

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

**DATE:** October 13, 2015  
(Council Members are asked to call the Town Manager's office if they are unable to attend the meeting.)

**TIME:** 7:00 P.M.

**PLACE:** COUNCIL CHAMBERS

**AGENDA**

- A. Call to Order
- B. Pledge of Allegiance
- C. Presentations and Recognitions. None
- D. Public Hearing
  - 1. A Public Hearing to consider the acquisition of Lot 10A Slater Road
  - 2. A Public Hearing to consider the donation of Lot 3 Johnson Avenue
- E. New Items
- F. Public Comment
- G. Reading of Minutes.
  - 1. September 8, 2015 Regular Town Council Meeting
  - 2. September 22, 2015 Special Town Council Meeting
- H. Reading of Communications and Written Appeals
  - 1. Town Council Correspondence - Charles House Development (attachment)
  - 2. Testimony - "Cadillac Tax" (attachment)
- I. Report of Committees
  - 1. UCONN Committee(s)
  - 2. Land Acquisition Committee
  - 3. Green Efforts Committee
  - 4. Joint Town of Farmington/City of Hartford Committee
  - 5. Bicycle Advisory Committee
  - 6. Farmington Gateway Committee
  - 7. Web Page Sub-Committee
- J. Report of the Council Chair and Liaisons
  - 1. Chair Report
  - 2. Board of Education Liaison Report
  - 3. Unionville Village Improvement Association Liaison Report

4. Town Plan and Zoning Liaison Report
5. Water Pollution Control Authority Report
6. Economic Development Commission Liaison Report
7. Human Relations Commission Report
8. Chamber of Commerce Report
9. Other Liaison Reports

K. Report of Town Manager - Municipal Aid Reductions; Live Fire Training Facility Groundbreaking; Preston Reed Bridge Naming Ceremony, Farmington Canal Heritage Trail Bridge

L. Appointments

1. Plainville Area Cable TV Advisory Council (Erickson) (R)
2. Plainville Area Cable TV Advisory Council (Landry)(R)
3. North Central Regional Mental Health Board, Inc. (Wienke)(R)
4. Farmington Valley Health District (Jones)(D)
5. Housing Authority (Cowdry)(R)
6. Building Code Board of Appeals (Schadler) (R)
7. Water Pollution Control Authority (McGrane) (U)
8. Tourism Central Region District (Bremkamp)
9. Green Efforts Committee (Groueten) (R)
10. Human Relations Commission (Elling) (D)
11. Plainville Area Cable TV Advisory Council (Montes) (R)
12. Unionville Historic District and Properties Commission **Alternate** (Hoffman) (R)
13. Unionville Historic District and Properties Commission (Ross) (U)
14. Economic Development Commission (Valenti) (R)

M. Old Business. None

N. New Business

1. To recommend the acquisition of Lot 10A Slater Road (adjacent to Deadwood Swamp) to the TPZ for a report under Section 8-24 of the Connecticut State Statutes.
2. To recommend the donation of a parcel of property Lot 3 Johnson Avenue from the Tomasso Brothers, Inc. to the TPZ for a report under Section 8-24 of the Connecticut State Statutes.
3. To acknowledge that Town-owned open space, Lot 3 Red Oak Hill Road, is a part of the Farmington Memorial Town Forest.
4. To authorize the incorporation of Town-owned open space, Lot 17A3 Wakefield Lane, into the Farmington Memorial Town Forest by the inclusion of the necessary charitable trust language into the parcel's deed.
5. To authorize the incorporation of Town-owned open space, Lot 26A Field Stone Run, into the Farmington Memorial Forest by inclusion of necessary charitable trust language into the parcel's deed.

6. To authorize the Town Manager to sign an agreement for the installation of a monitoring well on Town right-of-way along Pasture Way.
  7. To authorize the Town Manager to execute an Easement Agreement with Arrowhead-Berkshire Combined, LLC for a permanent easement in favor of the Town.
  8. To authorize the Town Manager to sign a Resolution to execute an Inter-municipal Agreement.
  9. To approve the Disaster Recovery/Business Continuity Plan for Municipal Records and make it part of the Town of Farmington Emergency Operations Plan.
  10. To cancel the October 27, 2015 Regular Town Council Meeting.
  11. To authorize the Town Manager to execute and deliver a quit claim deed on behalf of the Town of Farmington.
  12. To take action on the 2014 – 2017 Collective Bargaining Agreement with Local 3103, International Association of Firefighters.
  13. To approve property tax refunds.
- O. Executive Session – To discuss matters concerning land acquisition.

**TOWN OF FARMINGTON  
LEGAL NOTICE  
PUBLIC HEARING**

To set a Public Hearing for October 13, 2015 at 7:05 p.m. in the Town Hall Council Chambers to consider the acquisition of property owned by Joanne Perloff and the Estate of Casmir Bycoski located at Lot 10A Slater Road (adjacent to Deadwood Swamp) (approximately 2.60 acres) for no consideration in exchange for taxes due (estimated to be \$17,520.68 as of December 2015).

Dated at Farmington, Connecticut this 6th day of October 2015.

Kathleen A. Eagen  
Town Manager

D-2

**TOWN OF FARMINGTON  
LEGAL NOTICE  
PUBLIC HEARING**

To set a Public Hearing for October 13, 2015 at 7:10 p.m. in the Town Hall Council Chambers to accept the donation of property owned (approximately .71 acres) by the Tomasso Brothers Inc., Lot 3 at Johnson Avenue.

Dated at Farmington, Connecticut this 6th day of October 2015.

Kathleen A. Eagen  
Town Manager

**Grace Cohan**

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**From:** Andrea Fenn <ajcfenn@sbcglobal.net>  
**Sent:** Friday, September 11, 2015 7:46 AM  
**To:** Town Council Account for e-Mail  
**Subject:** Charles House Development, Unionville

I have one grandchild attending Union School at this time, and another will be attending next year. The well being and best interests of the children attending Union School must be considered over this proposal.

I am writing to strongly oppose the Charles House development for the following reasons:

- Safety of our children: The developer stated publicly in the Spring their intent to remediate the toxic chemicals on the property while school is in session. Remediation projects stir up contaminants and release some of those contaminants into the air, thereby exposing children with developing bodies to chemicals that have untested and unknown effects on them.
- Taking of Town Property - The proposed two-land road would take significant land from the Union School field. The land is town-owned and would largely benefit a private developer. The road would surround school children on 3 sides with 2-way vehicular traffic. It would use up valuable space used for sports, recreation, and town events. The road would also impact vegetation including some very large and very old trees and move the vehicular traffic right next to an undeveloped section of the Farmington River.
- Traffic - As you know, traffic in peak times in Unionville is already very high and in particular, during rush hours. Adding an estimated 1000 additional daily trips, most during peak hours will snarl traffic in, out, and through Unionville. The last thing the Town needs is to exacerbate an existing problem. Some people already shy away from Farmington for commerce and to live due to the Route 4 & 10 intersection traffic problems. This project risks duplicating the same issue in Unionville. While the developer touts the ring road as somehow solving the school drop off issue and solving the traffic issue, it will do nothing of the sort. School parents still need to get into the area and out of the area via, Perry, School, or Mill. The road will do nothing to solve this. It will also further exacerbate issues exiting the River View Plaza (Stop & Shop) onto 177 as more traffic on Mill competes for turning traffic.
- Character of the town and the school - While the developer touts the elevation of the project as being unobtrusive from Perry Street, yet the massive apartment building will tower over the Union School field. It will be nearly 4-stories tall and cast a shadow over the field for much of the year in the afternoon, when usage of the field is high.
- Parking - The proposed number of parking spaces and location of the spaces within the development is insufficient for the number of units. The developer's plans assume 1 car per apartment. They themselves state that the apartments will appeal to both young people and to older 'empty-nesters'. Both demographics are likely to have partners or spouses and therefore multiple cars. If only 50% of those apartments have 2 cars, there is nowhere near enough parking on site which will inevitably spill out onto the streets of Unionville, further exacerbating parking and traffic issues in the center.

I have spoken to many neighbors and fellow parents at Union School and no one thinks that this is a good idea. Feedback at the public information sessions held earlier this year was overwhelmingly negative.

I urge you to oppose this project in any and all ways possible.

Thank you for your consideration.

Andrea Fenn  
 14 Wyndwood Road  
 Farmington, CT 06032



**Testimony  
Kathleen A. Eagen  
Town Manager  
Town of Farmington  
September 23, 2015**

Thank you for the opportunity to comment in opposition of **the 40% Excise Tax, or "Cadillac Tax", on high-cost employer coverage that will apply in 2018.**

As the Town of Farmington, like all Connecticut towns, prepares its budget for the coming year, elected and appointed officials are faced with making a significant effort to reduce costs, despite the continuing need to provide residents with high quality public services.

This effort to cut costs becomes increasingly necessary as underfunded or unfunded federal mandates become more frequent and require thousands of dollars of municipal funding each year. In order to conform to these mandates, towns and cities face a difficult decision: cut valuable public services or increase property taxes.

Therefore, the Town of Farmington opposes the efforts being made by the Department of the Treasury and the Internal Revenue Service as it seeks to administer the **Cadillac Tax**.

The **Cadillac Tax**, as it is currently written, is estimated to add 6% to our annual health insurance costs in the five (5) years following the enactment of this **Tax**. Additionally, tracking employee contributions to the individual Health Savings Accounts is extremely cumbersome. This extra step, in an already complex process, will cause our town to designate more employee time to determine what individual employees owe in **Excise Tax**. This is one example of why employee contributions should not be part of the calculation of the Excise Tax.

The components of the **Cadillac Tax** will impose an undue burden on Connecticut's cities and towns in a time when residents require municipalities to observe fiscal conservancy while providing premium public services.

I would like to thank you for the opportunity to comment on this important tax.

Respectfully Submitted,

*Kathleen A. Eagen*  
Kathleen A. Eagen  
Town Manager

1 Monteith Drive  
Farmington, CT 06032  
[eagenk@farmington-ct.org](mailto:eagenk@farmington-ct.org)  
860.675.2350



MOTION:

Agenda Item K

**Report of Town Manager** – Municipal Aid Reductions; Live Fire Training Facility Groundbreaking; Preston Reed Bridge Naming Ceremony; Farmington Canal Heritage Trail Bridge

**Municipal Aid Reductions Announced by Governor**

On September 18, 2015 Governor Malloy announced that due to concerns with the economy he had made rescissions to various areas of the Fiscal Year 2015/2016 budget including grants to municipalities. More specifically, he announced that reductions were made to the Payments In Lieu of Taxes (PILOT) grants for state-owned property and colleges and hospitals. The impact of his action is that the Town of Farmington received \$170,134 less in our PILOT: State-Owned Property payment which we received later in September.

You may recall that at the end of the 2015 legislative session, the General Assembly passed a budget implementer bill that included a specific, one-time appropriation of \$166,791 for the Town of Farmington. This appropriation was included in the Town's Municipal Projects Grant and will be paid later in the fiscal year. As a result of the timing of the General Assembly's action, the additional \$166,791 was not included in the Town's FY2015/2016 budget. Therefore, when you add the unanticipated revenue of \$166,791 to the Town budget and subtract the Governor's reduction of \$170,134, the net effect to the Town budget is a reduction in state grant revenue of \$3,343.

