

Minutes of the Town of Farmington  
Regular Town Council Meeting  
June 11, 2019

Present:

Nancy W. Nickerson, Chair  
Patricia Boye-Williams  
Bruce Charette  
Paul Cianci  
Edward Giannaros  
Beth Kintner  
C. J. Thomas

Kathy Blonski, Town Manager  
Paula B. Ray, Clerk

A. Call to Order

The Chair called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance

The Council and members of the public recited the Pledge of Allegiance.

C. Presentations and Recognitions

There were no presentations or recognitions.

D. Public Hearing

There were no public hearings.

E. New Items

Motion was made and seconded (Charette/Giannaros) to add as Agenda Item L-9 an appointment to the Joint Green Efforts Committee.

Adopted unanimously.

F. Public Comments

There were no public comments.

## G. Reading of the Minutes

### 1. May 14, 2019 Regular Town Council Meeting

Motion was made and seconded (Charette/Giannaros) to approve the minutes of the May 14, 2019 Regular Town Council Meeting.

Adopted unanimously

## H. Reading of Communications and Written Appeals

### 1. Kathleen Blonski – Letter to State Legislature re: Teacher’s Pension

The Manager called the Council’s attention to the letter she had sent to the Town’s legislators.

## I. Report of the Committees

### 1. UCONN Health Committee

The Chair reported the last meeting had been cancelled and that Uconn Health was restructuring their administration. She expected once the restructuring was complete they would schedule a meeting.

### 2. Land Acquisition Committee

Mr. Cianci reported the Committee had met last month.

### 3. Green Efforts Committee

There was no report for Agenda Item I-3.

### 4. Farmington Village Center Committee

Mr. Charette reported the Committee had met the previous month and reviewed information from the BSC Group and were scheduled to meet the following Thursday.

### 5. Farmington High School Building Committee

Ms. Kintner reported the Committee was in the process of hiring an Owner’s Representative for the project. They expected to make the decision at their June 19<sup>th</sup> meeting. The Site Evaluation Sub Committee, after considering several locations in all categories, had decided the best alternate location for a new high school was at the Westwoods Golf Course location. There was enough land to accommodate the school without impacting the golf course. The Communications Sub Committee had been working on a website and a variety of other messaging platforms. The Professional Partnerships Sub Committee had decided to wait for the Owner’s Representative to be hired to begin working on the RFP for architects. They had been working on questions for the final interviews for the Owner’s Representatives finalists.

## J. Report of the Council Chair and Liaisons

### 1. Chair

The Chair requested a presentation on how the UTC headquarters move would affect the Town of Farmington for the July meeting.

### 2. Board of Education Liaison

Ms. Kintner reported the Board of Education had met twice since the last meeting. Emergency repairs at the High School were discussed as the most concerning strain on the budget; the cafeteria contract for the district had been renegotiated and approved; teacher negotiations were starting; the BOE Communications Committee was working on their summer newsletter; Lori Wyrebek, Continuing Education Coordinator gave an update on programing; they received their annual update on the EXCEL programming from Bryan Zerio, Excel Coordinator.

### 3. Chamber of Commerce

There was no report for Agenda Item J-3.

### 4. Economic Development Commission Liaison

Mr. Giannaros reported the Quarterly Business Breakfast had been a success. Mr. David Griggs, President and CEO of the Hartford Metro Alliance had been the speaker. The next EDC meeting was scheduled for the following evening.

### 5. Farmington Historic District Commission

There was no report for Agenda Item J-5.

### 6. Housing Authority

Ms. Kintner reported the Housing Authority was meeting the following evening.

### 7. Human Relations Commission

Ms. Kintner reported the Commission was working collaboratively with the Hill-Stead Museum and the Live Well program to have workshops on how to communicate with people with communication issues. They were planning for their October Business Luncheon. They had meetings scheduled for August and September.

### 8. Library Board

There was no report for Agenda Item J-8.

### 9. Town Plan and Zoning Liaison

Mr. Charette reported the TPZ Commission had a public hearing scheduled for a river front floating zone on July 15, 2019.

### 10. Unionville Historic District Commission

Mr. Giannaros reported the Commission had met and were continuing their planning for their fall tour of Suburban Park and Sanford and Hawley on September 29, 2019. Their next meeting was scheduled for July 11, 2019.

11. Unionville Village Improvement Association Liaison  
There was no report for Agenda Item J-11.

12. Water Pollution Control Authority  
Mr. Cianci reported the project was going well with an expected substantial completion date of July 15, 2019.

