

**Town of Farmington, CT
Office of the Town Manager
Regular Town Council Meeting**

****Please note that this is a Monday****

Date: Monday April 6, 2015
(Council Members are asked to call the Town Manager's Office if they are unable to attend.)

Time: 7:00 p.m.

Location: Town Hall Council Chambers

Agenda

- A. Call to Order
- B. Pledge of Allegiance
- C. Proclamations and Recognitions
 - 1. William Sanford—Eagle Scout
- D. Public Hearing
 - 1. A public hearing on the Town Council's Proposed Budget for the Fiscal Year 2015-2016 (attachment).
 - 2. A public hearing to consider the acceptance of a gift of property owned by Howard W. Griffin Jr. located at Lot 5 Crescent Avenue (approximately 0.17 acres).
- E. New Items
- F. Public Comment
- G. Reading of Minutes
 - 1. March 10, 2015 Regular Town Council Meeting
 - 2. March 11, 2015 Special Town Council Meeting (budget)
 - 3. March 12, 2015 Special Town Council Meeting (budget)
 - 4. March 14, 2015 Special Town Council Meeting (budget)
- H. Reading of Communications and Written Appeals
- 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 the Town Manager—Quarterly Reports, Chapter 98 “Fees,” Moody’s Credit Rating, 1 Depot Place, Memorial Day Parade

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. North Central Regional Mental Health Board, Inc. (Parady)
5. Farmington Valley Health District (Jones) (D)
6. Housing Authority (Cowdry) (R)
7. Building Code Board of Appeals (Schadler) (R)
8. Water Pollution Control Authority (McGrane) (U)
9. Unionville Historic District and Properties Commission Alternate (Hoffman) (R)
10. Justice of the Peace (Quigley)
11. Tourism Central Region District (Bremkamp)
12. Green Efforts Committee (Grouten) (R)

M. Old Business

1. To override the disapproval of the Town Plan & Zoning Commission pursuant to Section 8-24 of the Connecticut General Statutes and to re-approve the purchase of 8993 (lot 45b-1) Walnut Farms Drive owned by the Estate of John K. Hanrahan (approximately 3.57 acres) for a purchase price of \$275,000.
2. To override the disapproval of the Town Plan & Zoning Commission pursuant to Section 8-24 of the Connecticut General Statutes and to re-approve the land swap between the Town of Farmington and the Walnut Farms Village Association.

N. New Business

1. To approve the Town Council’s Recommended Operating Budget for the Fiscal Year 2015-2016.

2. To approve attached the resolutions for the Annual Town Meeting items number 1 through 8.
 3. To Schedule a Special Town Council Meeting (if needed) on Friday May 1, 2015 in the Town Hall Council Chambers at 4:00 p.m. to approve the Town Council's 2015-2016 Second Recommended Budget.
 4. To recommend the gift of Lot 5 Crescent Avenue to the TPZ for a report under Section 8-24 of the Connecticut General Statutes.
 5. To appoint the accounting firm BlumShapiro of West Hartford, CT as the Town's independent auditor for the fiscal year ending June 30, 2015.
 6. To Award Bid # 186 "Installation of Generators – Various Town Buildings" to the low bid from All Electric Construction and Communications, LLC of Milford, Connecticut at a cost of \$403,000.
 7. To approve the Americans with Disabilities Act (ADA) Policy and Grievance Procedure.
 8. To approve the Fair Housing Resolution for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.
 9. To adopt the Affirmative Action Plan for the Town of Farmington.
 10. To adopt the Compliance with Title VI of the Civil Rights Act of 1964 Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.
 11. To adopt the Fair Housing Policy Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.
 12. To transfer unobligated CIP balances to other accounts for the purpose of closing out various inactive CIP accounts and covering shortfalls in other CIP accounts.
 13. To approve property tax refunds.
- O. Executive Session
1. Litigation
 2. Land Acquisition
- P. Adjournment

PROCLAMATION

WHEREAS, the Boy Scouts of America help train the youth of our community with skills that will serve them well in the future, and

WHEREAS, many of our youth participate in activities of the Boy Scouts of America which benefit our community, and

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

WHEREAS, William Sanford from Troop 68 Boy Scouts of America recently completed the requirements for Eagle Scout, and

WHEREAS, William's project involved raising awareness of the various uses of the Farmington Memorial Town Forest, and

WHEREAS, William worked with the Memorial Forest Board of Trustees, the Town of Farmington Plan & Zoning Commission, and a team of volunteers to construct two informational kiosks, to reroute a trail away from a residential area, to reblaze three major trails, and to create a trail map, and

WHEREAS, as a result of William's work the residents of the Town of Farmington now have opportunities to learn more about the Farmington Memorial Town Forest and its various recreational uses including hiking and bird watching.

