance of approximately 740 Feet, to its existing terminus.
  2. To recommend acceptance of the donation of the proposed boathouse expansion from the Friends of Farmington Crew to the Town of Farmington, valued at approximately \$130,000.00.
  3. To authorize the Town Manager to sign the revised Farmington Boathouse lease amendment with the Friends of Farmington Crew and Miss Porter’s School, Incorporated, on behalf of the Town of Farmington.

4. To ratify the tentative collective bargaining agreements (Supervisor and Non-Supervisor) between the Town of Farmington and Local 2001, CSEA/SEIU for the Period July 1, 2017 through June 30, 2018.
5. To ratify the tentative collective bargaining agreement between the Town of Farmington and Local 3103, International Association of Firefighters for the Period July 1, 2017 through June 30, 2018.
6. To Approve Property Tax Refunds.

O. Executive Session

1. Land Acquisition

P. Adjournment

## PROCLAMATION

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

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

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

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

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

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

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

DATED AT FARMINGTON, CONNECTICUT this 14<sup>th</sup> day of November 2017.

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Nancy 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, Stewart Buzdon from Troop 68 Boy Scouts of America recently completed the requirements for Eagle Scout, and

WHEREAS, for his project titled “Identifying Organisms in Vernal Pools”, Stewart Buzdon monitored pools for two seasons on the Winding Trails property, built an informational kiosk about vernal pools, and created QR codes that link to a website providing information about organisms living in each pool, and

WHEREAS, Stewart Buzdon is a member of the Farmington High School Crew Team, Finance Club, and Economic Team, and Orchestra, and

WHEREAS, Stewart Buzdon is an exceptional scholar, as he was a finalist at the National Science Bowl, and is a recipient of the Dr. Bernard Harris Supernova Award, and

WHEREAS, as a result of Stewart Buzdon’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 Stewart Buzdon our best wishes and we hereby proclaim November 7, 2017 as Stewart Buzdon Day in Farmington, Connecticut.

Dated at Farmington, Connecticut this 5th day of November 2017.

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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, Christopher Moreno from Troop 68 Boy Scouts of America recently completed the requirements for Eagle Scout, and

WHEREAS, Christopher Moreno's project benefitted the Farmington Land Trust by building a bird blind and installing additional bird houses to enhance the bird watching experience for visitors to the Carey Pasture on Mountain Spring Road, and

WHEREAS, Christopher Moreno has demonstrated leadership through his participation on the Farmington High School Boys Crew team and Swim team, and he was named co-captain for both teams his senior year, and

WHEREAS, as a result of Christopher Moreno'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 Christopher Moreno our best wishes and we hereby proclaim November 5, 2017 as Christopher Moreno Day in Farmington, Connecticut.

Dated at Farmington, Connecticut this 5th day of November 2017.

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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, Dylan Suffredini from Troop 68 Boy Scouts of America recently completed the requirements for Eagle Scout, and

WHEREAS, Dylan Suffredini's project included the design, planning, and construction of a ten-station fitness trail along the Farmington River, which required 32 volunteers and 435 volunteer hours of work, and

WHEREAS, Dylan Suffredini has demonstrated leadership at Farmington High School, serving as captain of the Debate Team, President of the Economics Club, President of Model United Nations, Founder of the Political Action Club, and his participation in the Wind Ensemble, Jazz Band, and Marching Band, and

WHEREAS, Dylan Suffredini has displayed a dedication to public service through his involvement in Democratic campaigns on the local, state and national level, and is currently completing a research project for US Senator Chris Murphy on the positive impact of refugees in Connecticut, and

WHEREAS, as a result of Dylan Suffredini'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 Dylan Suffredini our best wishes and we hereby proclaim November 6, 2017 as Dylan Suffredini Day in Farmington, Connecticut.

Dated at Farmington, Connecticut this 5th day of November 2017.

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Nancy W. Nickerson  
Chair Farmington Town Council



October 25, 2017

State Senator Beth Bye  
Legislative Office Building, Room 3900  
Hartford, CT 06106

State Senator Terry Gerratana  
Legislative Office Building, Room 3000  
Hartford, CT 06106

Representative Derek Slap  
Legislative Office Building, Room 4036  
Hartford, CT 06106

Representative Mike Demicco  
Legislative Office Building, Room 3201  
Hartford, CT 06106

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

Yesterday morning I was briefed by Senator Witkos on the bi-partisan state budget proposal. It was encouraging to learn that the shift of a portion of the teachers' pension contribution to municipalities is not part of this proposal. I also learned that the elimination of the motor vehicle property tax is no longer under consideration.

Senator Witkos reviewed the ESC and other Municipal Aid funding and it appears that Farmington will receive close to what we anticipated during our local budget process.

I write to you today to urge you, as Farmington's elected representatives, to **VOTE YES** for the bi-partisan state budget proposal.

I look forward to the State budget process being completed as soon as possible.

Respectfully Submitted,

Kathleen A. Eagen  
Town Manager  
Town of Farmington

cc: Senator Kevin Witkos  
Farmington Town Council Members



INCORPORATED 1645

THE TOWN OF FARMINGTON



Farmington Community Services  
1 MONTEITH DRIVE  
FARMINGTON, CONNECTICUT 06032-1053  
INFORMATION (860) 675-2390  
FAX (860) 675-2323

H-2

November 2, 2017

Chief Richard Higley  
Tunxis Hose Company No. 1  
11 School Street  
Unionville, CT 06085

Dear Rich,

I am writing to let you know that at their September 27th meeting, the members of the Farmington Human Relations Commission unanimously passed a motion "thanking Rich Higley and the members of Tunxis Hose Company No. 1 for going above and beyond in responding to the concerns of New Horizons Village residents about the needs of people with disabilities at the Annual Carnival and Fireman's Parade."