While this amount can be easily absorbed in the Town budget, the situation does raise concerns for the remainder of the year. When approving the state budget, the legislature included projections that the MORE Commission would, through their work, find \$20.0 million in cost savings. In making the grant reductions, the Governor acknowledged that it was unlikely that the MORE Commission would find \$20.0 million in savings. Thus, he reduced state grants to municipalities by \$14.8 million. The concern that we should be aware of is that if the MORE Commission does not find the remaining \$5.2 million in savings as required by the state budget, the Governor may again seek to obtain these savings by further reducing state grants later this year. We will continue to monitor the situation and will report back to the Town Council with any updates and what actions we may need to take to the Town budget to absorb any further grant reductions.

**Live Fire Training Facility Groundbreaking**

Please mark your calendars. The Live Training Facility Committee has announced that there will be a Live Training Facility Groundbreaking Ceremony on October 29, 2015 at 3:00 PM at the site on Round Hill Road. Invitations will be forthcoming.

**Preston Reed Bridge Naming Ceremony**

The Farmington Valley Trails Council will conduct a dedication ceremony on Saturday, October 24, 2015 @ 2:00 p.m. in honor of Preston T. Reed, the founder of the Trails Council.

The Town of Farmington approved a Resolution and dedication plaques for Mr. Reed in 2014, naming the trail's Farmington River Bridge, which is located north of Red Oak Hill Road, as the "Preston T. Reed Memorial Bridge". A plaque has been erected on the southern approach to the Bridge. Mr. Reed's widow, Ann Preston, along with her family and friends, will make a special trip from Pennsylvania and Delaware to attend the ceremony.

The Farmington Valley Trails Council extends an invitation to all Town Council members. **Attachment**

**Farmington Canal Heritage Trail Bridge**

As you know, the Town was informed that the CT DOT is working to close the state-wide gaps in the Rails-to-Trails system along the East Coast Greenway and that there is funding available for both the design and construction of trail projects.

At the September 29, 2015 State Bond Commission meeting, the Commission bonded \$5.1 million dollars for the final section of the Rails-to-Trails Project, which includes 1.2 million for the bridge construction.

In anticipation of the funding over the last year, the Engineering Division staff has been designing the trail from Red Oak Hill to Plainville. The design is approximately 100% complete. The Town will be advertising this winter for a spring 2016 construction. I will have a picture of the bridge available at the Town Council meeting.



PRESTON T. REED  
(1916 - 2013)

# MEMORIAL BRIDGE

FOUNDER & FIRST PRESIDENT  
FARMINGTON VALLEY TRAILS COUNCIL

TRAIL BUILDING VISIONARY

MOTION: Agenda Item L-1

That \_\_\_\_\_ be appointed to the Plainville Area Cable TV Advisory Council to fill the balance of a two-year term beginning immediately and ending June 30, 2016. (Erickson) (R)

MOTION: Agenda Item L-2

That \_\_\_\_\_ be appointed to the Plainville Area Cable TV Advisory Council to fill the balance of a two-year term beginning immediately and ending June 30, 2016. (Landry)(R)

MOTION: Agenda Item L-3

That \_\_\_\_\_ be appointed to the North Central Regional Mental Health Board, Inc. to fill the balance of a two-year term beginning immediately and ending September 30, 2015.(Wienke)(R)

MOTION: Agenda Item L-4

That \_\_\_\_\_ be appointed to the Farmington Valley Health District for the balance of a three-year term beginning immediately and ending December 31, 2016. (Jones) (D)

MOTION: Agenda Item L-5

That \_\_\_\_\_ be appointed to the Housing Authority to fill the balance of a five-year term beginning immediately and ending September 30, 2016. (Cowdry) (R)

MOTION: Agenda Item L-6

That \_\_\_\_\_ be appointed to the Building Code Board of Appeals to fill the balance of a five-year term beginning immediately and ending September 30, 2019. (Schadler) (R)

MOTION: Agenda Item L-7

That \_\_\_\_\_ be appointed to the Water Pollution Control Authority to fill the balance of a five-year term beginning immediately and ending September 30, 2019. (McGrane) (U)

MOTION: Agenda Item L-8

That \_\_\_\_\_ be appointed to the Tourism Central Regional District to fill the balance of a three-year term beginning immediately and ending June 30, 2017. (Bremkamp)

MOTION: Agenda Item L-9

That \_\_\_\_\_ be appointed to the Joint Green Efforts Committee beginning immediately for an indefinite term. (Grouten) (R)

MOTION: Agenda Item L-10

That \_\_\_\_\_ be appointed to the Human Relations Commission for a two-year term beginning July 1, 2015 and ending June 30, 2017. (Elling) (D)

MOTION:

Agenda Item L-11

That \_\_\_\_\_ be appointed to the Plainville Area Cable TV Advisory Council for a two-year term beginning July 1, 2015 and ending September 30, 2017. (Montes) (R)

MOTION:

Agenda Item L-12

That \_\_\_\_\_ be appointed to the Unionville Historic District and Properties Commission as an **Alternate** to fill a vacancy for the balance of a three-year term beginning immediately and ending September 30, 2017. (Hoffman) (R)

MOTION:

Agenda Item L-13

That \_\_\_\_\_ be appointed to the Unionville Historic District and Properties Commission to fill a vacancy for the balance of a five-year term beginning immediately and ending September 30, 2019. (Ross) (U)

MOTION:

Agenda Item L-14

That \_\_\_\_\_ be appointed to the Economic Development Commission for a 2-year term beginning September 30, 2015 and ending September 30, 2017. (Valenti) (R)

MOTION:

Agenda Item N-1

To recommend the acquisition of Lot 10A Slater Road (adjacent to Deadwood Swamp) to the TPZ for a report under Section 8-24 of the Connecticut State Statutes.

NOTE: The property was originally part of a larger parcel that was divided by the construction of I-84. It is uncertain why this small portion was not also taken by the State at the time of the Interstate's construction. The property has no access and is likely mostly, if not all, wetlands as it is surrounded by the Deadwood Swamp (see attached map). The property is currently assessed at 100% excess land with no building potential.

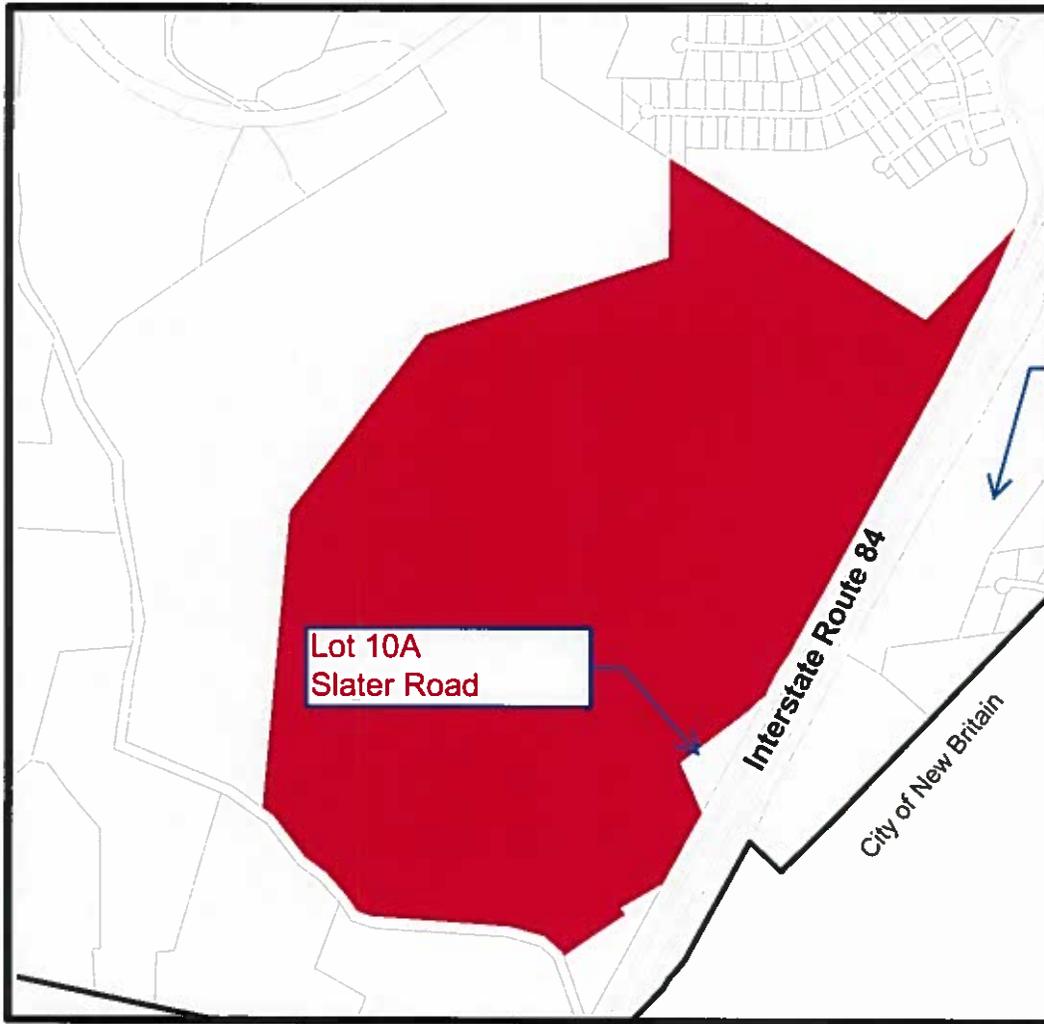
Currently, one of the owners is deceased and the other is financially destitute and in poor health. The option for the Town to acquire the property in exchange for taxes due will enable the Bycoski Estate to be closed, and will remove this ongoing delinquency from the tax rolls.

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

1. Setting public hearing for the October 13<sup>th</sup> Council meeting at the September 8<sup>th</sup> Council meeting.- **Complete**
2. Hold public hearing on October 13<sup>th</sup>.
3. Make 8-24 referral to TPZ at the October 13<sup>th</sup> meeting.
4. Receive TPZ 8-24 report at the November 10<sup>th</sup> meeting.
5. Vote on whether or not to authorize acquisition at the November 10<sup>th</sup> meeting.

