

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

**Minutes of the Town of Farmington
Regular Town Council Meeting
October 13, 2015**

Present:

**Nancy W. Nickerson, Chair
Jon Landry
Peter M. Mastrobattista
Amy Suffredini
Meredith A. Trimble
Jon Vibert**

**Kathleen Eagen, Town Manager
Paula B. Ray, Clerk**

A. Call to Order

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

B. Pledge of Allegiance

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

C. Presentations and Recognitions

There were no presentations or recognitions.

D. Public Hearing

1. A Public Hearing to consider the acquisition of Lot 10A Slater Road

The Chair opened the hearing at 7:01 p.m., and the clerk read the legal notice recorded with these minutes as Agenda Item D-1. The Town Manager gave a presentation on the proposed acquisition. She explained this was a small piece of property that was originally part of a larger parcel that had been divided due to the construction of Interstate 84. The property had no access and was probably entirely wetlands. One of the owners was deceased and the other was financially destitute and in poor health. The option for the Town to acquire the property for taxes due allowed the estate to be closed and the debt to be wiped from the tax records. Hearing no public comment the Chair closed the hearing at 7:05 p.m.

2. A Public Hearing to consider the donation of Lot 3 Johnson Avenue

The Chair opened the hearing at 7:05 p.m., and the Clerk read the legal notice recorded with these minutes as Agenda Item D-2. Mr. Russell Arnold, Director of Public Works and Planning Services gave a presentation on the proposed acquisition and answered Council questions. He explained the Town had approached the owners to obtain an easement in favor of the Town for the Rails-to-Trails project, and the

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

owners offered to donate the property to the Town. Hearing no public comments the Chair closed the hearing at 7:10 p.m.

E. New Items

Motion was made and seconded (Landry/Mastrobattista) to add as Agenda Item N-14 to reconfirm the appointments made at the September 22, 2015 Special Town Council Meeting.

Adopted unanimously.

Motion was made and seconded (Landry/Mastrobattista) to add as Agenda Item L-15 Justice of the Peace appointment.

Adopted unanimously.

F. Public Comment

There were no public comments made.

G. Reading of Minutes.

1. September 8, 2015 Regular Town Council Meeting

Motion was made and seconded (Landry/Trimble) to approve the minutes of the September 8, 2015 Regular Town Council Meeting.

Adopted unanimously.

2. September 22, 2015 Special Town Council Meeting

Motion was made and seconded (Landry/Trimble) to approve the minutes of the September 22, 2015 Special Town Council Meeting.

Adopted unanimously.

H. Reading of Communications and Written Appeals

The Manager called the Council's attention to the testimony regarding the Cadillac Tax recorded with these minutes as Agenda Item H-2 and answered Council questions.

I. Report of Committees

1. UCONN Committee(s)

The Chair reported the next meeting was scheduled for October 30, 2015.

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

2. Land Acquisition Committee

3. Green Efforts Committee

There were no reports for Agenda Items I-2 or I-3.

4. Joint Town of Farmington/City of Hartford Committee

Mr. Mastrobattista reported the Phase I Environmental Study had been completed and out of the 80-90 acres 10 acres are useable for development, which would allow for two 60,000 square foot office buildings with parking to be developed on the site.

5. Bicycle Advisory Committee

Mr. Vibert reported the Committee was still working on identifying roads that would move bikers from one area to another that were suitable to be marked with sharrows. Middle and River roads had already been marked and Coppermine Road had been approved but not marked yet.

6. Farmington Gateway Committee

Mrs. Suffredini reported the Committee had met October 1st and the Consultants presented their plans. Additional ideas came forward at the meeting that will be incorporated into the final draft. The Committee hoped to have a plan presentation at the November Council meeting. After Council approval, the plan would be moved to the Town Plan and Zoning Commission for approval.

7. Web Page Sub-Committee

Mr. Landry reported the Committee had met the previous week and had approved the wire frame for the website. The next step was for the consultant to make a design based on the wire frame. The Economic Development Commission and various Town departments would be reviewing their sections of the website for changes for the consultants.

