



# PLEASE JOIN US FOR A RECEPTION FOR NEWLY ELECTED OFFICIALS

PRIOR TO THE TOWN COUNCIL MEETING, THERE WILL BE A  
SWEARING IN CEREMONY FOR ALL NEWLY ELECTED  
OFFICIALS WITH A BRIEF RECEPTION TO FOLLOW.

TUESDAY • JANUARY 14, 2020 • 6:30PM-7:00PM  
TOWN HALL COUNCIL CHAMBERS  
1 MONTEITH DRIVE

**\*\*CAKE & COFFEE WILL BE SERVED\*\***

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

**\*\*\* RECEPTION FOR NEWLY ELECTED OFFICIALS\*\*\*  
6:30 P.M. - 7:00 P.M.**

DATE: January 14, 2020  
(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. Pledge of Allegiance
- B. Call to Order
  - 1. To appoint an Acting Chair of the Town Council
  - 2. To adopt the "Rules of Procedure"
- C. Presentations and Recognitions
  - 1. Eagle Scout- Nicholas Petrucelli Duncan
  - 2. Eagle Scout – Ivan Petroka
  - 3. Retirement – Ruth Grobe
  - 4. Superintendent of the Year – Kathleen Greider
- D. Public Hearing
  - 1. None
- E. New Items
- F. Public Comments
- G. Reading of Minutes
  - 1. December 10, 2019 Regular Town Council Meeting
- H. Reading of Communications and Written Appeals
- I. Report of Committees
  - 1. Farmington High School Building Committee
- J. Report of the Council Chair and Liaisons
  - 1. None.

- K. Report of Town Manager - 2020 Town Council Budget Schedule, Nutmeg TV Air Dates, State Legislators' Invitation, Fire Department Strategic Plan, Town Council Photo Shoot, Community and Recreational Services Update, Upcoming Town Council Meetings
  
- L. Appointments.
  - 1. Corporation Counsel
  - 2. Assistant Corporation Counsel
  - 3. Bond Counsel
  - 4. Labor Counsel
  - 5. Land Use/Environmental Counsel
  - 6. Treasurer
  - 7. Deputy Treasurer
  - 8. Depositories for Town Funds
  - 9. Town Council Liaisons/Committees
  - 10. Building Code Board of Appeals (Charette)
  - 11. Building Code Board of Appeals (Langston)
  - 12. Farmington Valley Health District (Parlow)
  - 13. Justice of the Peace (Noe)
  - 14. Plainville Area Cable TV Advisory Council (Bernier)
  - 15. Retirement Board (Allen- CILU Local 60)
  - 16. Retirement Board (Charette)
  - 17. Retirement Board (Brochu)
  - 18. Retirement Board (Cohen)
  - 19. Retirement Board (Cunningham-IAFF Local 3103)
  - 20. Retirement Board (Egan-IBPO)
  - 21. Retirement Board (Huelin)
  - 22. Retirement Board (Ingvertsen-AFSCME 1689)
  - 23. Retirement Board (Miller)
  - 24. Retirement Board (Porter-SCIU)
  - 25. Retirement Board (Valenti)
  
- M. Old Business. None
  
- N. New Business
  - 1. To consider and take action on the 2020 Blighted Building List.
  - 2. To review and approve the Capital Improvement Policy.
  - 3. To review and approve the Debt Management Policy
  - 4. To review and approve the Reserve Policy.
  - 5. To review and approve the Employee Health Self-Insurance Fund Reserve Policy.

6. To set a Public Hearing on February 25, 2020 at 6:00 pm on the Town Manager's Proposed Seven-Year Capital Improvement Plan.
  7. To Award Bid # 294, "Batterson Park Pump Station Upgrade" to Baltazar Contractors of Ludlow, Massachusetts at a total contract cost of \$1,899,695.00.
  8. To accept the donation of \$14,000 from the fire department Car Show Committee (consisting of firefighters from Tunxis Hose, Farmington, East Farms and Avon) for the purpose of building a Rehabilitation Pavilion at the Live Fire Training Facility to be used during training evolutions.
  9. To set a public hearing for February 11, 2020 at 7:00 pm in the Farmington Town Hall Council Chambers to consider the purchase of property owned by William L. Wollenberg, III and Paul A. Wollenberg located at 8489 Meadow Road (Approximately 11.38 Acres) for a price of \$108,000.
  10. To authorize the Town Manager to execute a grant of Conservation Easement and Restriction on 21 Pinnacle Ridge Road, Traci Stefanik, Grantor.
  11. To amend the appointments to the Farmington High School Building Committee.
  12. To amend the appointments to the Green Effort Commission.
  13. To approve Property Tax refunds.
- O. Executive Session – None.

MOTION:

Agenda Item B-1

To appoint \_\_\_\_\_ as Acting Town Council Chair.

NOTE: The Town Council shall elect an Acting Chair at its first meeting in January, following a municipal election, in accordance with Section C3-2 of the Farmington Town Charter.

---

MOTION:

Agenda Item B-2

That the attached "Rules of Procedure" be adopted for the term of this Town Council effective January 14, 2020.

Attachment

---

## Chapter A205

### RULES OF PROCEDURE

- |   |                               |
|---|-------------------------------|
| § A205-1. Meetings; agenda.                   | § A205.5. New items.          |
| § A205-2. Robert's Rules of Order to prevail. | § A205-6. Charter references. |
| § A205-3. Procedure at Council meetings.      | § A205-7. Acting Chair.       |
| § A205-4. Order of business, second Tuesday   | § A205-8. Code of conduct.    |
| § A205-4.1 Order of business, fourth Tuesday  |                               |

[HISTORY: Adopted by the Town Council of the Town of Farmington 7-1-1991, as amended through 1-8-2002. Subsequent amendments noted where applicable.]

#### GENERAL REFERENCES

Code of Ethics – See Ch. 24.

---

#### § A205-1. Meetings; agenda.

- A. Regular Council meetings shall be held on the second and fourth Tuesday of each month.
- B. Each meeting shall start at 7:00 p.m.
- C. The Council agenda with supporting material shall be delivered to Council members the Thursday preceding each meeting. The deadline for regular items to included in the agenda shall be 4:30 p.m. on the Tuesday prior to the regular meeting.
- D. Additional special Council meetings may be called by the Chair. Any Council member may request that a special Council meeting be called. In the event the Chair declines to call a special Council meeting, three members of the Council may call a special Council meeting.
- E. Agendas for all Council meetings shall be prepared by the Town Manager in consultation with the Chair, ~~and the Acting Chair.~~  
[Amended 1-9-2018] [Amended 1-14-2020]

#### § A205-2. Robert's Rules of Order to prevail.

The proceedings of the Council shall be conducted in accordance with Robert's Rules of Order.

#### § A205-3. Procedure at Council meetings. [Amended 1-14-2020]

- A. The Chair of the Town Council, who may also be referred to as the Mayor, shall preside over all meetings of the Council.
- B. Each member shall be provided with an agenda in advance of each meeting.

B.C. Voting.

- (1) All votes shall be “aye” or “nay,” and the vote of each member shall be recorded. In cases where there are no “nays” or “ayes,” the Clerk shall record the vote as unanimous, unless a member who did not cast an audible vote requests that his or her vote be recorded otherwise. The Clerk shall have ample time to record the vote before moving on to the next agenda item.
- (2) All members present shall vote on each question, except when a member has, or believes he or she has, a conflict of interest. In such circumstance, the member shall comply with the Code of Ethics, Chapter 24 of the Farmington Code.
- (3) A motion to limit or extend limits of debate, a motion for the previous question (i.e., to “call the question”) or a motion to suspend, alter or amend these rules of procedure shall require a two-thirds vote of the members present, but not fewer than four affirmative votes.
- (4) Public comments may be limited to five minutes per speaker at the discretion of the Chair.

**§ A205-4. Order of business, second Tuesday.**

The order of business of the regular Council meeting held on the second Tuesday of each month shall be as follows:

- A. Call to order.
- B. Pledge of Allegiance.
- C. Presentations and recognitions.
- D. Public hearing.
- E. New items.
- F. Public comments.
- G. Reading of minutes.
- H. Reading of communications and written appeals.
- I. Report of Council Chair and liaisons.
- J. Report of committees.
- K. Report of Town Manager.
- L. Appointments.
- M. Old business.
- N. New business.
- O. Executive session (by 2/3 vote).
- P. Adjournment.

### **§ A205-4.1. Order of business, fourth Tuesday. [Amended 1-14-2014]**

The order of business of the regular Council meeting held on the fourth Tuesday of each month shall be as follows:

- A. Call to order.
- B. Pledge of Allegiance.
- C. Public comments.
- D. Consideration of special topics.
- E. New Business (if needed)
- F. Adjournment.