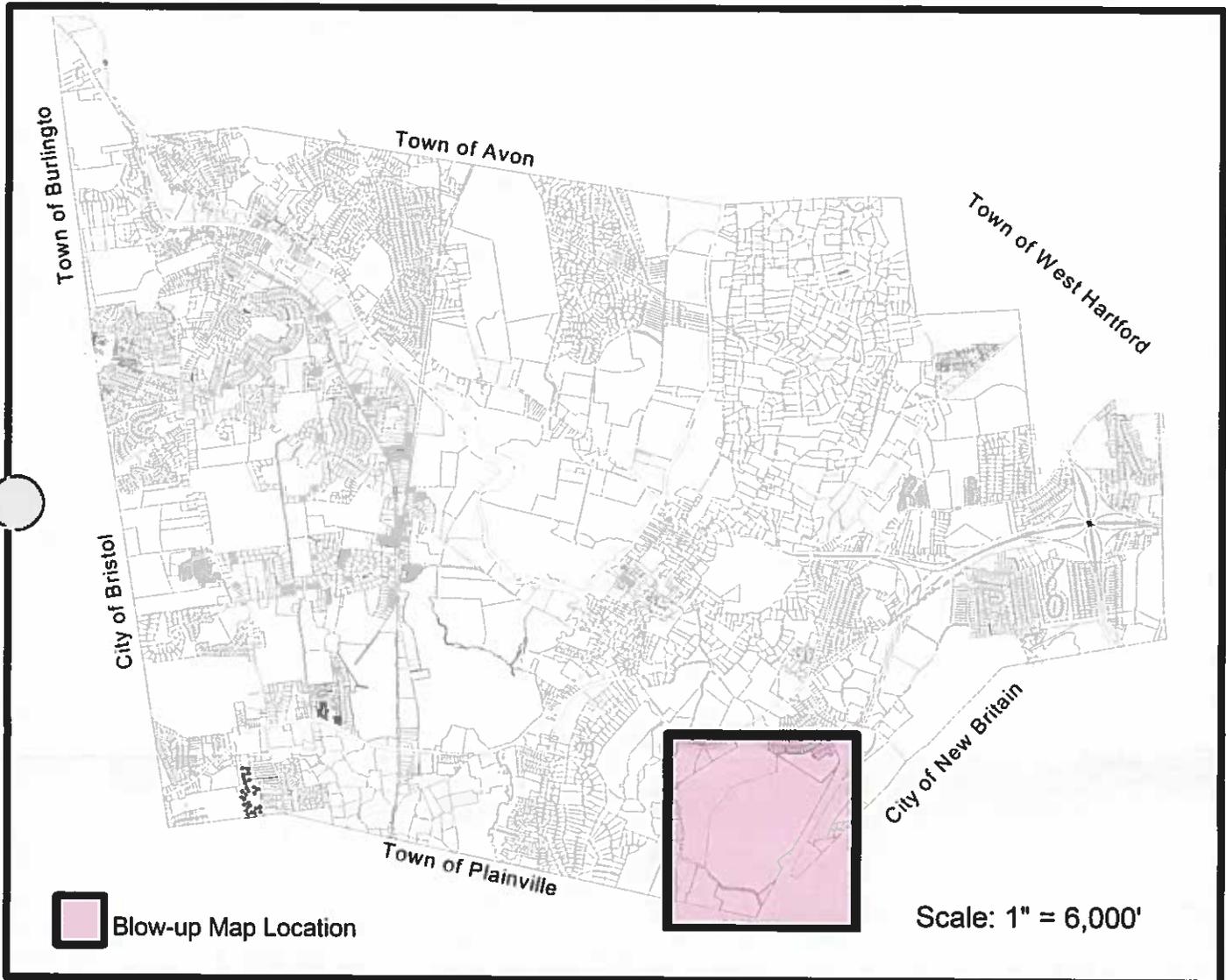
Attachment

# Deadwood Swamp Location Map



Deadwood Swamp

Scale: 1" = 1,200'



Town of Farmington  
Dept. of Public Works and Development Services  
Planning Division (Map prepared by L. Dolphin)  
3/10/2004



MOTION:

Agenda Item N-2

To recommend the donation of a parcel of property Lot 3 Johnson Avenue from the Tomasso Brothers, Inc. to the TPZ for a report under Section 8-24 of the Connecticut State Statutes.

NOTE: As you know, the Engineering Division is designing the extension of the Rails to Trails from Red Oak Hill Road to the Town of Plainville. Discussions with the Tomasso Brothers Inc. were originally for an easement to cross the parcel with the new trail and subsequently led to a donation of the full parcel by the owner.

It is a benefit of the Town of Farmington to own this parcel because it will give the Town more right- of- way to work with on Johnson Avenue for the Trail and the Town will not need a further easement on Johnson Ave.

The owner does not need the strip of land because it is too small to support any development on it and has generously offered to donate it to the Town of Farmington.

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

1. Setting public hearing for the October 13<sup>th</sup> Council meeting at the September 8<sup>th</sup> Council meeting.- **Complete**
2. Hold public hearing on October 13<sup>th</sup>.
3. Make 8-24 referral to TPZ at the October 13<sup>th</sup> meeting.
4. Receive TPZ 8-24 report at the November 10<sup>th</sup> meeting.
5. Vote on whether or not to authorize acquisition at the November 10<sup>th</sup> meeting.

Attachment



**MOTION:**

Agenda Item N-3

To acknowledge that Town-owned open space, Lot 3 Red Oak Hill Road, is a part of the Farmington Memorial Town Forest.

**NOTE:** In a letter dated June 19, 2015 (attached) Robert Reeve, Chairman of the Farmington Memorial Town Forest Board of Trustees, requested that the Town consider officially incorporating three parcels of Town open space into the Town Memorial Forest. All properties are adjacent to the forest as shown on the included map entitled "Map of Farmington Town Memorial Forest – Potential Expansion" and are described below:

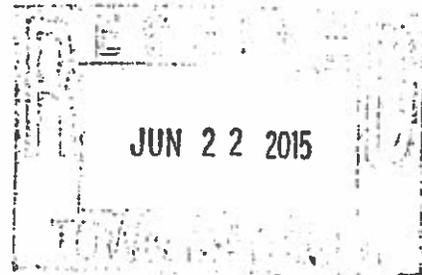
Parcel #1 on the attached map (#8724 (Lot 3) Red Oak Hill Road) is the open space from the Hidden Oak Subdivision (1987). The parcel is 11.7 acres in size and is comprised primarily of wooded wetlands. The deed for this property (V414 P715) appears to already include the necessary charitable trust language that Mr. Reeve feels is necessary for the property to be officially incorporated into the Town Memorial Forest. It was the intent of the property owner that this parcel be incorporated into the Town Memorial Forest. The Town Council simply needs to acknowledge that the property is a part of the Town Memorial Forest.

With the incorporation of the above property into the Town Memorial Forest, the property will continue to be owned by the Town of Farmington as a whole, however, the management of the property will be transferred to the Town Memorial Forest Board of Trustees. The property does not include land that would be suitable for use other than forest land or passive recreation.

Attachment

Farmington Memorial Town Forest  
Board of Trustees, c/o Robert J. Reeve, Chairman  
147 Oakridge  
Unionville, CT 06085

June 19, 2015



Kathleen A. Eagen, Town Manager  
Town of Farmington  
1 Monteith Drive  
Farmington, CT 06032

Re: Farmington Memorial Town Forest

Dear Kathy:

This letter follows up on discussions between Kathy Wadsworth of the Board of Trustees of the Farmington Memorial Town Forest and Assistant Town Planner Liz Dolphin.

Since the Forest boundaries were established during the 1920's the town has acquired at least three additional parcels of land adjacent to the Forest. One of these is an 11.661 acre parcel which was part of the open space donated in the Hidden Oak subdivision. The deed from the developer of that subdivision expressly provided that it was being conveyed to the Town in trust for perpetual use as a Town Forest. This deed is found in Volume 413, Page 75 with a correcting deed in Volume 414, Page 715 of the Farmington land records, and it uses the same charitable trust language as was contained in the original deeds to the Forest. This parcel is shown as being part of the Town Forest on the most recent survey I am aware of which was revised in September of 1993.

There are two other adjacent parcels acquired by the Town for which I do not believe the deeds contain that charitable trust language, so those parcels are not currently considered part of the Forest. One of them is a portion of the old Red Oak Hill Swimming and Country Club property. This is assessor's parcel #9459 being approximately 15.5 acres at the end of Wakefield Lane. The second parcel was apparently the open space donation with the Fieldstone Run subdivision which is assessor's parcel #8258 being approximately 5 acres. While the assessor's street card indicates this land is part of the Town Forest, I have not been able to find the deed. Based on records available to me I do not believe this parcel was deeded to the town with the provision that it be incorporated into the Town Forest.

Kathleen A. Eagen, Town Manager  
Town of Farmington  
June 19, 2015  
Page 2

In discussions with Liz and amongst the trustees I think we have reached a consensus that it would be advantageous to have these two adjacent parcels formally incorporated into the Town Forest. We employ a professional forester who surveys the bounds of the Forest at least annually and monitors the health of the trees and reports to us on a periodic basis. Members of the Board of Trustees also monitor conditions within the Forest on a frequent basis. No town budgetary funds are expended in the maintenance of Town Forest property. Under the provisions of the deeds of gift and the town meeting which established the Board of Trustees, ownership of Town Forest lands is vested in the Town of Farmington, with management of that land being delegated to the Board of Trustees. The Board of Trustees are willing to take over the management of these two adjacent parcels should the Town desire us to do so, it being understood that ownership, as with the rest of the Forest, will continue to be vested in the Town.

I believe the mechanism to accomplish this would be for the Town to execute a document to be recorded on the land records which would restrict the use of these two parcels to Town Forest purposes, incorporating the same language as found in the deeds of gift to the land which presently makes up the Town Forest.

If this is something that the town wants to pursue I'd be happy to discuss it with you further.

Very truly yours,

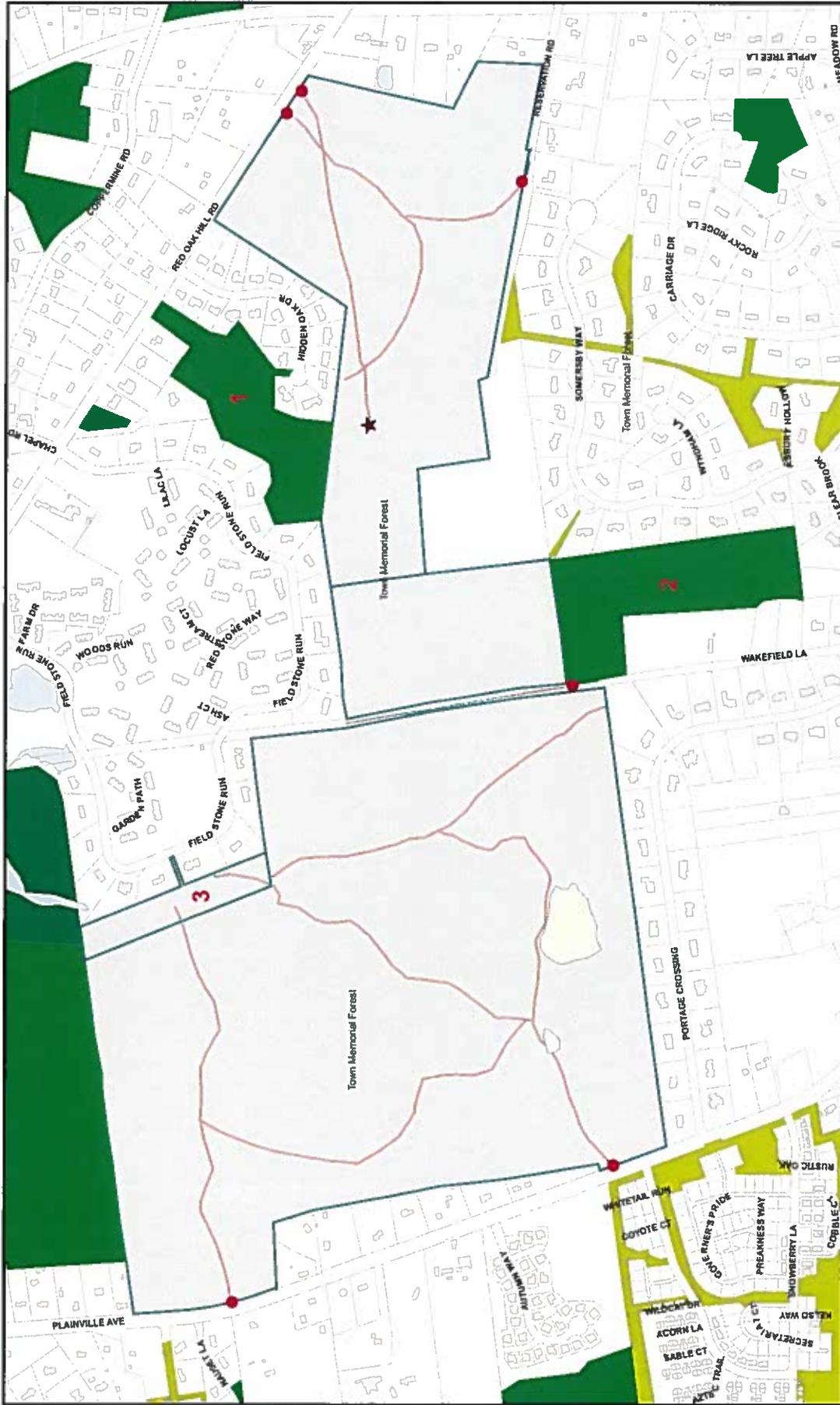


Robert J. Reeve, Chairman  
Board of Trustees  
Farmington Memorial Town Forest

RJR/sjv

cc: Liz Dolphin, Asst. Town Planner, Town of Farmington

# Map of Farmington Town Memorial Forest - Potential Expansion



Town of Farmington  
Public Works and Development Services  
Planning Division (Map prepared by L. Doblan)  
10-5-2015

