


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: April 9, 2020

SUBJECT: Agenda Information – 4/14/2020

The following is additional or summary information regarding matters on the upcoming Town Council Agenda. The numbering below follows the agenda and some routine or self-explanatory items are not discussed in this memo. As you review your packet materials, please do not hesitate to contact the appropriate staff member or me prior to the Council meeting with any questions or concerns. Often, these conversations can help staff and me be prepared for the Council meeting and be ready to facilitate a more productive and efficient meeting for everyone.

5 Presentations

5a Presentation providing an update on Public Works activities – Public Works Director Matt Walsh will be present to update the Council and public on the Departments activities. In particular, at the Council's request, he will address street sweeping, road grading and equipment issues.

6 Bids and Contracts

6a Extension of the Agreement with Middlesex Health for Paramedic Services – The Council is asked to approve a one-year extension to the agreement with Middlesex Health for the provision of Paramedic services in the Town, which supplements the East Hampton Ambulance. The Town entered into an agreement with Middlesex in 2016 and the agreement has been extended annually thereafter. There has been no increase in the per capita cost since the agreement started an no increase is requested this year.

Recommended Action: Approve a motion to authorize the extension.

7 Resolutions/Ordinances/Policies/Proclamation

7a Resolution Implementing the Reduced Interest Rate Option for Delinquent Revenue Payments – The Council is asked to consider and approve a low interest rate program for utility and tax bills that become or are delinquent during the period of March 10 through July 1 in accordance with Governor Lamont's Executive Order 7S. The Governor's Order required that municipalities chose to implement either a 90-day delay in the due date for any bill that becomes due in the March 10 to July 1 time frame and/or implement a reduced interest program whereby the interest charged on a late payment is reduced from the statutory 18% (1.5% per month) to 3% (0.25% per month) for a period of 90 days from the date the bill is due. After discussion, staff is recommending implementation of the low interest program. The intent of the recommendation is to provide a balance of encouraging tax and rate payers to remain current on their payments if they are able but not heavily penalizing the payer who is impacted by the pandemic and delays. Under the low interest program, any bill that became or

becomes due from March 10 through July 1 but is not paid by the due date would be charged interest at the annual rate of 3% (instead of the usual 18%) for 90 days from the due date. Such reduced interest would be retroactively applicable to water bills issued in February and March that became due on March 15 and April 15, respectively, as well as bills that will be issued in the future including the April and May water bills and the July 1 tax bills. Further, any payer that is delinquent on older payments that makes a payment prior to July 1 would enjoy the reduced interest rate during the period from April 1 until the payment is made. This program, coupled with the fact that about half of the tax bills are paid through escrows, to which this option does not apply, is anticipated to ensure that the Town continues to have a flow of cash that allows payment of scheduled debt and other payments that occur during the first part of the fiscal year.

Recommended Action: Approve the Resolution establishing the low interest program.

7b Resolution related to directing the proceeds from the sale of 20 E High Street – The Council is asked to adopt a Resolution indicating that the proceeds from the sale of the Town Hall, which is scheduled to occur later this month, be deposited directly to the Capital Reserve Fund. In the absence of this direction, the funds would be deposited in the General Fund. The proposal is based on the Capital Committee’s recommended Capital Plan, which calls for the Town Hall Sale proceeds to offset the cost of purchasing the Christopher Road property and various building improvements. The Town Council also recently approved a plan calling for a small amount of the funds (\$30,000) to be used to offset cost of the Lake Pocotopaug Aeration Project. The net proceeds of the transaction are \$297,040, of which a total of \$280,000 are called for in the Capital Reserve Fund planning. Council is asked to direct the entire payment to that fund and to allow the balance to remain in the Capital Reserve Fund for allocation at a future date as part of future budget discussions.

Recommended Action: Approve the Resolution directing the proceeds to the Capital Reserve Fund.

The remainder of the items are of a routine nature, in the sole purview of the Council or are announcements. Please contact me or the appropriate staff member with questions or concerns.

DC

Town of East Hampton
Town Council Regular Meeting
Tuesday, March 24, 2020
Virtual Meeting via Zoom

MINUTES

Present: Chairman Pete Brown, Vice Chairman Dean Markham, Council Members Tim Feegel, Derek Johnson, Barbara Moore, Mark Philhower, and Kevin Reich and Town Manager David Cox.

Call to Order

Chairman Brown called the meeting to order at 6:30 p.m.

Adoption of Agenda:

A motion was made by Mr. Markham, seconded by Mr. Johnson, to adopt the agenda as written. Voted (7-0).

Approval of Minutes

A motion was made by Ms. Moore, seconded by Mr. Markham, to approve the minutes of the Town Council Public Hearing of March 10, 2020 as written. Voted (6-0-1). Mr. Johnson abstained.

A motion was made by Mr. Philhower, seconded by Mr. Johnson, to approve the minutes of the Town Council Regular Meeting of March 10, 2020 as amended. Voted (7-0)

Public Remarks

None

Presentations

None

Bids & Contracts

None

Resolution/ Ordinances/ Policies/ Proclamation

None

Continued Business

None

New Business

Update on Coronavirus Related to Town Operations

Mr. Cox provided a special Town Manager Report that focuses on the Town's response to the COVID-19 pandemic and how the town departments are handling operations. The report will be included with the minutes filed in the Town Clerk's office and is available on the Town website.

Chairman Brown thanked the members of the education staff for the work they have done for the students and distance learning. East Hampton is way out in front of other towns in distance learning. Paul Smith appreciated hearing this and noted the real heroes are the cafeteria and custodial staff working on food preparation and delivery for the students.

Update & Discussion on Budget Process and Council Direction Regarding Budget Preparation

Mr. Cox indicated in his report that the budget process has been delayed in response to the pandemic and the Governor's emergency declarations. The Governor has authorized and mandated some changes to the method by which towns will be approving budgets for the upcoming fiscal year. In consultation with the Town Attorney, the Finance Director and Town Manager are developing a resolution for consideration of the Town Council that will outline a new process. The process will utilize as much of the normal process as possible including a public hearing plus a written public comments period coupled with the usual Board of finance workshops. It is anticipated that the Board of Finance will still recommend a budget to the Council but, in accordance with the Governor's directive, the Town Council will act as the final approval authority.

Mr. Johnson asked that the resolution and the Governor's declarations be posted to the Town website as soon as possible. He also asked questions about the municipal debt market. Mr. Jylkka indicated the town is not in the market to issue debt until September. Mr. Markham asked if two separate resolutions – one for the budget process and one for the process for Council adoption – be done if possible. Mr. Philhower recommended the town and school look at the budgets and consider the recommendations in Alannah Coshow's letter. Her letter will be included with the minutes filed in the Town Clerk's Office. Mr. Philhower asked if the Governor may consider waiving fees on delinquent tax bills. Mr. Cox will continue to monitor the Governor's declarations.

Potential Action on Fee Waivers for Various Town Services

Council members discussed waiving fees for the transfer station in order to begin accepting bulky waste again.

A motion was made by Mr. Philhower, seconded by Mr. Feegel, to waive fees at the Transfer Station for bulky waste with the limitation of one load per day and to exclude tires, until the State of Emergency is lifted by the Governor. Voted (7-0)

Town Manager Report

Mr. Cox announced the resignation of the current Assessor Gail Gwiazdowski. The position will be posted this week.

Mr. Markham asked for an update on the progress of the list of pending building permits as discussed at the last Council meeting. Mr. Cox will follow up.

Appointments

None

Tax Refunds

None

Public Remarks

Chris Goff, Chairman of the Board of Education, thanked Superintendent of Schools Paul Smith for making everything happen with education during the pandemic. He said the Board of Education can distribute information on the transfer station change. He also asked that Alannah Coshow's letter be sent to the Board of Education.

Communications, Correspondence & Announcement

Chairman Brown thanked Mr. Cox and the town staff for their assistance during this time.

Mr. Philhower asked that the attorney opinion on cancelling meetings be incorporated into the Council by-laws/policies. This will be on a future agenda.

Mr. Feegel thanked the school system for all the work they have done on distance learning for the students.

Adjournment

A motion was made by Mr. Reich, seconded by Ms. Moore, to adjourn the meeting at 7:30pm. Voted (7-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk

Town of East Hampton
Town Council Special Meeting
Wednesday, April 1, 2020
Virtual Meeting via Zoom

MINUTES

Present: Chairman Pete Brown, Vice Chairman Dean Markham, Council Members Tim Feegel, Derek Johnson, Barbara Moore, Mark Philhower, and Kevin Reich and Town Manager David Cox.

Call to Order

Chairman Brown called the meeting to order at 6:00 p.m.

Adoption of Agenda:

A motion was made by Ms. Moore, seconded by Mr. Johnson, to adopt the agenda as written. Voted (7-0).

Public Remarks

None.

Consideration & Adoption of Amendment to the Budget Policy Statement

Mr. Markham provided an overview and read through the proposed amendment to the Budget Policy Statement. The document will be included with the minutes filed in the Town Clerk's Office.

A motion was made by Mr. Markham, seconded by Mr. Reich, to adopt the amendment to the Budget Policy Statement as presented. Voted (5-2). Mr. Philhower and Mr. Feegel against.

Prior to the vote Mr. Philhower commented that he feels there should be no new hires at this time and there should be wage freezes throughout due to possible financial issues due to the pandemic. Mr. Johnson feels the wording in the amendment is appropriate. Mr. Feegel agrees with Mr. Philhower that there should be no tax increases. Mr. Reich commented that the Board of Education and Town staff should be given the opportunity to show what they believe is important for their budget. The Board of Finance and Town Council will review the final budgets. Mr. Markham noted the existing budget policy statement talks about new hires and the Town Manager would evaluate that closely before anything is done. Regarding wage freezes it would be handled on a case by case basis as contracts come up and there is no ability to change existing contracts. Mr. Brown added that all boards have the welfare of the town in mind and feels the proposed amendment covers all that is needed.

Consideration & Adoption of Resolution Pertaining to a Modified Calendar for the FY2020-2021 General and Capital Fund Budgets Authorized by Executive Orders 2020-7B, 7C and 7I

Mr. Cox provided an overview of the resolution and the Executive Orders. The resolution and executive orders will be included with the minutes filed in the Town Clerk's Office. The Governor has issued several executive orders that extend the budget action calendar by 30 days and requires that the Town Council adopt a process where the Council adopts the budget and mill rate without town meeting and referendum. The resolution was written as close to the Town's process as possible.

A motion was made by Mr. Johnson, seconded by Mr. Markham to adopt the Resolution Pertaining to a Modified Calendar for the FY 2020-2021 General and Capital Fund Budgets Authorized by Executive Orders 2020-7B, 7C and 7I as presented. Voted (7-0)

Adjournment

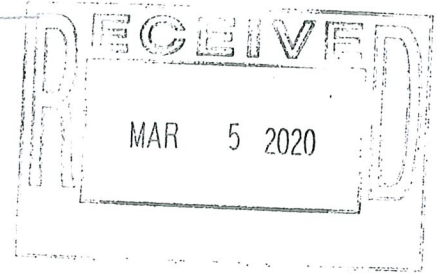
Chairman Brown adjourned the meeting at 6:40pm.

Respectfully Submitted,

Cathy Sirois
Recording Clerk



AGENDA
ITEM # 6a



March 2, 2020

David Cox
First Selectman
East Hampton Town Hall
20 East High Street
East Hampton, CT 06424

Selectman Cox:

Enclosed please find the fourth Amendment To Agreement for your review and signature.
Once signed, please return to:

Middlesex Hospital
EMS Manager
28 Crescent Street
Middletown, CT 06457

Once received, a fully executed copy will be sent to you for your records. Please feel free to contact me at (860) 358-6081 should you have any questions or if I can be of any assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "James Santacrocce".