### **§ A205-5. New items.**

By a two-thirds affirmative vote of the full Council membership, any item received after the deadline and which is considered to either be an emergency or a matter of sufficient import to warrant special consideration may be introduced and, if added to the agenda, may be considered a part of the agenda at a regular meeting. If new items are presented to the Council, whether from the public or from the Council, their addition to the agenda shall be considered before the public comment portion of the meeting in order to give the public the opportunity to comment on those agenda items.

### **§ A205-6. Charter references. [Amended 1-14-2020]**

The following sections of the Town Charter are referred to or quoted for the procedure guidance of the Council:

- A. Section C3-2: “~~The Chair of the Council shall preside over all meetings of the Council.~~ A vacancy in the office of the Chair of the Council, from whatever cause arising, shall be filled by appointment by the Council for the unexpired balance of the term, in accordance with C2-3 above. The Council at its first meeting shall appoint from among its members an Acting Chair who shall have all powers, duties and responsibilities of the Chair of the Council in the Chair’s absence or incapacity.”
- B. Section C3-4: “The presence of four members shall constitute a quorum, but no ordinance, resolution or vote except a vote to adjourn or fix the time and place of its next meeting or to fill a vacancy in an elective office after a sixty-day impasse has occurred, shall be adopted by fewer than four affirmative votes.”

### **§ A205-7. Acting Chair.**

The Council shall elect an Acting Chair at its first meeting in January, following a municipal election, in accordance with Section C3-2 of the Farmington Town Charter.

### **§ A205-8. Code of conduct.**

It is the obligation and responsibility of a Council member not to interfere with or intervene in the implementation by the Town Manager or other Town official of the policy or decision adopted by the Council and not divulge to anyone any aspect of matters considered and discussed in executive session.

Each Council member shall act in complete accordance with the provisions and tenor of this section, and should any Council member fail to so act, such failure shall subject such member to censure, reprimand or such other action deemed appropriate by the Council.

## PROCLAMATION

WHEREAS, the Scouts BSA helps 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 Scouts BSA which benefit our community, and

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

WHEREAS, Nicholas Petrucelli Duncan from Troop 68 Scouts BSA recently completed the requirements for Eagle Scout, and

WHEREAS, Nicholas Petrucelli Duncan's project involved the beautification of the Farmington Alternative High School (FAHS) outdoor space which included building additional seating, stripping and refinishing the existing seating, building benches and planters and choosing trees and perennials to be planted in the space, and

WHEREAS, Nicholas Petrucelli Duncan also worked hard coordinating a team to help build, refinish, and plant the new extended outdoor area for continued enjoyment by the students and staff, and

WHEREAS, Nicholas Petrucelli Duncan has demonstrated leadership and academic success as part of Troop 68 Boy Scouts of America and volunteering at the House of Bread soup kitchen in Hartford, and

WHEREAS, Nicholas Petrucelli Duncan attends Farmington High School in Farmington, and is part of the Varsity Basketball team to win the Division 3 2019 State Champion, is on the Varsity Crew team, is part of the FHS Economics Team, and was selected for the Wind Ensemble Band, and

WHEREAS, as a result of Nicholas Petrucelli Duncan'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 Nicholas Petrucelli Duncan our best wishes and we hereby proclaim January 14, 2020 as Nicholas Petrucelli Duncan Day in Farmington, Connecticut.

DATED AT FARMINGTON, CONNECTICUT this 14<sup>th</sup> day of January 2020.

---

CJ Thomas, Chair  
Farmington Town Council

## PROCLAMATION

WHEREAS, the Scouts BSA helps 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 Scouts BSA which benefit our community, and

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

WHEREAS, Ivan Petroka from Troop 68 Scouts BSA recently completed the requirements for Eagle Scout, and

WHEREAS, Ivan Petroka's project involved the Fisherman's Trail and Bridge Renovation which included clearing the trail, adding informational trail makers, rebuilding the main structure of the trail bridge and clearing the opposing abutment of vegetation, and

WHEREAS, Ivan Petroka also worked hard coordinating a team to help clear, build, and add markers for the continued enjoyment of Fisherman's Trail by the public, and

WHEREAS, Ivan Petroka has demonstrated leadership and academic success as part of Troop 68 Boy Scouts of America, and

WHEREAS, Ivan Petroka attends The University of Connecticut, as an Engineering student and plays trombone in the Marching Band and Pep Band, and

WHEREAS, as a result of Ivan Petroka'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 Ivan Petroka our best wishes and we hereby proclaim January 15, 2020 as Ivan Petroka Day in Farmington, Connecticut.

DATED AT FARMINGTON, CONNECTICUT this 14<sup>th</sup> day of January 2020.

---

CJ Thomas, Chair  
Farmington Town Council

## PROCLAMATION

WHEREAS, Ruth Grobe is a longtime Farmington resident who has dedicated herself to the betterment of her community through decades of advocating for social equality and justice, and

WHEREAS, Ruth Grobe received a Bachelor of Arts from Harvard University and a Master of Social Work from the University of Connecticut and uses her education and expertise to work tirelessly for the needs of all of Farmington's residents, and

WHEREAS, Ruth Grobe has worked for the Greater Hartford YMCA for over a decade and is the 2012 recipient of the Robert C. Knox, Jr. YMCA Distinguished Leadership Award for her dedication to helping the YMCA grow and prosper, and

WHEREAS, Ruth Grobe's civic engagement includes volunteering and supporting Town organizations such as the New Horizons, the Community Chest of the United Way, and the Human Relations Commission, where she has been the Chair for over twenty years, and

WHEREAS, Ruth Grobe established a unity network which provides information, education, and support to all of Farmington's diverse populations, and

WHEREAS, Ruth Grobe assisted in establishing the Citizens Coalition for Equal Access that advocates for Universal Design, and was instrumental in the installation of automatic entry doors at the Unionville Post Office to aid all residents that are either confined to a wheelchair or need help with heavier doors in having access to the Unionville Post Office, and

WHEREAS, in addition to the outstanding work she does in Farmington, Ruth is also committed to ServCorps, a volunteer service founded by her husband Richard, that focuses on the construction and restoration of homes in Connecticut and areas suffering from natural disasters.

NOW THEREFORE, the Farmington Town Council hereby commends Ruth Grobe for her tremendous work on behalf of the community and we hereby thank her for her selfless dedication and immeasurable contributions and commitment to the Town of Farmington and its residents. The Farmington Town Council hereby extends Ruth Grobe best wishes on her new endeavors.

DATED AT FARMINGTON, CONNECTICUT this 14<sup>th</sup> day of January 2020.

---

CJ Thomas, Chair  
Farmington Town Council

## PROCLAMATION

WHEREAS, Kathleen Greider has served the Town of Farmington as the Superintendent of Schools since May 2009, and is a recognized educational leader in Connecticut, and

WHEREAS, Kathleen Greider has developed and enacted Farmington's clear and visionary improvement design within the school district, placing Farmington at the forefront of innovation and excellence as a leading school district in Connecticut and beyond, and

WHEREAS, Kathleen Greider's leadership has resulted in the school district being designated a national P21 Exemplar District for innovative teaching, learning, and programming, and

WHEREAS, Kathleen Greider's collaborative work with the Board of Education, administration, faculty, staff, students and the Farmington Community has led to innovative improvement practices and programs aligned to Farmington's *Vision of the Graduate, Framework for Teaching and Learning* and *Core Beliefs*, and

WHEREAS, Kathleen Greider's excellent work has been recognized by her peers in the State of Connecticut and she has received the distinct honor of being named Connecticut's 2019/2020 Superintendent of the Year, and

WHEREAS, in addition to her dedication to the education of Farmington's youth, Kathleen Greider has made significant and lasting contributions that have fostered strong relationships between the school district and the Town of Farmington, and

WHEREAS, Kathleen Greider's efforts to forge effective and solid relationships between the school district and the Town of Farmington have resulted in successful initiatives in the areas of school security, technology-integrated instruction, facility improvements, and joint efforts in the area of operations resulting in cost avoidance and efficiencies.

NOW, THEREFORE, the Farmington Town Council hereby commends Kathleen Greider for her excellent work on behalf of the entire Farmington community and we happily congratulate her on her 2019/2020 Superintendent of the Year Award.

DATED AT FARMINGTON, CONNECTICUT this 14th day of January 2020.

---

CJ Thomas, Chair  
Farmington Town Council

MOTION:

Agenda Item K

**Report of Town Manager** – 2020 Town Council Budget Schedule, Nutmeg TV Air Dates, State Legislators’ Invitation, Fire Department Strategic Plan, Town Council Photo Shoot, Community and Recreational Services Update, Upcoming Town Council Meetings

**2020 Town Council Budget Schedule**

For your reference, attached is the 2020 Town Council meeting schedule for the upcoming budget meeting(s), workshop(s), Annual Town Meeting(s) and Referendum(s).