- #1 - Lot 3 Red Oak Hill Rd - 11.7 Acres
- #2 - Lot 17A3 Wakefield Lane - 15.5 Acres
- #3 - Lot 26A Field Stone Run - 5.0 Acres



**LEGEND**

- Town Memorial Forest
- Town Owned Open Space
- Farmington Land Trust
- Private Protected Open Space
- Approximate Trail Locations
- Approximate Trail Access Points
- Approximate Memorial Location
- Approximate Extent of Recent Clearing

Agenda Item N-4

**MOTION:**

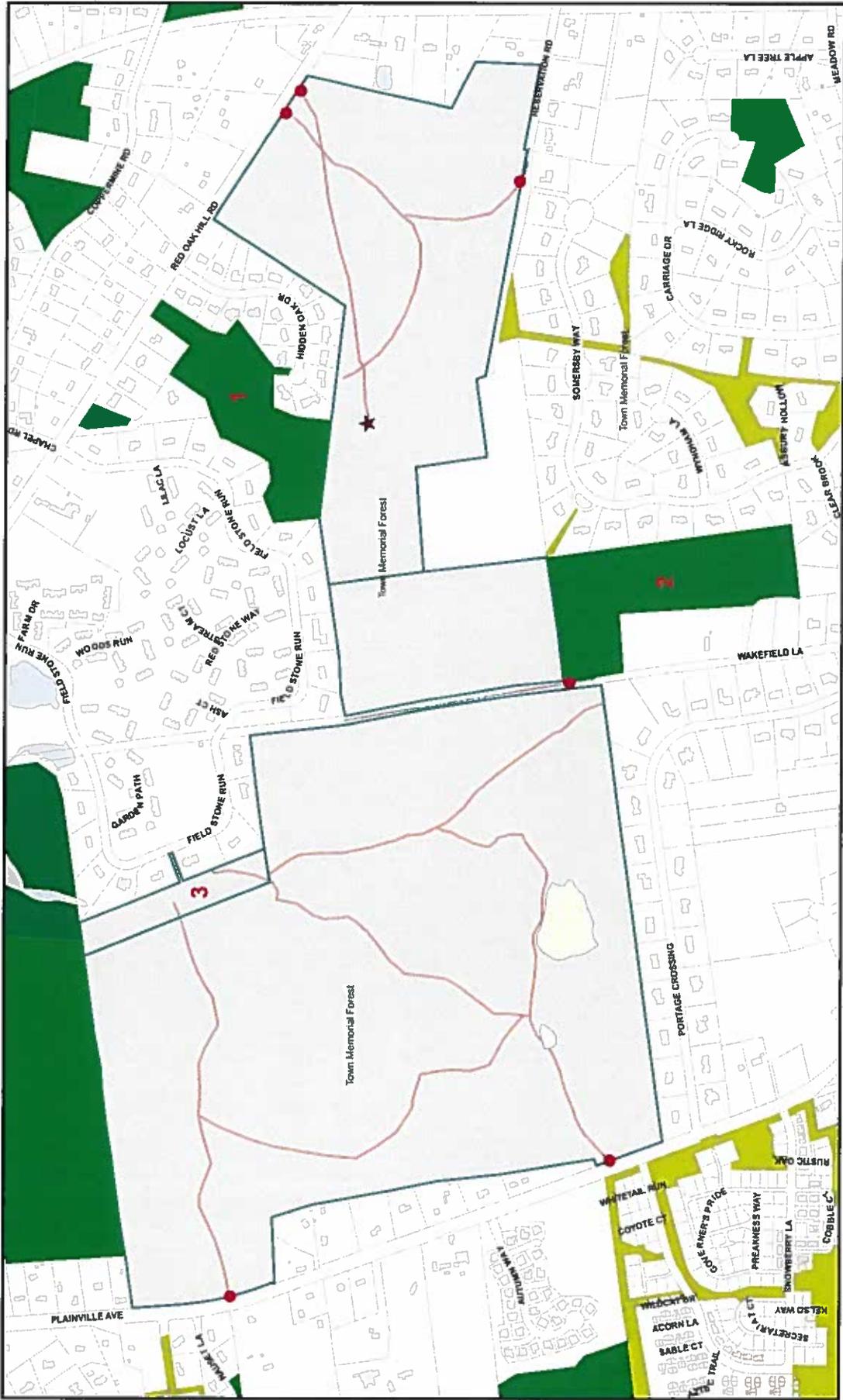
To authorize the incorporation of Town-owned open space, Lot 17A3 Wakefield Lane, into the Farmington Memorial Town Forest by the inclusion of the necessary charitable trust language into the parcel's deed.

**NOTE:** Parcel #2 on the attached map (#9459 (Lot 17A3) Wakefield Lane) is the property the Town purchased from The Red Oak Swim Club in 2009. The property is 15.50 acres in size, and is almost entirely wooded wetlands. No grant was obtained from the State DEEP for this property. The deed for this property (V963 P494) does not include the necessary trust language. While the property was never officially incorporated into the Town Memorial Forest, its connection with the Forest was discussed as one of the reasons for its acquisition.

With the incorporation of the above property into the Town Memorial Forest, the property will continue to be owned by the Town of Farmington as a whole, however, the management of the property will be transferred to the Town Memorial Forest Board of Trustees. The property does not include land that would be suitable for use other than forest land or passive recreation.

Attachment

# Map of Farmington Town Memorial Forest - Potential Expansion



**LEGEND**

- Town Memorial Forest
- Town Owned Open Space
- Farmington Land Trust
- Private Protected Open Space
- Approximate Trail Locations
- Approximate Trail Access Points
- Approximate Memorial Location
- Approximate Extent of Recent Clearing

**#1 - Lot 3 Red Oak Hill Rd - 11.7 Acres**  
**#2 - Lot 17A3 Wakefield Lane - 15.5 Acres**  
**#3 - Lot 26A Field Stone Run - 5.0 Acres**

Town of Farmington  
 Public Works and Development Services  
 Planning Division (Map prepared by L. Dolphin)  
 10-5-2015

**MOTION:**

**Agenda Item N-5**

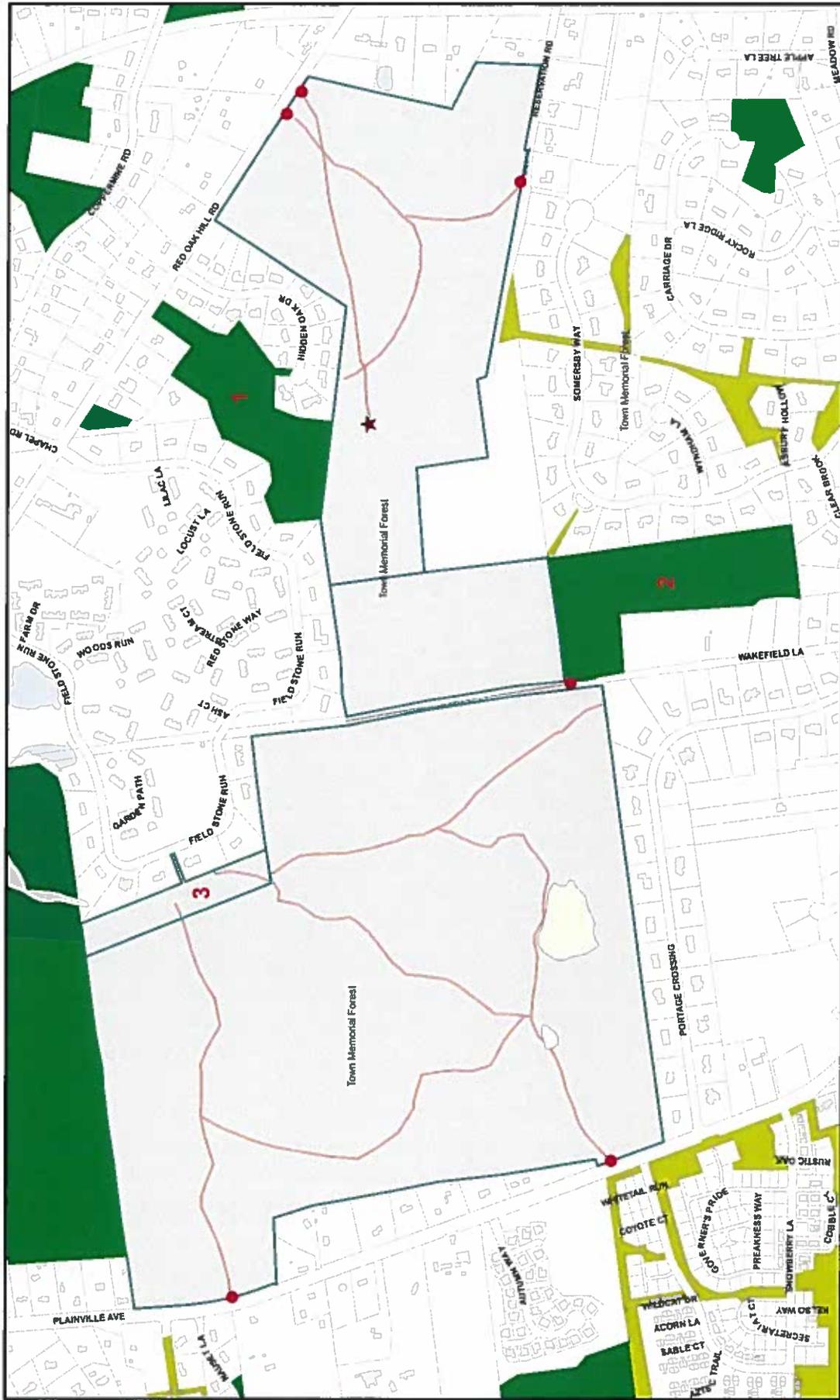
To authorize the incorporation of Town-owned open space, Lot 26A Field Stone Run, into the Farmington Memorial Forest by inclusion of necessary charitable trust language into the parcel's deed.

**NOTE:** Parcel #3 on the attached map (#8258 (Lot 26A) Field Stone Run) is shaded in the same color as the Town Memorial Forest, as it has always been assumed to have been part of the Forest. The property is 5.0 acres in size, with a mix of wooded upland and wetland. The property was acquired as part of the Fieldstone Run development. The current street card identifies the property as being part of the Town Forest, however, the deed (V239 P448) does not include the necessary charitable trust language.