The Town of Farmington should take great pride in its strong sense of community and its commitment to inclusion of all its residents.

With much appreciation,

*Ruth Grobe*

Ruth Grobe, Chair and the Members of the Farmington Human Relations Commission

cc: Nancy Nickerson, Kathy Eagen





H-2

November 2, 2017

Chief of Party Robert Wadowski, J.L.S.  
Engineering Division, Town of Farmington  
1 Monteith Drive  
Farmington, CT 06032

Dear Rob,

I am writing to let you know that at their September 27th meeting, the members of the Farmington Human Relations Commission unanimously passed a motion "thanking you for going above and beyond in responding to the concerns of New Horizons Village residents about the needs of people with disabilities at the Annual Carnival and Fireman's Parade in Unionville."

The Town of Farmington should take great pride in its strong sense of community and its commitment to inclusion of all its residents.

With much appreciation,

Ruth Grobe

Ruth Grobe, Chair and the Members of the Farmington Human Relations Commission

cc: Nancy Nickerson, Kathy Eagen



MOTION:

Agenda Item K

**Report of Town Manager** – Quarterly Reports, Jingle Bell Jubilee, Town Council Reception, Update on the Director of Fire & Rescue Services, State Budget Update

**Quarterly Reports**—attachments

**Jingle Bell Jubilee**

The Unionville Village Improvement Association, Unionville Museum, and Unionville Business Co-op will be sponsoring the sixth annual Jingle Bell Jubilee on Saturday, December 2, 2017 from 4-6 p.m. in downtown Unionville. The Jubilee will kick-off the holiday season in one event centering around the Alice Clover Pinney Park Gazebo, the Museum, Community Center and Annex Building, and the Tunxis Firehouse.

**Town Council Reception**

On December 12, 2017 from 6:00 p.m. to 7:00 p.m., prior to the regular Town Council Meeting, there will be a short reception honoring the outgoing member(s) of the Farmington Town Council.

**Welcome Steven Hoffmann – Director of Fire and Rescue Services**

I am pleased to announce that after an extensive recruitment process the Town of Farmington has hired a new Director of Fire and Rescue Services, Steven Hoffmann. Mr. Steven Hoffmann has a broad background in fire and rescue services and was a standout in the recruitment process. The process included the involvement of our three Fire Chiefs. Mr. Hoffmann was the top pick for all of the Volunteer Chiefs. His professional background, volunteer experience, and personality are a great match for the Town of Farmington Fire Department.

Mr. Hoffmann comes to Farmington with a long history of public service both in a volunteer fire department and in a career setting. Most recently, Mr. Hoffmann held the rank of Lieutenant with the Sikorsky Aircraft Fire Department in Stratford. He also served as the EMS officer for Sikorsky. While working in this defense manufacturing plant he was the Fire/EMS Training Instructor, served on the Emergency Management Planning Committee as well as the SCBA Committee, and supervised and led the department in day to day operations, while on shift.

Mr. Hoffman has served the Shelton Volunteer Fire company as well as the Echo Hose Volunteer Ambulance Corp in Shelton for close to 20 years. He has held the positions of firefighter, EMT, Instructor, Lieutenant and Captain. He is the Medal of Valor recipient as well as the Life Saving Award recipient. Since 2014 Steve has also been a member of the Oxford Volunteer Fire Department – Quaker Farms Fire Company. He serves as a firefighter and Training Division Instructor.

Mr. Hoffman's professional experience is diverse and deep. To round out his public safety experience Mr. Hoffman has served as an armed security officer with Sikorsky. He was also a Marine Patrol Sergeant with the Lake Housatonic Authority.

Additionally, he was a Fire/Police Telecommunicator with the Shelton Police Department.

Mr. Hoffman holds a Bachelor's Degree in Public Safety Administration from Charter Oak State College. He is currently working on his Master's Degree from Lewis University, also in Public Safety Administration. He resides in Oxford with his wife Christine and two young children.

Mr. Hoffman begins his new career with the Town of Farmington on November 13, 2017.

### **State Budget Update**

After much delay, the State of Connecticut biennial budget has been approved by the Legislature and signed by Governor Malloy. The amount of state grant funding coming to Farmington has been in question since early in the fiscal year. We now have adopted grant numbers to work with. In the last fiscal year (FY2016/2017) the Town received \$5,489,215 in state grants. According to the newly adopted state budget numbers, we are projected to receive \$5,270,060 for the current fiscal year (FY2017/2018). This is a reduction of \$219,155 from what we received in the previous year.

As you know, because of the uncertainty with the state budget, early in this fiscal year we froze all capital spending in order to have funds to offset any potential grant reductions. In addition, in September, due to the continuing state budget uncertainty and the indications that we were receiving that our state grants could be drastically reduced, we froze all Town spending that would not impact public safety.

The Town staff and Town Council were very conservative when putting together the state grant estimates for the FY 2017/2018 budget because of the uncertainty of the state's fiscal situation. This budget reduced the Town's grant funding below the level that we received last year, but provided more state grant funding than we had projected for the current year. In fact, the Town should realize more state grant revenue than we budgeted if all of the grant amounts are actually received.