**Nutmeg TV Air Dates**

For your information, the Town Council meetings will be broadcasted live on Nutmeg TV’s Education Channel as follows:

- Comcast Channel 95 and 1090
- Frontier Channel 6061

For 7:00 p.m. Town Council meetings, the live streaming will begin at 6:55 p.m. The meetings will still be available on Nutmeg TV on Demand a few days after the meetings take place. They will also be available for viewing on Nutmeg TV’s Government Channel 96 and 1084, and Frontier Channel 6062 at the following times:

Sundays	6:00 a.m. & 9:00 p.m.
Fridays	12:00 a.m., 3:00 a.m., 6:00 a.m., 9:00 a.m., 12 noon, 3:00 p.m., 6:00 p.m., 9:00 p.m.
Saturdays	12 noon

**State Legislators Invitation**

It is customary to invite Farmington’s state legislators to attend a Town Council Meeting in February. It is my intent to contact the state legislators and invite them to attend the first Town Council meeting in February to give a short presentation to the Town Council regarding the upcoming state budget and legislative session.

**Town of Farmington Fire Department Strategic Plan**

Since 2014 the Town of Farmington Fire Department has been planning for their current and future infrastructure needs. In the last five years the department has conducted two major studies to review the needs of the department. A fire stations building renovation project has been in the out years of the capital improvement plan and is now reaching the current year budget.

The Town of Farmington undertook the construction of two sub-stations and renovation of its existing main fire stations in 1999. In the 20 years since that project, only basic maintenance and general upkeep has been done at

the fire stations. In 2014, the Town engaged in a Facilities Study on the three main fire stations and 2 sub-stations to evaluate them for code compliance and potential for renovations. In 2018, the Town of Farmington Fire Department hired a consultant, Emergency Services Consultants Incorporated, to conduct a Fire Station Location & Deployment Study. The purpose of this study was to review the current fire station locations and potential to relocate those stations while considering community growth, future planning, call response, high target hazards, Insurance Services Office (ISO) ratings, volunteer response, etc.

The fire stations need to be significantly upgraded to meet new requirements and to meet Farmington's continued growth. To that end I am recommending that the Town Council consider a statement of needs for the fire stations and establish a building committee to further investigate the feasibility of constructing new fire stations or renovating of the current fire stations. At this time the project is estimated to cost between 9 and 11 million dollars. I anticipate that the Council will discuss this project further during our upcoming strategic plan meeting as well as during the budget process.

#### **Town Council Photo Shoot**

Please arrive promptly at 6:30 p.m. on January 28, 2020 in the Council Chambers for a photo shoot prior to the 7:00 p.m. Town Council meeting. Jason Rich will take a professional picture of the Town Council members for the Town's website and for the Council Chamber's photo library.

#### **Community and Recreational Services Update**

Generous community support fueled another great year of holiday programs for Farmington Community Services. The Thanksgiving distribution provided 226 complete meals to our neighbors and the Annual Thanksgiving Day dinner served more than 100 residents and volunteers. An additional 245 meals were distributed for the winter holidays, along with gifts for over 250 children.

Local donations of new unused items made it possible to offer our first annual "Little Shoppers" program. This event gave local children from families with limited resources the chance to "shop" for their parents and caregivers. Providing this opportunity let children experience the joy of giving, while brightening the season for their parents.

Throughout the season, Community Services partners with numerous organizations for food and toy drives, gift sponsorship and more. Without the help of the Farmington Police Department, Tunxis Hose and Farmington Fire Departments, the CERT team, Knights of Columbus, Farmington High School and Alternative High School, Stop & Shop, Highland Park Market and the Avon Walmart, as well as more than 90 individual and corporate donors, these programs could not succeed. They are truly a collaborative, community effort.

Additionally, the department was involved in several holiday celebrations. The Rotary club sponsored a holiday luncheon for seniors, that included gifts, great food and fellowship. Plus, an amazing performance by the Madrigal singers. The intergenerational club, Generations, hosted a holiday celebration between high school students and senior citizens. Our teen center also joined the festivities and had a teen night holiday blast. Thank you to everyone for your continued support.

### **Fire Department Newsletter**

Attached please find the first newsletter from the Town of Farmington Fire Department.

### **Upcoming Town Council Meetings**

January 28, 2020

- Workshop Meeting - Topic: Financial Update

January 30, 2020

- Workshop Meeting - Topic: Strategic Plan

February 4, 2020

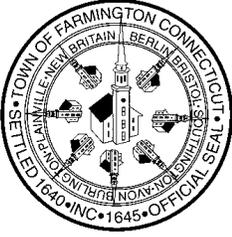
- Workshop Meeting - Topic: Farmington High School Building Committee

February 11, 2020

- Regular Town Council Meeting

February 25, 2020

- Workshop Meeting – **6:00 PM** Topic: Town Manager's Proposed 7 Year Capital Improvement Plan



OFFICE OF THE TOWN MANAGER  
MEMORANDUM

TO: Town Council Members  
FROM: Kathleen A. Blonski, Town Manager *KB*  
RE: 2020 Budget Schedule  
DATE: January 14, 2020

Below is the 2020 Town Council meeting schedule for the upcoming budget meetings, workshops, Annual Town Meetings and Referendums.

**Public Hearings, Annual Town Meetings & Referendums:**

February 25, 2020	Capital Budget Presentation
March 10, 2020	Public Hearing on Town Manager’s Recommended Budget
April 7, 2020	Public Hearing on Town Council’s Proposed Budget
April 27, 2020	First Annual Town Meeting
May 7, 2020	First Budget Referendum
May 11, 2020	Second Annual Town Meeting (if needed)
May 21, 2020	Second Referendum (if needed)

**Budget Workshop Sessions:**

Wednesday, March 11	4:00 p.m. to 9:00 p.m.
Thursday, March 12	4:00 p.m. to 9:00 p.m.
Saturday, March 14	9:00 a.m. to 12:00 p.m.
Monday, March 16	4:00 p.m. to 9:00 p.m. (if needed)
Tuesday, March 17	4:00 p.m. to 9:00 p.m. (if needed)
Friday, May 8	4:00 p.m. to 9:00 p.m. (Only if first Referendum fails)

JANUARY 2020



# TOWN OF FARMINGTON FIRE DEPARTMENT NEWS

1 Monteith Drive, Farmington, CT 06032

<https://www.farmington-ct.org/departments/fire-department>

*"The Town of Farmington Fire Department includes the East Farmington, Oakland Gardens, Farmington, Tunxis Hose, and Southwest Fire Stations."*



## Get to Know Us

The Fire Department is a "combination department" which means that it is staffed by a combination of approximately 125 Volunteer Fire Fighters and 9 Career Fire Fighters. **During Fiscal Year 2018-2019, the Fire Department responded to 4,084 fire and medical emergencies.**

## Engine 2 has Arrived!!

The new Engine 2 has arrived, and will be housed at Tunxis Hose Station, 11 School St., Unionville. This piece of apparatus is a 2019 Pierce Enforcer Pumper with firefighting hose, tools and 1,000 gallons of water on board. This new engine replaces a 1991 Spartan Boardman Pumper that served the community faithfully for 28 years. Old Engine 2 was sold to Ecuador, where it will provide firefighting capabilities to a small village that has little to no fire protection currently.



THEN  
&  
NOW



## Training and Volunteering Opportunities

The Town of Farmington Fire Department will provide all equipment and training associated with being a Volunteer Firefighter. Non-Farmington residents may apply if they live within five miles of the fire station, or if they work in town and have written permission from their employer to respond to emergencies, during work hours.

The Fire Department is also actively recruiting Fire Cadets. The Fire Cadet Program is designed to encourage residents, between 14 and 17 years of age, to:

- become familiar with the responsibilities of volunteer fire fighters,
- demonstrate to other young people the importance of service to the community through involvement in the volunteer fire department, and
- develop a working knowledge of First Aid, Cardiopulmonary Resuscitation, and the Safe Working Practices associated with Fire Service.



**American Heart Association®**

life is why™

The Fire Department provides instruction on American Heart Association courses for Cardiopulmonary Resuscitation (CPR) and First Aid. More than 350,000 cardiac arrests occur outside the hospital each year. Instructors within the department provide Community CPR instruction quarterly, at no charge, in the Yates Community Room, at the Farmington Police Station.