J. Report of the Council Chair and Liaisons

1. Chair Report

The Chair thanked Betty Coykendall, her team and the Town employees that had contributed to the 375th Anniversary of the founding of Farmington celebration that had been held on September 27th. She commented on how educational and enjoyable the day had been.

The Chair thanked the organizers of the Unionville Festival. She commented on the new attractions that had been added this year and what fun was had by all.

The Chair reported she had taken a tour of the Highway and Grounds facilities in Town and wanted the entire Council to do so in the future. She felt it was a very informative experience.

The Chair commented on the request by some residents of High Street for traffic calming for High Street. She assured the public no decisions had been made to close High Street or make it a one way street. She explained the situation was being

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

studied and there were many things taking place in the area such as the Gateway Project and State road project. She stated no decisions would be made in secret or without notification to everyone in the area to have the opportunity to comment. There were many things that needed to be studied before any options would be considered. She thanked everyone for their communications on the subject.

2. Board of Education Liaison Report

Mr. Landry reported the Board had had their first taped for Nutmeg TV meeting that was followed by a lengthy Executive Session on the Charles House Property.

3. Unionville Village Improvement Association Liaison Report

Mrs. Trimble reported the Committee had met to debrief the Unionville Festival. They were discussing new options for next year such as a chili contest. The Association had voted to endorse the Charles House Project at the Town Plan and Zoning hearing.

4. Town Plan and Zoning Liaison Report

Mr. Mastorbattista reported the Commission was currently reviewing the Charles House project and had continued the public hearing on the project. They were requesting more information on the traffic issues and remediation plans. He felt it had been a good hearing with many public comments.

5. Water Pollution Control Authority Report

There was no report for Agenda Item J-5.

6. Economic Development Commission Liaison Report

The Manager reported the next Business Breakfast was being held the next morning.

7. Human Relations Commission Report

Mrs. Suffredini reported the 50th Anniversary of the Services for the Elderly was being held October 29th.

8. Chamber of Commerce Report

Mr. Landry reported the Third Annual Business Summit was being planned for November 18, 2015, and they were looking for sponsors and attendees. Information on the event was available on their website farmingtonchamber.com.

9. Other Liaison Reports

Mrs. Suffredini reported that Mr. Grant Sheely the gym teacher at Noah Wallace School had died unexpectedly. She told the public a celebration of his life was being planned for the public and that details would be released soon. The Chair called for a moment of silence in his honor.

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

K. Report of Town Manager

Municipal Aid Reductions

The Manager reported the Town's municipal aid had been reduced by \$170,134, but since the Town hadn't budgeted for the \$166,791 it was given at the end of the session we only had a shortfall of \$3,343. She would be monitoring closely upcoming events for the possibility of more cuts.

Live Fire Training Facility Groundbreaking

The Manager reported the ground breaking ceremony was scheduled for October 29, 2015 at 3:00 p.m. on Round Hill Road.

Preston Reed Bridge Naming Ceremony

The Manager reported on October 24th at 2:00 p.m. there would be a dedication ceremony for naming the bridge located north of Red Oak Hill Road on the trail for Mr. Reed, who had been the founder of the Trails Council.

Farmington Canal Heritage Trail Bridge

The Manager displayed a picture of the Rails-to-Trails bridge over Route 6 at New Britain Avenue, which was designed by the Town of Farmington's engineering department and funded by the State of Connecticut.

Mr. Vibert asked how the Tennessee Valley Gas line project would be affecting Farmington. Mr. Arnold, Director of Public Works and Planning Services explained it was only going through about 600 feet of Town property. The Manager told the Council she would have a complete report on the topic in her next report.

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

Adopted unanimously.

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 (Grouten) (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)

There were no appointments made for Agenda Items L-1 through L-12.

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

13. Unionville Historic District and Properties Commission

Motion was made and seconded (Landry/Trimble) that Matt Ross 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.

Adopted unanimously.

14. Economic Development Commission (Valenti) (R)

There was no action taken on Agenda Item L-14.