While there is some question as to whether the adopted state budget is in balance, or will remain in balance until the end of the fiscal year, the state budget does provide some certainty as to the amount of grants we can expect to receive this year. The state budget reduces Farmington's grant funding by 5% from last year. When we developed the budget last spring we reduced state funding by 30% which means that assuming that the Town receives all of the state grant amounts that have been suggested, we will not experience any negative impacts from the grant reductions. Considering the various budget proposals that have been on the table over the last few months this is a positive outcome for Farmington.

In the past, state budgets have encountered problems during the fiscal year and we have seen the Governor rescind some of the grant appropriations during the year. This has happened over the past two years. Because we have budgeted so conservatively, if it were to happen again this year, I am comfortable that we will

not experience negative impacts to our budget (unless very drastic). For that reason, I have lifted the spending freeze on the operating and capital budgets. However, we will continue to maintain our vigilance over spending while monitoring grant receipts and will make adjustments to town spending as appropriate; freezing accounts if warranted.

We will discuss the state budget and its impact on Farmington in further detail at the Town Council meeting.

## 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.

<b><u>Desired Outcomes</u></b>	<b><u>Deliverables</u></b>	<b><u>2016-2018 Goals</u></b>
<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>	

## 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>2.2 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.   <b>Status:</b>  <b>No action</b></p> <p>2) Prepare for the acquisition of the Parsons property in 2017.   <b>Status:</b>  <b>The Town will be offered this property once the DOT Commissioner determines it is surplus and no longer is needed-once Project #51-260 is complete.</b></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.</p> <p>Work with the State of Connecticut to implement future State DOT projects and apply to CRGOG or to the State for the new projects.</p>	<p>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.</p> <p style="padding-left: 40px;"><u>State Project(s)</u>                      #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>Status: See Attachment 1</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>Status: Department of Transportation has approved this change and it will be incorporated into the project.</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>Status: 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>2.4 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><b>Status:</b> <b>See Attachment 3</b></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><b>Status:</b> <b>See Attachment 3</b></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><b>Status:</b> <b>See Attachment 4</b></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>2.5 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.</p> <p>Status: 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.</p> <p>Status: Public Hearing scheduled for November 15, 2017. On target for completion by December 31, 2017.</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.</p> <p>Status: See Attachment 5</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>Status: See Attachment 6</p> <p>12a.) To provide the Town Council a yearly report on Sub-Edge Farm at Fisher Farm.</p> <p>Status: Yearly Report Complete, included in July 11, 2017 Town Council Agenda</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.

<b><u>Desired Outcomes</u></b>	<b><u>Deliverables</u></b>	<b><u>2016-2018 Goals</u></b>
<p>3.1 Assure that Farmington's policies and procedures are competitive and conducive to economic development in the community.</p>	<p>Manage and support the Economic Development Commission in all aspects of the Economic Development policy and program.</p> <p>Establish and maintain working relationship with commercial real estate companies, developers, State of Connecticut Department of Economic Development, and local utility providers. Work in conjunction with the Planning and Development office on policy development.</p>	<p>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.</p> <p><b>Status:</b> <b>Complete, met on January 27, 2017 and November 3, 2017.</b></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.

<b><u>Desired Outcomes</u></b>	<b><u>Deliverables</u></b>	<b><u>2016-2018 Goals</u></b>
<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.</p> <p>Status: See Attachment 7</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.</p> <p>Status: See Attachment 8</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.</p> <p>Status: Complete</p> <p>17) Conduct contract negotiations with all of the Town's Bargaining Units. Provide Quarterly Reports to the Town Council on progress.</p> <p>Status: 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>Status: Complete</p> <p><u>Ongoing Projects:</u> Playground at West Woods School Miss Porters Boathouse</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>Status: See Attachment 9</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>Status: 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.

<u>Desired Outcome</u>	<u>2016-2018 Goals</u>
<p>5.1 Deliver Town-wide services in accordance within industry standards, achieving maximum efficiencies and with above average levels of citizen/customer satisfaction.</p>	<p>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.</p> <p>Status: Complete/In progress</p> <p>22) Provide Town Council a yearly report on Town Manager’s goals and objectives.</p> <p>Status: Yearly Report Complete</p> <p>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.</p> <p>Status: Complete</p> <p>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:</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>
<p>5.1 (continued)            Deliver Town-wide services in accordance within industry standards, achieving maximum efficiencies and with above average levels of citizen/customer satisfaction.</p>	<p>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 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>Status: Complete/In Progress</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>Status: 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>Status: Complete</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>
5.3 Establish a leadership role among Connecticut communities through the collaboration of the elected leadership – Town Council, Board of Education and Planning and Zoning.	
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.  <b>Status:</b> <b>See Attachment 10</b>
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.  <b>Status:</b> <b>See Attachment 11</b>

## 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>
5.9 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.</p> <p>Status: 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.</p> <p>Status: 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>Status: Complete.</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>Status: 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.</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>Status: 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>6.8 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>Status: Complete. Groundbreaking ceremony to be scheduled for end of November or early spring.</p>

# **Town Manager Quarterly Report**

November 2017

Attachment 1

**STATE DOT PROJECTS**

**GOAL 3**



**OFFICE OF THE TOWN MANAGER  
MEMORANDUM**

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TO: Town Council Members

FROM: Kathleen A. Eagen, Town Manager

RE: State DOT Projects—Goal 3

DATE: November 14, 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 continues the roadway reconstruction portion of the project. The anticipated completion date is June 30, 2018. A second traffic shift has been initiated between Route 10 and Mountain Spring Road. They are beginning the final phase of the project on the east bound side of Route 4.