James Santacrocce
EMS Manager

enclosure
file

FOURTH AMENDMENT TO AGREEMENT

This Fourth Amendment to Agreement (the "Fourth Amendment") is entered into effective July 1, 2020, by and between Middlesex Hospital, a Connecticut corporation owning and operating a Connecticut licensed acute care hospital and other treatment facilities with a main business address at 28 Crescent Street, Middletown, Connecticut 06457 ("Middlesex Hospital") and the Town of East Hampton, with offices at 20 East High Street, East Hampton, Connecticut ("Town").

WITNESSETH

WHEREAS, Middlesex Hospital and Town entered into an Agreement dated July 1, 2016 (the "Agreement") for Middlesex Hospital to continue to provide Paramedic Services to the residents of the Town; and

WHEREAS, Middlesex Hospital desires to continue providing paramedic services to the residents of the town.

WHEREAS, both parties have agreed to amend the Agreement as set forth below.

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, parties agree as follows:

1. The Agreement is hereby amended as set forth in the following paragraphs.
2. The term of the Agreement is hereby renewed for an additional one (1) year term July 1, 2020 - June 30, 2021 in accordance with Section 6 of the Agreement.
3. The \$1.00 increase as indicated in Section 1 of the Agreement will be waived by Middlesex Hospital to the Town for only the renewal term of July 1, 2020 - June 30, 2021 under this Fourth Amendment.
4. Except as amended by this Fourth Amendment, the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the said parties have caused this Amendment to be executed by their duly constituted officers as of the effective date of this Agreement.

ACCEPTED BY:

Middlesex Hospital

Town of East Hampton:

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

GRANT APPLICATION

This Grant is provided effective as of July 1, 2016 by the Town of East Hampton ("Town") with offices at 20 East High Street, East Hampton, Connecticut to MIDDLESEX HOSPITAL, a Connecticut corporation owning and operating a Connecticut-licensed acute care hospital and other treatment facilities with a business address at 28 Crescent Street Middletown, CT 06457 "Middlesex Hospital".

1. Town will grant to Middlesex Hospital an amount to continue the provision of Paramedic Services as set forth below in Sections 2 and 3. The Grant for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017 shall be \$1.00 "per-capita" for the Town of East Hampton as determined by the 2010 U.S. census, to wit, 12,959 persons. The Grant, based on the aforementioned information, shall increase \$1.00 at each renewal term as set forth in Section 5. The release of the Grant funds will be based upon receipt of a quarterly invoice from Middlesex Hospital starting on July 1 for the period of July 1 to September 30, 2016; October 1 for the period of October 1 to December 31, 2016; January 1 for the period of January 1 – March 31, 2017; and April 1st for the period of April 1 to June 30, 2017. The Grant shall be paid thirty (30) days after receipt of the invoice. This Grant shall be effective for the entire period beginning July 1, 2016, even if the execution and finalization of this Grant does not occur until on or before July 15, 2016.

2. Middlesex Hospital shall endeavor to make available licensed Paramedics for Services twenty-four (24) hours per day, seven (7) days per week. Town acknowledges that emergency medical service system demands on Middlesex Hospital will at times prevent Middlesex Hospital from responding timely to a East Hampton Volunteer Ambulance Association request. Middlesex Hospital will notify the East Hampton Volunteer Ambulance Association immediately at the time of request when such circumstances exist. In such circumstances, paramedic services will be requested by Middlesex according to its existing mutual aid agreements with other paramedic service providers.

3. Middlesex Hospital shall respond to East Hampton Volunteer Ambulance Association requests to provide Services either at the scene of the medical emergency or by meeting the transporting ambulance *en route* to an acute care medical facility at an agreed intercept point. Services shall be provided by a Middlesex Hospital Paramedic in accordance with the most recent revision to the State of Connecticut ALS Protocols.

4. **Advisory Committee.** An advisory committee composed of EMS service chiefs, municipal chief elected officials or town managers, and Middlesex Hospital representatives will be formed and will meet no less than quarterly to discuss matters related to service and financial performance measures and business in regard to Middlesex Hospital paramedic services, including the amount and calculation of municipal grants.

5. **Reporting.** The town shall receive reports on paramedic use and finances. At the first meeting of the Advisory Committee, the Advisory Committee shall discuss and identify the types

of quality of service delivery metrics to be collected by Middlesex Hospital. At each subsequent quarterly meeting the Advisory Committee shall receive from Middlesex Hospital reports on quality of service delivery, and reports on paramedic use and finances. Reports shall be for the entire service area and broken down by municipality

6. **Term/Termination.** This Grant shall commence on the effective date of this Grant and shall continue for one (1) year. Upon mutual Agreement between the parties in writing this Grant may be renewed for additional one (1) year terms ("each, Renewal Term") under the same terms and conditions, for not more than four (4) subsequent annual one (1) year renewal Terms. The town has the right to terminate this Grant without cause upon thirty (30) days prior written notice to Middlesex Hospital. Middlesex Hospital has the right to terminate this Grant without cause upon thirty (30) days written notice to the town. Upon termination of the Grant, the town shall be entitled to a pro-rated refund, if any, of any payments made to Middlesex Hospital under this Grant. Middlesex Hospital shall be entitled to collect any pro-rated payments from the town, up to the date of termination.

7. **Connecticut Law.** The laws of the State of Connecticut will govern the interpretation and construction of this Grant and the acts or omissions of the parties pursuant to it, without reference to conflicts of law principles. Town expressly consents to the personal jurisdiction of the state courts located in Middlesex Judicial District for the State of Connecticut, and to the United States District Court for the District of Connecticut.

Both parties agree to abide by all local ordinances, and state and federal statutes.

8. **Assignment.** Neither party shall assign this Grant or any rights hereunder without the prior written consent of the other party; provided, however, that Middlesex Hospital may assign this Grant in the event that it is acquired by or merges with another entity, or if all or substantially all of its assets are transferred to another entity.

9. **Payment.** Payment terms are net thirty (30) days upon receipt of the application.

10. **Default.** In the event of a default by either party in carrying out any material obligation hereunder, the other party may terminate this Grant; provided, however, that such right of termination shall only apply if written notice of such default has been given and the defaulting party has not cured such default within thirty (30) days of receipt of such notice.

11. **Independent Contractor.** The Grant does not create any agency relationship between Middlesex Hospital and Town, and both parties are acting hereunder as independent contractors. The parties shall be and act as independent Contractors, under no circumstances shall this Grant be construed as one of agency, partnership, joint venture, or employment between the parties. Each party acknowledges and agrees that it neither has nor will give the appearance or impression of having any legal authority to bind or commit the other party in any way. Neither party grants the other any right to bind it except as otherwise expressly agreed in writing. Each party shall be fully liable for all workers' compensation premiums and liability

insurance, federal, state and local withholding taxes or charges with respect to its respective employees.

12. This Grant is independent of, and shall not supersede, Middlesex Hospital's agreement with East Hampton Volunteer Ambulance Association. The town shall be notified of modification or cancelation of Middlesex Hospital's agreement with the town's BLS provider. All billing for those individuals actually receiving paramedic services from Middlesex Hospital will be governed by, and carried out in accordance with, the Agreement between Middlesex Hospital and the East Hampton Ambulance Association.

13. **Indemnification.** In entering into this Grant with Middlesex Hospital, the Town of East Hampton does not take on any responsibility or liability for the paramedic services provided by Middlesex Hospital. Middlesex Hospital shall indemnify the Town of East Hampton from any lawsuits or claims against East Hampton solely due to the paramedic services provided by Middlesex Hospital.

14. **Notices.** Whenever notice must be given under the provisions of this Grant, such notice must be in writing and will be deemed to have been duly given by (a) hand delivery; or (b) certified mail, return receipt requested, postage prepaid; or (c) telecopier (with written confirmation of receipt), provided that a copy is also mailed by registered mail, return receipt requested, addressed to the parties at their respective address set forth below. The Town and Middlesex Hospital may change the recipients of the notice upon written notice to the other party.

If to Town to:

Town Manager
Town of East Hampton
20 East High Street
East Hampton, CT 06424

If to Middlesex Hospital to:

Middlesex Hospital
28 Crescent Street
Middletown, CT 06457

Attention: Materials Management Dept.

15. **Force Majeure.** No party shall be liable for delay in performance hereunder due to forces beyond its control, including but not limited to acts of God, fires, strikes or other labor disputes, acts of war, acts of terrorism, or intervention by any governmental authority, and each party shall take steps to minimize any such delay. Notwithstanding any of the foregoing, in the event that Town experiences one or more Force Majeure events resulting in delays in performance of thirty (30) days or more in the aggregate, Middlesex Hospital may immediately terminate this Grant and shall have no further liability to Town. In the event that Middlesex Hospital experiences one or more Force Majeure events resulting in delays in performance of thirty (30) days or more in the aggregate, the Town may immediately terminate this Grant and shall have no further liability to Middlesex Hospital.

16. **Severability.** In the event that any portion of these Terms and Conditions is held to be unenforceable, the remainder of the provisions shall continue in full force and effect. In such

event, the parties shall, in good faith, modify these Terms and Conditions so as to achieve as much as can be achieved of the provision that was held unenforceable.

17. **Entire Agreement.** This Grant contains the entire understanding between the parties and supersedes all prior understandings, either oral or in writing, with respect to the subject matter thereof. No amendment, alternation, change, or attempted waiver of any of the provisions of this Grant shall be binding with the written consent of both parties.

18. **Counterparts, Facsimile and PDF Image Copy.** This Grant may be executed in any number of counterparts, each of which when so executed shall be deemed to be an original, and all of which when taken together shall constitute one and the same Grant. The Parties hereto agree that this Grant may be transmitted between them or their respective attorneys by facsimile or PDF image copy. The Parties intend that faxed or PDF signatures constitute original signatures and that a Grant containing the signatures (original, facsimile or PDF) of all the parties is binding on the parties once sent via facsimile or via electronic mail to the opposing party.

IN WITNESS WHEREOF, the said parties have caused this Grant Application to be executed and approved by their duly constituted officers as of day first written above.

Middlesex Hospital



Signature

Vincent Capece

Print Name

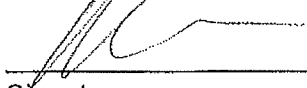
CEO

Title

9/28/16

Date

ACCEPTED BY Town of East Hampton:



Signature

Michael Maniscalco

Print Name

Town Manager

Title

9/21/16

Date

RESOLUTION

TOWN OF EAST HAMPTON TOWN COUNCIL

RESOLUTION PERTAINING TO ELECTION OF THE REDUCED INTEREST RATE OPTION ON DELINQUENT REVENUE PAYMENTS MANDATED BY

EXECUTIVE ORDER 2020-7S, PARAGRAPH 6(b), *et seq.*

DRAFT – April 9, 2020

WHEREAS, on March 10, 2020, the Governor of the State of Connecticut (“Governor”) declared a public health emergency and civil preparedness emergency for the State of Connecticut, pursuant to Connecticut General Statutes Sections 19a-131 and 28-9, in response to the global pandemic of COVID-19 disease associated with a novel coronavirus that is currently affecting multiple countries and states; and

WHEREAS, on March 13, 2020, the President of the United States (“President”) declared a national emergency to combat the coronavirus that is currently infecting the population of the United States; and

WHEREAS, on March 20, 2020, the Town Manager of the Town of East Hampton (“Town Manager”) declared a local state of emergency to ensure that local officials and the Town Manger have all the authorities necessary to limit the spread of COVID-19 disease and to protect the public safety of the Town of East Hampton; and

WHEREAS, the effects the transmission of COVID-19 has resulted in the spread of infections in the Town of East Hampton, in Connecticut and throughout the country, as well as resulting in shortages of personal protective equipment and other supplies that could jeopardize public safety and civil preparedness; and

WHEREAS, in response to the issuance of declarations of a public health emergency and civil preparedness emergency by the Governor, he has issued a series of Executive Orders setting forth the law governing the conduct of the business of state and municipal government during the period of the emergency; and