NOW, THEREFORE, BE IT RESOLVED that on behalf of the Farmington Town Council we hereby extend to Eagle Scout William Sanford our best wishes and we hereby proclaim April 7, 2015 as William Sanford Day in Farmington, and

We hereby congratulate William Sanford for the dedication and perseverance that he demonstrated in this effort.

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

Nancy Nickerson, Chair
Farmington Town Council

MOTION:

Agenda Item K

Report of the Town Manager—Quarterly Reports, Moody’s Credit Rating, Chapter 98 “Fees,” Memorial Day Parade

Quarterly Reports—attachments

Chapter 98 “Fees”—attachment

Moody’s Credit Rating

On Tuesday March 24, 2015, Moody’s Investors Service released a report assigning an “Aaa” rating to an upcoming Town debt issue. They also affirmed their “Aaa” rating of the Town’s existing debt. Moody’s cited the Town’s “stable financial position,” sizeable tax base, and formal financial policies as major factors in assigning and affirming the “Aaa” rating. Moody’s did express some concern with the projected growth in debt that will occur as a result of the wastewater treatment upgrade but they also felt that the Town’s debt position would be manageable under the policies that the Town currently has in place. In general, they were very impressed with the Town’s financial practices which they felt have put the Town in a solid financial position. A complete copy of the report is available for anyone who wants one. The Town will be issuing \$4,075,000 in long term debt on April 7, 2015. The debt proceeds will be used to fund road reconstruction, Irving A. Robbins Improvements, and open space acquisition.

1 Depot Place— Unionville Train Depot

The Superintendent of Schools would like to relocate the Special Education office from Noah Wallace School to the Town Hall. This can be accomplished by moving the EXCL/Continuing Education Offices to another location. These offices are presently housed in the lower level of the Town Hall.

The State of Connecticut owns a building in Unionville which was leased to a private business for many years. The address is 1 Depot Place and is more commonly known as the Unionville Train Depot. The State of Connecticut has been looking to lease this property. The EXCL/Continuing Education staff expressed an interest in leasing the property from the State of Connecticut for their Administrative offices. For that reason the Town/School contacted the State of Connecticut to express interest in a lease agreement with the State of Connecticut. Over the last few months we have been working with the State on a standard State of Connecticut License Agreement between the Town of Farmington and the State of Connecticut. The State has agreed to a thirty year lease with the Town of Farmington at no cost to the Town. The Town of Farmington, not the Board of Education will be required to sign the License agreement.

The License Agreement states that the EXCL/Continuing Education Program would renovate 1 Depot Place and would be responsible for all future costs and liability associated with the building and land including any capital expenditures. Once the renovations are complete the EXCL/Continuing Education Program would relocate

their offices to 1 Depot Place. The relocation would be paid for by the EXCL/Continuing Education Program not the Town. As stated above, the Agreement is for 30 years rent free. There is also language included in the Agreement that would allow the Town of Farmington to use the building for other municipal/commercial uses during the 30 year period if the Town chooses to do so.

In addition to the State lease agreement, I recommend that the Town of Farmington enter into a Memorandum of Understanding with the Board of Education as it relates to 1 Depot Place and the Town Hall office space. I recommend the following concepts be included in the Memorandum of Understanding.

If Town requires the use of Unionville Train Depot during the 30-year lease

- 1) If the Town requires the long-term use of the Unionville Train Depot for a municipal or commercial purpose which would result in the need for the Board of Education EXCL/Continuing Education program to vacate the premises, the Town will work with the Board of Education to find suitable space within the Town for the relocation of the administrative offices of the EXCL/Continuing Education program. The Town would also give the EXCL/Continuing Education program sufficient time to vacate the premises.
- 2) Once suitable space is located and improved to meet the needs of the EXCL /Continuing Education program, the program would vacate the Unionville Train Depot. The Board of Education would be responsible for all moving, renovation and relocation costs.
- 3) If the relocation occurs within ten (10) years of initial occupancy by the EXCL/Continuing Education program, the Town will reimburse the Board of Education for the cost of the initial improvements to the Unionville Train Depot. The amount of the reimbursement will be on a prorated basis. No reimbursement will be required if the EXCL/Continuing Education program occupies the Unionville Train Depot for 10 years or longer.