13. Other Liaisons  
Mr. Thomas reported there had been a very successful 30-mile ride and bike to school events at the West Woods Upper Elementary School and Union School.

#### K. Report of the Town Manager

##### State Budget Impact

Mr. Joseph Swetcky, Director of Finance and Administration distributed the hand out recorded with these minutes as Agenda Item K-1 and reviewed State Grant funding for the next fiscal year.

##### Sub Edge Farm Yearly Report

The Manager called the Council's attention to the Annual Report on Sub Edge Farm enclosed in their packet.

##### Communication Implementation Plan Presentation

Kathryn Krajewski, Assistant Town Manger reviewed the report recorded with theses minutes as Agenda Item K-2 and answered Council questions.

##### Crosswalks in the Farmington Village Center Study Area

The Manager reported the bid for crosswalks had been unsuccessful, but the plan was to include the crosswalks in the sidewalk bid.

##### Farmington Village Center Committee Update

The Manager reported the Committee was meeting the following Thursday to review the final report from the BSC Group. She expected the Council would receive a presentation on the Village Center report at the July 9, 2019 meeting. The Committee would continue to work on the purchase of the Parson's Property and a promotional/informational brochure for Farmington Center.

##### Personnel Update

The Manager reported that the Town was in the final stages to hire an Assessor and a Planner.

Motion was made and seconded (Charette/Giannaros) to accept the report of the Town Manager.

Adopted unanimously

#### L. Appointments

1. Building Code Board of Appeals (Charette)

2. Human Relations Commission (Ierardi)
3. Human Relations Commission (Mambrino)
4. Justice of the Peace (Noe)
5. Plainville Area Cable TV Advisory Council (Bernier)
6. Plainville Area Cable TV Advisory Council (Markuszkka)
7. Water Pollution Control Authority (Thompson)
8. Zoning Board of Appeals (Levesque)

There were no appointments made for Agenda Items L-1 through L-8.

9. Joint Green Efforts Committee

Motion was made and seconded (Charette/Giannaros) that Jennifer Wynn be appointed to the Joint Green Efforts Committee beginning immediately for an indefinite term.

Adopted unanimously

M. Old Business

There was no Old Business conducted.

N. New Business

1. To approve the Town Council meeting schedule for 2020 and to set the date of the Annual Town Meeting.

Motion was made and seconded (Charette/Giannaros) to approve the Town Council meeting schedule for 2020 and to set the date of the Annual Town Meeting. (See the Attached Agenda Item N-1)

Adopted unanimously

2. To award a contract for the purchase of one SPRAYSTAR 2000 sprayer and accessories to Moffett Turf Equipment, Inc., of New Milford, CT at a purchase price of \$52,480.70.

Motion was made and seconded (Charette/Giannaros) to award a contract for the purchase of one SPRAYSTAR 2000 sprayer and accessories to Moffett Turf Equipment, Inc., of New Milford, CT at a purchase price of \$52,480.70.

Adopted unanimously

3. To set a Public Hearing for July 9, 2019 at 7:00 p.m. in the Town Hall Council Chambers to consider the acquisition of property owned by the Estate of Joseph J. & Stella W. Mitchell located at 9485 Mountain Road.

Motion was made and seconded (Charette/Giannaros) to set a Public Hearing for July 9, 2019 at 7:00 p.m. in the Town Hall Council Chambers to consider the acquisition of property owned by the Estate of Joseph J. & Stella W. Mitchell located at 9485 Mountain Road (approximately 0.23 Acres) for no consideration in exchange for taxes due (estimated to be approximately \$3,500 as of April 2019) subject to due diligence, including but not limited to title search.

Adopted unanimously

4. To cancel the August 13, 2019 Town Council Meeting.

Motion was made and seconded (Charette/Giannaros) to cancel the August 13, 2019 Town Council Meeting.

Adopted unanimously

5. To approve a resolution for the School Security and Infrastructure Project at East Farms Elementary School.

Motion was made and seconded (Charette/Giannaros) to approve the following resolution which is required for submission of State of Connecticut grant applications for the School Security and Infrastructure Project East Farms Elementary School.

Resolution

That the Farmington Town Council authorizes the Farmington Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the School Security and Infrastructure Project at East Farms Elementary School.

And

That the Farmington Board of Education is hereby established as the building committee with regard to the School Security and Infrastructure Project at East Farms Elementary School.

And

That the Farmington Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the School Security and Infrastructure Project at East Farms Elementary School.

Adopted unanimously

6. To approve property tax refunds.

Motion was made and seconded (Charette/Giannaros) to approve the following property tax refunds.