WHEREAS, on April 1, 2020, the Governor issued Executive Order No. 7S (“EO 7S”), paragraph 6, which mandates that each municipality shall provide either, or both, of two separate revenue collection relief programs (a) temporary forbearance of certain real estate, motor vehicle, personal property

taxes, and municipal water and sewer rates, charges, and assessment collection (collectively "Taxes") ("Deferment Program"); and/or, (b) reduced interest on delinquent payments for Taxes ("Low Interest Rate Program"); and

WHEREAS, the Deferment Program requires a showing of COVID-19 taxpayer impact, and the Low Interest Rate Program allows the Town to provide such relief to all taxpayers without such requirement; and

WHEREAS, the Town of East Hampton Town Council has received comment and input from the Town Manager, who in consultation with the Tax Collector, Finance Director, Town Attorney and Director of the Water Pollution Control Authority, recommend the Town Council elect the Low Interest Rate Program, and in accordance with EO 7S, direct the Town Manger to notify the State Office of Policy and Management ("OPM") no later than April 25, 2020, as to its decision to elect the Low Interest Rate Program;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town of East Hampton Town Council pursuant to paragraph 6(b), *et seq.*, of Executive Order 7S, that it elects to participate in the Low Interest Rate Program set forth in EO 7S paragraph 6(b), which shall be implemented and conducted in accordance with and pursuant to the notice requirements from OPM as follows:

1. The Town Manager is directed to give notice to OPM of the Town's election to participate in the Low Interest Rate Program on or before April 25, 2020; and
2. To implement such means as are necessary in order to comply with EO 7S Paragraph 6(b), *et seq.*, which provides, in relevant part, that:
 - a. Between March 10, 2020 through and including July 1, 2020, any delinquent portion of the principal of any Taxes shall be subject to 3% interest per annum or .25% per month for ninety (90) days from the date that they become due and payable until the date the Taxes are paid. After the ninety (90) days, the regular interest rate is restored to the statutory eighteen percent (18%) with a portion of a month being considered a full month. This lower delinquency interest rate applies to Taxes that have been delinquent prior to March 10, 2020, for a period of ninety (90) days from April 1, 2020, through and including June 30, 2020;

- b. This option does not provide an extended grace period, but taxpayers are provided a window of time during which they will be able to pay a significantly reduced interest rate. This program does not require taxpayers to qualify based on eligibility criteria, but rather, the Low Interest Rate Program shall apply to all taxpayers; and,
- c. Landlords will be eligible for the Low Interest Rate Program only if Commensurate Forbearance has been offered to their tenants; in accordance with OPM guidance, “Commensurate Forbearance”, for purposes of this program, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days after its due date; b) a deferral of one month’s rent to be paid over the 90 day period, or c) forbearance substantially similar to (a) or (b) as determined by the tax collector. Documentation includes, but is not limited to, proof that some tenants or lessees have received forbearance or that the landlord has actively communicated with tenants or lessees to offer forbearance; and
- d. This Resolution does not relieve financial institutions which are required to remit escrow payments to the Town for property Taxes irrespective of the Town’s election of this Low Interest Rate Program; and,

BE IT FURTHER RESOLVED, in the event the previously declared emergency is resolved, lifted, or in the event EO 7S is further amended, altered, or rescinded, the Town Manager shall further notify the Town Council and OPM, and the Town shall be entitled to implement such other means as are necessary and consistent with any amendment, alteration, or rescinding of said Order.

Approved this 14th day of APRIL, 2020.

TOWN COUNCIL

ATTEST

James Brown, Chairperson

Kelly Bilodeau, Town Clerk

STATE OF CONNECTICUT

BY HIS EXCELLENCY

NED LAMONT

EXECUTIVE ORDER NO. 7S

**PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND
RESPONSE – SAFE STORES, RELIEF FOR POLICYHOLDERS, TAXPAYERS, AND
TENANTS**

WHEREAS, on March 10, 2020, I issued a declaration of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed spread in Connecticut; and

WHEREAS, pursuant to such declaration, I have issued seventeen (17) executive orders to suspend or modify statutes and to take other actions necessary to protect public health and safety and to mitigate the effects of the COVID-19 pandemic; and

WHEREAS, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

WHEREAS, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

WHEREAS, the risk of severe illness and death from COVID-19 appears to be higher for individuals who are 60 years of age or older and for those who have chronic health conditions; and

WHEREAS, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention and the Connecticut Department of Public Health recommend implementation of community mitigation strategies to increase containment of the virus and to slow transmission of the virus, including cancellation of gatherings of ten people or more and social distancing in smaller gatherings; and

WHEREAS, my Executive Order No. 7N imposed certain safety restrictions and mandates on retail establishments in order to limit the spread of COVID-19 among customers, employees, and others entering such establishments; and

WHEREAS, there exists a compelling state interest in a consistent and easily understandable statewide approach to reducing the risk of transmission of COVID-19 among customers, staff, and other persons entering retail establishments, to limit community transmission of COVID-19 statewide, and to ensure the continuity of essential retail services and safe conduct of permitted non-essential retail services; and

WHEREAS, widespread financial hardship caused by the COVID-19 pandemic and necessary responses to it may prevent policyholders from timely payment of insurance premiums, and any resulting penalties, including cancellation or non-renewal of policies, create additional hardship, cause further damage to the economy, and endanger property and public health; and

WHEREAS, to encourage social distancing and protect public health and safety, my Executive Order 7D, dated March 16, 2020 and Executive Order 7G, dated March 19, 2020, closed bars and restaurants to all on-premise service of food and beverages; and

WHEREAS, many businesses may be experiencing lost revenue from the prohibition of on-premise food and beverage sales, which will hinder their ability to make timely payments to their creditors; and

WHEREAS, the State of Connecticut serves many elders and disabled individuals through multiple home and community based services waivers and Medicaid state plan benefits under the Medicaid program, including clients of the Department of Social Services, Department of Mental Health and Addiction Services and the Department of Developmental Services, who rely upon these home-based services to remain in their homes, avoid institutionalization and achieve maximum independence and functioning, and certain adjustments to the provision of services under these various waivers are necessary to ensure continuity of services and provide greater flexibility during COVID-19;

WHEREAS, the Centers for Medicare & Medicaid Services has advised the Department of Social Services that it may, on an expedited basis, and without providing a notice and comment period, take advantage of opportunities included in Appendix K to the Home and Community Based Waivers under Section 1915(c), as well as Sections 1115 (a) and 1135, of the Social Security Act, and also including, as applicable, amendments to Medicaid state plan provisions under other relevant provisions, such as sections 1915(i), 1915(k) and 1945 of the Social Security Act, in order to act quickly to address critical health needs of Medicaid beneficiaries and others in Connecticut in response to COVID-19; and

WHEREAS, Chapter 204 of the Connecticut General Statutes sets forth tax collection deadlines that will be difficult for residential and commercial property owners to meet in light of the significant job and economic losses experienced by Connecticut residents and businesses; and

WHEREAS, municipalities have sought relief on behalf of taxpayers who are struggling due to business operations being suspended or ceased, layoffs and other complications due to the COVID-19 pandemic; and

WHEREAS, certain municipal charters, ordinances or resolutions require critical town fiscal and budgetary decisions to be voted on by referendum or town meeting that create a risk to public health; and

WHEREAS, Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c of the Connecticut General Statutes require municipalities to conduct specific duties, including but not limited to processing tax relief claims that require in-person meetings and application filing requirements for taxpayers who have attained age sixty-five or over or are totally disabled; and

WHEREAS, Section 12-62 of the Connecticut General Statutes requires municipalities to conduct in-person inspections which will create increased risk of transmission of COVID-19; and

WHEREAS, Section 12-63c of the Connecticut General Statutes requires taxpayer filings based on information in Income and Expense Statements by Assessors, which were previously extended under Executive Order 7I, Section 15; and

WHEREAS, it will promote the public health and safety of all Connecticut residents to prohibit evictions during the public health and civil preparedness emergency; and

WHEREAS, the Judicial Branch has suspended all evictions and ejection proceedings and Executive Order No. 7G suspended non-critical court operations;

NOW, THEREFORE, I, NED LAMONT, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby **ORDER AND DIRECT**:

1. **Safe Stores Mandatory Statewide Rules, Amending Executive Order No. 7N, Sec. 3.** Effective upon the opening of each retail establishment for the first time on April 3, 2020, every retail establishment in the State of Connecticut shall take additional protective measures to reduce the risk of transmission of COVID-19 between and among customers, employees, and other persons such as delivery drivers or maintenance people. The Commissioner of Economic and Community Development, in consultation with the Commissioner of Public Health, shall issue mandatory statewide rules prescribing such additional protective measures no later than 11:59 p.m. on April 1, 2020. Such rules shall be mandatory throughout the state and shall supersede and preempt any current or future municipal order and shall supersede the requirements of Executive Order No. 7N, Sec. 3, providing that nothing in this order shall eliminate or reduce the requirements of Executive Order No. 7N, Sec. 3 regarding firearms transactions.
2. **60-Day Grace Period for Premium Payments, Policy Cancellations and Non-Renewals of Insurance Policies.** Beginning on April 1, 2020, for a period of sixty (60) calendar days ending on June 1, 2020, no insurer may, without a court order, lapse, terminate or cause to be forfeited a covered insurance policy because a covered policyholder does not pay a premium or interest or indebtedness on a premium under the policy that is due except as provided hereunder. This grace period shall apply to entities licensed or regulated by the Insurance Department including admitted and non-admitted insurance companies that provide any insurance coverage in Connecticut including, life, health, auto, property, casualty and other types of insurance as follows:
 - a. Insurers shall provide such 60-day grace period to individuals that have individual insurance policies who, as a result of the COVID-19 pandemic, were laid off, furloughed, or fired from employment or otherwise sustained a significant loss in revenue. Such individuals may be required to provide an affidavit or other statement acceptable to their insurance carrier, explaining that as a result of the COVID-19 pandemic they were laid

off, furloughed, or fired from employment or otherwise sustained a significant loss in revenue.

- b. Insurers shall provide such 60-day grace period to businesses that are group policyholders, have group insurance and/or have property/casualty insurance that were required to close or significantly reduce operations or suffered significant revenue loss as a result of the COVID-19 pandemic. Such businesses may be required to provide an affidavit or other statement acceptable to their insurance carriers, explaining that as a result of the COVID-19 pandemic, they were required to close or significantly reduce their business operations or suffered a significant revenue loss.
 - c. This 60-day grace period is not automatic. To be eligible, affected policyholders must provide the information outlined above in an affidavit or other statement acceptable to their insurance carriers. Carriers shall provide instructions on how policyholders are to provide such information.
 - d. Policyholders are advised that this grace period is not a waiver or forgiveness of the premium; it is only an extension of time in which to pay premiums. Policyholders are advised that they may be subject to restrictions if they are in receipt of state or federal stimulus funding relating to COVID-19.
 - e. Individuals or businesses that do not meet the criteria for the 60-day grace period set forth above, will need to contact their insurance carrier should they wish to discuss a premium deferral.
 - f. This order does not apply to self-funded health plans.
 - g. If a carrier has already provided a policyholder with a 60-day grace period for March and April 2020 premiums, or offers to provide a 60-day grace period for that time frame and it is accepted, the carrier will be deemed to have satisfied the requirements of this Executive Order with respect to that policyholder.
 - h. This 60-day grace period shall only apply to policyholders that were in good standing with their insurance carrier on March 12, 2020, and shall only apply to premiums due after the initial premium has been made to secure coverage.
 - i. This 60-day grace period applies only to cancellation or non-renewals attributed to a failure to pay premiums during the applicable 60-day grace period. If a policy is to be cancelled or non-renewed for any other allowable reason, the cancellation or non-renewal may be made pursuant to statutory notice requirements and for legally recognized reasons.
3. **Extension of 30-Day Period of Credit for Liquor Permittees.** Section 30-48(b) of the Connecticut General Statutes and Sections 30-6-A36 and 30-6-A37a of the Regulations of Connecticut State Agencies, which permit no more than a thirty-day period of credit, from

manufacturers, wholesalers, or others specified in such statute and regulations, is modified so that the maximum period of credit shall be ninety days after the date of delivery for all permittees prohibited from engaging in on-premise sales per Executive Order No. 7D, as amended by Executive Order No. 7H. The extension of credit shall not apply to permits that were delinquent at the time Executive Order No. 7D became effective on March 16, 2020. The period of delinquency shall begin on the ninety-first day after the date of delivery. All other requirements under the above-referenced statute and regulations shall apply, except as modified to reflect the increased period of credit, and the standard thirty-day period of credit shall continue to apply to all permittees whose businesses who were not engaging in on-premise sales at the time Executive Order No. 7D became effective. The credit extension shall remain in effect for any delivery made prior to the time Executive Order No. 7D expires or is terminated, or if extended or renewed, through any period of extension or renewal.