These courses are instrumental to teaching members of the public the necessary skills to recognize a cardiac arrest, get emergency care on the way quickly and provide CPR until a high level of medical care arrives. These courses also incorporate the use of an Automated External Defibrillator (AED). The use of an AED within three to five minutes after a collapse greatly increases the chance of survival. For every minute that passes without CPR or defibrillation, the chance of survival of a victim decreases by 7 to 10 percent. The Town of Farmington is a HEARTSafe Community, which is a community that has documented the "Chain of Survival" links to address cardiac emergencies for its citizens. These links include early access to emergency care, early CPR, early defibrillation, and early advanced care.

The Town of Farmington Fire Department is also available to instruct at businesses, schools and daycare centers, in order to ensure this vital training is maintained within our community. Please contact us if you are interested.

## 2020 Community CPR Classes

- **Wednesday, March 11th, 10:00 am - 1:00 pm**
- **Wednesday, June 10th, 7:00 - 10:00 pm**
- **Wednesday, September 9th, 7:00 - 10:00 pm**
- **Wednesday, December 9th, 10:00 am - 1:00 pm**

## Strategic Goals

One of the strategic goals assigned to the Town of Farmington Fire Department is to provide quality fire, medical and rescue services to the Town of Farmington. Under this strategic goal, the Town of Farmington Fire Department was tasked with formulating and submitting an alternative local emergency medical services plan to the Department of Public Health. The purpose of this submission was for reassignment of the Primary Service Area designation for Paramedic Service (ALS), within the Town of Farmington.

Submission of an Application to the Commissioner of Public Health for the reassignment of the Primary Service Area designation for Paramedic Service (ALS) was completed back in April 2018. The forward momentum of the processes led to multiple meetings with the North Central Connecticut Emergency Medical Services Council and a public hearing before the Department of Public Health, to support the request for the change illustrating the added benefits to the community that this assignment would have.

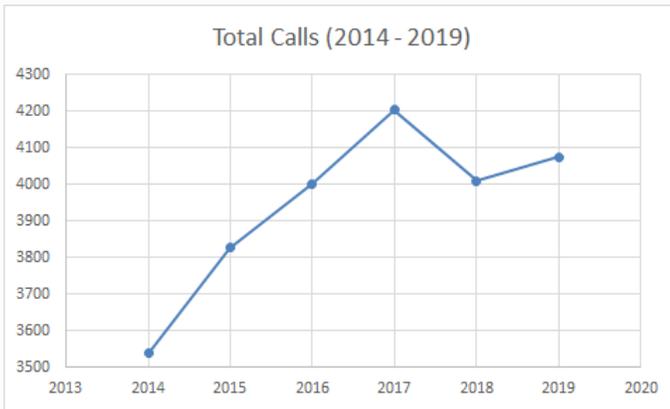
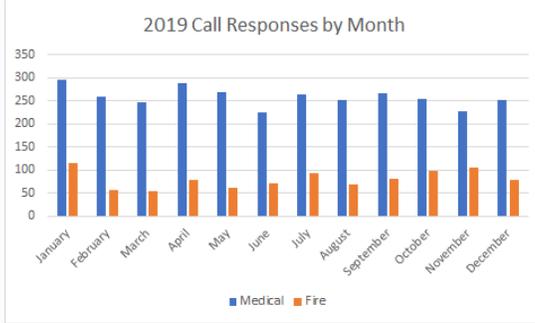
On January 15, 2019, the Department of Public Health, through the Office of Emergency Medical Services, assigned the Paramedic (ALS) PSAR to the Town of Farmington Fire Department. The town now holds the Paramedic PSAR and continues to contract these services out to American Medical Response (AMR).



East Farm volunteer firefighters, Jack Nelson and Brian Nelson, drive auction winners to school.

## 2019 Call Statistics

2019	Medical	Fire
January	297	116
February	260	58
March	248	54
April	290	80
May	269	62
June	225	72
July	265	94
August	252	68
September	266	81
October	255	99
November	228	106
December	251	79
<b>Total</b>	<b>3106</b>	<b>969</b>
<b>Grand Total</b>	<b>4075</b>	



## VOLUNTEER TODAY!!

Please visit your local fire station, or call or email Steve Hoffmann, Director of Fire and Rescue Services, at (860) 675-2322 or HoffmannS@Farmington-CT.org, for more information on becoming a volunteer, or to ask about any of the services offered by the Town of Farmington Fire Department.



Members of the TFFD participate in the "Fight for Air Climb," in Hartford.

## Field Training Exercises



Director and Members of the TFFD get ready to make the climb.



Town of Farmington Fire Department, Waste Treatment Plant employees and UCONN FD conduct a confined space drill.



Career Town of Farmington Fire Department firefighters conduct high angle rope rescue training.



Tunxis Hose trains at the Live Fire Training Facility.

## Proposed Renovations to Fire Stations

The fire department is looking at enhancing its infrastructure in order to support the growth of the Town of Farmington. The last major infrastructure update was back in 2000, when Southwest Fire Station and Oakland Gardens Fire Station were constructed. That project also included some renovations to the three main stations, mostly updates to building systems.

Both Tunxis Hose Fire Station and East Farmington Fire Station were built in the early 1960s, with Farmington Fire Station being built back in the early 1930s. As equipment continues to get bigger, and our operations continue to expand to support the community, so does the need for renovating our fire stations.

The fire department has been working on a Statement of Needs, under Chapter 53 of the Farmington Town Code, to present to the Town Council to support the creation of a building committee. The fire department has conducted two studies, a Facilities Study and a Location/Deployment Study, on the town's fire stations. The information compiled from these studies will provide a building committee with the needed resources to decide on the future needs of the fire department.

We are expecting to present the Statement of Needs to the Town Council in the beginning of 2020. Stay tuned!



East Farmington Fire Station - 94 South Road, Farmington



Farmington Fire Station - 76 Main Street, Farmington



Tunxis Hose Fire Station - 11 School Street, Unionville

MOTION: Agenda Item L-1

That \_\_\_\_\_ be appointed as Corporation Counsel for the period January 2020 through January 2022.

NOTE: The firm of Halloran & Sage has served as Town Attorney since April 2012.

---

MOTION: Agenda Item L-2

That \_\_\_\_\_ be appointed as Assistant Corporation Counsel for the period January 2020 through January 2022.

NOTE: Duncan Forsyth of Halloran & Sage has served as Assistant Corporation Counsel since April 2012.

---

MOTION: Agenda Item L-3

That \_\_\_\_\_ be appointed as Bond Counsel for the period January 2020 through January 2022.

NOTE: The firm of Day Pitney, LLP has served as Bond Counsel for the past 34 years with the exception of one Town Council appointment.

---

MOTION: Agenda Item L-4

That \_\_\_\_\_ be appointed as Labor Counsel for the period of January 2020 through January 2022.

NOTE: The firm of Metzger, Lazarek and Plumb has served as Labor Counsel since May 2012.

---

MOTION: Agenda Item L-5

That \_\_\_\_\_ be appointed as Land Use/Environmental Counsel for the period of January 2020 through January 2022.

NOTE: The firm of Halloran & Sage, LLP has served as Land Use/Environmental Counsel since January 2004.

---

MOTION: Agenda Item L-6

That \_\_\_\_\_ be appointed as Treasurer from January 2020 until January 2022 and that compensation for the Treasurer be set at \$\_\_\_\_\_ annually.

NOTE: Joseph Swetcky, Director of Finance and Administration, has served as Treasurer since July 2004. The rate of compensation for Treasurer has been set at \$3,500 per year.

---

MOTION: Agenda Item L-7

That \_\_\_\_\_ be appointed as Deputy Treasurer from January 2020 until January 2022.

NOTE: Julie Albert, Assistant to the Director of Finance and Administration, has served as Deputy Treasurer since July 1997.