NAME	REASON	AMOUNT
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Bailey Ziggy O	Assessor adjustment	\$30.00
Berlin Remnant	Assessor adjustment	\$131.25
Dahlberg Kurt A	Assessor adjustment	\$65.64
Financial Services	Assessor adjustment	\$301.26
Honda Lease	Assessor adjustment	\$72.76
Humbarger David & Lori	Assessor adjustment	\$80.78
Sauermann Ann	Assessor adjustment	\$229.87
Vault Trust	Assessor adjustment	\$508.52
<b>Total</b>		<b>\$1,420.08</b>

Adopted unanimously

O. Executive Session

1. Personnel Matters.

Motion was made and seconded (Charette/Giannaros) to move to Executive Session for the discussion concerning personnel matters at 7:52 p.m. in attendance the Town Council and the Town Clerk.

Adopted unanimously.

The Town Clerk left the Executive Session at 8:38 p.m.

The Council returned to Open Session at 9:44 p.m.

N. New Business

7. To Set the Town Clerk's Salary for Fiscal-Year 2019-2020.

Motion was made and seconded (Charette/Giannaros) to set the Town Clerk's salary at \$108,625 for the 2019-2020 Fiscal Year and a \$600 bonus.

Adopted unanimously

P. Adjournment

Motion was made and seconded (Charette/Giannaros) to adjourn the meeting at 9:45 p.m.

Adopted unanimously

Respectfully submitted,

A handwritten signature in cursive script that reads "Paula B. Ray".

Paula B. Ray, Clerk

TOWN OF FARMINGTON, CT  
 FY2019/2020  
 STATE BUDGET GRANT UPDATE

<u>ACCOUNT DESCRIPTION</u>	<u>2019-2020 TOWN ADOPTED BUDGET</u>	<u>2019-2020 STATE ADOPTED BUDGET</u>	<u>OVER/ (UNDER) BUDGET</u>
<b>STATE AND FEDERAL GRANTS</b>			
PILOT: STATE-OWNED PROPERTY	2,069,061	2,069,061	-
PILOT: COLLEGES & HOSPITALS	23,644	23,644	-
REVENUE SHARING-PROJECTS	545,804	545,804	-
MUNICIPAL STABILIZATION GRANT	802,461	802,461	-
TOWN AID ROADS	373,796	373,796	-
EDUCATION GRANTS	793,024	893,279	100,255
TEACHER'S RETIREMENT	(256,006)	-	256,006
<b>TOTAL</b>	<u>\$ 4,351,784</u>	<u>\$ 4,708,045</u>	<u>\$ 356,261</u>

Town of Farmington

# COMMUNICATION IMPLEMENTATION PLAN

JUNE 11, 2019



# TOWN MANAGER GOAL # 22

*To appoint a working group to determine what a future ad hoc committee to improve communication and transparency would focus on.*

- Report presented to Town Council on February 13, 2019 outlining examples of current initiatives and potential next steps.
  - Town Council determined that a committee is not required
  - Town Council requested action items & timeline of communication plan implementation.
- Town Council funds additional newsletters & PT Communication position in FY 2019-2020 budget



Communication Action Items & Timelines

Item	Status	Action Plan Category	Cost	Timelines
Conduct focus groups/workshops to solicit feedback on how residents communicate.	Planning Phase	Public Engagement	Supplies- \$100	Internal & External Interviews (August- December 2019)
Research and analyze a new platform for emergency & communication notifications- Everbridge is outdated	Planning Phase	Platforms	\$7,500	Not funded- FY 2020-2021
Research and analyze a community engagement platform- public participation website for Town projects/initiatives (include surveys, documents, timelines, Q&A, etc )	Planning Phase	Platforms	\$20,000 - \$30,000	Not funded- FY 2020-2021
Prioritize information that needs to be more prominent on the website	Completed	Publications	\$0	Complete/Ongoing
Archive newsletters, annual reports, and budget information, rather than just posting the previous year	Completed	Publications	\$0	Complete/Ongoing
Develop a template to evaluate the level of engagement required for each Town project/initiative to ensure the appropriate level of communication is achieved	Planning Phase	Process	\$0	July 2019-January 2020
Link documents, reports, and presentations given to Town Council and use as communication tools	Completed	Publications	\$0	Archives complete- ongoing
Explore different ways to disseminate information to the public	Execution Phase	Public Engagement	TBD	Ongoing
Simplify long and complicated documents for easy understanding (ex: Town Budget)	Planning Phase	Publications	\$0	Ongoing
Part Time Communication Specialist Position	Execution Phase	All	\$20,000	Complete, funded beginning 7/1/19