15. Justice of the Peace (Hogan)(R)

Motion was made and seconded (Landry/Trimble) that H. Dyke N. Spear, Jr. be appointed as a Justice of the Peace for the Town of Farmington for the balance of a four-year term beginning immediately and ending January 2, 2017.

Adopted unanimously.

M. Old Business

There was no old business conducted.

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.

Motion was made and seconded (Landry/Trimble) 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.

Adopted unanimously.

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

Motion was made and seconded (Landry/Trimble) 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.

Adopted unanimously.

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

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

Motion was made and seconded (Landry/Trimble) to acknowledge that Town-owned open space, Lot 3 Red Oak Hill Road, is a part of the Farmington Memorial Town Forest.

Adopted unanimously.

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

Motion was made and seconded (Landry/Mastrobattista) 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.

Adopted unanimously.

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

Motion was made and seconded (Landry/Mastrobattista) 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.

Adopted unanimously.

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

Motion was made and seconded (Landry/Mastrobattista) to authorize the Town Manager to sign an agreement for the installation of a monitoring well on the Town right-of-way along Pasture Way.

Adopted unanimously.

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

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

Motion was made and seconded (Landry/Mastrobattista) to authorize the Town Manager to execute an Easement Agreement with the Arrowhead-Berkshire Combined, LLC for a permanent easement in favor of the Town.

Adopted unanimously.

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

Motion was made and seconded (Landry/Mastrobattista) 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."

Adopted unanimously.

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

Motion was made and seconded (Landry/Mastrobattista) to approve the motion recorded with these minutes as Agenda Item N-9.

Adopted unanimously.

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

Motion was made and seconded (Landry/Mastrobattista) to cancel the October 27, 2015 Regular Town Council Meeting.

Adopted unanimously.

11. To authorize the Town Manager to execute and deliver a quit claim deed on behalf of the Town of Farmington

Motion was made and seconded (Landry/Mastrobattista) 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)

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

dated March 30, 1993 and recorded in Volume 464 at Page 423 of the Farmington Land Records.

Adopted unanimously.

12.To take action on the 2014 – 2017 Collective Bargaining Agreement with Local 3103, International Association of Firefighters

Motion was made and seconded (Landry/Mastrobattista) 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.

Adopted unanimously.

13.To approve property tax refunds

Motion was made and seconded (Landry/Mastrobattista) 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

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

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 Sfridis	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

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

	TOTAL:	\$35,947.03
--	---------------	--------------------

Adopted unanimously.

14. To reaffirm the appointments made at the September 22, 2015 Special Town Council Meeting

Motion was made and seconded (Landry/Mastrobattista) to reaffirm the appointments of Guy Wolf, Howard Martin and Michael Colandrea made at the September 22, 2015 Town Council Meeting.

Adopted unanimously.

O. Executive Session

Motion was made and seconded (Landry/Mastrobattista) adjourn to Executive Session at 8:28 p.m. for the discussion of the selection of a site or the lease, sale or purchase of estate with the Town Council and the Town Manager present.

Adopted unanimously.

The Council returned to Open Session at 8:28 p.m.

P. Adjournment

Motion was made and seconded (Landry/Trimble) to adjourn the meeting at 8:28 p.m.

Adopted unanimously.

Respectfully submitted,

Paula B. Ray, Clerk

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

D-1

**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

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

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

INCOME TAXED 1645

THE TOWN OF FARMINGTON



Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

TOWN HALL
1 MONTEITH DRIVE
FARMINGTON, CONNECTICUT 06032-1053

H-2

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

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
860.675.2350

AN EQUAL OPPORTUNITY EMPLOYER



Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

Town Council Agenda
October 13, 2015, Page 16

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

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

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:

Position	Name	Telephone Number
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

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

		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.

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

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

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

- **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

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

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

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

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

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

****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

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

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

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

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.)

Minutes are considered "Draft" until approved at the next meeting. Please contact the Town Clerk's Office for a copy of final minutes.

- 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