4. **Daily Payment of Certain Taxes Changed to Weekly.** Section 12-575 (h) of the Connecticut General Statutes is modified so that the licensee authorized to operate off-track betting in Connecticut shall file with the Department of Consumer Protection: a daily electronic report of the amount of wagers collected; and, no later than 12:00 PM every Tuesday, the tax filing and payment for the week preceding.
5. **Flexibility to Amend Medicaid Waivers and State Plan.** Section 17b-8 of the Connecticut General Statutes, to the extent that it requires: the submission of proposed applications to submit waivers or make certain amendments to Medicaid waivers or the Medicaid state plan (for such amendments that would have required a waiver but for the Affordable Care Act) to the joint standing committees having cognizance of matters relating to human services and appropriations; a 30-day public notice and comment period prior to submission of the proposed amendments to said committees; the holding of a public hearing by said committees; and the approval of the applications for amendment by said committees, is modified retroactive to the declaration of public health and civil preparedness emergency on March 10, 2020, to authorize the Commissioner of Social Services, on an expedited basis, to exercise the waiver flexibilities provided in response to COVID-19 and afforded by Appendix K to the Home and Community Based Waivers under Section 1915(c), as well as Sections 1115 (a) and 1135, of the Social Security Act and also including, as applicable and in response to COVID-19, amendments to Medicaid state plan provisions under other relevant provisions, such as sections 1915(i), 1915(k) and 1945 of the Social Security Act. The suspension of the aforesaid requirements is limited solely to emergency waivers related to the COVID-19 declared public health and civil preparedness emergencies.

6. Suspension and Modification of Tax Deadlines and Collection Efforts.

Notwithstanding any contrary provisions of Chapter 204 of the Connecticut General Statutes or of any special act, charter, home-rule ordinance, local ordinance or other local law, there shall be established two programs to offer support to eligible taxpayers, businesses, nonprofits, and residents who have been economically affected by the COVID-19 pandemic. Such programs shall be known as the "Deferment Program" and the "Low Interest Rate Program." Each

municipality, as defined in section 7-148 of the general statutes, by determination of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, shall participate in one or both programs and shall notify the Secretary of the Office of Policy and Management no later than April 25, 2020, about which program or programs it is electing to participate in.

- a. **Deferment Program.** During the period of March 10, 2020, the date that I declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.
- b. **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.
- c. **Eligibility of Landlords.** In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate

forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.

d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.

e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

7. **Allowance of Suspension of In-Person Voting Requirements for Critical and Time Sensitive Municipal Fiscal Deadlines.** Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, and the budget-making authority of said municipality if different from the legislative body or board of selectmen, by majority vote of each such body, as applicable, may authorize (i) any supplemental, additional or special appropriations under Section 7-348 of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, (ii) any tax anticipation notes to be issued under Section 7-405a of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, or (iii) municipal general obligation bonds or notes to be issued in anticipation of such bonds to be issued pursuant to Chapter 109 of the Connecticut General Statutes for capital improvement purposes, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. Notwithstanding the foregoing, if the legislative body and budget-making authority, if they are separate entities, are taking any action specified in (ii) or (iii) above, or any action under (i) above, which involves an appropriation in an amount in excess of 1% of the current year's total municipal budget without complying with any in-person approval requirements normally required by statute, special act, municipal charter, ordinance or resolution, such body(ies) shall make specific findings that such actions are necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the duration of the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality. In so acting, the legislative body and, if different from the legislative body, the budget-making

authority of the municipality, shall comply with open meeting requirements set forth in Executive Order No. 7B. All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order 7B. Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum in a way that significantly reduces the risk of transmission of COVID-19

- 8. Suspension of Reapplication Filing Requirement for the Homeowners' Elderly/Disabled Circuit Breaker Tax Relief Program and for the Homeowners' Elderly/Disabled Freeze Tax Relief Program.** The biennial filing requirements under Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c of the Connecticut General Statutes for any taxpayers who were granted the benefit for the Grand List year 2017 and who is required to recertify for the Grand List year 2019, are suspended and such taxpayers shall automatically maintain their benefits for the next biennial cycle ending in Grand List year 2021.
- 9. Substitution of Full Inspection Requirements Pertaining to October 1, 2020 Grand List Revaluations.** The requirement set forth under Section 12-62 of the Connecticut General Statutes pertaining to October 1, 2020 Grand List revaluations that require a full interior inspection of property, for which such interior inspection that has not yet been completed, is suspended and replaced with the alternative requirement to send a questionnaire to the owner as outlined in Section 12-62(b)(4).
- 10. Extension of Deadline to File Income and Expense Statement.** The taxpayer filing deadline set forth under Section 12-63c of the Connecticut General Statutes is extended to August 15, 2020.
- 11. Suspension of Non-Judicial Tax Sales.** Notwithstanding any contrary provision of the Connecticut General Statutes, including but not limited to Section 12-157 or Section 7-258, or any special act, municipal charter or ordinance that conflicts with this order, (1) no municipality nor water pollution control authority may conduct any sale pursuant to General Statutes Section 12-157 or Section 7-258, until thirty days after the end of the public health and civil preparedness emergency, including any period of renewal or extension of such emergency. Any sale for which notice had been filed prior to March 10, 2020 shall be adjourned by operation of law to a date to be determined by the tax collector. Such adjourned date shall be no earlier than thirty days after the end of the public health and civil preparedness emergency; and (2) For any sales held under Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 shall be extended for the number of calendar days the public health and civil preparedness emergency remains in effect. The time period from March 10, 2020 to the end of the emergency shall be considered a

“holding period.” Redemption interest during said holding period shall be charged at a monthly rate equivalent to three per cent per annum.

Unless otherwise specified herein, this order shall take effect immediately and shall remain in effect for the duration of the public health and civil preparedness emergency, unless earlier modified or terminated by me.

Dated at Hartford, Connecticut, this 1st day of April, 2020.

Ned Lamont

Ned Lamont
Governor

By His Excellency's Command

Denise W. Merrill

Denise W. Merrill
Secretary of the State





OFFICE OF POLICY AND MANAGEMENT GUIDANCE
Executive Order No. 7S
Explanation of Purpose and Intent

Section 6, Executive Order 7S
Suspension and Modification of Tax Deadlines and Collection Efforts

Property taxation is a state function granted within certain parameters to local municipalities. Due to COVID-19 the state deems it necessary to make some changes to the normal deadlines and procedures. There will be two programs designed to offer support to eligible taxpayers who have been affected by COVID-19. The state has established the "Deferment Program" and the "Low Interest Rate Program."

The EO defines "municipality" as indicated in 7-148. This means only towns, cities and boroughs, and does not include special taxing districts and special services districts. Unless and until the EO is amended these programs and procedures apply only to "municipalities" as defined above, and NOT to special taxing districts.

The legislative body of each municipality must determine if they will offer one plan, or both plans. Municipalities can offer either plan or both but must offer at least one. In municipalities where the legislative body is the town meeting, the board of selectmen decides which program to offer. Towns must notify OPM by April 25 of their choice.

Section a: "Deferment Program"

Think of this program as an extended grace period program. What is "deferred" is not a tax but rather the last day to pay without interest. **The deadline is deferred, not the tax.** Eligible taxpayers ("eligible" will be defined later) are entitled to **defer their payment deadline until 90 days from the tax due date, instead of the usual 30 days.**

This will have different applications depending on when taxes or other charges (municipal sewer, utility, etc.) are 'due' in a given municipality. Any tax that comes due between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan.

For semiannual and annual towns: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, instead of the last day to pay being August 3, 2020 (August 1 falls on a Saturday), the last day to pay will instead be October 1, 2020 (90 days from July 1) because the last day to pay is being deferred, or the grace period is being extended.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, instead of the last day to pay being May 1, 2020, the grace period would be extended for 90 days instead of 30, and the last day to pay would instead be July 1, 2020.

“Eligible” taxpayers, businesses, nonprofits, and residents (that covers everybody) are those that “attest to or document significant economic impact by COVID-19, and / or those that document they are providing relief to those significantly affected by COVID-19.” There is separate guidance about eligibility for this program and is detailed on the application forms provided by OPM.

Municipalities may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents, upon approval of the legislative body or by the Board of Selectmen in towns where the town meeting is the legislative body. This means the town is free to ‘open up’ the extended grace period to others not specifically mentioned in the EO. For example, a municipality could decide to offer the extended grace period to ALL taxpayers, period, without distinction. This is a decision up to the towns. If a municipality decides to “open up” the eligibility, the need for applications may be moot.

This program does not address taxes that are already past due. It is not an amnesty or waiver of interest or other charges on taxes that are already delinquent.

Section b: “Low Interest Rate Program”

This is another option for towns to consider. It can be offered in conjunction with the deferment program, or instead of it. This program does not say a taxpayer can have an extended grace period with no interest at all. Rather, it addresses the rate of interest that is to be charged on a delinquent or past due bill. Interest is normally charged at the rate of 1.5% per month, 18% per year from the due date of the tax, with a portion of a month being considered a full month. However, **this program will allow for a lower rate of interest: .25% per month, or 3% per year, from the due date of the tax, for a period of up to 90 days only.**

This program provides a ‘window’ of 90 days from the due date where taxpayers would be able to pay at a reduced interest rate. They would not have an extended grace period, but they would be paying significantly less interest if they pay late.

Any tax, or municipal water, sewer, or electricity charge that comes due at any time between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan (section i).

For semiannual and annual towns: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, the last day to pay will (still) be August 3, 2020 (August 1 is a Saturday) but if the taxpayer pays on August 4 or later, they will not be paying 1.5% per month interest, but rather only .25% per month interest. On August 4, 2020 the interest charged would not be 3%, but rather .25 x 2 months or .5% This plan would remain in force only for 90 days from the due date of July 1; it would end on October 2, 2020.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, the last day to pay will (still) be May 1, 2020, but if the taxpayer pays on May 2 or later, they will not be paying 1.5% per month interest but rather only .25 % per month interest. On May 2, the interest charged would not be 3% but rather .25 x 2 months, or .5%. This plan would remain in force only for 90 days from the due date of the tax or charge. Once the 90 days was up, the plan would no longer be in effect.

This program **does not require taxpayers to qualify based upon eligibility criteria** as with the deferment program. However, please refer to eligibility of landlords in Section c, below.

The EO provides that if there is a case where any tax, charge etc. is already subject to an interest rate that is less than 3% per year, then that lower rate will apply instead.

The EO also addresses past due charges that were already delinquent on March 10, 2020 (section ii). If a bill was already delinquent on or before March 10, 2020, it shall be subject to .25% per month, 3% per year interest for a period of 90 days from the EO (until July 1, 2020) only. For the time period from April 1, 2020 (the date of the EO) to July 1, 2020, the delinquent taxpayer pays .25% per month or portion thereof instead of the normal 1.5% per month – but ONLY on those last three months, and only if they are making a payment.

On July 2, 2020, unless this EO is extended or other directives are subsequently given, the 'window' closes, and interest once again goes back to the statutory rate of 1.5% per month from due date. (“Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.”)