# COMPLETED ITEMS

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*Prioritize information that needs to be more prominent on the website.*

- The “In the Spotlight” and the “Current News” section of the website have been updated to include the most relevant information, making it easily accessible for residents to find.
- Update the “Popular Links” Section to include “FHS Building Project Updates”
- Economic Development updates on the Town website

# COMPLETED ITEMS

*Archive newsletters, annual reports and budget information, instead of just posting the previous year*

- The following newsletters have been archived on the website: Spring 2015, Fall 2015, Spring 2016, Fall 2016, Spring 2017, Fall 2017, Spring 2018, Fall 2018
- The following annual reports have been archived on the website: FY 2016-2017, FY 2015-2016, FY 2014-2015, FY 2013-2014
- The following budgets have been archived on the website: FY 2018-2019, FY 2017-2018, FY 2016, 2017, FY 2015-2016, FY 2014-2015

# COMPLETED ITEMS

*Link documents, reports, and presentations given to Town Council and use as communication tools.*

- A “Document Central” page has been added to the Town Council’s subpage of the Town Website. Beginning July 1, presentations and documents, such as the infrastructure report, will be in a centralized location for easy access.
- The “Document Central” page serves as a repository for reports and documents for the Town Council

# COMMUNICATION IMPLEMENTATION PLAN

**Publications**

**Platforms**

**Process**

**Public  
Engagement**

# PUBLICATIONS

- "Publications" refers to anything the Town produces - written, verbal, video, etc.
- The overall approach to publications has changed:
  - Simplifying long and complicated processes, information, publications, and presenting them in a way that is clear, concise, and easy to understand
  - Modernize existing documents
- New approach has already been implemented for various initiatives (ex: High School, Green Efforts, Economic Development, Capital Planning)
- Looking to implement for the entire organization (Process)

# PLA TTFORMIS

- Using newer technology to communicate
- Keeping up with technology & changing when they change
- Examples of platforms:
  - Emergency notification platform
  - Community engagement platform
  - Social media platforms

# PROCESS

- Goal of the communication plan is to determine the best way to communicate information to the public
  - Evaluate the information that needs to be communicated to the public for each Town department
  - Determine the communication strategy to get this information to the public
  - Create publications to communicate this information
    - Simplify documents/ clear & concise
- Economic Development Example



# PUBLIC ENGAGEMENT

- Once we have determined what information we need to communicate with the public; we need to learn how the public wants us to communicate with them.
- Conduct focus groups/workshops to solicit feedback on how people want to communicate and to verify that the information we are communicating is relevant
  - Town needs to be nimble and adaptive
  - Understand that not every resident communicates the same way

# CONCLUSION

- Our philosophy on communication has changed:
  - Must be more adaptive, nimble, and willing to change
  - Embrace technology
  - Create concise publications -- proactive vs. reactive
  - Modernize existing publications
  - Verify information we are producing is relevant
- We need to have a communication plan that includes policies and process

**TOWN COUNCIL MEETING SCHEDULE**

January 14	January 28
February 11	February 25 (6:00 p.m)
March 10*	March 12** (4:00 p.m)
March 11** (4:00 p.m)	March 14** (9:00 a.m)
March 16** (4:00 p.m)	March 17** (4:00 p.m)
March 24	
April 6*** (Monday)	April 21
May 1** (4:00 p.m.)	
May 12	May 26
June 9	June 23
July 14	
August 11	
September 8	September 22
October 13	October 27
November 10	
December 8	

- \*Town Manager Public Hearing on the budget.
- \*\*Town Council Budget Workshop Meeting.
- \*\*\*Town Council Public Hearing on the budget.

**ANNUAL TOWN MEETING(S) AND REFERENDUM(S)**

April 20	First Annual Town Meeting
April 30	First Referendum
May 4	Second Annual Town Meeting (if needed)
May 14	Second Referendum (if needed)

NOTE: April 13-17 Farmington Public Schools Spring Break

**BUDGET WORKSHOP SESSIONS**

March 11 (Wednesday)	4:00 p.m. to 9:00 p.m.
March 12 (Thursday)	4:00 p.m. to 9:00 p.m.
March 14 (Saturday)	9:00 a.m. to 12:00 noon
March 16 (Monday)	4:00 p.m. to 9:00 p.m. (if needed)
March 17 (Tuesday)	4:00 p.m. to 9:00 p.m. (if needed)
May 1 (Friday)	4:00 p.m. to 9:00 p.m. (if Budget Referendum fails)