Project #51-268 Rails to Trails to Plainville CT: The project is under construction and is approximately 90% complete. The bridge over Route 6 will be completed by November 15, 2017. 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.

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. Utilities are performing test pits this fall to determine actual field location of their facilities. 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 substantially complete. The project is funded through the LOTCIP program through the DOT and CRCOG.

Attachment 2

**STATE DOT PROJECTS**

**GOAL 5**

**OFFICE OF THE TOWN MANAGER  
MEMORANDUM**

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TO: Town Council Members

FROM: Kathleen A. Eagen, Town Manager

RE: State DOT Projects—Goal 5

DATE: November 14, 2017

**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.

Attachment 3

**BICYCLE ADVISORY COMMITTEE**

**GOALS 6 - 7**

**OFFICE OF THE TOWN MANAGER  
MEMORANDUM**

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TO: Town Council Members  
FROM: Kathleen A. Eagen, Town Manager  
RE: Bicycle Advisory Committee—Goals 6-7  
DATE: November 14, 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 4

**SEPARATE TRAFFIC UNIT**

**GOAL 8**

**OFFICE OF THE TOWN MANAGER  
MEMORANDUM**

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TO: Town Council Members  
FROM: Kathleen A. Eagen, Town Manager  
RE: Separate Traffic Unit—Goal 8  
DATE: November 14, 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 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.

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

### **Location and Main Complaint**

1. River Road/Burlington Road : Request for Stop Sign
2. Plainville Ave School Bus Stop
3. West District Road: Sidewalk issue
4. Noah Wallace: Stop Sign issue.
5. Brickyard Road truck signage
6. New Traffic light at Rte. 4 and High Street flashes red in all four directions when not on cycle creating gridlock on Rte. 4

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

### **Motor Vehicle Enforcement**

Motor Vehicle Stops	211
Citations Issued	113
Summons Issued	25



Attachment 5

**WATER POLLUTION CONTROL FACILITY UPGRADE**

**GOAL 11**

**OFFICE OF THE TOWN MANAGER  
MEMORANDUM**

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TO: Town Council Members

FROM: Kathleen A. Eagen, Town Manager

RE: Water Pollution Control Facility Upgrade—Goal 11

DATE: November 14, 2017

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

The WPCA Comprehensive Upgrade Project began in the spring of 2016. The construction will span 3 years and should be complete by the fall of 2019. These much needed upgrades were widely approved by Farmington voters in a November 2014 referendum. The upgraded facility will have an improved effluent quality and capacity while treating our wastewater more reliably and efficiently. The upgraded facility will also utilize an Ultra Violet Disinfection System, eliminating the use of chemicals currently used to disinfect treated effluent. Current activity on the site includes mass excavation, installation of underground piping and forming of new tanks and building structures. Once these structures are in place they will be fitted with new equipment and gradually integrated into the existing treatment process. As of September 30, 2017, \$33,854,788 million has been paid for work completed or 59 percent of the project has been completed.

Attachment 6

**FARMINGTON CEMETERY COMMITTEE**

**GOAL 12**

**OFFICE OF THE TOWN MANAGER  
MEMORANDUM**

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TO: Town Council Members

FROM: Kathleen A. Eagen, Town Manager

RE: Farmington Cemetery Committee – Goal 12

DATE: November 14, 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. To date, efforts have concentrated 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. Unfortunately, multiple efforts throughout the past few years to acquire the property from the State through conveyance, sale or swap have not proved favorable to the Town. The last offer by the State DEEP was to consider a swap of 124 Scott Swamp Road with land that is currently owned by the Town, and that has a value equal to or greater than a highest and best use appraisal of the Scott Swamp Road property, which could include the possibility of commercial development on the property. At this point, the Town is no longer pursuing this property for use by the Cemetery Association.

Farmington Cemetery Association's needs are becoming more urgent. Evan Cowles reported that land needs were discussed at the Cemetery Association's annual meeting in September. Their manager estimates that the Riverside Cemetery has less than 100 plots left to sell, and that they sell 30-50 plots a year.

The Town will need to regroup to identify Town land that would be suitable for the expansion of the Riverside Cemetery.

Attachment 7

**REGIONAL & STATE ECONOMIC DEVELOPMENT  
ACTIVITIES**

**GOAL 14**

**OFFICE OF THE TOWN MANAGER  
MEMORANDUM**

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TO: Town Council Members  
FROM: Kathleen A. Eagen, Town Manager  
RE: Regional & State Economic Development Activities—Goal 14  
DATE: November 14, 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. During this quarter we participated in the following:

1. Canton-Avon-Farmington Joint Rotary Meeting on Workforce Opportunities at FAVAH
2. CERC Annual Site Finder Seminar at Capewell Lofts in Hartford
3. CEDAS quarterly state meeting at the Traveler's Championship
4. Central Chamber State of the City
5. Regional Chamber Business After Hours at Allstate Construction in Farmington.
6. CREW CT networking event in Hartford
7. MetroHartford Global Council quarterly meeting
8. Farmington Cultural Alliance Meeting
9. CEDAS Annual Meeting
10. New England Council lunch with Congressman John Larson

Attachment 8

**BATTERSON PARK PARCEL**

**GOAL 15**

**OFFICE OF THE TOWN MANAGER  
MEMORANDUM**

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TO: Town Council Members  
FROM: Kathleen A. Eagen, Town Manager  
RE: Batterson Park Parcel – Goal 15  
DATE: November 14, 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.**

The Hartford Municipal Employees Retirement Fund (MERF) officially took possession of the Batterson Park parcel from the City of Hartford on July 1, 2017.