If a taxpayer has made a partial payment between April 1 and July 1, 2020, but has not paid in full, interest goes back to the former rate. If a taxpayer has not made any payment at all during that time, they lose the benefit of the 'window' and all of their interest is calculated at the rate of 1.5% per month from the due date, as if the opportunity for the reduced rate had not ever existed. ("Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.")

Section c: Eligibility of Landlords

The EO states that in order to be eligible for the extended grace period/deferral program, a "landlord," or any taxpayer that rents or leases to tenants or lessees, must provide documentation to the municipality that the property being taxed has, or will, suffer a significant income decline, or that commensurate forbearance was offered to the tenants or lessees.

The EO states that in order to be eligible for the lower/reduced interest rate program, the landlord must offer 'commensurate forbearance' to tenants or lessees upon their request.

The application forms provided by OPM have more detail about this section and contains specific sections to be completed by landlords.

Section d: Escrow Payments

This section of the EO states that an individual taxpayer's eligibility for either program is irrelevant if the taxes on the property are paid on their behalf by an escrow agent, financial institution, mortgage service agent or bank. The escrow agents are still expected to remit tax payments on behalf of their customers according to the regular timetable - in other words, by August 3 for semiannual and annual towns. The EO states this is the case 'so long as the borrower remains current on their mortgage or is in a forbearance or deferment program.' The EO does not address what the expectation is if the borrower is NOT current or is NOT in such a program.

Section e: Liens Remain Valid

Nothing in the EO affects ANY PROVISION of the Connecticut General Statutes relating to the continuing, recording and releasing of property tax liens. Tax collectors still rely on the existence of the inchoate lien as of the date of assessment. Intent to lien notices are to be sent. Lien continuing certificates are still to be filed in the land records on the regular timetable. Liens are still to be released according to the regular timetable.

Finally, "...the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof." Take this to mean 'deferred' as defined in section a. Even if a tax is deferred according to the program (extended grace period granted) the priority/precedence of that property tax remains in effect, is not lessened or reduced by virtue of participation in the extended grace period program, and will be subject to normal collection enforcement procedures once the 'deferral' (extended grace period) has concluded.

Section 11, Executive Order 7S
Suspension of Non-Judicial Tax Sales

Section 11 postpones all pending tax sales and redemption deadlines. Effective on April 1, 2020, any upcoming tax sales are automatically postponed for the duration of the emergency and can be rescheduled by the tax collector no sooner than thirty (30) days after the Governor declares the emergency has ended. Tax sale notices which went out before the EO remain valid. Adjournment notices can go out by first-class mail in the meantime, but the return-receipt notices and newspaper advertising required by General Statutes 12-157(a) should not be resumed until the new auction date is known, and their timing will be calculated from the new date.

Section 11 also extends any six-month redemption deadline pending at the time the EO was signed, which was 9:00 p.m. on April 1, 2020. The length of the extension is equal to the number of days that the emergency is in effect, which will be March 10, 2020 through until whatever date the Governor declares it has ended. The interest rate the purchaser earns during the extended portion of the redemption period is 0.25% per month but remains at 1.5% per month for the regular part of the redemption period. The EO does not reinstate any redemption period which had already expired. This means any tax sale conducted before October 2, 2019 is not affected by EO unless its redemption period was extended by a bankruptcy filing or other law. Deeds and affidavits can still be recorded for tax sales whose redemption deadlines expired before then.



**OFFICE OF POLICY AND MANAGEMENT GUIDANCE
ON TAX PROGRAMS PURSUANT TO SECTIONS 6 AND 11 of
EXECUTIVE ORDER 7S**

1. What kinds of municipalities do the tax programs apply to?

Section 6 applies to all towns, cities, boroughs in Connecticut including their water pollution control authorities. These municipalities must adopt either or both programs created in the Order.

Note that a future EO may expand these programs to apply to all municipalities and quasi-municipal corporations, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes. OPM is receiving input on this expansion and will update this guidance if the program is expanded to apply to quasi-municipal corporations.

2. What kinds of taxes and charges does Section 6 apply to?

Section 6 applies to unescrowed taxes on real estate, motor vehicles, and personal property as well as unescrowed municipal water, sewer, and electric charges.

Section 6 does not apply to trash and sanitation charges, landlord rental fees, fines, and other kinds of municipal assessments, penalties, and charges regardless of when they come due. It also does not apply to water, sewer, and electrical charges by private providers. All of these taxes and charges must therefore be paid normally.

3. What is the difference between the two Programs in Section 6?

Section 6 creates two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic.

The Deferment Program effectively delays certain pay by dates (the last day to pay) by ninety (90) days for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and Management. All other

taxpayers who do not apply or who are not approved would remain responsible to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the "Application for Municipal Tax Relief" available on OPM's website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.

The Low Interest Program would reduce the interest rate for a three-month window to three (3) per cent for all taxpayers owing taxes and charges automatically.

Every town, city, and borough must adopt either Program, or both Programs and notify the Office of Policy and Management by filling out the OPM Certification Form, no later than April 25, 2020.

4. **What are the requirements for landlords?**

Landlords are not eligible for either Program for relief from taxes and charges on their rental or leased properties unless they pass on "commensurate forbearance" to their tenants or lessees.

Commensurate forbearance, for purposes of both programs, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days from the due date; b) a deferral of one month's rent to be paid over the 90 day period; or c) forbearance substantially similar to (a) or (b) as determined by the tax collector.

For the Deferment Program, the landlord must provide documentation that the property will suffer a significant revenue decline related to the COVID-19 emergency, or that commensurate forbearance was offered to tenants or lessees. Landlords are subject to auditing and may be asked by their municipality to provide their tenants' names and contact information, or other information identified by the municipality to confirm eligibility.

For the Low Interest Program, there is no documentation requirement for ease of administration, but landlords are subject to auditing and should not take advantage of this program unless they pass along to the tenants commensurate forbearance, when requested.

5. When does the taxpayer have to submit their application?

Deferment Program applications and any required documentation or related information must be submitted to the municipality no later than July 1, 2020 in any manner the municipality specifies, which may be in person, by mail and/or electronically. Each municipality shall utilize the guidance provided by the Office of Policy and Management for determining eligibility.

6. How is interest calculated under the Programs?

If a municipality adopts the Deferment Program, the interest will be zero for any tax or charge owed by an approved taxpayer which would otherwise come due between March 10 and July 1, 2020, inclusive so long as it is paid within ninety (90) days of the original due date. The practical effect of this Program is simply to extend the usual interest-free grace period to ninety (90) days. It would be as though the phrases "the first day of the month next succeeding the month in which" and "the same date of the month next succeeding the month corresponding to that of the month on which" in General Statutes 12-146 were both replaced with "the ninetieth day after." For water and sewer charges, it would be as though the words "thirty days" in General Statutes 7-239(b), 7-254(a), and 7-258(a) were replaced with "ninety days."

If a municipality adopts the Low Interest Program, interest is reduced automatically for everyone from 1.5% per month to a maximum of 0.25% per month on taxes and charges which come due between March 10 and July 1, 2020, inclusive. (If any tax or charge would otherwise accrue interest at a rate of less than 3% per annum, the lower rate continues to apply.) This Program also imposes the same cap on any delinquent taxes and charges which came due before March 10, 2020 and remain unpaid, but only to the extent of the interest which accrues on them between April 1, 2020 and July 1, 2020. Interest which had already accrued on delinquencies before April 1, 2020 remains unaffected. For example, if a tax which had previously come due on July 1, 2019 is paid in mid-May 2020, a municipality which adopted this Program would charge nine months of interest at 1.5% each plus two months of interest at 0.25% each. Regardless of whether a tax or charge was due before or after March 10, 2020, any portion not paid by July 1, 2020 accrues interest as it normally would, both within and outside the low-interest period. For example, if a tax due on July 1, 2019 is paid in mid-August 2020, the municipality would charge 14 months of interest at 1.5% each; no portion of the tax would remain entitled to the 0.25% per month interest rate. A tax due on July 1, 2020, however, would remain entitled to the normal one-month grace period which would apply normally (or 30 days for a sewer charge).

7. **Do the programs require refunding payments which the municipality has already received?**

Neither program requires any municipality to refund any payment, regardless of when it was made or how it was affected by either Program. If a payment is made which exceeds the correct amount due as affected by either Program, the normal overpayment procedures in General Statutes 12-129 apply.

8. **How does the suspension of tax sales in Section 11 affect notices of tax sales previously issued for auctions which were to take place after the date of the Order?**

Section 11 does not invalidate any notice issued under General Statutes Section 12-157 before the Order was signed. Although the Order itself postpones all pending tax sale auctions by operation of law, the municipality may issue adjournment notices in accordance with the second sentence of General Statutes Section 12-157(b) which state that the auction will be rescheduled to a date to be determined. In the interim, the other pre-auction notices which would otherwise be required by General Statutes Section 12-157(a) should not be issued. After the Governor declares the COVID-19 emergency to have ended, the tax collector may select a new auction date which is no less than 30 days later and issue any remaining pre-auction notices required by General Statutes Section 12-157(a) as calculated from that new date. If all three pre-auction notices required by General Statutes Section 12-157(a) had already been issued before the Order was signed, notice of the new auction date should be issued in accordance with the second sentence of General Statutes Section 12-157(b).

9. **Which tax sale redemption periods are extended by Section 11?**

Section 11 extends every six-month redemption period under General Statutes Section 12-157(f) which was in effect at the time the Order was signed. It does not reinstate any redemption deadline which had already expired before the Order was issued at 9:00 p.m. on April 1, 2020. This means that no tax sale which occurred before October 2, 2019 is affected by the Order except those for which the redemption deadline had already been extended by 11 U.S.C. Section 108 of the Bankruptcy Code or by another law or court order. For any tax sale procedure for which the redemption period expired before the Order was issued, Section 11 does not prohibit municipalities from depositing excess funds with the Superior Court under General Statutes Section 12-157(i), recording deeds or affidavits as provided in General Statutes Sections 12-157(f) or 12-167(a), or otherwise concluding the procedure as provided by law.

RESOLUTION

East Hampton Town Council

A Resolution Regarding Deposit of Proceeds
From the Sale of 20 East High Street

Draft – April 9, 2020

WHEREAS, on February 26, 2020, the Town’s Capital Improvement Committee approved the Fiscal Year 2021 Capital Improvement plan in the amount of \$2,135,931; and

WHEREAS, the plan includes funding from the General Fund, surplus funds, grants, and proceeds from the sale of Town Hall.

WHEREAS, proceeds from the sale of the Town Hall are estimated to be \$297,040 and of that amount \$250,000 was designated to be used to offset costs in the Capital Plan relating to land acquisition and building improvements; and

WHEREAS, on March 10, 2020 the Town Council approved an agreement with EverBlue Lakes for in lake treatments based on a lease plan and authorized the release of funds through the water quality infrastructure improvement capital account; and

WHEREAS, expenditures for EverBlue relating to the project are proposed to be funded through the use of surplus funds from FY 2019 in the amount of \$250,000 and proceeds from the sale of the current Town Hall (\$30,000); and,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town of East Hampton Town Council, that the net proceeds from the sale of the Town Hall be deposited directly into the Capital Reserve Fund to offset the Town’s fiscal year 2021 Capital Improvement costs as described herein or as may be determined in the future.

Approved this 14th day of April, 2020.

TOWN COUNCIL

ATTEST

James Brown, Chairperson

Kelly Bilodeau, Town Clerk

MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager
DATE: April 9, 2020
SUBJECT: Town Manager's Report



The following information includes follow up from general items that were discussed at previous Council meetings as well as updates of a general nature from the departments. The items are organized by department and are intended to provide information on activities currently being undertaken by the Town's departments and those matters that are upcoming. Not all departments will be represented in each Report.