Use of 1 Depot Place by the Town of Farmington

- 1) If the Town needs to use 1 Depot Place on a temporary basis for other types of uses allowable under the State License agreement, the Board of Education EXCL/Continuing Education program will allow the Town to do so without charge. It has been agreed that the Town may use basement space for storage on a long term basis without charge.

Relocation of Board of Education Special Education Offices to Town Hall

- 1) The Farmington Board of Education's Special Education Offices will relocate to a portion of the space in Town Hall vacated as a result of the move of the EXCL /Continuing Education program to the Unionville Train

Depot. The Board of Education will work with the Town on a renovation plan for the vacated Town Hall space that is mutually beneficial to the Board of Education and the Town.

- 2) The Town Manager shall have final approval on the design of the Town Hall space and no work will commence until the final approval is granted by the Town Manager.
- 3) The Board of Education will be responsible for all renovation costs to the Town Hall space that the EXCL /Continuing Education program vacates.
- 4) Should the Board of Education decide to relocate the Special Education Offices out of the renovated Town Hall space, the space will be restored to the Town to use as it wishes.

If these concepts are acceptable to the Town Council I will have two action items on the May 12, 2015 Town Council meeting agenda.

- Motion to Authorize the Town Manager to sign a License Agreement with the State of Connecticut
- Motion to Authorize the Town Manager to sign a Memorandum of Understanding with the Board of Education.

Memorial Day Parade

The Memorial Day Parade is scheduled for Monday, May 25, 2015. The parade in the Farmington section of town will form up at 8:00 a.m. and step off at 8:30 a.m. The Unionville section of town will form up at 10:00 a.m. and step off at 10:30 a.m. (attachment)

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 North Central Regional Mental Health Board, Inc. to fill the balance of a two-year term beginning immediately and ending September 30, 2015.(Parady)

MOTION: Agenda Item L-5

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-6

That _____ be appointed to the Housing Authority to fill the balance of a five-year term beginning immediately and ending September 2015. (Cowdry)(R)

MOTION: Agenda Item L-7

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

MOTION: Agenda Item L-8

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-9

That _____ be appointed to the Unionville Historic District and Properties Commission as an **Alternate** to fill the balance of a five-year term beginning immediately and ending September 30, 2019. (Hoffman)(R)

MOTION: Agenda Item L-10

That _____ be appointed as a Justice of the Peace beginning immediately and ending January 2, 2017 (Quigley).

MOTION: Agenda Item L-11

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-12

That _____ be appointed to the Joint Green Efforts Committee beginning immediately for an indefinite term (Groueten) (R).

MOTION:

Agenda Item M-1

To override the disapproval of the Town Plan & Zoning Commission pursuant to Section 8-24 of the Connecticut General Statutes and to re-approve the purchase of 8993 (lot 45b-1) Walnut Farms Drive owned by the Estate of John K. Hanrahan (approximately 3.57 acres) for a purchase price of \$275,000 subject to receipt of an acceptable environmental screening report; and subject to due diligence, including but not limited to title search and survey; and subject to execution of exchange agreement with the Walnut Farms Village Association; and to authorize the Town Manager to sign any and all documents necessary to complete this transaction.

NOTE:

- Acquisition Type: Open Space
- Property Size: 3.57 acres
- Resource Values: Linkage with existing open space
- Appraised Value: \$345,000
- Proposed Purchase Price: \$275,000
- The re-approval requires a 2/3 vote of the Town Council in accordance with Section 8-24.
- The re-approval will not impact the Town's ability to bond for the funds needed for the acquisition.

The proposed acquisition is for a 3.57 acre property bounded to the south by 70 Coppermine Road (which was originally part of this property) and to the north by the Walnut Farms Village Association Recreation Area. The property also includes a 50 foot access way from Walnut Farms Drive. The property is comprised primarily of open meadow with a stone wall and treed boundary. The property includes an approximately 8,618 square foot encroachment by the Walnut Farms Village Association Recreation Area, including a portion of the tennis courts, associated fencing and a tree line planted by the Association. As such, the acquisition of this property is contingent upon a land swap between the Town and the Association, whereby the Association will receive the approximately 8,618 square feet noted above, and the Town will receive a 30 foot wide parcel along the western boundary of the Association's land (approximately 8,513 square feet). The parcel to be received by the Town will allow access to Town owned open space to the north and West District School.