---

MOTION: Agenda Item L-8

That the following banks and investment pools be designated as Depositories for Town Funds:

- Bank of America
- TD Bank N.A.
- Peoples United Bank
- Santander Bank
- Liberty Bank
- U.S. Bank & Trust, N.A.
- Webster Bank, N.A.
- JP Morgan Chase Bank, N.A.
- Principal Financial Group (aka "Wells Fargo Bank, N.A. Institutional Retirement and Trust")
- State of Connecticut Short Term Investment Fund (STIF)
- First Suffield Bank

MOTION:

Agenda Item L-9

That the following be appointed as members of, or liaisons to, the following entities or committees:

<b>Committee</b>	<b>2020-2022</b>
Bicycle Advisory Committee	Thomas
Board of Education	Fagan
C.R.C.O.G Policy Board	Thomas; Blonski
C.R.C.O.G Transportation Board	Arnold
Conservation and Inland Wetlands	
Economic Development	
Farmington Village Center Committee	Thomas, Connolly
Farmington Valley Health District	Blonski
Green Efforts Committee	Fagan
Historic District Commission	Connolly
Housing Authority	Palumbo
Human Relations Commission	Capodiferro
Land Acquisition	Mastrobattista, Connolly
Library Board	Palumbo
Stephen A. Flis Scholarship	Thomas
Town Plan & Zoning	Capodiferro
UConn- Communication	Thomas
Unionville Historic District	Giannaros
Unionville Village Improvement Association	
Water Pollution Control Authority	Capodiferro
Retirement Board	Mastrobattista

MOTION: Agenda Item L-10

That \_\_\_\_\_ be appointed to the Building Code Board of Appeals for the balance of a five-year term beginning immediately and ending September 30, 2024. (Charette)

MOTION: Agenda Item L-11

That \_\_\_\_\_ be appointed to the Building Code Board of Appeals for the balance of a five-year term beginning immediately and ending September 30, 2024. (Langston)

MOTION: Agenda Item L-12

That \_\_\_\_\_ be appointed to the Farmington Valley Health District for the balance of a three-year term beginning immediately and ending December 31, 2022 (Parlow)

MOTION: Agenda Item L-13

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

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, 2021. (Bernier)

MOTION: Agenda Item L-15

That \_\_\_\_\_ be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022. (Charette)

MOTION: Agenda Item L-16

That \_\_\_\_\_ be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022. (Allen- CILU Local 60)

MOTION: Agenda Item L-17

That \_\_\_\_\_ be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022. (Brochu)

MOTION: Agenda Item L-18

That \_\_\_\_\_ be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022. (Cohen)

MOTION: Agenda Item L-19

That \_\_\_\_\_ be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022. (Cunningham-IAFF Local 3103)

MOTION: Agenda Item L-20

That \_\_\_\_\_ be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022. (Egan-IBPO)

MOTION: Agenda Item L-21

That \_\_\_\_\_ be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022. (Huelin)

MOTION: Agenda Item L-22

That \_\_\_\_\_ be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022. (Ingvertsen-AFSCME 1689)

MOTION: Agenda Item L-23

That \_\_\_\_\_ be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022. (Miller)

MOTION: Agenda Item L-24

That \_\_\_\_\_ be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022. (Porter-SCIU)

MOTION: Agenda Item L-25

That \_\_\_\_\_ be appointed to the Retirement Board for a two-year term beginning immediately and ending January 2022. (Valenti)

MOTION:

Agenda Item N-1

To Consider and Take Action on the Following Blighted Building List:

14 Blueridge Drive  
23 Lakeview Drive

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

**14 Blueridge Drive**

- Town had sent an initial letter on July 7, 2017 requesting the owner address the blight issues.
- Owner submitted a schedule for repairs on August 3, 2017, indicating most of the exterior work will be completed by the end of 2017.
- Letter sent December 18, 2017 indicating the property would be sent to the Town Council for inclusion on the 2018 Blighted Building List. Property was not added, in lieu of owner submitting a revised construction schedule approved by the Town.
- Employer had submitted a request dated January 4, 2018, for a 90-day extension due to workload and weather.
- Owner submitted a revised schedule on February 20, 2018, indicating the garage would be completed and most tools and supplies and would be moved to the garage area. Schedule also stated most of the exterior repairs would be completed by the end of July 2018.
- Letter sent to owner March 28, 2018 if no significant improvements and/or progress is made in the next few weeks, the property will be reevaluated for inclusion to the Blighted Building List.
- Letter sent to owner May 1, 2018 indicating after no significant improvements, property will be reevaluated by the Town Council.
- Property reviewed at May 8, 2018 Town Council Meeting and property was not added to the Blighted Building List.
- Letter sent to owner June 8, 2018 after onsite meeting, stating some progress has been made and confirm the owner requested a 2-month extension (August 6<sup>th</sup>) to make significant progress on the cleanup of the property, and continue with construction schedule received February 20, 2018.
- Letter sent to owner August 8, 2018 progress is being made, and cleanup shall be completed by September 8, 2018.
- Owner had submitted a revised schedule on September 17, 2018, indicating repair of garage and commencing to move items to the garage in November 2018 and completing move of items to the garage by the end of the 1<sup>st</sup> week of December 2018 and removal of dumpster by the end of December 2018. Work on exterior of the building would commence in Jan/Feb/March 2019 and completed by April/May 2019.

- No apparent work has continued to date, and the owner does not appear to be adhering to the latest construction schedule.
- Recommend the property remain on the Blighted Building List.

### **23 Lakeview Drive**

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

NOTE: One property has been removed from the list because the new owner has significantly improved the condition of the home and property.

MOTION:

Agenda Item N-2

To review and approve the attached Capital Improvement Policy.

NOTE: The Capital Improvement Policy states that the Town Council shall review the policy on a biennial basis during the month of January in each even numbered year. The Town Council last adopted the attached policy on January 9, 2018. I do not see a need for any changes at this time.

/Attachment

## TOWN OF FARMINGTON, CT CAPITAL IMPROVEMENT POLICY

### I. PURPOSE

The purpose of the Capital Improvement Policy is to provide a framework for the planning, scheduling and financing of capital improvement projects in a manner that is consistent with the Town's Debt Management Policy

### II. DEFINITIONS

**Capital improvement projects** are defined as infrastructure or equipment acquisitions or construction that results in a capitalized asset with a value of a least \$25,000 and a useful life of at least five years.

**Pay-as-you-go financing** is defined as financing that is derived from revenue sources other than debt issuance. Revenue sources could include: appropriations from the operating budget, grants, and fund balance appropriations.

### III. POLICY STATEMENTS

1. The Town will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements. The Town's objective will be to contribute to the Capital Improvement Program, at least 2.5% of the annual General Fund revenues allocated to the operating budget.
2. A minimum of 20% of all capital improvement project costs contain in the seven-year plan should be financed on a pay-as-you-go basis.
3. The Town will utilize debt obligations only for acquisition, construction or remodeling of capital improvement projects that cannot be funded from current revenue sources or in such cases wherein it is more equitable to the users of the project to finance the project over its useful life.
4. Any long-term debt that is issued for to finance a capital project shall have a maximum maturity of the earlier of: (1) the estimated useful life of the capital improvement being financed; or, (2) twenty years.

### IV. RESPONSIBILITY FOR POLICY

1. Annually, a seven-year capital improvements program will be developed by the Town Manager that analyzes all anticipated capital expenditures by year and identifies associated funding sources.
2. The Town Manager will coordinate the development of the capital improvement program with the development of the annual operating budget.

3. The Town Manager will submit the seven-year capital improvements program to the Town Council for review and approval in accordance with the timeline established in the annual budget schedule.
4. A prior year capital project status report shall be presented to the Town Council for information purposes when the proposed capital improvement program is reviewed.
5. The Town Council will review, modify and adopt the seven-year capital improvements program as part of the annual budget review process. The first year of the adopted seven-year capital improvements program will be the Capital Budget for the next ensuing fiscal year and funds shall be included in the annual operating budget to finance these projects as indicated. The projects shown in years two through seven, although only for planning purposes, shall be scheduled to be consistent with the infrastructure needs of the Town and the Town's ability to pay.
6. Appropriations made in prior years for which expenditures have not been incurred nor projects started will be reevaluated and incorporated into appropriations for the new fiscal year.
7. The Town will maintain a capital project monitoring committee composed of town staff. The committee will meet monthly to review progress on all outstanding projects as well as to revise spending projections.
8. If new project appropriation needs are identified at any time during the fiscal year, the funding sources will be identified and a request for mid-year adjustments will be submitted to the Town Council for approval. The Town Council may increase the appropriation for a given capital project provided a corresponding appropriation decrease is made to another capital project, so as not to alter the overall appropriation to the Capital Projects fund.
9. Each year a closing resolution will be submitted to the Town Council to obtain formal authorization to close completed capital projects.
10. The Town will maintain a schedule of all fixed assets with values of at least \$25,000. In addition, the Town will maintain a listing of capital infrastructure that will be used to develop maintenance and replacement schedules for all assets through the capital improvement program.

This policy shall be reviewed on a biennial basis during the month of January in each even numbered year.

Approved by the Town Council:	December 13, 2005
Approved by the Town Council:	January 9, 2007
Approved by the Town Council:	January 12, 2010
Amended by the Town Council	January 11, 2011
To change from Odd to Even years / Per	Town Manager's Report
Approved by the Town Council:	January 10, 2012
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council	January 9, 2018

MOTION:

Agenda Item N-3

To review and approve the attached Debt Management Policy.

NOTE: The Debt Management Policy states that the Town Council shall review the policy on a biennial basis during the month of January in each even numbered year. The Town Council last adopted the attached policy on January 9, 2018. I do not see a need for any changes at this time.