Council Meeting Follow Up

- A request was made for Public Works Director Walsh to come to the next Council meeting to discuss the status of street sweeping, road grading and equipment issues. While he will attend the meeting, we wanted to provide the following information in advance for the Council's benefit. Regarding the truck that was down for some time, lead mechanic Henry Tarryk has provided the following list of items that were repaired or replaced on the truck before it was placed back in service at the end of March. As a reminder, most of our DPW fleet maintenance is performed in house and is constantly prioritized based on urgency and need at a given time. According to Mr. Tarryk, the following was done when the truck was brought in for maintenance: Checked clutch, found it slipping; Removed rusted, frozen, U joints; Removed and reinstalled transmission, which required cutting off rusted bolt heads and extraction of pieces from bell housing to remove transmission; Removed flywheel for machining; Removed and replaced rear engine seal and seal carrier; Drained engine oil; Had flywheel machined; Installed new clutch; Removed rusted and frozen clutch linkage; Free up linkage to adjust clutch brake; Replaced clutch brake; Adjust clutch linkage and clutch brake; Transmission case severely rusted and leaking; Drained transmission and clean case; Ground off rust and attempted to braze the hole; due to the lack of material and condition of the metal, formed a patch from steel and welded over bad area using NI wire; Repaired other cracks. Additionally, the truck frame was rusted heavily in area of transmission. This area and other areas of the frame were scraped, chipped and scaled to remove the rust after which the areas and associated components were primed and painted. Upon inspection, the battery box required repairs including fabrication and welding of a new floor and reinforcements. Battery cables were cleaned and rotted cable and hose hangers were repaired or replaced. Repair was made to the damaged wiring harness for backup lights. A badly corroded air discharge line from the compressor was removed and replaced with flexible hose. Removed rusted front wheels

and replaced rotted backing plates. Repaired the strobe light wiring. Charged and tested batteries. Replaced a broken mirror and reinstalled the exhaust system with new flex pipe. Needless to say, a significant investment of time and resources were expended to ensure that the truck was in quality working order before it was put back on the road.

- Road grading and street sweeping are both scheduled to begin after the crew has finished the drainage and prep work on Lake Road and Meeks Point Road in the next week or so. Road grading, in particular, is impacted by weather and how much moisture is in the soils. The roads will need to dry some more before that work can be performed.

Assessor's Office

- At this time, the October 1, 2020 Revaluation is moving forward though it is somewhat changed by the Governor's Executive Order 75. Item 9 in the Order has substituted full inspection requirements with data mailer questionnaires for which an inspection has not yet been completed. Data mailers were previously mailed to all East Hampton residential property owners in January but those properties that were planned for inspection will be reviewed to ensure that the data mailer was received. As a reminder, that form is a method by which the property owner provides information on the particulars of the property in writing. The sales analysis, field review and database maintenance will start in late April instead of inspections. The field review will involve the contract Assessor's project manager driving throughout East Hampton to review neighborhoods, houses, and other pertinent information. He will do all review from inside his vehicle and the make, model and registration of his vehicle will be provided to the police department and made public closer to the beginning of that work.

Building Department

- The Department is experiencing a small uptick in permit activity, especially for smaller projects and inspections continue. Staff is taking precautions on site to limit exposure to and from the public. Additional information on Department activities is also found in the memorandum included with this Report.

Collector's Office

- Staff is looking into updates to the Town's tax bills to improve the clarity of the payment options so that the different payment amounts and dates are more prominent. Additionally, as preparations are made for the implementation of a relief program, staff has considered how other interest and payment information will be conveyed. It is

likely that some sort of insert will be considered for inclusion with the upcoming bills to assist in conveying this information.

Land Use Department

- The Inland Wetland and Watercourses Agency (IWWA) and the Planning and Zoning Commission have been meeting via Zoom to allow projects to proceed but some petitioners have chosen to delay their approval process in hopes that face-to-face meetings will be restored "soon." Some have continued through the process.
- Recently, the Planning and Zoning Commission approved a site plan modification for the construction of a storage building at 35 West Point, owned by American Distilling. The building will be constructed in the area where the existing residential garage lies and will help the company with space in the existing manufacturing facility.

Library

- The Library has moved several services online to better serve the Town during this closure including:
 - Offering daily online programs for residents of all ages via Zoom and Facebook Live. 15 families attended our first online Storytime and 10 teenagers attended our first online teen program. It is anticipated that numbers will continue to grow.
 - Moving *1000 Books Before Kindergarten* sign ups and check-ins online. We launched this on Monday, March 30. In two days, the Library had four sign ups.
 - Launching online Library Card registration to give people access to eBooks and eResources that do not have an active library card.
 - Promoting the Library's research databases to assist school children with their remote assignments.
 - Investing more in downloadable books and audiobooks since the physical collection is inaccessible to the public. It is anticipated that borrowing of eBooks will be up significantly during this event. Normally, the Library averages about 1,000 digital borrows per month. Early numbers indicate that this borrowing will be up 35 to 40% from a normal month.
- The Library provided an email update to all library card holders with an email address on file (approximately 3,000 unique email addresses) outlining the actions we are taking to continue to serve the Town while closed. A copy of that email is attached to this

Report. As of April 1, staff was extremely pleased that the email was opened by 62% of recipients, or approximately 1,700 people.

- Library Director Ellen Paul will be on maternity leave in mid-April through the end of June.

Parks and Recreation

- Currently, the Department is offering "distance programming" that is done online or through social media. Interested parties can access information and registration through the Recreation Department's website. Classes include:
 - Dance Classes with Patience Coleman, including Pre-Ballet and Ballet/Jazz Combo dance.
 - Futsal/Street Soccer lessons via Zoom
- The Department is also hosting an Easter week Facebook challenge. Residents are invited to decorate an egg, include a word or phrase involving kindness, and place it outside for neighbors and friends to find! People who find the eggs should take a picture and share it to the comments section of the post on Facebook. Also, on both Friday and Saturday, staff will be putting out two Golden Eggs in different public locations in town. The first person to take a picture of each of the Golden Eggs, share it to Facebook and take it with them will win an Easter basket!
- The Conservation Lake Commission has put 15 water quality enhancement projects in the watershed out for bid. Those proposals are due April 17 and it is anticipated that the Council will be asked to award the contract at the meeting on April 28.
- Staff has been working diligently to finalize the locations for the compressors and other equipment for the lake aeration project. One location is secured and is being finalized with the Edgemere association property. A second location on the east side of the lake is still in process and staff is hopeful that a location has been secured. Discussions with the property owner are going well. The contractor for the project currently anticipates installation in May.

Police

- Utility Communications, the Town's contractor for the radio upgrade project, is in the final stages of installing the new radios into police vehicles. It is expected that the Department's vehicles will be complete as of this writing. Additionally, work on the

Young St tower has started including installation of the radio equipment enclosure at the base of the tower and connection of the electrical lines to the meter box. Eversource is being scheduled to make the final connection for power.

- The newest member of the Department, Caleb Cavanaugh, has been finishing his remaining Police Academy courses remotely at the Police Department. He is scheduled to complete his coursework sometime after April 24 at which time he will start his 16-week Field Training Program. Unfortunately, he will not be having a formal graduation ceremony due to the pandemic. Staff is considering options for a ceremony including a possible ceremony in the new Town Hall Council Chambers during a Town Council meeting.
- The police department lobby continues to be closed and people are encouraged, when possible, to report their complaints by phone. Nevertheless, Officers remain available for in-person complaint acceptance and investigations when necessary.
- The Department continues to monitor the parks and playground areas to ensure everyone is practicing social distancing and so far, people are generally keeping separated.

Senior Center

- The Senior Center staff and volunteers on the Commission on Aging are actively calling Older Adults in our system to make sure they are OK and to let them know we are available if they need assistance. The first two weeks people were generally in a good position and not needing assistance. Three weeks into the situation and people are beginning to look for resources such as where to get masks, how to get groceries, computer access, etc. Staff is working hard to teach the technology so people can participate. It is so very important to keep people actively involved and Zoom and video chats are helping. Staff continues to call those without the computer resource.
- Initially, the Center was providing transportation services to go grocery shopping. It quickly became apparent this was increasing the risk to exposure for the Older Adult and the driver so this program was discontinued. The Center will provide individual transportation on an as needed basis if it is a critical situation and the person has no one else to assist. MAT transit continues to provide Dial A Ride service, so this population

can get to medical appointments as needed. Many doctor's offices have cancelled appointments so the demand for rides has lessened.

- Staff at the Center is setting up a grocery shopping and delivery service for Older Adults. Using volunteers, items on a person's shopping list will be acquired and delivered to their home. Payment is made through the Town with payments received from the user. Additionally, staff is helping Older Adults to use the technology available for services the stores may offer such as Peapod or Instacart. At times, all is needed is for someone to walk them through the steps to have success.
- The Center is also developing on-line programming. Next week, the Center will continue with its online Book Club and BINGO. People are excited to explore this new adventure.
- A special edition of the Belltown Senior News was produced to help keep people up-date. The response to the newsletter has been very positive and a copy is included with this Report.
- CRT has been providing meals to those who previously received congregate meals on Tuesday and Thursdays; some recipients come to the Center to 'Grab and Go' their frozen dinner meals and others are delivered to them. During this time, CRT is providing three weeks of shelf stable meals for the meals-on-wheels and Grab and Go meal recipients. Members of the Town's Community Emergency Response Team (CERT) and Commission on Aging have been a great help with the distribution of these meals. With their help, the Center delivered 66 boxes of shelf stable meals to provide a back-up in case CRT is unable to deliver meals. At this time, CRT is continuing to operate its regular schedule and will provide two frozen meals each Tuesday to the congregate meal users and five days per week to the Meals On Wheels recipients.

WPCA

- The early spring weather has prompted the WPCA and JFC to start cleaning wet wells throughout the system. Cleaning of the Middletown Avenue wet well went well and one of the pumps was cleared of debris.
- Staff from the WPCA and its engineer have met with some of the affected property owners and associations about the installation of a new force main for the Pine Trail Pump Station to replace the old force main, which has ruptured in the past. At this point, due to delays in meeting with the various owners due to Coronavirus concerns, it

is possible the project will need to be delayed to the Fall of 2021 in order to take advantage of lower water levels.

- The WPCA is working on the fiscal year 20/21 water budget and reviewed it at its meeting on April 7. It is anticipated that the WPCA will consider a recommendation at its May meeting. A copy of the draft budget, which calls for a 0.3% increase, is included with this Report. The Town Council will consider this budget in May.
- Pursuant to COVID-19 recommendations and procedures, the plant offices are closed to the public and personnel are implementing additional safety practices when dealing with pumps and alarms including additional PPE and hand washing. Staff in the plant have been divided into two separate groups with only one group on duty at a time to ensure distancing and to minimize the likelihood of cross-infection.

Youth and Family Services

- Youth and Family services has been given permission to use Enhancement grant funds to help families directly affected by the pandemic. The Department has also been given room to get creative with how to redistribute funding. As such, until April 13, Youth and Family Services will be taking orders from families for activity bags, which will include modeling clay, books, manipulatives, craft items, art supplies, chalk, and other items based on the ages of children in the household. Families have been calling, emailing, or messaging through the Department's Facebook Page to order. Staff will be delivering the disinfected bags to the doorsteps of families who have signed up.
- The Department will also redirect some of the funds to a family pizza night through which families would receive a family-friendly DVD's along with a pizza delivered to their home. As of now, the team is discussing safe ways to implement this activity. Stay tuned for more information on this.
- When the pandemic is over, the Department will reschedule both the She Mattered presentation about online bullying and youth suicide as well as the Internet Safety presentation. Both were cancelled as a result of COVID-19. The Department has other activities it will reschedule as well, including a mindfulness/yoga relaxation event and a bullet journaling event, both previously scheduled to take place at Epoch Arts.
- The Department continues to work with residents in crisis, some of which are directly related to COVID-19 job loss or reduction in hours, as well as on-going cases, which

include oil, utility, and food needs. Calls coming in for routine food issues are rerouted to the Food Bank. All other calls for energy assistance and financial hardship from Covid-19 are being handled internally by the Youth and Family/Social Services Department. Most of the Department's budget will be routed to providing these services.