With the incorporation of the above property into the Town Memorial Forest, the property will continue to be owned by the Town of Farmington as a whole, however, the management of the property will be transferred to the Town Memorial Forest Board of Trustees. The property does not include land that would be suitable for use other than forest land or passive recreation.

Attachment

# Map of Farmington Town Memorial Forest - Potential Expansion



**LEGEND**

- Town Memorial Forest
- Town Owned Open Space
- Farmington Land Trust
- Private Protected Open Space
- Approximate Trail Locations
- Approximate Trail Access Points
- Approximate Memorial Location
- Approximate Extent of Recent Clearing

- #1 - Lot 3 Red Oak Hill Rd - 11.7 Acres**
- #2 - Lot 17A3 Wakefield Lane - 15.5 Acres**
- #3 - Lot 26A Field Stone Run - 5.0 Acres**



**MOTION:**

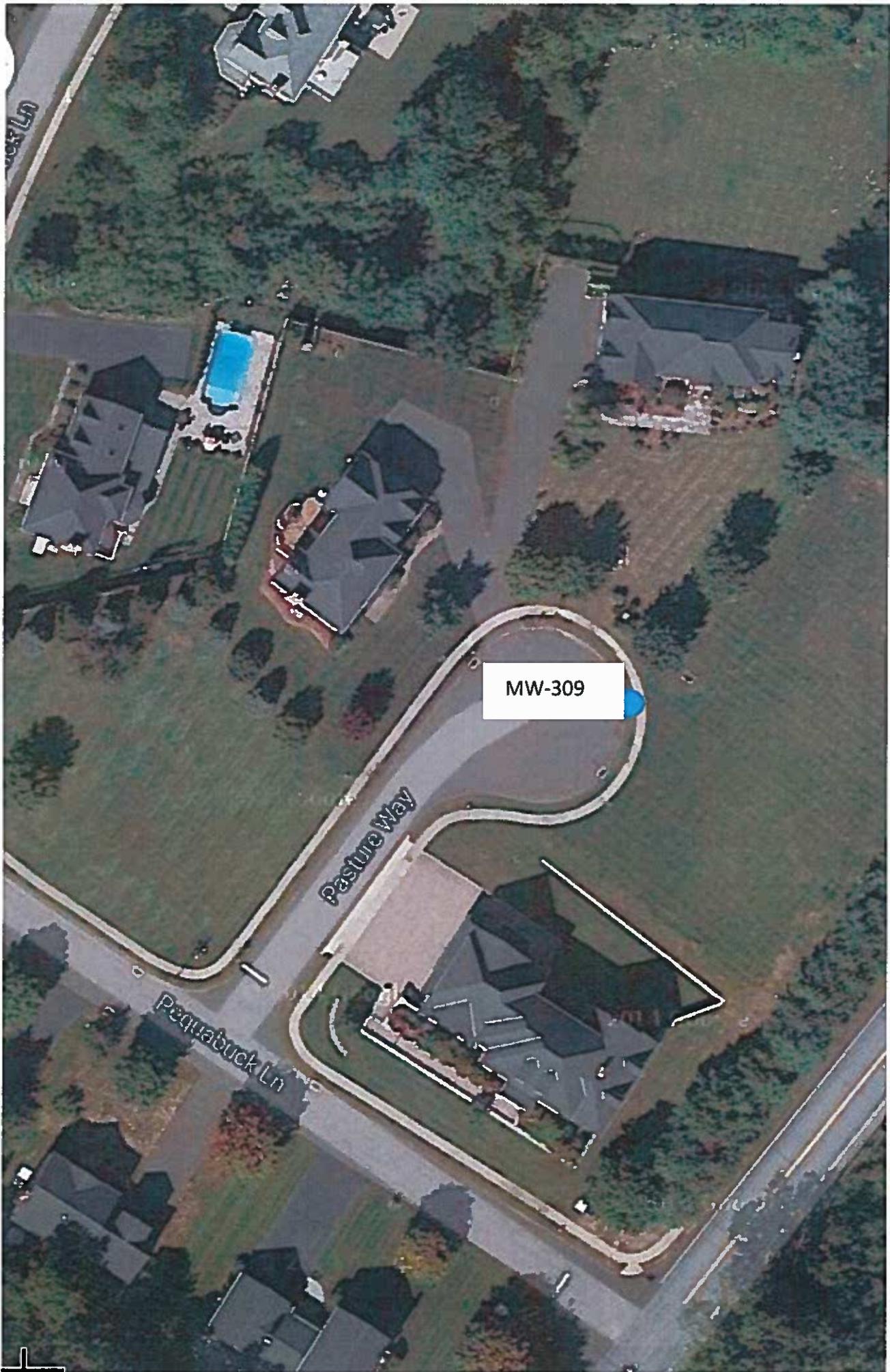
Agenda Item N-6

To authorize the Town Manager to sign an agreement for the installation of a monitoring well on Town right-of-way along Pasture Way.

**NOTE:** This monitoring well has been requested by the Environmental Consulting Engineer for the Mobil Station at 435 Main Street, as ordered by the DEEP. This agreement has been reviewed and approved by the Town Attorney, and it is at no cost to the Town.

Staff will be available at the meeting to answer any questions the Town Council may have.

Attachment



MW-309

Pasture Way

Pequabuck Ln

**MOTION:**

Agenda Item N-7

To authorize the Town Manager to execute an Easement Agreement with Arrowhead-Berkshire Combined, LLC for a permanent easement in favor of the Town.

**NOTE:** The Town of Farmington is working with the Connecticut Department of Transportation to complete the Farmington Canal Heritage Trail within the Town of Farmington. Design plans are currently being developed to connect the existing multi-use trail at Red Oak Hill Road with the Town of Plainville, approximately 2.4 miles to the south. The majority of this new trail system will be constructed along the existing railroad right of way in this area, and both the design and construction of this new trail system is being funded by the State of Connecticut.

As part of the design development process, meetings were conducted with residents and businesses along the project corridor. Through this process, a concern was raised about the railroad right of way and resulting trail alignment in the vicinity of 100 Hyde Road, owned by Arrowhead-Berkshire Combined, LLC. The railroad right of way crosses this commercial driveway servicing ebm-papst approximately 150 feet north of its intersection with Hyde Road. Through discussions with the business, it was deemed mutually beneficial to both the Town of Farmington and Arrowhead-Berkshire Combined, LLC. to deviate from the railroad right of way in the vicinity of their facility on Hyde Road, and align the trail to cross the commercial driveway at a more conventional location, its intersection with Hyde Road. To facilitate this improved trail location, an easement is required, which the property owner has agreed to grant at no cost.

The Town attorney has reviewed this easement and documentation, and town staff will be available at the Town Council meeting to answer any questions.

Attachment



**MOTION:**

Agenda Item N-8

To authorize the Town Manager to sign a Resolution to execute an Inter-municipal Agreement.

“To approve a Resolution authorizing Town Manager Kathleen A. Eagen to execute an Inter-municipal agreement for the replacement of shared computer servers which operate the Computer Aided Dispatch systems for the Towns of Farmington and Burlington. This authorization includes signing all necessary agreements with the State’s Office of Policy and Management according to terms of the ICE grant program.”

**NOTE:** The Farmington Police Department is in the process of replacing its communication center’s dispatch servers. A Memorandum of Agreement is required for participation in the Inter-town Capital Equipment Purchase Incentive Grant Program. The above mentioned grant will pay 30% of the cost due to the fact that the Town of Farmington shares dispatch services with the Town of Burlington. The Grant has a value of approximately \$9,500.00.

This resolution is required for the Town to receive reimbursement for the Grant.

**MOTION:**

Agenda Item N-9

To approve the attached Disaster Recovery/Business Continuity Plan for Municipal Records and make it part of the Town of Farmington Emergency Operations Plan.

**NOTE:** The Town Clerk, working with a consultant, developed the attached plan to identify and protect the Town of Farmington's essential records in case of small or large scale record loss. This will allow Town functions to resume in an orderly fashion after the loss of records and enable the Town to continue to serve its residents.

Attachments

**Town of Farmington Connecticut  
Disaster Recovery/Business Continuity Plan  
For Municipal Records**

**Contents**

**Purpose of the Plan, 1**  
**Distribution of the Plan, 2**  
**Disaster Recovery Team Members and Contact Information, 2-3**  
**Notification of Event, 3**  
**Records Essential for Initial Response in the Event of Disaster/Business Interruption, 4**  
**Essential Records Categories Organized by Department, 5-9**  
**Electronic Data Processing System Backup, 9**  
**Essential Services Required to Respond to Disaster, 10**  
**Emergency Services, 10**  
**Emergency Response and Restoration Services, 12-13**  
**Essential Equipment & Supplies Required to Respond to Disaster, 13-14**  
**Exhibit A, Fire Evacuation Plan Main Level**  
**Exhibit B, Fire Evacuation Plan Ground Level**  
**Exhibit C, Fire Extinguisher & Pull Alarm Locations, Main Level**  
**Exhibit D, Fire Extinguisher, Pull Alarm, Water/Electrical Shut-off Locations, Ground Level**

**Date of Completion: June 19, 2015**

**Purpose of the Plan**

In 2007 the Town of Farmington, Connecticut completed an Emergency Operations Plan (the "EOP") pursuant to section 28-7 of the Connecticut General Statutes, which states in part "In order to be eligible for any state or federal benefits under this chapter, not later than January 1, 2008, and annually thereafter, each town or city of the state shall have a current emergency plan of operations that has been approved by the commissioner." This plan addresses the broad requirements of response to emergency situations and is coordinated with the disaster response activities of state and federal government. In the event of a disaster declared by the President, Governor, Commissioner of Emergency Services and Public Protection, or the local chief executive authority (Town Manager) the EOP would become operational.

The EOP is designed to respond to an attack, a major disaster, or emergency as defined in section 28-1 of the Connecticut General Statutes and is community-wide in application. The Disaster Recovery/Business Continuity Plan for Municipal Records (the "Records Plan") is much more narrowly focused and is intended to identify procedures for the preservation of municipal records in both paper and electronic formats. The preservation of records is an important element of the response to an emergency. Successful response will enable the town to preserve records and the vital information they contain, and

resume normal business operations as quickly as possible given the degree and complexity of the disaster.

The Records Plan is not a substitute for the EOP, but is rather subsidiary to and compatible with the EOP in all respects regarding initial response procedures and lines of authority. A Records Plan is necessary because the EOP does not address the special requirements for preserving critically important electronic and paper based records that may suffer significant damage or potential loss in the event of a disaster. Damage to records may be associated with major disasters such as fires, floods and hurricanes, but localized fires and small scale water events such as burst pipes and leaking roofs occur with greater frequency than major disasters and procedures need to be in place to preserve records in response to all disasters, great or small. Rapid and appropriate response to any disaster is the best method for preventing damage to essential records and the loss of the information they contain.

It is important to remember that the first consideration in any disaster, large or small, is the safety of people, secondary to safety comes protection of property.