The Town of Farmington continues to work with MERF to explore how to best develop this parcel of land. During this quarter, MERF hired Gorman+York Property Advisors, LLC to assist with the development of Lot 1

**In Progress:**

- A quick claim deed from the City of Hartford to the City of Hartford Municipal Employees Retirement Fund was recorded on July 5, 2017 by the Farmington Town Clerk.
- On July 16, 2017 The Pension Commission issued an RFQ to for Consultant Services related to Development of Lot 1 Fienemann Road.
- On September 28, 2017 Nancy Nickerson, Rose Ponte and I attended the Pension Commission monthly board meeting and interviewed Gorman+York Property Advisors.
- On October 25, 2017 Rose Ponte met with members of the Gorman +York team to discuss Farmington's priority concerning Lot 1's development opportunities.
- On October 26 Bill Warner, and Rose Ponte met with Dr. Donald Poland to review land use requirements and permitting procedures for the property.



Attachment 9

**REVALUATION OF ALL REAL PROPERTY**

**GOAL 19**

**OFFICE OF THE TOWN MANAGER  
MEMORANDUM**

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TO: Town Council Members  
FROM: Kathleen A. Eagen, Town Manager  
RE: Revaluation of All Real Property-Goal 19  
DATE: November 14, 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:**

Tyler Technologies/CLT, the company hired to assist the Assessor with the 2017 revaluation, has been working through the summer and early fall on inspections and sales verification analysis. Currently the following progress has been made:

Sales Verification	85% complete
Commercial Property Inspections	98% complete
Photo Imaging	84% Complete
Inspections from Building Permit Activity	37% Complete
Valuation Analysis	40% Complete

At the time that Tyler Technologies was contracted it was anticipated that they would undertake 400 inspections resulting from building permit activity. However as of September 1, they have completed almost twice that number of inspections.

The focus for the next two months is to complete field reviews and the valuation analysis so that assessment change notices to property owners can be mailed out in November 2017 and informal hearings with property owners can be held in December 2017.

Attachment 10

**PUBLIC AWARENESS OF SOCIAL SERVICES**

**GOAL 27**

**OFFICE OF THE TOWN MANAGER  
MEMORANDUM**

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TO: Town Council Members

FROM: Kathleen A. Eagen, Town Manager

RE: Public Awareness of Social Services—Goal 27

DATE: November 14, 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. Throughout the year we have been focusing on information dissemination and fundraising. Staff continues to meet with various organizations and businesses to obtain sponsorship for several programs. We were successful in securing funds for some of our summer concert series.

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 provided information dissemination at various businesses and seminars to increase education on supportive services.
- Staff continues to coordinate with the High School on several programming initiatives, which have been made possible through grant funds from North Central Area Agency on Aging.
  - 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.

Finally, the cooperative efforts between all staff members throughout the department have increased our networking ability. In the past few months, we have seen the benefits of this through our contacts with businesses and groups for fundraising initiatives. We believe that our outreach has provided us with the basis for a solid presence in the community.

Attachment 11

**GREEN EFFORTS COMMITTEE**

**GOAL 28**

**OFFICE OF THE TOWN MANAGER  
MEMORANDUM**

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TO: Town Council Members

FROM: Kathleen A. Eagen, Town Manager

RE: Green Efforts Committee—Goal 28

DATE: November 14, 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 Annual Clean-Up Day for 2017 was a success with over 4,000 pounds of garbage collected from Farmington’s parks, roadsides and riverbanks. Over 100 people participated in the event. Since then the Committee has been working on ways to revamp their approach to clean up day to encourage more participation and introduce some flexibility into the Heaviest Haul Competition. One idea includes creating an ‘Adopt a Spot’ list for families and business to pledge to keep a designated area within the community litter free throughout the year, not just on clean-up day. The committee is also considering expanding the timeframe for the Heaviest Haul Competition to include all trash collected from April 1st through clean up day.
2. Municipal Exterior Lighting Project  
The Municipal Exterior Lighting Project has been very successful; currently 80% of the lights are installed. The project includes all seven schools and the Town Hall. The installation of LED parking lot lights and exterior building lights is complete at Town Hall, Farmington High School, Union School, West District School, East Farms School and Irving A. Robbins School. Decorative parking lot lights have been selected for Union and Noah Wallace schools being mindful of the historic districts the schools are located in. 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.