Town Manager/Other

- Transition to the new Town Hall is proceeding, however, the timeline has been delayed. At this point, the plan is to move the Town operations on May 7 through May 9. Town operations would begin out of the new location on May 11. During this time, please expect delays in response to phone calls, emails and other messages as staff offices will be in transition. No Grand Opening Ceremony is planned at this time but once it is safer to be together as a community, we will hold an event.
- The Fire Marshal and Building Official have been conducting Certificate of Occupancy (CO) inspections as areas become ready for this review. To date, they have issued two reports with findings from their inspections, which are being addressed by the contractor and, as necessary, the architect. As we continue to aggressively pursue the completion of the project, the Town Manager has been in communication with the two inspectors to help facilitate the process.
- As always, residents are reminded to be diligent as they continue to avoid contact with others. In general, to prevent the spread of COVID-19, please consider wearing a cloth covering over the mouth and nose, maintain "social distancing" of at least 6 feet, stay away from group meetings and other opportunities for transmission, wash hands frequently with soap and water for 20 seconds and stay home if you are sick. For the most current updates and recommendations, visit ct.gov/coronavirus. For general questions, call 2-1-1.

DC

Attachments

cc: Management Staff



GLEN LECONCHE
BUILDING OFFICIAL
gleconche@easthamptonct.gov

MEMORANDUM

To: Dave Cox, Town Manager
From: Glen LeConche, Building Official
Re: Town Manager's Report
Date: April 8, 2020

Update from the Building Department

The Executive Order 7B deemed the construction industry and all skilled trades as essential. In addition, services necessary to maintain the safety, sanitation and essential operations of residences and other buildings, including building code enforcement, have been deemed essential as well. Therefore, application submissions, processing, plan review, permitting, inspections and other services, have continued seamlessly but have been modified to accommodate the health crisis and to address safety concerns for the residents and staff.

Staff is working remotely to limit the number of employees in the building at the same time. The phone message has been changed to reflect this information. Our goal is for the staff in both departments to remain healthy and prevent illness so the departments do not get shut down.

Applications can be submitted electronically, through regular mail or in our Drop Box/Mail Box that was installed outside the Building Department Office. This is checked regularly throughout the day.

Inspections have continued for both exterior and interior work. The Building Official wears a face mask as well as rubber gloves and maintains the 6 foot social distancing rule. Hand sanitizer is available in the office as well as in the town vehicle for use in between inspection appointments. Staff calls residents with interior inspections to inform them of the safety protocol in place to protect them and to inquire their comfort level. The homeowner is given the option to postpone the inspection if they are uncomfortable having public enter the house or if someone in the residence is exhibiting symptoms or is sick.

Since the office is closed to the public, we are encouraging contractors and residents to visit the website for application forms and other resources. We have also increased communication through email and as always, phones are still available. The public have been adapting well to these changes.

In summary, the Building Department has seen an increase in inspection requests and the permitting flow has remained consistent and has not changed level of activity during this time.

We are committed to doing our very best to provide services, safely and continuously, during this health crisis. Thank you and stay well.

Glen LeConche
Building Official



EAST HAMPTON PUBLIC LIBRARY

An Update from us on COVID-19

Dear East Hampton,

With the rapid spread of COVID-19 around the country and in our region, the Town Manager has made the difficult decision to close all town facilities. That means that the East Hampton Public Library will be closed to the public for the foreseeable future.

We know that you value library services. From the books on our shelves, to the educational programs we produce, to the gathering places we provide for individuals and groups, we know that many people count on us.

This is why the Library is still committed to serving you. Over the next few weeks we will be offering a number of services, both traditional and digital, to ease this difficult time.

- **Daily Online Programs.** Every weekday we'll be offering a different digital program for people of all ages on Zoom and Facebook Live. From Teen Tuesdays and Wednesday Story Times to our Quarantine Book Club, we have something for everyone. Check our [Facebook page](#) or our [event calendar](#) for the latest listings.
- **E-books and E-Audio Books.** We're doubling down our commitment to offering you a great selection of e-books and e-audiobooks. We've increased the monthly borrowing limit on [Hoopla](#) and we're investing more money in titles on [Overdrive](#) and [RBDigital](#). If you've never downloaded an e-book from the library before, you won't want to miss our [live tutorial](#) on Zoom this Thursday.
- **Research and Entertainment Options.** Now is a great time to check out all of our research tools. If your kids are doing research projects and need articles, we have you covered with [free online subscriptions](#) to Encyclopedia Britannica and a full range of scholarly articles on ResearchItCT specifically for elementary and middle school children. And for fun, check out our online arts and crafts video tutorials through [CreativeBug](#) or do some family research through [Ancestry!](#) All you need is your library card number to access any of these resources for free!
- **1000 Books Before Kindergarten Goes Online.** If you've always wanted to get your child involved in 1000 Books Before Kindergarten but were never able to get to the Library, we've got great news for you! You can now [sign up online and download new reading logs!](#)
- **Waiving Fines and Fees.** Our book drop remains open but we understand that you may not be able to get to the Library to return your items. Don't worry about it! We will be waiving all fines and fees for the foreseeable future.
- **Extending Due Dates and Library Card Expiration Dates.** If you've checked out an item with us chances are we've automatically renewed everything on your card so it's not due back until May. If your card recently expired, or is set to expire in the next month, we've gone ahead and renewed it until the end of July so you can still access our online services. And

remember, you can always check [your account online](#).

- **Cleaning and Preparing to Re-Open.** During the next few weeks we will take advantage of this closure to thoroughly clean our facility and to create plans on how to restart services as soon as possible.

If there is anything else that we could be doing to better serve you, please don't hesitate to let us know. We are available by phone Monday through Friday 9:30am to 5:00pm at 860-267-6621.

As always, our [website](#) and our [Facebook page](#) are the best way to keep up to date on the latest news of the Library. We look forward to serving you again in person soon. Stay healthy!

Sincerely,

Ellen Paul
Library Director

East Hampton Public Library | [Website](#) | [Facebook](#) | [Event Calendar](#) | [Hours & Contact Info](#)

East Hampton Senior Center

105 Main Street, East Hampton, CT 06424
 Phone: 860-267-4426 Fax: 860-267-7682
 Hours of Operation: Monday-Thursday: 8:30am-4:00pm
 Friday: 9:00am-4:00pm
 www.easthamptonct.gov/seniorcenter
 Email: seniorcenter@easthamptonct.gov



Newsletter Date:
*Special
 Covid
 Edition*

TOWN OF EAST HAMPTON
Belltown Senior News

From the Director

Hello, Everybody! I hope you are well and practicing appropriate social distancing. I'm learning how difficult it is to work from home. I don't have all my STUFF! I can't turn to my file cabinet or desk or staff to get what I need! It's quite comical at times, but enough about me. How are you? I miss you! Senior Center calls have been forwarded to my phone. Please give me a call and say, "Hi!". It's too quiet! The number to reach a staff member is 860-267-4426.

As you know, **we're closed until at least April 20th unless told otherwise.** This is needed to ensure everyone's health and safety. We have to remember this is unprecedented and no one knows what to expect. Yes, it may be frustrating, but don't put your health or life in jeopardy. There is much more information at: www.ct.gov/coronavirus or www.cdc.gov

We'd also like to take a moment to say, **"Thank YOU!!!"** to CRT for providing the Grab and Go Lunches that some of our seniors have been provided.

Good news! There may be some volunteer grocery shopping options coming in the near future. Call the Senior Center for more info.

Meanwhile, check our FACEBOOK page! Be sure to 'Like' us, to receive notices when new info is available. We need to connect in this time of uncertainty and hope this will introduce the Center to more of you.

Yours in continued health,
 Jo Ann Ewing, Director

"To keep the body in good health is a duty... otherwise we shall not be able to keep the mind strong and clear." – Buddha

And one way to keep the body in good health is to read and understand the following information about COVID-19 from the Chatham Health District:

1. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, sneezing, coughing or after you've been in a public place.
2. Avoid touching high-touch surfaces like elevator buttons, door handles, handrails.
3. Avoid touching your face, nose and eyes.
4. Clean and disinfect your home, again particularly frequently touched areas.
5. Pay attention to COVID-19 symptoms including fever, cough and shortness of breath. If you feel like you're developing symptoms, call your doctor.
6. If you develop or observe **emergency warning signs for COVID-19**, immediately call your doctor. Critical signs may include difficulty breathing, pain or pressure on your chest, new confusion, inability to wake up, bluish lips or face.



CANCELLED TRIPS & ACTIVITIES

Cromwell Shopping: Tuesday, April 7

Stop and Shop, East Hampton: Monday, April 13 and 27

Medicare Bankers Life Presentation - Monday, April 6

Mike Cerreta Talk - Wednesday, April 8

Nature Everywhere Presentation - Thursday, April 9

Medicare Savings Program - Monday, April 13

Mystery Trip - Tuesday, April 14

AARP Being Mortal - Monday, April 20

Frank Pepe's Pizzeria Napoletana & Trader Joe's -Tuesday, April 28

Friendship Tours, who does our Coach Trips, will be looking at their schedule to see what changes and adjustments need to be made. We'll keep you posted!

In the meantime, go online and try something new. People are using this time to learn yoga, guitar and cartooning online. Many museums are offering online tours and musicians are performing concerts online. Here are a couple good places to start:

<https://www.timeout.com/travel/virtual-museum-tours>

A list including links to many incredible museums

<https://www.maxim.com/travel/google-offers-virtual-tours-of-museums-2020-3>

A listing of virtual tours of iconic museums

You can also learn how to meditate (www.headspace.com) or continue your Silver Sneakers regime by visiting www.facebook.com/silversneakers/. As well, the East Hampton Public Library has a variety of EBooks and online programs available at www.easthamptonpubliclibrary.org. You may also visit East Hampton Parks & Recreation at www.easthamptonrec.com/ for a listing of their online programs.

Be a friend! Call a friend!

And when the weather stops spitting at us, you can get outside and flex your green thumb...or at least sit on your front steps and be thankful for the sunshine!

And from all of us...
Stay well
and tell someone
you care!



Town of East Hampton
Water Pollution Control Authority
P.O. Box 218, 20 Gildersleeve Drive
East Hampton, Connecticut 06424-0218
Telephone (860) 267-2536, Fax (860) 267-9913

TO: Members of the WPCA

XC: David Cox, Town Manager
Jeff, Jylkka, Finance Director

DATE: April 2, 2020

SUBJECT: 2020/21 Public Water System Operating Budget & Water Rate Recommendation

Management has reviewed the operations of the two (2) public water systems as well as the projected operations costs of the Hampton Woods system and has developed the following 2020/21 Public Water System Operating Budget. Based upon current operating conditions and known operational changes necessary to operate the systems as efficiently as possible the recommended budget for all systems totals \$238,228.00 and represents an \$828.00 or 0.35 % increase over last year.

Village Center Water System

The VCWS continues to perform within parameters. The media in the carbon filters has been changed this year and the storage tank has been inspected and cleaned. Testing of PFAS indicated contamination in well#1 raw water. The finished water after treatment tested at 0 ppt. Future projects include staying on top of media changeouts for the greensand and carbon filters. We will also have to test for PFAS quarterly as required by the state.

We did not experience any violations under the Safe Water Drinking Act for FY 19-20. VCWS revenues are tracking as projected, future revenues are discussed separately.

Royal Oaks Water System

Mitigating the PFAS at the Memorial School well was a top priority this year, 2 carbon filters were installed at a cost of \$21,000, this will also require PFAS testing quarterly. While the slip lining improved the water quality, the wells still have 7 – 10 mg/l of iron, which will require additional filters to improve water quality.

We continue to increase the iron and manganese filter capacity at the plant with every change-out of the media. Currently our treatment capacity is 12.0 cubic feet. We will need to replace both pumps for well #3 & #4 again this year, which are continuing fail due to high iron content.

We experienced no violations for water quality parameters in FY 19/20. ROWS revenues are tracking as expected; management expects revenues to support the operation of the system for this fiscal year.