/Attachment

## **TOWN OF FARMINGTON, CT DEBT MANAGEMENT POLICY**

### **I. PURPOSE**

The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, continuing evaluation of and reporting on all debt obligations issued by the Town of Farmington.

Debt obligations, which include general obligation bonds, special assessment bonds, revenue bonds, bond anticipation notes, lease/purchase agreements and any other debt obligations permitted to be issued under Connecticut law, shall only be issued to purchase capital assets that cannot be acquired with current revenues.

### **II. POLICY STATEMENT**

Under the requirements of Federal and state laws and Town Charter provisions, ordinances and resolutions, the Town may periodically issue debt obligations to finance the construction or acquisition of infrastructure and other assets or to refinance existing debt. It is the Town's goal to assure that such debt obligations are issued and managed in such a manner as to obtain the best long-term financial advantage to the Town and its residents, while making every effort to maintain and improve the Town's bond ratings and reputation in the investment community.

### **III. RESPONSIBILITY FOR POLICY**

The Director of Finance shall be responsible for issuing and managing the Town's debt program. In carrying out this policy, the Director shall:

1. at least annually consider the need for debt financing based upon the progress on the Capital Improvement Program;
2. at least annually review the Town's adherence to this policy statement and compare the debt ratios established in this policy with where the Town actually is;
3. at least annually review the Town's authorized but unissued debt to determine if any authorizations are no longer needed;
4. at least annually determine if there are any opportunities for refinancing current debt;
5. review every three years the services provided by the Town's financial advisor, bond counsel, paying agents and other debt financing service providers.

The Chief Financial Officer shall report his/her findings to the Town Manager and Town Council in January of each year, prior to the Town Council's review of the Capital Improvement Program.

#### **IV. GENERAL DEBT GOVERNING POLICIES**

The Town hereby establishes the following policies concerning the issuance and management of debt:

- A. The Town shall not issue debt obligations or use debt proceeds to finance current operations of the Town.
- B. The Town will utilize debt obligations only for acquisition, construction or remodeling of capital improvement projects that cannot be funded from current revenue sources or in such cases wherein it is more equitable to the users of the project to finance the project over its useful life.
- C. The Town will measure the impact of debt service requirements of outstanding and proposed debt obligations on single year, five, ten, and twenty-year periods. This analysis will consider debt service maturities and payment patterns as well as the Town's commitment to a pay as you go budgetary allocation.

#### **V. DEBT POLICIES, RATIOS AND MEASUREMENT**

- A. Purposes of Issuance – the Town shall only issue debt obligations for acquiring, constructing or renovating Town owned fixed assets or for refinancing existing debt obligations.
- B. Maximum Maturity – All debt obligations shall have a maximum maturity of the earlier of: (1) the estimated useful life of the Capital Improvement being financed; or, (2) twenty years; or, (3) in the event debt obligations are being issued to refinance outstanding debt obligations the final maturity of the debt obligations being refinanced.
- C. Direct Debt Per Capita – The Town shall adhere to a debt management strategy that achieves the goal of maintaining Direct Debt Per Capita at or below the median for Connecticut municipalities rated Aa1 by Moody's or AA+ by Standard & Poor's. Direct Debt Per Capita shall not exceed 110% of said median. The Direct Debt Per Capita shall be calculated by dividing the Town's direct debt by the most current population.
- D. Direct Debt as a Percent of Estimated Full Assessed Value – The Town shall adhere to a debt management strategy that achieves the goal of maintaining the ratio of Direct Debt to Full Assessed Value of properties within Town at or below the median for Connecticut municipalities rated AAA by Standard & Poor's. Said ratio shall not exceed 110% of said

median. The ratio of Direct Debt to Estimated Full Assessed Value shall be calculated by dividing the Town's Direct Debt by the estimated full-assessed value of all taxable properties within the Town.

- E. Average Maturity of General Obligation Bonds – the Town shall have at least 70% of outstanding general obligation bonds mature in less than ten (10) years.
- F. Debt Service Levels – The Town shall adhere to a debt management strategy that achieves the goal of limiting annual general fund debt service to 10% of the total General Fund budget.
- G. Net Present Value Savings – The Town must achieve a Net Present Value Savings of at least 2 percent over the life of an existing bond issue in order for it to be considered for refunding.
- H. The Town shall not exceed fifty percent (50%) of its statutory debt limitation.
- I. Bond Covenants and Laws – The Town shall comply with all covenants and requirements of the bond resolutions, and state and Federal laws authorizing and governing the issuance and administration of debt obligations.

This policy shall be reviewed on a biennial basis during the month of January in each even numbered year.

Approved by the Town Council:	October 11, 2005
Approved by the Town Council:	February 13, 2007
Approved by the Town Council:	January 12, 2010
Amended by the Town Council	January 11, 2011
To change from Odd to Even years / Per Town Manager's Report	
Approved by the Town Council:	January 10, 2012
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council	January 9, 2018

MOTION:

Agenda Item N-4

To review and approve the attached Reserve Policy.

NOTE: The Reserve Policy states that the Town Council shall review the policy on a biennial basis during the month of January in each even numbered year. The Town Council last adopted the attached policy on January 9, 2018. I do not see a need for any changes at this time.

Attachment(s)

**TOWN OF FARMINGTON, CT  
RESERVE POLICY**

**I. PURPOSE**

The purpose of this policy is to 1) preserve the credit worthiness of the Town for borrowing monies at favorable interest rates; 2) provide working capital to meet cash flow needs during the year and 3) attempt to stabilize fluctuations from year to year in property taxes paid by town taxpayers.

**II. POLICY STATEMENT**

Fund Balance is an important indicator of a community's financial position. An adequate fund balance must be maintained to allow the Town to continue to meet its obligations in the event of an economic downturn and/or unexpected emergency. Therefore, the Town of Farmington shall maintain an unreserved/undesignated general fund balance as of June 30 of each year equal to a minimum of 10% of the ensuing fiscal year's operating revenue, with a targeted maximum of 15% of the ensuing fiscal year's operating revenue.

**III. RESPONSIBILITY FOR POLICY**

As part of the annual budget preparation process, the Director of Finance will estimate the surplus or deficit for the current year and prepare a projection of the year-end unreserved/undesignated general fund balance. Any anticipated balance in excess of the targeted maximum unreserved/undesignated fund balance may be budgeted to reduce the ensuing year's property tax levy or fund one-time capital projects.

Appropriation of any amount of the unreserved/undesignated general fund balance, which would result in fund balance falling below the target minimum of 10%, for the sole purpose of reducing the ensuing year's property tax levy, may only be made upon a 2/3 majority vote of the Town Council.

Subject to the provisions of Article X of the Town Charter (Town Meetings), the Town Council, by a 2/3 vote, can declare a fiscal emergency and withdraw any amount of general fund balance for resolving the emergency. The Town Council must restore any such appropriation of Fund Balance within a three-year period.

#### **IV. OTHER FUNDS**

In addition to maintaining adequate reserves to fund general fund obligations, the Town shall maintain reserve levels in other funds as follows:

The WPCA Fund will maintain reserves to meet three primary objectives. First, an Operating Reserve will be funded to ensure sufficient funding for operations. This reserve will be maintained at a level sufficient to fund 90 days of budgeted operating expenditures. Second, an adequate reserve will be maintained to ensure repairs to and replacement of infrastructure. Finally, a Working Capital reserve will be funded to provide sufficient cash for sewer capital improvements and to avoid large fluctuations in rate changes.

This policy shall be reviewed on a biennial basis during the month of January in each even numbered year.

Approved by the Town Council:	October 11, 2005
Amended and Approved by the Town Council:	January 8, 2008
Amended and Approved by the Town Council:	January 12, 2010
Amended and Approved by the Town Council:	January 10, 2012
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council:	January 9, 2018

MOTION:

Agenda Item N-5

To review and approve the attached Employee Health Self-Insurance Fund Reserve Policy.

NOTE: The Employee Health Self-Insurance Fund Reserve Policy states that the Town Council shall review the policy on a biennial basis during the month of January in each even numbered year or at any time in between, if requested by either the Town Council or the Farmington Board of Education. The Town Council last adopted the attached policy on January 9, 2018. I do not see a need for any changes at this time.

/Attachment

**The Town of Farmington and The Farmington Public Schools  
Employee Health Self-Insurance Fund  
Reserve Policy**

**I. Purpose**

The purpose of this policy is to provide a standard for the appropriate level of reserves that should be maintained in the employee health self insurance fund and for defining the processes: (a) to maintain their adequacy, and (b) cover plan expenses in the event of a reserve inadequacy.