MOTION: Agenda Item L-1

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-2

That \_\_\_\_\_ be appointed to the Building Code Board of Appeals for the balance of a five-year term beginning immediately and ending September 30, 2022. (Santos) (R)

MOTION: Agenda Item L-3

That \_\_\_\_\_ be appointed to the Building Code Board of Appeals for the balance of a five-year term beginning immediately and ending September 30, 2022. (Statchen) (D)

MOTION: Agenda Item L-4

That \_\_\_\_\_ be appointed to the Conservation and Inland Wetlands Commission for the balance of a four-year term beginning immediately and ending September 30, 2021. (Quigley) (D)

MOTION: Agenda Item L-5

That \_\_\_\_\_ be appointed to the Conservation and Inland Wetlands Commission as an alternate for the balance of a four-year term beginning immediately and ending September 30, 2021. (Markuszka) (R)

MOTION: Agenda Item L-6

That \_\_\_\_\_ be appointed to the Conservation and Inland Wetlands Commission as an alternate for the balance of a four-year term beginning immediately and ending September 30, 2019. (Wolf) (D)

MOTION: Agenda Item L-7

That \_\_\_\_\_ be appointed to the Economic Development Commission for the balance of a two-year term beginning immediately and ending September 30, 2019. (Howard) (R)

MOTION: Agenda Item L-8

That \_\_\_\_\_ be appointed to the Economic Development Commission for the balance of a two-year term beginning immediately and ending September 30, 2019. (Kleinman) (D)



MOTION: Agenda Item L-9

That \_\_\_\_\_ be appointed to the Farmington Historic District Commission for the balance of a five-year term beginning immediately and ending September 30, 2022. (Cox) (R)

MOTION: Agenda Item L-10

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

MOTION: Agenda Item L-11

That \_\_\_\_\_ be appointed to the Human Relations Commission for the balance of a two-year term beginning immediately and ending June 30, 2019. (Berzins) (D)

MOTION: Agenda Item L-12

That \_\_\_\_\_ be appointed to the North Central Regional Mental Health Board, Inc. for the balance of a two-year term beginning immediately and ending September 30, 2019. (Wienke) (R)

MOTION: Agenda Item L-13

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, 2019. (Parady) (U)

MOTION: Agenda Item L-14

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-15

That \_\_\_\_\_ be appointed to Tourism Central Regional District for the balance of a three-year term beginning immediately and ending June 30, 2020. (Bernier) (R)

MOTION: Agenda Item L-16

That \_\_\_\_\_ be appointed to the Unionville Historic District and Properties Commission for the balance of a five-year term beginning immediately and ending September 30, 2022. (Pogson) (D)

MOTION:

Agenda Item L-17

That \_\_\_\_\_ be appointed to the Water Pollution Control Authority for the balance of a five-year term beginning immediately and ending September 30, 2022. (Thompson) (R)

MOTION:

Agenda Item L-18

That \_\_\_\_\_ be appointed to the Green Efforts Commission beginning immediately for an indefinite term. (Hinze) (R)

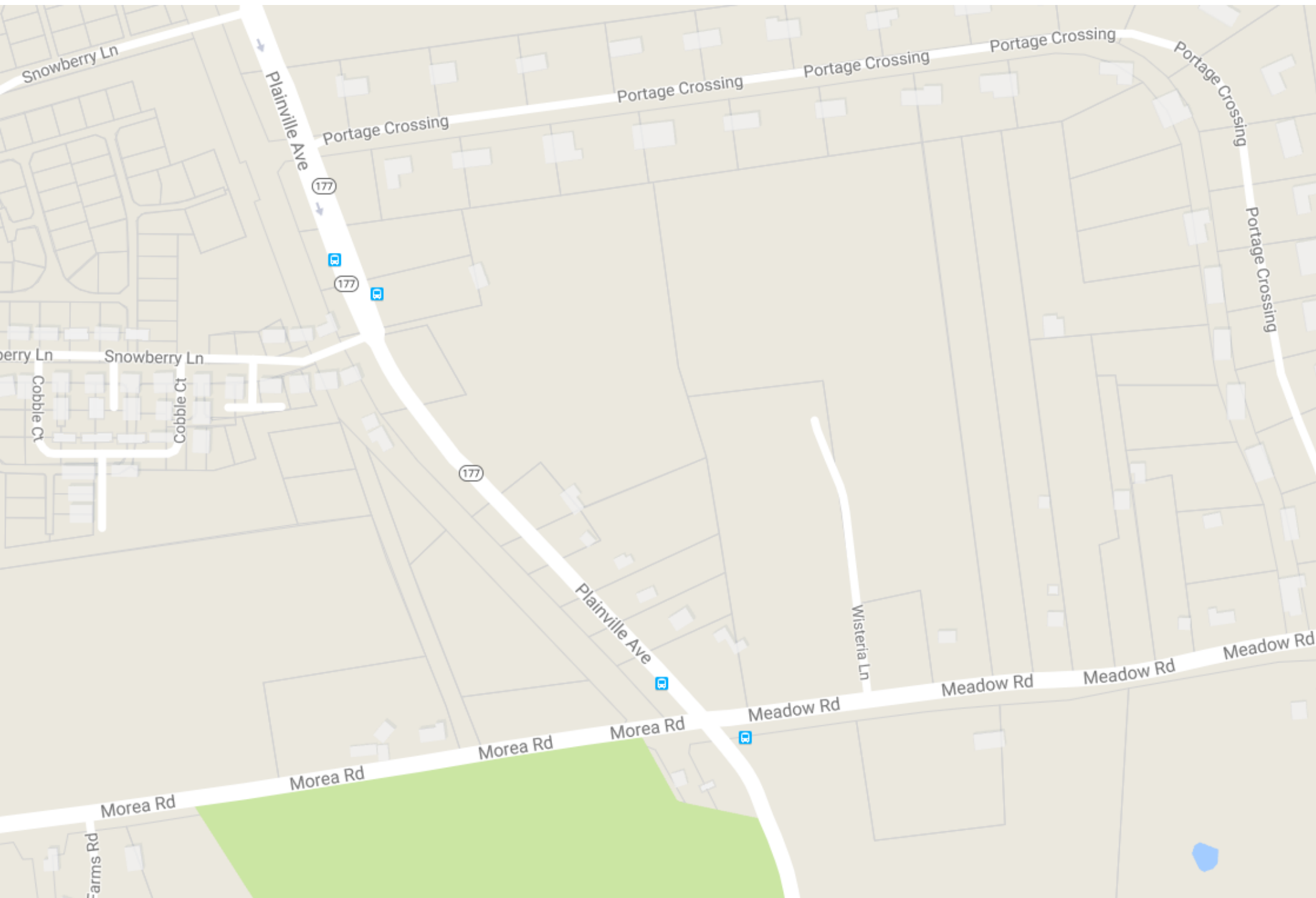
MOTION:

Agenda Item N-1

To Accept Wisteria Lane as a Town Road, from the intersection of Meadow Road, a distance of approximately 740 Feet, to its existing terminus.

NOTE: The Town Plan and Zoning Commission approved this development as a Town road. The developer, Calco Construction, has completed the public improvements which include 740 linear feet of roadway, 910 linear feet of drainage pipe, 720 linear feet of sidewalk, and 1 streetlight. These public improvements have been reviewed and approved by Town Staff and the developer is requesting the Town Council approve this as a Town road. The Town is holding a maintenance bond for one year from date of acceptance.

/Attachment



MOTION:

Agenda Item N-2

To recommend acceptance of the donation of the proposed boathouse expansion from the Friends of Farmington Crew to the Town of Farmington, valued at approximately \$130,000.00.

NOTE: The Friends of Farmington Crew (a.k.a. FHS Crew booster club) have a proposal to expand the existing boathouse by approximately 2,500 sf; the existing boathouse is approximately 4,250 sf. The purpose of the expansion is to create an exercise room, heated changing rooms and a small media center. The Friends of Farmington Crew are paying for the expansion and all other expenses.

The Inland Wetlands Commission approved the application on October 4, 2017 and the Town Plan and Zoning Commission completed its 8-24 review at its October 11, 2017. The Friends of Farmington Crew have already reviewed the proposal both with the Farmington Board of Education and Miss Porter's CFOO and Athletic Director. Both entities have provided letters in support of the expansion project.

The Town Council has to accept the donation per the Town's Donation policy.

Staff will be available to answer any questions.

MOTION:

Agenda Item N-3

To authorize the Town Manager to sign the revised Farmington Boathouse lease amendment with the Friends of Farmington Crew and Miss Porter's School, Incorporated, on behalf of the Town of Farmington.

NOTE: The existing lease between the Town of Farmington, the Friends of Farmington Crew, and Miss Porter's has been amended to revise a sentence in the lease that prohibited expansion of the building footprint. This change is underlined on the attachment. The lease amendment also includes a clause to cover this expansion area.

/Attachment

**LEASE AMANEDMENT**

This **LEASE AMENDMENT**, dated the \_\_\_\_\_ day of \_\_\_\_\_, 2017 between the **TOWN OF FARMINGTON** a Connecticut municipal corporation ("Landlord") and **MISS PORTER'S SCHOOL, INCORPORATED**, a Connecticut non-stock corporation having a principal place of business at 60 Main Street, Farmington, CT 06032 ("Miss Porter's"), and **FRIENDS OF FARMINGTON CREW**, an unincorporated association located in the Town of Farmington, Connecticut ("Friends"). Friends and Miss Porter's are sometimes collectively referred to herein as "Tenant".

The purpose of this Lease Amendment is to amend Section 8 of the original Lease dated the 23<sup>rd</sup> day of February, 2007; and to amend the Lease to include the expansion of the building by the Friends.

Section 8 shall read as follows:

8. **Alterations.** Landlord acknowledges that it has approved the site plan for the Premises and Building. Upon completion of the Project, the Building shall be the property of the Landlord and shall remain upon and be surrendered with the Premises as a part thereof at the termination of the Lease, without compensation to the Tenant. During the term hereof, Tenant may make alterations to the interior of the Building and may construct and or maintain a boat ramp. Tenant may also make such other alterations, including expanding the footprint of the building, provided all parties to this Lease have been notified and are in agreement with the alteration. Such agreement shall be provided in writing by all parties prior to Tenant pursuing permits. Nothing contained herein shall relieve Tenant of the obligation to obtain any and all permits that may be required for such construction or alteration.

**Building Expansion**

The Friends desire to expand the existing Building for the purpose of creating an exercise room, heated changing rooms and a media center .The Building Expansion is as shown on Exhibit A;

The Friends have complied with the Lease and this Amended Lease and have received support from Miss Porter's and approval from the Landlord for said expansion.

The Friends are solely responsible for the construction cost, maintenance cost, and other such costs that may be associated with the Building Expansion.

All other provisions of the original Lease remain in full force and effect.

IN WITNESS WHEREOF, the Landlord and the Tenant have executed this Agreement as of this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Witnesses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LANDLORD  
TOWN OF FARMINGTON

By: \_\_\_\_\_  
Kathleen A. Eagen  
Town Manager

TENANT  
MISS PORTER'S SCHOOL,  
INCORPORATED

By: \_\_\_\_\_  
Michael J. Bergin  
Chief Financial and Operating Officer

TENANT  
FRIENDS OF FARMINGTON CREW

By: \_\_\_\_\_  
Debra Burns  
President



STATE OF CONNECTICUT        )  
  )ss.: Farmington  
COUNTY OF HARTFORD        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned officer, personally appeared Kathleen A. Eagen, Town Manager of the Town of Farmington, signer and sealer of the foregoing instrument and acknowledged the same to be her free act and deed and the free act and deed of said Town of Farmington.