**Distribution of Plan:**

- Chief Executive Officer (Town Manager), Kathleen Eagen
- Assistant Town Manager, Erica Robertson
- Chief of Police, Paul Melanson
- Town Clerk, Paula Ray
- Director of Finance & Administration, Joseph Swetcky
- Director of Public Works & Development Services, Russell Arnold, Jr.
- Information Technology Manager, Brian Rush
- Emergency Communications Center
- Director of Fire & Rescue Services, Mary-Ellen Harper
- Fire Marshal, Michael Gulino
- Building Maintenance Forman, Dave Kaseta

**Disaster Recovery Team Members and Contact Information Including Cellular (c) and Home (h) Telephone Numbers:**

<b>Position</b>	<b>Name</b>	<b>Telephone Number</b>
Town Manager	Kathleen Eagen	860-675-2350 c 860-306-0929 h 860-674-1818
Assistant Town Manager	Erica Robertson	860-675-2351 c 860-212-8920 h 860-404-1778
Chief of Police	Paul Melanson	860-675-2400 c 860-883-3274 h 860-651-4274
Finance Director	Joe Swetcky	860-675-2338

		c 860-573-3179 h 860-573-3179
Director of Public Works & Development Services	Russell Arnold, Jr.	860-675-2305 c 860-916-6144
Town Clerk	Paula Ray	860-675-2380 c 860-324-4365 h 860-677-8484
Building Official	Chris Foryan	860-675-2315
Director of Fire & Rescue Services	Mary-Ellen Harper	860-675-2322
Fire Marshall	Michael Gulino	860-675-2320
Information Technology Manager	Brian Rush	860-675-2368 c 860-777-5830 h 860-470-3073
Building Maintenance Foreman	Dave Kaseta	860-306-2626

### Notification of an Event

In the case of a large scale or broad based disaster event, such as a hurricane, flood, or extended power outage, the EOP will be activated and the procedures outlined in that plan should be followed.

In any emergency, the first priority is always the safety of people; records and property are secondary concerns. If, in response to an emergency, the Town Hall building had been evacuated, no one will reenter the building until authorized to do so by the Building Official and/or the Fire Marshal, to ensure the personal safety of town employees.

For a localized event, having a limited impact, such as one affecting one office or a group of offices, the Town Manager's office should be notified. The Town Clerk and the Information Technology Manager should also be notified whenever physical records or data processing equipment are involved. Examples of a localized event would be a burst pipe, leaking roof, electrical problem, or similar event. **In case of fire, the first response is always to call 911 to contact the Fire Department and then evacuate the building.** The Town Clerk and/or the Information Technology Manager will evaluate the nature of the threat to records and recommend an appropriate response.

Any request for assistance from a vendor of Emergency Response and Restoration Services or for the services of any other vendor listed below will be made by the Town Manager in consultation with the Town Clerk and the Information Technology Manager. Employees should not make direct contact with any of the vendors identified in this plan, unless directed to do so by the Town Manager.

### Fire Pull Alarms

Four Fire Pull Alarms are located in the Town Hall. They are located at the main entrance to Town Hall and one at each of the three lower level exit doors. The locations of the fire pull alarms are also marked on the building plan attached as Exhibits C & D.

## **Fire Extinguishers**

Seven hand-held A-B-C type Fire Extinguishers are located in Town Hall. These dry chemical extinguishers are suitable for very small wood, paper, flammable liquid, and electrical equipment fires. However, the dry chemicals used in the extinguishers leave a chemical residue which can cause damage to electrical equipment and will certainly damage paper records. The locations of the fire extinguishers are listed below and are also marked on the building plan attached as Exhibits A & B.

### **Upper Level**

Board of Education wing – in the staff kitchen

Development wing – in a wall compartment in the hallway to the rear exit door

Finance wing – in a wall compartment next to the doorway to the Town Manager's office

### **Lower Level**

Probate Court wing – in a wall compartment next to the Probate Court public window

Town Clerk wing – in a wall compartment to the right of the public counter

Continuing Education wing – in a wall compartment in the hallway to conference room "A"

Secure Mechanical/Electrical room – mounted on wall inside the door

**Note:** The locations, with the exception of the Board of Education staff kitchen, are also identified by red wall "Fire Extinguisher" labels.

## **Evacuation**

The town conducts periodic fire evacuations and security response drills. Town personnel have been made aware of evacuation routes and the routes are published and attached to this plan as Exhibits A & B. When evacuating the building, departmental staff in the Town Clerk's Office and the Revenue Collector's office will evacuate, close and lock the departmental vaults as they exit the building.

## **I. Records Essential for Initial Response in the Event of Disaster/Business Interruption:**

1. Copy of the Emergency or Continuity of Operations Plan (COOP)
2. Emergency contact information for town personnel, this information is

contained in the COOP

3. Delegations of Authority, assignments for individual staff members, this information should be contained in the COOP
4. Structure Plans for buildings owned by the Town of Farmington, a set of plans is attached as Exhibit #
5. Computer System and Software Documentation
6. Insurance Policies are maintained in the Finance Department, and are also available from the H.D.Segur Agency, for contact information see "Emergency Services" below (Policy information will be necessary when determining coverage in the event of an incident and consequent claim)
7. Contracts for services associated with vendors providing disaster response services. The vendor, Belfor Inc., has a contract with the State of Connecticut and the services are available to all municipalities at the state contract prices. A copy of the contract is available in the Town Clerk's Office. It is also available on-line at the Department of Administrative Services website

## **II. Essential Records Categories Organized by Department**

The records identified below are not presented in order of priority. Many of the records are maintained in computer files that are routinely backed-up and where there is a high degree of likelihood that they will be recoverable, even if the paper documents or individual computer processing units are destroyed. Other records only exist as paper documents, which are highly susceptible to complete destruction in the event of fire and even in the event of water based emergencies. These items, even if some portion of the information they contain is maintained in electronic form, will be highlighted below as "sole-source" records. These "sole-source" records, indicated by an asterisk \* below, should be treated as priority items in response to any emergency.

### **Town Manager**

- **Personnel Files\*** for active & inactive employees – paper records maintained in the Town Manager's Office; inactive employee personnel files are primarily stored at the records storage facility (One class 350 legal size four-drawer file cabinet, with a one hour fire rating, is located in the Town Manager's office and holds a portion of the active personnel files)
- **Contracts/Agreements/Leases** – paper records maintained in the Town Manager's Office. Copies of these records may also be available from the Town Attorney or parties to agreements
- **Litigation/Legal Records/Legal Opinions** – paper records maintained in the Town Manager's Office and older materials maintained at the records storage facility – Active litigation records will also be available from the office of the Town Attorney, other law firms that may be responsible for certain matters, or the insurer responding to claims against the town
- **Town Manager Policies & Procedures** – policies and procedures are maintained in a binder in the Town Manager's office and the policies and

procedures are also maintained electronically as individual documents in word processing files

- **Job Specifications** – similarly, paper copies of all job descriptions are maintained in a binder in the Town Manager’s office and all job descriptions are also maintained electronically in word processing files
- **Strategic Plans** – The town has produced two strategic plans over a period of 10 years. The current plan is maintained electronically in word processing files and is also available on the town’s website.
- **General Administrative Files\*** –These files contain a wide range of documents (some of which are described above) from routine correspondence to contracts and litigation files. Many of these records are only available as paper documents and there is a serious risk of loss of information if these files are destroyed.

### **Finance Department**

All financial records are maintained using the Tyler Technology, Munis, financial software. The system is backed-up daily both to the back-up servers and by Tyler Technologies. The daily back-ups are maintained for two months and monthly back-ups are maintained for seven years on the town’s back-up servers.

- **Payroll and Pension Records** – a combination of paper and data processing records
- **Budgets** – paper and data processing records maintained in the Finance Department, historic budget documents are stored in the Town Clerk’s auxiliary vault
- **Check Registers** – paper and data processing records maintained in the Finance Department, and maintained electronically by the bank holding the account
- **Tax Returns** – paper and data processing records maintained in the Finance Department. Recently filed documents will be available from the Internal Revenue Service and/or CT Department of Revenue Services
- **Accounts Payable/Receivable Records** – Invoices and statements from vendors are paper records maintained in vendor files together with purchase orders, requisitions, check copies, and related documents. Records of payments are captured in accounting system software,
- **Bank Statements** – paper records maintained in the Finance Department and maintained electronically by the financial institution holding the account

- **Bid Documents** – paper and data processing records maintained in the Finance Department
- **Special Funds Records** – paper and data processing records maintained in the Finance Department and maintained electronically by the financial institution holding the account
- **Inventories/Capital Assets Records** – a combination of paper and data processing records maintained in the Finance Department
- **Municipal Bond Records** – Paper records related to the preparation of the Official Statement and Closing Binders, some records will be available from bond counsel
- **Grant Program Files** – Paper records including grant awards, financial records of expenditures, and certificates of completion, some records will be available from the funding agency

#### **Assessor**

Current records are maintained on QDS (Quality Data Systems), the office had previously used the CAMA System (Computer-Aided Mass Appraisal). Quality Data Services, Inc. is located at 121 Mattatuck Road, Waterbury CT 066705, Telephone: 877-357-8120.

- **Assessment Records** – Grand List, Certificates of Correction, Exemption Data a combination of paper and data processing records
- **Property Field Cards** – current property information is only maintained in electronic form. Property Field Cards from prior revaluations exist only in paper

#### **Revenue Collector (Tax)**

Records of collection of taxes are maintained using Quality Data Services software. All records will eventually be integrated with the Assessor's system.

- **Tax Records** – Duplicate tax bills, Rate Book, Suspense Records are maintained electronically
- **Bankruptcy Records** – paper and data processing records maintained in the Finance Department

## Town Clerk

- **Land Records & Daybook** – paper records are maintained in the Town Clerk’s Vaults and electronically in the Cott land records system, all land records are also recorded on microfilm
- **Surveys and Subdivision Maps** – a combination of paper and data processing records, all surveys and subdivision maps have been scanned
- **Vital Records of Birth, Death, and Marriage** – paper records maintained in the Town Clerk’s Vaults, the documents have been microfilmed from 1976 forward, and copies of all vital records are also maintained by the State Department of Public Health
- **Minutes of Meetings of Boards & Commission/Town Meetings** – paper records maintained in the Town Clerk’s Vaults, all minutes have been microfilmed and microfilm is maintained off-site at Adkins. Recent years meeting minutes are also maintained in word processing files.
- **Regulations** – Zoning, Inland Wetlands & Water Courses, paper and data processing records maintained in Town Clerk’s Vaults and the Engineering Department, current regulations are also maintained in word processing files
- **Election Records** – paper records maintained in the Town Clerk’s vault, all of which have been microfilmed and the microfilm is maintained off-site at Adkins
- **Retention Schedules/Records Management Plan/Disposal Authorization Forms** – paper records maintained in the Town Clerk’s Vaults. The Records Management Plan is maintained in word processing files.
- **Historical Records & Photographs\*** – paper records maintained in the Town Clerk’s vaults and the records storage facility
- **Charter and Charter Revision** – current charter and code are maintained in word processing files and are published on the town’s website, historical charter records are paper records maintained in the Town Clerk’s vaults
- **Dog Licenses** – paper and data processing records maintained in the Town Clerk’s Office

## **Engineering/Building/Planning**

- **Commercial Building Plans\*** – paper records maintained at the Town Hall in the Building Official’s Office and at the records storage facility
- **Site Plans\*** – paper records maintained in flat files in the Engineering office, a small percentage of these documents are available in electronic form
- **Subdivision Plans** – paper records maintained in flat files in the Engineering office, subdivision plans are also on file in the Town Clerk’s office and stored in the vault (all site plans have also been microfilmed)
- **Zoning and Building Permits and Certificates of Occupancy\*** – paper and data processing records maintained in the Building Department
- **Road & Bridge Plans\*** – maps and plans are maintained in both paper and electronic form, maps and plans for state roads and bridges in Farmington are also maintained by the state Department of Transportation
- **Street Files\*** – paper records maintained in the Engineering Department
- **Assessor Maps** – paper and data processing records maintained in the Engineering Department
- **GIS System Records** – are electronic records
- **Hazardous Material Inventory** – the list of the locations and inventory of hazardous materials reported to the town

## **Social Services**

- **Social Services Client Files\*** – paper records maintained in the Social Services Department located in the Staples House

## **Registrars of Voters**

- **Voter Registration Records** – a combination of paper records and an electronic database “Connecticut Voter Registration System” maintained at the Secretary of the State’s Office

In the event of an emergency, efforts will be made to protect the records identified above subject to the safety of individuals. Priority will be given to financial, administrative, and legal records that exist solely as paper documents. As part of the emergency response/evacuation procedures, all vaults will closed and locked, after being cleared of

staff and patrons. A secured vault will provide the best protection for all records maintained in vault storage.