**II. Policy Statement**

It is the intention of both the Town Council and Board of Education of Farmington to adequately fund the liabilities of their respective health insurance plans and provide sufficient financial resources to fund any unexpected increase in claims over the budgeted claim level. Accordingly, the Town and Board of Education will fund an Incurred But Not Reported (IBNR) reserve and an Excess Claim Reserve.

**IBNR Reserve**

The IBNR reserve shall be established as of June 30 of each fiscal year at a level deemed appropriate by the Town Council and Board of Education, after consultations with Town and School insurance consultants and insurance vendors and after testing and verification by the Town's independent auditors. The IBNR reserve shall be fully funded. Any insufficiency in the IBNR reserve will be funded from the Excess Claim Reserve.

Should the IBNR reserve fall below the established level and the excess claim reserve have insufficient resources to restore the IBNR reserve to its established level, then the Town and Board will take steps to restore the IBNR reserve to its fully funded status by budgeting for the shortfall in the next budget cycle. This will be done on a proportional basis, the proportion to be determined based on each entity's expected claims for the next fiscal year. However, no entity shall contribute an amount greater than 80% of the amount required to be contributed.

**Excess Claim Reserve**

In addition to the IBNR reserve, the Town and Schools will establish an Excess Claim Reserve to fund claims in excess of the expected claim level. The desired reserve level shall be in a range between 7% - 11% of annual expected claims.

## Claim Reserve Maximums

Considering that a plan year following a poor claim year in which all or most of the claim reserve was expended would result in a substantial health care budget increase, the Town and Schools recognize that an Excess Claim Reserve of between 7% - 11% would be desirable and thus there is no formal maximum to the Excess Claim Reserve. Moreover, money cannot be withdrawn from the Excess Claim Reserve for self-insurance purposes until the combined IBNR and Excess Claims reserves exceed twenty-five percent (25%) of annual expected claims.

Should the combined reserves exceed 25% then each entity will be credited with a proportional amount of the excess above 25% to put towards the funding of their subsequent year's expected claims. The proportion to be determined will be based upon the proportion that each entity contributed to the excess reserve in the preceding 24-month plan period. However no entity will receive less than an amount equal to 20% of the amount to be distributed.

### **III. Budget Requests**

During the annual budget preparation process the Town Manager and the Superintendent of Schools will include in their respective budget requests sufficient budget amounts to cover expected claims for the upcoming year plus additional funds to fully fund the estimated IBNR level and such additional amounts as may be necessary to fully fund the excess claim reserve pursuant to this agreement. It is recognized that achieving these targets in one year would be difficult. Therefore, the Town Council and Board of Education would meet the IBNR standard and at least the 7% excess claim reserve standard within three years after adoption of this policy.

### **IV. Procedure for Covering Claims When Reserves Are Not Sufficient**

#### **Shortfall**

If at any time during the Plan Year either the Town Manager or the Superintendent or both determine that there are insufficient revenues and accumulated reserves to meet the immediate claim expense obligations of their respective plans they will immediately report such findings to their respective policy bodies.

The Town shall make available sufficient cash to either the Town self insurance plan or Schools' self insurance plan to permit each employer to meet its obligations to fund the

self-insured cash account for claims incurred on behalf of its employees for the balance of that fiscal year.

If at any time during the Plan Year, either Town staff or the school staff or both determine that it is likely that there will be insufficient revenues and accumulated reserves to meet claim expenses, they will report such to their respective policy bodies at their next regular meeting. The report shall include the following information:

1. Provide a projection of the fiscal year end shortfall in expected paid claims;
2. Utilization information indicating current and/or projected paid claims;
3. Identify any self-insurance revenue variances from what was originally budgeted.

Following the Board of Education's review of the school projection, the information will be transmitted to the Town Council. The Town Council after reviewing the self-insurance financial report(s) provided by the Town and/or Board of Education, will determine the amount of, if any, additional appropriation to be made to the Town or Board or both to meet claims payments during the remainder of the Plan Year. In making their determination, the Town Council will consider all of the information provided by the Town Manager and Board of Education.

Any supplemental appropriation approved by the Town Council will be made in three equal payments directly to the Employee Health Self-Insurance Fund over the balance of the Plan Year. If at anytime after an additional appropriation is made, it is determined that the full appropriation will not be needed, then the amount not needed will not be paid to the Fund or if already paid, the amount will be withdrawn from the Fund and returned to the General Fund.

This policy shall be reviewed on a biennial basis during the month of January in each even numbered year or at any time in between, if requested by either the Town Council or Farmington Board of Education.

Approved by the Town Council:	December 13, 2011
Approved by the Farmington Board of Education:	December 12, 2011
Approved by the Town Council:	January 14, 2014
Approved by the Town Council:	January 12, 2016
Approved by the Town Council:	January 9, 2018

MOTION:

Agenda Item N-6

To set a Public Hearing on February 25, 2020 at 6:00 pm in the Town Hall Council Chambers on the Town Manager's Proposed Seven-Year Capital Improvement Plan.

NOTE:

**Proposed Schedule**

Public Hearing Capital Budget	6:00 - 6:30 PM
Board of Education	6:30 - 7:30 PM
Town Departments	7:30 - 9:30 PM

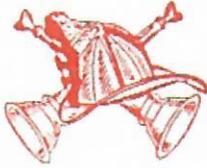
MOTION:

Agenda Item N-7

To accept the donation of \$14,000 from the fire department Car Show Committee (consisting of firefighters from Tunxis Hose, Farmington, East Farms and Avon) for the purpose of building a Rehabilitation Pavilion at the Live Fire Training Facility to be used during training evolutions.

NOTE: This pavilion will be a 16 x 24 foot structure which will provide an area for firefighters to rest during training evolutions, conduct pre-training briefings and post-analysis discussions. This will also serve as an outdoor training classroom which will provide additional learning opportunities for our firefighters. The area designated was already approved during the preparation of the Live Fire Training Facility. The pavilion has already been reviewed and approved by Planning & Zoning and the Town Planner.

/Attachment



# TUNXIS HOSE COMPANY, NO. 1

UNIONVILLE, CONNECTICUT 06085

December 30, 2019

Director Hoffmann,

As you know, our 2018 and 2019 Car Show's raised a combined \$14,000 between the two shows. The Car Show committee which consists of members from Tunxis Hose, Farmington, East Farms and the Avon Fire Departments would like to donate the money to the Town of Farmington to be used toward the construction of a rehab pavilion. The pavilion will be used by our members during training evolutions.

Since the first car show in 2014, we have generated over \$38,000 with all of the proceeds going to the training facility and offsetting any costs to the towns of Farmington and Avon.

On behalf of the Car Show committee, we would like to donate \$14,000 to the town of Farmington to be used to build the approved training facility pavilion.

A handwritten signature in black ink that reads "Richard J. Higley Sr." The signature is written in a cursive style.

Richard J. Higley Sr.  
Chief  
Tunxis Hose Co. No. 1  
Car Show Committee 2019 Chair

MOTION:

Agenda Item N-8

To Award Bid # 294, "Batterson Park Pump Station Upgrade" to Baltazar Contractors of Ludlow, Massachusetts at a total contract cost of \$1,899,695.00.

NOTE: The purpose of this motion is to award a contract to undertake the complete reconstruction of the sewage pump station located on Batterson Park Road. Bids for the project were opened on December 12, 2019. The Town received seven (7) bids ranging from \$1,492,000 to \$2,285,250. Staff have reviewed the paper work and references submitted by the three lowest bidders and have determined that Bidder #2, Baltazar Contractors of Ludlow MA submitted the lowest responsible bid.

Baltazar Contractors has performed numerous sewage pump station upgrades. They have undertaken similar work in Connecticut with the Towns of Mansfield and Pomfret and The Metropolitan District. The Farmington Water Pollution Control Authority has reviewed the bids and, also recommends that the award be made to Baltazar Contractors.

Staff will be available at the meeting to answer questions regarding this motion.