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires: \_\_\_\_\_

STATE OF CONNECTICUT        )  
  )ss.: Farmington  
COUNTY OF HARTFORD        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned officer, personally appeared Michael J. Bergin, Chief Financial and Operating Officer of Miss Porter’s School Incorporated, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of said Miss Porter’s School Incorporated.

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires: \_\_\_\_\_

STATE OF CONNECTICUT        )  
  )ss.: Farmington  
COUNTY OF HARTFORD        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned officer, personally appeared Debra Burns, President of Friends of Farmington Crew, signer and sealer of the foregoing instrument and acknowledged the same to be her free act and deed and the free act and deed of said Friends of Farmington Crew.

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires: \_\_\_\_\_

MOTION:

Agenda Item N-4

To ratify the tentative collective bargaining agreements (Supervisor and Non-Supervisor) between the Town of Farmington and Local 2001, CSEA/SEIU for the Period July 1, 2017 through June 30, 2018.

NOTE: This motion covers both the Supervisors and Non-Supervisor's collective bargaining agreements. These groups represent the Town's division directors and other supervisors and professional staff. There are a total of 22 members in both units.

This tentative agreement is for a one-year contract term from July 1, 2017 through June 30, 2018. Highlights of the agreement include:

- Wages: 2.25 % cost of living adjustment.
- Contract cost – the total cost of this contract is \$39,800.

These units represent our higher level managers. The contract essentially covers the basic working conditions of the units. At this time there was not a need for substantial changes in the contract. While this contract can be viewed as a status quo agreement, the one year contract term is positive for the Town. A one year contract places SEIU in line to negotiate with AFSCME and IBPO (IAFF as well, pending approval). We have proposed a one year contract term to assist the Town in planning benefit proposals that would be better negotiated town wide. Also, with the uncertainty at the State in recent months we did not want to tie the Town's hands with a long term contract.

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

MOTION:

Agenda Item N-5

To ratify the tentative collective bargaining agreement between the Town of Farmington and Local 3103, International Association of Firefighters for the Period July 1, 2017 through June 30, 2018.

NOTE: This motion covers the IAFF collective bargaining agreement. This group represents the Town's eight career firefighters. The career firefighters supplement the volunteer fire department personnel, covering the firehouses from 6 am – 5pm.

This tentative agreement is for a one-year contract term from July 1, 2017 through June 30, 2018. Highlights of the agreement include:

- Wages: 2.25 % cost of living adjustment.
- Contract cost – the total cost of this contract is \$11,378.

The contract essentially covers the basic working conditions of the units. At this time there was not a need for substantial changes in the contract. While this contract can be viewed as a status quo agreement, the one year contract term is positive for the Town. A one year contract places IAFF in line to negotiate with AFSCME and IBPO (SEIU as well, pending approval). We have proposed a one year contract term to assist the Town in planning benefit proposals that would be better negotiated town wide. Also, with the uncertainty at the State in recent months we did not want to tie the Town's hands with a long term contract.

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

MOTION:

Agenda Item N-6

To Approve the Following Property Tax Refunds.

<b>NAME</b>	<b>REASON</b>	<b>AMOUNT</b>
1)J. & C. Arcidiacono	Assessor's adjustment	\$43.09
2)Cab East	Assessor's adjustment	\$1,816.52
3)Nancy Chellgren	Assessor's adjustment	\$250.00
4)Corelogic	Erroneous payment	\$50.69
5)Daimler Trust	Assessor's adjustment	\$321.36
6)Data Management Inc.	Assessor's adjustment	\$17.98
7)Dovenmuehle Mtg Inc	Erroneous payment	\$2,496.85
8)Enterprise FM Trust	Assessor's adjustment	\$1,193.31
9)Cheng Fei	Assessor's adjustment	\$65.90
10)Finish Line Inc	Assessor's adjustment	\$2,028.18
11)E. & V. Golab	Assessor's adjustment	\$24.73
12)Pierre Guertin	Assessor's adjustment	\$52.29
13)Honda Lease Trust	Assessor's adjustment	\$464.93
14)France Johansen	Assessor's adjustment	\$83.22
15)Kevin & April Keller	Return of carts	\$195.84
16)Paul Larose	Assessor's adjustment	\$30.44
17)William Nawrocki Jr	Assessor's adjustment	\$158.03
18)Nissan Infiniti LT	Assessor's adjustment	\$160.27
19)Michael Quimet	Assessor's adjustment	\$82.31
20)Carla & Nelson Reis	Assessor's adjustment	\$74.43
21)Kieran Rovaldi	Assessor's adjustment	\$6.19
22)Toyota Lease Trust	Assessor's adjustment	\$1,342.28
23)VCFS Auto Leasing Co.	Assessor's adjustment	\$134.33
24)VW Credit Leasing LTD	Assessor's adjustment	\$627.69
25)T. Yeung & Nae Tak	Double payment	\$315.00
	<b>TOTAL:</b>	<b>\$12,035.86</b>

MOTION:

Agenda Item O-1

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

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

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

That attendance in the Executive Session shall be limited to:

Members of the Town Council  
Town Manager

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