Please see attached legal opinion from the Town Attorney.

Attachment

MOTION:

Agenda Item M-2

To override the disapproval of the Town Plan & Zoning Commission pursuant to Section 8-24 of the Connecticut General Statutes and to re-approve the land swap between the Town of Farmington and the Walnut Farms Village Association subject to receipt of an acceptable environmental screening report; and subject to due diligence, including but not limited to title search and survey; and subject to acquisition of 8993 (lot 45b-1) Walnut Farms Drive; and to authorize the Town Manager to sign any and all documents necessary to complete this transaction.

NOTE: The Land Swap is for the transfer of approximately 8,618 square feet of land, shown as Parcel A on the Compilation Survey included with this package, to the Walnut Farms Village Association following the Town's acquisition of 8993 (Lot 45B-1) Walnut Farms Drive. In exchange, the Town will receive approximately 8,516 square feet of land owned by the Walnut Farms Village Association and shown as Parcel B on the same survey. Parcel A includes a portion of the tennis courts, associated fencing and a tree line planted by the Association that encroaches onto 8993 (Lot 45B-1) Walnut Farms Drive, while Parcel B will allow access to Town owned open space and West District School to the north from 8993 (Lot 45B-1) Walnut Farms Drive.

The re-approval requires a 2/3 vote of the Town Council in accordance with Section 8-24.

MOTION:

Agenda Item N-1

To approve the Town Council's Recommended Operating Budget for the Fiscal Year 2015-2016.

Attachment

MOTION:

Agenda Item N-2

To approve the attached resolutions for the Annual Town Meeting items number 1 through 8.

Attachment

MOTION:

Agenda Item N-3

To Schedule a Special Town Council Meeting (if needed) on Friday May 1, 2015 in the Town Hall Council Chambers at 4:00 p.m. to approve the Town Council's 2015-2016 Second Recommended Budget.

NOTE: This meeting will only be necessary if the April 30, 2015 Budget Referendum fails.

MOTION:

Agenda Item N-4

To recommend the gift of Lot 5 Crescent Avenue to the TPZ for a report under Section 8-24 of the Connecticut General Statutes.

NOTE: The owner of Lot 5 Crescent Avenue originally sought to sell the property to the Town. The property has been assessed continually by the Town as a buildable lot with an assessed value of approximately \$50,000. The property, however, is almost entirely wetlands as the include map with approximate wetlands shows. The Town has had two appraisals of the property and both have indicated the value to be approximately \$5,000. The owner now seeks to donate the property to the Town. As shown on the included map, the property is adjacent to existing open space to the south and east.

The procedure for accepting this gift as open space includes the following steps:

1. Setting public hearing for the April 6th Council meeting at the March 10th Council meeting.
2. Hold public hearing on April 6th.
3. Make 8-24 referral to TPZ at the April 6th meeting.
4. Receive TPZ 8-24 report at the May 12th meeting.
5. Vote on whether or not to accept gift at the May 12th meeting

Attachments

MOTION:

Agenda Item N-5

That the accounting firm BlumShapiro of West Hartford, CT be appointed as the Town's independent auditor for the fiscal year ending June 30, 2015.

NOTE: Per Connecticut General Statutes, the Town Council each year must appoint an independent accounting firm to audit the Town's financial records for the soon to be completed fiscal year. The firm of Blum, Shapiro and Company, PC has been appointed as the Town's independent auditor since FY1994/1995. In 2012 Town staff undertook a request for proposals process to obtain proposals from accounting firms to perform the annual independent audit. A subcommittee of the Town Council reviewed the proposals, interviewed firms and recommended to the full Town Council that BlumShapiro be retained for a five year period.

This appointment will be for year four of the five year period. The cost for the audit will be \$66,500.

MOTION:

Agenda Item N-6

To Award Bid # 186 "Installation of Generators – Various Town Buildings" to the low bid from All Electric Construction and Communications, LLC of Milford, Connecticut at a cost of \$403,000.

NOTE: The purpose of this bid is to award a contract for the supply and installation of generators at Town Hall and Irving A. Robbins Middle School; to move and install the existing generator at Town Hall to the Farmington Community/Senior Center; and install a transfer switch and make electrical upgrades at Farmington High School. The bid award would be for Items # 1, 2, 3 and 4 (under the Rebid Price). When bids were originally received, the price for the Transfer Switch and Electrical Upgrades at Farmington High School exceeded the funds available. The scope for that part of the bid was revised and prices for the revised scope were requested from the three lowest bidders. The original low bidder again submitted the lowest price which is within the amount of funds available.