/Attachment

Town of Farmington  
 Bid 294  
 Batterson Park Pump Station Upgrade  
 Bid Opening 12/12/19 @ 11:00 am

**N-8**

ITEM NUMBER	UNIT	ESTIMATED QUANTITY	BRIEF DESCRIPTION	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6	Bidder 7
				B & W Paving & Landscaping Waterford, CT	Baltazar Contractors Ludlow, MA	Ludlow Construction Ludlow, MA	Kovacs Construction Oxford, CT	Lawrence Brunoli Farmington, CT	CH Nickerson Torrington, CT	W.M. Schultz Construction Ballston Spa, NY
1		Lump Sum	Batterson Park Pump Station Upgrade Complete	\$1,400,000.00	\$1,859,695.00	\$1,825,332.50	\$1,898,000.00	\$1,934,000.00	\$2,229,973.00	\$2,230,000.00
2	CY	50*	Additional Earthwork - Excavation, Disposal & Replacement Backfill	\$60.00	\$60.00	\$70.00	\$70.00	\$70.00	\$60.00	\$75.00
			<b>Total</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>	<b>\$3,000.00</b>	<b>\$3,750.00</b>
3	CY	200*	Unsuitable Material - Disposal off site and provide replacement backfill	\$95.00	\$60.00	\$70.00	\$50.00	\$85.00	\$50.00	\$75.00
			<b>Total</b>	<b>\$19,000.00</b>	<b>\$12,000.00</b>	<b>\$14,000.00</b>	<b>\$10,000.00</b>	<b>\$17,000.00</b>	<b>\$10,000.00</b>	<b>\$15,000.00</b>
4			Allowance - Electrical Utility & I&C Integration Service	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
<b>Total Base Bid</b>				<b>\$1,442,000.00</b>	<b>\$1,894,695.00</b>	<b>\$1,862,832.50</b>	<b>\$1,931,500.00</b>	<b>\$1,974,500.00</b>	<b>\$2,262,973.00</b>	<b>\$2,268,750.00</b>
A	L.S.		Additive cost of Epoxytech CCP Series Coating	\$50,000.00	\$5,000.00	\$70,000.00	\$50,000.00	\$40,000.00	\$10,000.00	\$16,500.00
<b>TOTAL BID (Total of Base Bid + Bid Alternate)</b>				<b>\$1,492,000.00</b>	<b>\$1,899,695.00</b>	<b>\$1,932,832.50</b>	<b>\$1,981,500.00</b>	<b>\$2,014,500.00</b>	<b>\$2,272,973.00</b>	<b>\$2,285,250.00</b>

Recommendation: That the contract arising from the bid results be awarded to Bidder # 2, Baltazar Contractors of Ludlow, Massachusetts as the lowest responsible bidder.

Funding Sources:	Capital Project Account: 411718-54409-13926	\$1,280,000
	Capital Project Account: 411718-54410-13920	\$625,000
	<b>Total</b>	<u>\$ 1,905,000</u>

MOTION:

Agenda Item N-9

To Set a Public Hearing for February 11, 2020 to Consider the Purchase of Property Owned by William L. Wollenberg, III and Paul A. Wollenberg located at 8489 Meadow Road (Approximately 11.38 Acres) for a Price Of \$108,000 Subject To Receipt Of An Acceptable Phase I Environmental Site Assessment Report; And Subject To Due Diligence, Including but Not Limited To Title Search.

NOTE:

- Acquisition Type: Open Space/Farmland
- Property Size: 11.38 acres
- Zone: FP – Flood Protection Zone
- Resource Values: Farmland Preservation
- Land Acquisition List: Added 7/11/2002
- Town's Appraisal: \$110,000
- Acquisition Cost: \$108,000 with Life Use

8489 Meadow Road is a triangular parcel approximately 11.38 acres in size and located at the crossroads of Meadow and Red Oak Hill Roads. The property includes a 24' x 24' farm stand and a 30' x 60' pole barn that are included in the acquisition. As part of the sale, Paul Wollenberg plans to retain Life Use of the land and structures, including the ability to lease the farm stand, as is currently done. All Life Use provisions will cease when Paul no longer farms the land.

8489 Meadow Road is the last privately owned farmland in the floodplain south of the Farmington River known as the Farmington Flats along Meadow and Red Oak Hill Roads. The Town of Farmington currently owns 287 acres in this area that it leases to local farmers. The acquisition of this property will assure its preservation and continued availability as farmland.

The procedure for open space acquisition approval for this property includes the following steps:

1. Setting public hearing for the February 11<sup>th</sup> Council meeting at the January 14<sup>th</sup> Council meeting
2. Hold public hearing on February 11<sup>th</sup>
3. Make 8-24 referral to TPZ at the February 11<sup>th</sup> meeting
4. Receive TPZ 8-24 report at the March 10<sup>th</sup> meeting
5. Vote on acquisition authorization at the March 10<sup>th</sup> meeting.

MOTION:

Agenda Item N-10

To authorize the Town Manager to execute a grant of Conservation Easement and Restriction on 21 Pinnacle Ridge Road, Traci Stefanik, Grantor.

NOTE: The Easement will restrict the future cutting of any live trees within the easement area, including those recently replanted to repopulate the area on the ridgeline with trees. The Easement is required by virtue of a Town Plan and Zoning (TPZ) Commission decision to accept a re-planting plan in the Ridgeline Protection Area where trees were initially removed without permission. As a condition of approval, the applicant offered, and the TPZ accepted the Easement. Acceptance implies that the referral requirements of Section 8-24 of the Connecticut General Statutes have been met.

MOTION:

Agenda Item N-11

To amend the appointments to the Farmington High School Building Committee as follows (changes are indicated in **bold**):

Meghan Guerrero, Chair  
**Chris Fagan, Town Council Member**  
Ellen Siuta, Board of Education Member  
Johnny Carrier, Resident  
Sharon Mazzochi, Resident  
Garth Meehan, Resident  
Michael Smith, Resident

And the following non-voting members:

**Beth Kintner, Board of Education Liaison**  
Kathleen Blonski, Town Manager  
Kathleen Greider, Superintendent  
Scott Hurwitz, Farmington High School Principal  
**Alicia Bowman, Assistant Superintendent of Finance and Operations**  
**Kathryn Krajewski, Assistant Town Manager**  
Tim Harris, Farmington Public Schools Director of Facilities  
Other Town and Board of Education Staff as needed  
**Devon Aldave, Clerk of the Committee**

NOTE: Due to the recent municipal election, there are current members of the FHS Building Committee that no longer serve in their elected capacity. The edits above represent those changes, but also give the Building Committee continuity among its members during a busy time in the committee's schedule.

There have also been administrative changes among non-voting members since the Committee was charged on March 26, 2019. These changes are referenced above.

MOTION:

Agenda Item N-12

To amend the appointments to the Green Effort Commission (changes are indicated in **bold**):

**Members to the Sub-Committee:**

- **Christopher Fagan, Town Council Member**
- **Patricia Boye-Williams, Resident**
- Betty DaCruz, Resident
- Andrea Sobinski, Board of Education Member
- Cate Grady-Benson, Resident
- Rodger Phillips, Resident
- Stacey Petruzella, Resident

**Non-Voting Members:**

- Erica Robertson, Assistant Town Manager
- Shannon Rutherford, Assistant Town Planner

MOTION:

Agenda Item N-13

To approve the following Property Tax Refunds:

<b>NAME</b>	<b>REASON</b>	<b>AMOUNT</b>
1)21 South Rd LLC	Assessor's adjustment	\$570.41
2)399 Farmington Ave LLC	Assessor's adjustment	\$1,406.52
3)499 Farmington Ave LLC	Assessor's adjustment	\$1,504.15
4)Nakheeb Akmal	Assessor's adjustment	\$44.39
5)Ally Financial	Assessor's adjustment	\$53.48
6)Ari Fleet LT	Assessor's adjustment	\$1,199.57
7)N. & K. Azhar	Double payment	\$550.00
8)Buckeye Properties LLC	Overpayment	\$6.00
9)Brian Crowe	Assessor's adjustment	\$129.59
10)Howard Everts	Assessor's adjustment	\$105.90
11)Joyce Hill	Double payment	\$550.00
12)Shawn Hoar	Double payment	\$235.00
13)Jill & Todd Hodgman	Double payment	\$235.00
14)Terseer Ityavyar	Assessor's adjustment	\$11.44
15)Karen Leavitt	Double payment	\$550.00
16)Mark & Rafeena Lee	Double payment	\$550.00
17)Michael Markowitz	Assessor's adjustment	\$8.39
18)Ezhil Nanjappan	Double payment	\$315.00
19)J. Pecora & A. Jolanta	Double payment	\$550.00
20)Nicholas Perugini	Assessor's adjustment	\$741.91
21)Amy Safara	Assessor's adjustment	\$119.24
22)Molly Stepka	Double payment	\$235.00
23)Marguerite Swan	Assessor's adjustment	\$103.84
24)Edward Tomasso	Assessor's adjustment	\$79.63
25)Michael Tomasso	Assessor's adjustment	\$33.81
26)Toyota Lease Trust	Assessor's adjustment	\$660.20
27)Jacquelyne Trieber	Assessor's adjustment	\$14.32
28)Thomas Truong	Assessor's adjustment	\$28.73
29)Eleanor Vendetti	Double payment	\$550.00
30)VW Credit Leasing LTD	Assessor's adjustment	\$222.14
31)Van Vuong	Assessor's adjustment	\$156.20
32)Mark & Kellie Zappone	Double payment	\$550.00
	<b>TOTAL:</b>	<b>\$12,069.86</b>