### **Electronic Data Processing System Backup**

The town has recently implemented a new procedure for backing up data processing files. The server located in the town hall backs up computer files for all town software applications. The town hall files are replicated on a server located at the Farmington High School and a redundant server is also located at the high school. Files from the Town Hall are backed-up to the high school server at 15 minute intervals during the work day and at less frequent intervals after the normal work day and on weekends. In addition, all files are backed-up on two remote servers, one in Pennsylvania and the other in Utah. Several generations of back-ups will be maintained and the remote servers will maintain seven years of monthly back-ups.

The various pieces of data processing equipment are essential tools in the day-to-day management of departmental responsibilities. Records maintained in data processing files can be lost or damaged in a variety of ways. Small scale problems occur with some regularity. Individual files can be compromised or be lost, processors can fail, equipment may become wet, or be damaged in some other manner. The first step in response to any small scale event involving data processing equipment will be to contact the Information Technology Manager for an assessment of the problem/damage and direction regarding appropriate response.

## **III. Essential Services Required to Respond to Disaster**

### **Emergency Services (911)**

In Farmington, the Emergency Management Director is the Chief of Police, Paul J. Melanson. The Director of Fire & Rescue Services, Mary-Ellen Harper, is the Assistant Emergency Management Director. In the event of a broad based emergency, the Emergency Operations Center, located at the police department, will be activated.

In Farmington the Communications Unit of the Police Department dispatches responders for fire, medical, and police emergencies. The emergency dispatch telephone number is 911. When calling to report an emergency it is important to be ready to state the location and the nature of the emergency. Land lines will identify the location of the caller, but cellular telephones will not. Remember to stay on the line in order to respond to any questions the dispatcher may have.

### **Fire Department**

The Farmington Fire Department provides Fire, Rescue, and Emergency Medical Services throughout the Town of Farmington. A fire emergency is reported by dialing 911. The telephone number for Mary-Ellen Harper, Director of Fire & Rescue Services is 860-675-2322

**\*\*It is important to remember that the first response to any fire is to call 911 to contact the Fire Department and then evacuate the building.**

### **Police Department**

A police emergency is reported by dialing 911. The non-emergency telephone number is 860-675-2400. The Police Department is Located at 319 New Britain Avenue, Farmington, CT 06085. The police Department will be responsible for security in any disaster.

### **Ambulance**

If an ambulance or emergency medical response is needed, call 911.

### **Emergency Shut-Off**

Emergency shut-offs for water and electricity are located in the Secure Mechanical/Electrical room adjacent to the stairway on the lower level.

### **Emergency Supplies**

A small quantity of emergency response supplies, such as plastic sheeting to protect against water damage, is maintained on site. To obtain access to emergency supplies, contact the Town Clerk and/or Building Maintenance Supervisor.

### **Communications/Public Relations**

Communication with the public, agencies of government, and the press will be the responsibility of the Town Manager's Office.

### **Web Site**

Updating the web site to provide current information to the public concerning any emergency or business interruption will be the responsibility of the Town Manager's office and the Information Technology Manager.

### **Insurance Company**

The town maintains property insurance on all town owned buildings through Hollis D. Segur, Inc., an independent insurance broker. Claims will be made through the Segur agency. Contact regarding claims will only be made by the Town Manager or the Finance Director.

Hollis D. Segur, Inc., 860-699-4500

156 Knotter Drive  
Cheshire CT 06410

**Emergency Response and Restoration Services**

The State of Connecticut, Department of Administrative Services has awarded a contract for “Emergency Response and Recovery Services for Records and Collections” to three separate vendors. The contract is valid and available to all municipalities in the state through April 1, 2017. A copy of the contract is available in the Town Clerk’s Office. The designated vendor is:

Contract #	Vendor	Contact
11PSX0299AA	Belfor USA Group Inc. 138 Bartlett Street Marlborough, MA 01752 Core Vendor ID: 0000143631	Cleighton Tourtellotte (508) 544-4325 FAX (508) 544-4324
	30 North Plains Industrial Road Wallingford CT 06492 *24/7 Emergency Number	Nile Scala or Mike Cody (203) 949-8660 (800) 952-0556

Service	Contact	Telephone #
Emergency Response	Nile Scala	203-949-8660
Conservator	Belfor USA Group	24/7 Emergency #
Freezer	30 North Plains Industrial Road	800-952-0556
Freeze-dry Services	Wallingford CT 06492	
Fumigation Services		
Document Recovery		
Computer Recovery		
Microfilm Recovery		
Town Attorney	Duncan Forsyth Halloran & Sage 225 Asylum Street Hartford CT 06103	860-297-4696
Electricians	Philip Parr (Employee)	860-675-2545
	J.L. Murdock	860-582-9440
	Ferguson Electric	860-747-4566
Plumbers	David Kaseta (Employee)	860-306-2626
	Roger Sullivan	860-677-1707
	Walter Wipple	860-673-2372
Carpenter	David Kaseta (Employee)	860-306-2626
Electric & Gas Companies	Eversource Kevin Witkos, Community Relations NU/Eversource/Yankee Gas	860-651-2430 Office 860-221-5162 Cell

Telephone Company	Comcast	800-934-6489
	Frontier Communications	844-834-4361
Water Company	Connecticut Water	800-286-5700 Emergency
	Craig J. Palta, Dir. Services	860-664-6067
	Donald H. Schumacher, Superintendent Operations	860-391-2635
Insurance	H.D. Segur 156 Knotter Drive Cheshire CT 06410	860-699-4500
Janitorial Services	Servpro 377 New Britain Avenue Farmington CT	860-675-4500 24/7 Emergency # 877-840-7431

#### **IV. Essential Equipment & Supplies Required to Respond to Disaster**

##### **First Aid Kit**

A basic first aid kit is available in the Town Clerk's office.

##### **Electrical Supply**

The Town Hall is/will be equipped with a back-up generator that will be used in the event of loss of power to the Town Hall building, whether due to a localized outage or a more wide spread event. The generator is a 4 cycle, 1800 RPM, diesel engine generator set. The generator is capable of powering all Town Hall electronic systems. An emergency supply of diesel fuel is maintained so that the generator will continue to be operational in the event that the delivery of diesel fuel is temporarily interrupted.

In addition, a portable generator is stored at the Water Treatment Facility and is available in the event of an emergency.

##### **Cameras & Other Recording Supplies**

- Digital Camera (Engineering)
- Video Camera
- Clipboards (Town Clerk)

##### **Emergency Funds (Finance)**

- Cash
- Purchase Orders
- Credit Cards

**Cleaning & Protection Supplies (These supplies are stored in the secure Mechanical/Electrical room located next to the elevator on the lower level.)**

- Heavy Plastic Sheeting – available from Uline, item S-14631, 6'x100' roll of 6 mil clear sheeting
- Paper Towels
- Large Trash Barrel on Dolly – available from Uline, items H-1047Y & H-1051
- Brush and Dust Pan – available from Uline, items H-2509 & H-2276
- Plastic Garbage Bags – available from Uline, item S-14698
- Wax or Freezer Paper – available from Uline, item BFP 2440, 24"x 1,100' roll
- Absorbent Paper (Newsprint) – available from Uline, item S-638, 24"x36" 30lb. sheets, 800 sheets to a bundle
- Dry Chemical Sponges
- Gloves – available from Uline, item S-7963, Powdered nitrile gloves, x-large, 100 gloves/carton
- Buckets & Mops – available from Uline, items H-2863 &
- Push Broom – available from Uline, item H-2277
- Protective Aprons – available from Uline, item S-18820
- Waterproof boot covers – available from Uline, itm S-19250