The contract would be with All Electric Construction and Communications, LLC, as they submitted the lowest overall total bid to perform the work. Staff has checked the credentials and references of All Electric Construction and Communications, LLC and has found them to be satisfactory. Funds for this bid award are included in the capital budget.

Town staff will be available at the Town Council meeting to answer any questions.

Attachment

MOTION:

Agenda Item N-7

To approve the attached Americans with Disabilities Act (ADA) Policy and Grievance Procedure.

NOTE: All municipalities must (1) designate at least one employee to coordinate compliance with the ADA and (2) adopt and publish a grievance procedure for resolving ADA complaints. The attached policy and procedure reaffirms the Town's commitment to the philosophy and regulations of the ADA. It is best practice to review and readopt this policy periodically.

Attachment

MOTION:

Agenda Item N-8

To adopt the following Fair Housing Resolution for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.

TOWN OF FARMINGTON
FAIR HOUSING RESOLUTION

Whereas, All American citizens are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

Whereas, State and Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, national origin, ancestry, marital status, age, mental or physical disability, lawful source of income, sexual orientation, familial status, be given equal access to rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, The **The Town of Farmington** is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOLVED, That the **Town of Farmington** hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a non-discriminatory basis: and BE IT FURTHER RESOLVED, That the Town Manager of the Town of Farmington or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practices in the Town of Farmington.

Adopted by the **Town of Farmington** on April 6, 2015.

Ms. Kathleen A. Eagen, Town Manager

Town Seal

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. It is best practice to continually renew and readopt this policy periodically.

MOTION:

Agenda Item N-9

To adopt the attached Affirmative Action Plan for the Town of Farmington

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. This statement was last reviewed and adopted by the Town Council in 2014. It is best practice to continually review and readopt this plan periodically.

Attachment

MOTION:

Agenda Item N-10

To adopt the following Compliance with Title VI of the Civil Rights Act of 1964 Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.

TOWN OF FARMINGTON

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The **Town of Farmington** does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The **Town of Farmington** seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin in programs and activities receiving Federal financial assistance. Title VI provides that No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town's Fair Housing Plan and is fully implemented to ensure compliance by the Town, as the recipient, and by subrecipients. The cooperation of all Town personnel is required.

Ms. Kathleen A. Eagen, Town Manger

April 6, 2015
Date

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. This statement was last reviewed and adopted by the Town Council in 2014. It is best practice to continually review and readopt this plan periodically.

MOTION:

Agenda Item N-11

To adopt the following Fair Housing Policy Statement for the Town of Farmington and to authorize the Town Manager to sign and distribute said resolution.

TOWN OF FARMINGTON
Fair Housing Policy Statement

It is the policy of the Town of Farmington to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Farmington must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Farmington or any of Subrecipients of the Town will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Farmington.

The municipality's Town Manager, is responsible for the enforcement and implementation of this policy. The Town Manager, Kathleen A. Eagen may be reached at 860-675-2350

Complaints pertaining to discrimination in any program funded or administered by the Town of Farmington may be filed with the Town Manager, Kathleen A. Eagen. The municipality's Grievance Procedure will be utilized in these cases.

Complaints also may be filed with the Commission on Human Rights and Opportunity, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403.

A copy of this policy statement will be given annually to all Town employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town.

Revised April 6, 2015

April 6, 2015

Date

Ms. Kathleen A. Eagen, Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting the Town Manager's office at 860-675-2350.

NOTE: April is Fair Housing month. The Housing Authority, the Community & Recreational Services Department and the Planning Department work jointly to achieve Fair Housing in Farmington. This statement was last reviewed and adopted by the Town Council in 2014. It is best practice to continually review and readopt this plan periodically.

MOTION:

Agenda Item N-12

To transfer the following unobligated CIP balances to the accounts listed below for the purpose of closing out various inactive CIP accounts and covering shortfalls in other CIP accounts.