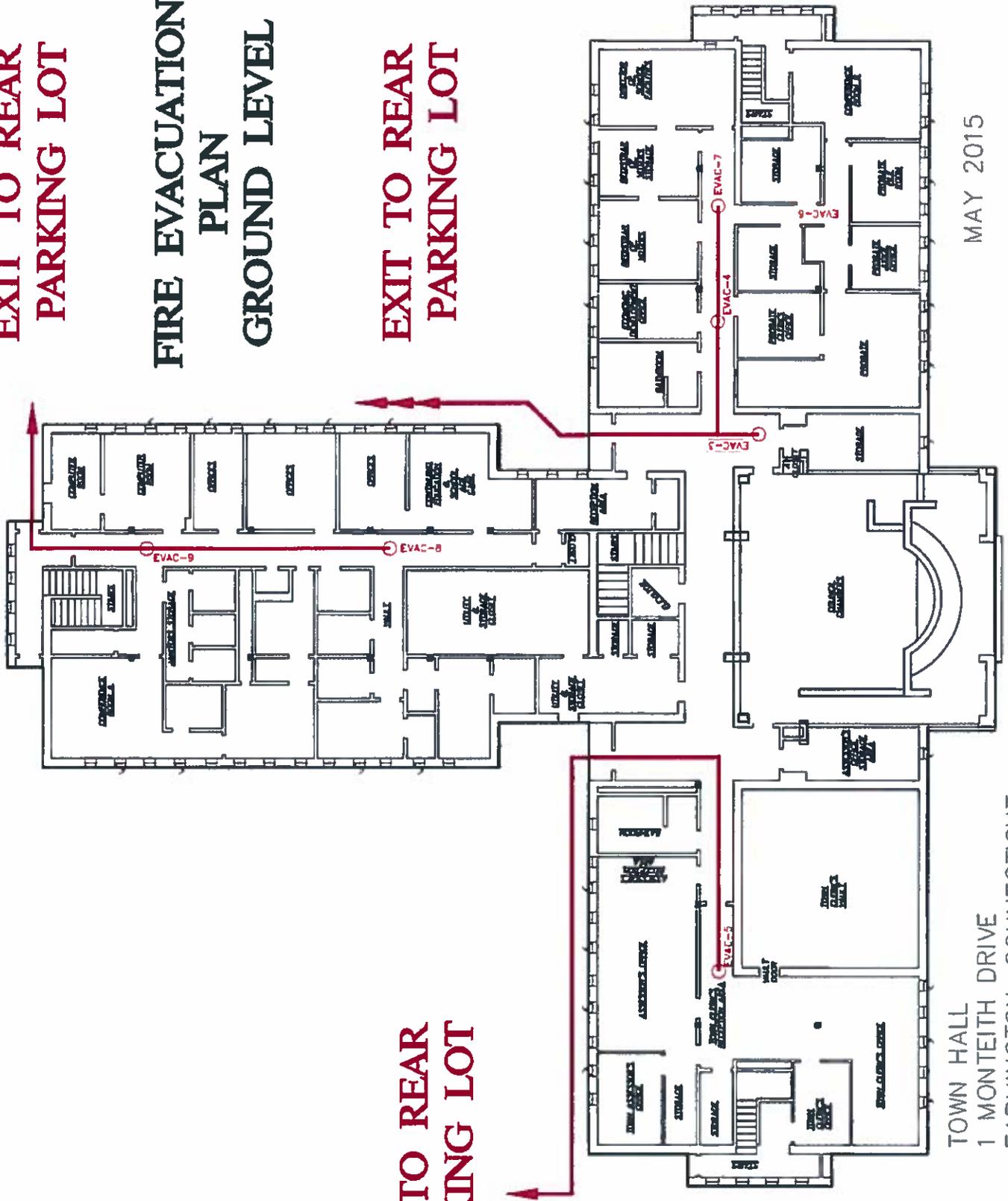


**EXIT TO REAR  
PARKING LOT**

**FIRE EVACUATION  
PLAN  
GROUND LEVEL**

**EXIT TO REAR  
PARKING LOT**

**EXIT TO REAR  
PARKING LOT**

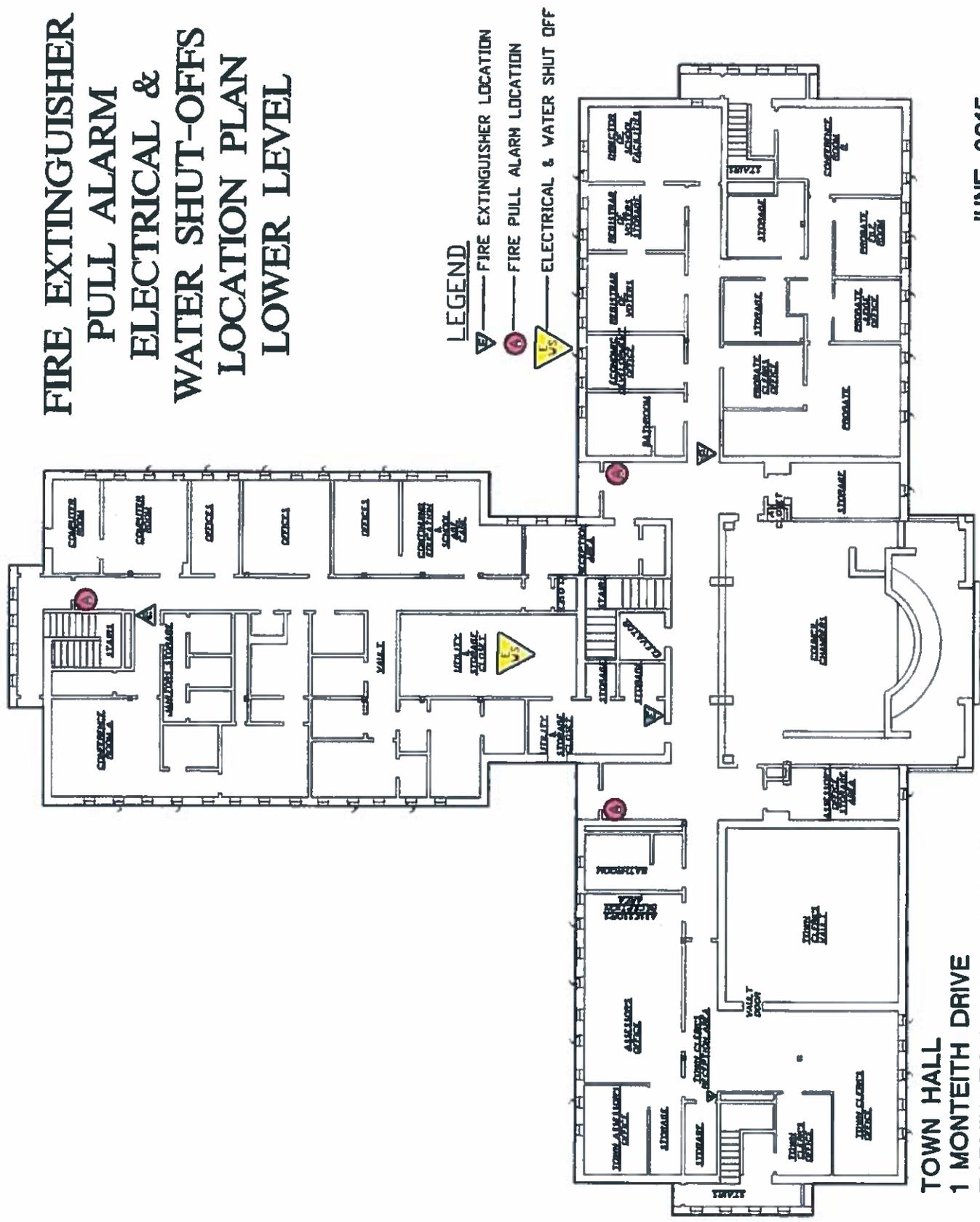


TOWN HALL  
1 MONTEITH DRIVE  
FARMINGTON, CONNECTICUT

MAY 2015



# FIRE EXTINGUISHER PULL ALARM ELECTRICAL & WATER SHUT-OFFS LOCATION PLAN LOWER LEVEL



TOWN HALL  
1 MONTEITH DRIVE  
FARMINGTON, CONNECTICUT

JUNE 2015

**MOTION:**

**Agenda Item N-10**

To cancel the October 27, 2015 Regular Town Council Meeting.

MOTION:

Agenda Item N-11

To authorize the Town Manager to execute and deliver a quit claim deed on behalf of the Town of Farmington to extinguish and terminate a Grant of Conservation Restriction and Easement from **JAMES H. POGSON AND LORETTA C. POGSON** (Grantors) to the **Town of Farmington** (Grantee) dated March 30, 1993 and recorded in Volume 464 at Page 423 of the Farmington Land Records.

NOTE: In 2013 a three lot subdivision on Brickyard Road was approved. A conservation easement was created to satisfy open space requirements. The owner then transferred the three lots to his son. His son is preparing to merge the three lots into one lot, thus eliminating the subdivision and returning it to its pre-subdivision status. Eliminating the lots eliminates any justification for the conservation easement.

The owner's attorney has prepared the quit claim deed from the Town to the current owner which eliminates the conservation easement. The Town Attorney and Town Planner have reviewed this issue and recommend that Town Council authorize the Town Manager to sign the quit claim deed.

MOTION:

Agenda Item N-12

To ratify the tentative agreement of the collective bargaining agreement between the Town of Farmington and Local 3103, International Association of Firefighters, for the period July 1, 2014 through June 30, 2017.

NOTE:

- Three year contract
- Various language and procedural changes that have no net effect but are favorable to the Town's needs.
- Increase in Health Insurance Cost Share- 20% by the end of contract and 24% if hired after 2012.
- Significant health insurance plan design changes with increased co-pays.
- COLA : 2014-2015 - 2.25%; 2015-2016 - 2.75%; 2016-2017 - 2.75%
- At the end of the 3 years, the overall cost of this contract will be \$29,435 or 2.015% per year.

Staff will be available to answer any questions.

MOTION:

Agenda Item N-13

To approve the following property tax refunds:

NAME	REASON	AMOUNT
1)Acar Leasing LTD	Excess payment	\$344.33
2)Frank Amodio	Excess payment	\$8,159.51
3)Tracy Andreana	Excess payment	\$14.83
4) Ari Fleet LT	Excess payment	\$343.12
5)Peter Armanious	Excess payment	\$16.14
6)Atlantic National Svc	Excess payment	\$311.47
7)Amy & Lance Barret	Excess payment	\$70.98
8)William Bauer	Excess payment	\$97.51
9)Laurel Beloin	Excess payment	\$30.42
10)Vikas Bhor	Excess payment	\$41.66
11)Rajiv Chandawarkar	Excess payment	\$158.13
12) R & A Chandawarkar	Excess payment	\$69.28
13)Chase Auto Finance	Excess payment	\$174.72
14)T or A Corbett	Excess payment	\$188.53
15)Robert Cosentino	Excess payment	\$27.21
16)Jane Dahle	Excess payment	\$30.52
17)D & J Dejesus	Excess payment	\$90.79
18)Cem Demirci	Excess payment	\$285.27
19)Catherine Deroy	Excess payment	\$43.92
20)Howard Dickenman	Excess payment	\$3,143.40
21)Resmije Ditommaso	Excess payment	\$307.00
22)Henry Feder	Excess payment	\$30.43
23)Financial Ser Veh trust	Excess payment	\$1,269.76
24)Jonathan Goldstein	Excess payment	\$20.16
25)Amy Hansen	Excess payment	\$79.80
26)Sean Harris	Excess payment	\$57.49
27)Andrej Hasiak	Excess payment	\$10.75
28)Lisa Hathaway	Excess payment	\$27.04
29)Honda Lease Trust	Excess payment	\$2,507.24
30)Diane Hoss	Excess payment	\$166.34
31)Sukhyun Hwang	Excess payment	\$29.42
32)Ho Joo & Mee Kim	Excess payment	\$542.00
33)JP Morgan Chase	Excess payment	\$200.08
34)Anne Kerry	Excess payment	\$22.89
35)Adam Laberge	Excess payment	\$107.27
36)Thy Le	Excess payment	\$75.22
37)Gary or Patricia Lee	Excess payment	\$171.94
38)Stone Lour	Excess payment	\$17.52
39)Earl & Claire Ludlam	Excess payment	\$200.80
40)F & R Marches	Excess payment	\$2,087.32
41)K Marinelli	Excess payment	\$130.05
42)Ronald Martin	Excess payment	\$44.56

43)Peter Matos	Excess payment	\$2,045.26
44)Timothy McLaughlin	Excess payment	\$142.34
45)Jean Melanson	Excess payment	\$8.46
46)Lucy Michaud	Excess payment	\$33.38
47)Laura Morizio	Excess payment	\$5.55
48)Nissan Infiniti LT	Excess payment	\$193.63
49)J or L Pennito	Excess payment	\$30.53
50)A & D Perdomo	Excess payment	\$542.00
51)Felipe Porto	Excess payment	\$24.24
52)Karl or Susan Rentsch	Excess payment	\$12.07
53)Thomas Sabatini	Excess payment	\$33.11
54)S or J Sadlowski	Excess payment	\$17.37
55)Shirley Salowitz	Excess payment	\$44.30
56)Susan Salowitz	Excess payment	\$19.00
57)John Sansone	Excess payment	\$14.56
58)Deborah Sfiridis	Excess payment	\$11.58
59)Charles Silverman	Excess payment	\$40.84
60)Jennifer Silverman	Excess payment	\$23.57
61)Kevin Stahl	Excess payment	\$12.65
62)Jean Starr McCarthy	Excess payment	\$34.72
63)Toyota Lease Trust	Excess payment	\$458.72
64)H or G Turek	Excess payment	\$44.21
65)Walter Urbowicz	Excess payment	\$13.78
66)USB Leasing LT	Excess payment	\$2,231.56
67)Vault Trust	Excess payment	\$4,643.91
68)VW Credit Leasing	Excess payment	\$1,804.65
69)C or B Zadrozny	Excess payment	\$1,714.22
	<b>TOTAL:</b>	<b>\$35,947.03</b>

MOTION:

Agenda Item O

**Executive Session – To Discuss Matters Concerning the Sale or Acquisition of Real Property.**

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

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

**That attendance in the Executive Session shall be limited to:**

**Members of the Town Council  
Town Manager**

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