FROM:							
ACCOUNT #	DEPARTMENT					AMOUNT	
13116	Alice Clover Pinney Gazebo Improvements					\$ (7,000)	
13603	Overhead Door Replacement					\$ (4,049)	
13601	Fuel Tank Replacement					\$ (12,991)	
13145	Gas Boiler Conversion- Senior Center					\$ (10,557)	
13701	West Woods Maintenance Shed					\$ (7,384)	
15502	Gas Boiler Conversion- Police Facility					\$ (14,284)	
13102	Town Code Compliance					\$ (5,793)	
15583	Pumper Fire Truck					\$ (219)	
15601	Rotary Mower-Parks					\$ (659)	
15701	Rotary Mower-Golf Course					\$ (4,555)	
15702	Utility Vehicle-Golf Course					\$ (1,381)	
15810	Dial-A-Ride Bus					\$ (29,561)	
53331	Thermal Imaging Cameras					\$ (2,030)	
15591	Apparatus Refurbishing					\$ (894)	
15587	Medic Truck					\$ (1,694)	
13551	Tunxis Hose Boiler					\$ (2,657)	
13206	Chiller Replacement					\$ (2,479)	
13275	Westwoods 5/6 School					\$ (2,810)	
11620	Storm Water Management Plan					\$ (8,862)	
13602	Salt Storage Shed Improvements					\$ (10,000)	
	TOTAL					\$ (129,859)	
TO:							
ACCOUNT #	DEPARTMENT					AMOUNT	
14803	Playground Equipment					\$ 3,289	
13605	Gas Boiler Conversion-Highway & Grounds					\$ 14,146	
13140	Staples House Improvements					\$ 33,880	
15607	Dump Truck-Highway					\$ 7,897	
15605	Dump Truck-Small					\$ 28,363	
13201	School Code & Safety					\$ 2,479	
13104	Emergency Operations Improvements					\$ 28,133	
13270	High School Renovation					\$ 2,810	
11121	Environmental Code Compliance					\$ 8,862	
	TOTAL					\$ 129,859	
NOTE:	Periodically staff reviews the various Capital Improvement Project accounts to determine which projects are complete but still have money available and which projects, either completed or not have shortfalls.						
	Once this determination is made, staff then requests that the Town Council approve the movement of unexpended balances from closed accounts to any accounts which need additional funding in order to cover the shortfalls.						
	Staff has gone through the list of capital projects and has determined that the projects in the "FROM" accounts listed above have been completed and that the unexpended balances are no longer needed. The projects in the "To" section have shortfalls at the current time or need additional funds in order to complete the project.						
	Staff will be available at the Council meeting to answer questions regarding this motion.						

MOTION:

Agenda Item N-13

To approve the following property tax refunds.

NAME	REASON	AMOUNT
1)Abreu Construction	Excess payment	\$28.84
2)Ari Fleet	Excess payment	\$498.82
3)Susan & James Brockman	Excess payment	\$6,251.27
4)Karen Caruolo	Excess payment	\$223.28
5)Phillip Chabot	Excess payment	\$2035.73
6)Chase Auto Finance	Excess payment	\$123.42
7)Bojun Chen	Excess payment	\$1,301.07
8)Daimler Trust	Excess payment	\$263.05
9)Enterprise FM Trust	Excess payment	\$62.86
10)Michael Farrell	Excess payment	\$57.89
11)F or M Fuller	Excess payment	\$82.55
12)Nathaniel Godrey	Excess payment	\$628.35
13)M or W Grattan	Excess payment	\$196.01
14)Cheryl Haverkampf	Excess payment	\$2,697.32
15)P or J Kelaher	Excess payment	\$230.22
16)Ray Koupal	Excess payment	\$32.07
17)Pankaj Kumar	Excess payment	\$171.93
18)Patrick Lamb	Excess payment	\$26.59
19)Reno Levesque	Excess payment	\$18.57
20)Nissan Infiniti	Excess payment	\$270.80
21)Victor Ouchano	Excess payment	\$1000.00
22)W & K Parks	Excess payment	\$78.36
23)Donald Rackliffe	Excess payment	\$267.86
24)Jonathan Spinner	Excess payment	\$77.96
25)Toyota Motor Credit	Excess payment	\$396.22
26)Paula Horsey	Excess payment	\$2,482.38
27)Wheels LT	Excess payment	\$180.53
28)J Yang & C Liyun	Excess payment	\$1,436.22
	TOTAL:	\$21,120.17

MOTION:

Agenda Item O-1

Executive Session—To discuss matter concerning pending litigation.

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)(B), that is

Strategy and negotiations with respect to pending claims or pending litigation to which the public agency or a member thereof, because of his conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled;

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

Members of the Town Council
Town Manager
Assistant Town Manager

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

MOTION:

Agenda Item O-2

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.