Hampton Woods Water System

The HWWS is fairly new to the East Hampton WPCA; Phase I A of the development has 34 individual homes of which 6 are connected to the water system. This facility will be expandable to serve 255 homes. The Town will not be responsible for a financial deficit associated with the operation prior to the full build out of the development, as per Developers agreement.

WATER RATE RECOMMENDATION: WATER RATE RECOMMENDATION:

The 2020/21 budget of \$238,228.00 will not require an increase in water rates for FY 20-21.



2020–21 Public Water Systems Operation Budget

63-59-0000-XXXX VCWS

63-59-0590-XXXX ROWS

63-59-0593-XXXX HWWS

Presented to WPCA: April 7, 2020

Recommended by WPCA: May 5, 2020

First Reading Date: May 9, 2020

Public Hearing Date: June 2, 2020

Town Council Adoption: June 9, 2020

Drop in Location:
20 Gildersleeve Drive
East Hampton, CT 06424

Board recommendation

**East Hampton Water Pollution Control Authority
Community Water Systems Fiscal Year Budget - 2020-21**

REVENUES

Residential Consumption Estimated

	VCWS	ROWS	HWWS	
daily consumption (gals.)	6,000	12,000	4,080	
Est. daily cons./unit (gals.)	94	145	120	
Mthly. commodity cost (\$/1000gals.)	\$11.50	\$11.50	\$11.50	
Monthly commodity charge (\$)	\$32.43	\$49.88	\$41.40	
Monthly meter cost (1EMU = X.XX)	\$40.00	\$40.00	\$40.00	
Per unit monthly cost (\$)	\$72.43	\$89.88	\$81.40	
EMU's	94	83	34	
Estimated monthly revenue	\$6,808	\$7,460	\$2,768	
Est. Residential yearly revenue	\$81,701.04	\$89,520.00	\$33,211.20	\$204,432

	Ctr. Sch.	Mem. Sch.	
Monthly meter cost (15 EMU = \$X.XX)	\$600.00		
daily consumption (gals/day)	900		
Monthly commodity charge (\$)	\$310.50		
Monthly meter cost (20 EMU = \$X.XX)		\$800.00	
daily consumption (gals/day)		1,800	
Monthly commodity charge (\$)		\$621.00	
Estimated monthly revenue	\$910.50	\$1,421.00	

Est. Institutional yearly revenue	\$10,926.00	\$17,052.00	\$27,978
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Estimated total revenue 19/20	\$92,627.04	\$106,572.00	\$33,211.20	\$232,410
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Transfer from capital fund balance				-\$5,818
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Proposed fiscal year Operating Budget \$238,228

Annual Cost based upon 72,000 gals. \$1,308.00

Water sytem Fund balance 6/30/17 \$ 108,732.00

Water system Fund balance 6/30/18 \$ 151,967.00

Water system Fund balance 6/30/19 \$ 188,636.00

Acct 5980 funded reserve/Capital 6/30/20 \$ 40,000.00

Transfer /Water Ops budget / Capital 6/30/19 \$ 25,000.00 If need transfer for budget take from here

Unaudited Water system fund balance 6/30/20 \$ 203,636.00

PWS capital balance 6/30/19 \$ 54,725.00

Projected PWS capital balance 6/30/20 \$ 79,725.00

2020-21 Individual Water System Expense Breakdown

	25%				Total
	EXPENDITURES	VCWS	ROWS	Mem Sch	
5110 - Full Time Salaries	700	500	100	100	1,400
5120 - PIT Seasonal PIR	2,623	1,967	328	328	5,245
5220- Social Security (.062)	163	122	20	20	325
5122 - Medicare (.0145)	38	29	5	5	77
5319 - Meetings/Conf.	500	453	85	85	1,123
Certification Training	125	125	38	38	
Conf./Seminars	375	328	47	47	
5330 - Prof/Tech Services	5,710	3,790	3,025	1,899	14,424
DOHS Water Quality Testing	5,500	3,500	3,000	1,874	
Misc. Engr. Bldg	n/a	n/a	n/a	n/a	
B102 Tank Insp/engr	n/a	n/a	n/a	n/a	
Annual Auditing Reports	210	290	25	25	
5430 - Bldg & Equip. M & Rep.	14,900	18,550	2,350	250	36,050
JF Labor	250	500		250	
well pump replacement	2,000	2,000	2,000	0	
Dist/WTP system maint.	2,500	1,000	150	0	
plumbing parts & repairs	400	800	200	0	
Greensand Valves		500		0	
Greensand media changeout	9,000	9,000		0	
Emrg. Gen. Maint. & An. Insp.	750	750		0	
VFD for R.O. pump	n/a	4,000	n/a	n/a	
Storage tank cleaning	n/a	n/a	n/a	n/a	
Well Driller	0	0		0	
5436 - UTT/Oper. Labor	21,000	21,000		4,506	46,506
5490 - Other Purch. Property Scrvs					600
Locate leaks/R & R meter & radio	150	300		150	
5520 - Prop/Llab Ins (Inc 10%)	1,197	1,931	270	1,931	5,329
5530 - Communications	650	1,100	150	650	2,550
5540 - Newspaper Advertising	100	100		100	300
5580 - Travel	1,500	1,500		1,500	4,500
5590 - Other Purch. Services	3,596	9,528	192	3,846	17,161
Billing Administration (112 cust.)	2,846	7,528	92	3,121	
Shut offs/Final bills	100	600		100	
Flushing water mains 2X/yr	450	1,300		450	
Annual Cross Connection Report	200	100	100	175	
5611 - Office Supplies	100	74	13	13	200
5615 - Uniform Allowance	75	75	75	75	225
5622 - Electricity	9,750	9,750		9,750	29,250
5627 - Motor Fuel (Veh & Gen)	600	600	50	50	1,300
Veh. \$200/200/50 - Gen. \$400/400					
5680 - Chemicals	1,750	7,500	2,250	1,750	13,250
5690 - Other Supp/Materials	550	250	100	550	1,450
5744 - Computer Equip	25	25	25	25	100
5810 - Dues & Fees	1,155	1,144	195	570	3,064
AWWA	45	34	11	45	
CWAA	735	735	184	150	
DEEP Annual Diversion permit	250	250		250	
DEEP Generator Permit	125	125		125	
5923 - Oper. Transfer to S.F.	1,000	1,000	500	1,000	3,500
5980 - Res for Cap & NR	20,000	20,000	0	6,700	46,700
5990 - Contingency	1,200	900	300	1,200	3,600
TOTAL	89,031	102,187	10,032	37,054	238,228
Approved Operating Budget 19-20	96,260	97,416	6,679	37,054	237,409
"+/-	(7,229)	4,771	3,353	(0)	819
"+/-	-7.51%	4.90%	50.21%	0.00%	0.35%

ROWS F/Y 2019-20 Operating Budget - Expenditures only

Adopted:

page 1 of 1

	Actual		APPROVED		Spent	% Available	PROPOSED		% +/-
	2018-19	EXPENSES	2019-20	BUDGET			2020-21	BUDGET	
5110 Full Time P/R	0		500		0	100.00%	600	100	20.0%
5120 P/T P/R (19.5 hrs/wk)	0		1,967		0	100.00%	2,295	328	16.7%
5220 Social Security	0		122		0	100.00%	142	20	16.3%
5221 Medicare	0		29		0	100.00%	34	5	15.6%
5319 Meetings/Conf.	244		453		0	100.00%	538	85	18.8%
5330 Prof/Tech Services	2,800		3,290		7,183	-118.33%	6,815	3,525	107.1%
5430 Bldg. & Equip. M&R	38,240		21,550		16,206	24.80%	20,900	(650)	-3.0%
5436 UTT/Oper. Labor	8,153		18,519		6,675	63.96%	21,000	2,481	13.4%
5490 oth purchasedproprv	383		300		583	-94.33%	300	0	0.0%
5520 Prop/Liab Insurance	0		1,931		0	100.00%	2,201	270	14.0%
5530 Communications	2,378		1,100		624	43.27%	1,250	150	13.6%
5540 Newspaper Adv.	30		100		80	20.00%	100	0	0.0%
5580 Staff Travel	1,501		1,500		620	58.67%	1,500	0	0.0%
5590 Other Purch. Serv.	9,111		9,528		4,748	50.17%	9,719	191	2.0%
5611 Supplies/ materials	142		74		4	94.59%	87	13	17.6%
5615 UNIFORMS	0		75		0	100.00%	150	75	100.0%
5622 Electricity	7,284		9,750		3,453	64.58%	9,750	0	0.0%
5627 Motor Fuel	0		600		0	100.00%	650	50	8.3%
5680 Chemicals	2,920		7,500		2,660	64.53%	9,750	2,250	30.0%
5690 Other Supp./Material	127		250		783	-213.20%	350	100	40.0%
5741 Machinery & Equipmer	0		0		22,771	0.00%	0	0	0.0%
5744 Computer Equip.	0		25		0	100.00%	50	25	100.0%
5810 Dues & Fees	1,130		1,144		766	33.04%	1,339	195	17.0%
5893 Claims & settlements	0		0		0	0.00%	0	0	0.0%
5923op TRANS TO wpca cap	0		1,000		0	100.00%	1,500	500	50.0%
5980 Res. For Cap & NR	0		15,210		0	100.00%	20,000	4,790	31.5%
5990 Contingency	0		900		0	100.00%	1,200	300	33.3%
	\$74,443		\$97,417		\$67,156		\$112,219	\$14,802	15%

APPENDIX G
WPCA
 Fiscal Year 2019/20
Capital Budget 2017-2022
Fund 82

<u>Est. Cost</u>	<u>Purchase Year</u>	<u>Projects</u>
\$25,000	2019/20	Carbon Filters (ROWS)
\$30,000	2020/21	9 ft3 greensand addition (ROWS)
\$30,000	2020/21	9 ft3 greensand addition (ROWS)
\$30,000	2021/22	9 ft3 greensand addition (ROWS)
\$30,000	2022/23	9 ft3 greensand addition (ROWS)
\$30,000	2023/24	Drill New well and outfit (ROWS)
\$30,000	2024/25	Carbon Filters (VCWS)
\$205,000		Current Projected Total Capital Budget
	\$ 205,000.00	Current Fiscal Year 100% Funding Level

Basic business practice as defined by Moody's & DEP requires a contingency of 5-10% of the annual operating budget be kept within the Capital Budget . \$ 19,013

Recommended F/Y 20/21 funding level for Capital Budget

\$ 51,160 see line item 5980 Oper. Transfer to Cap. Budget

WPCA CAPITAL BUDGET

	Year 1 18/19	Year 2 19/20	Year 3 20/21	Year 4 21/22	Year 5 22/23	Year 6 23/24
Budget Line Item 5980 (Res for Capital)	\$ 30,420	\$ 38,025	\$ 44,489	\$ 46,714	\$ 49,049	\$ 51,502
WATER system fund transfer / Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Reserve for Capital	\$ 133,827	\$ 171,852	\$ 216,341	\$ 263,055	\$ 312,104	\$ 363,606
Anticipated Capital Fund Expenditures	\$ (25,000)	\$ (25,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)
Cumulative Capital Expenditures	\$ 157,000	\$ 132,000	\$ 102,000	\$ 72,000	\$ 42,000	\$ 12,000
Anticipated Capital Fund Balance	\$ 35,000	\$ 48,025	\$ 62,514	\$ 79,228	\$ 98,277	\$ 119,779
Budget Line Item 5980 Percent Increase over previous year	30%	25%	17%	5%	5%	5%
Total Budget Percent Increase over 2016/2017 Budget	30%	33%	28%	10%	10%	10%
Water system Fund balance 6/30/18	\$	\$ 151,967.00				
Water system Fund balance 6/30/19	\$	\$ 188,636.00				
Acct 5980 funded reserve/Capital 6/30/20	\$	\$ 44,000.00				
Transfer /Water Ops budget / Capital 6/30/20	\$	\$ 25,000.00				
Unaudited Water system fund balance 6/30/20	\$	\$ 207,636.00				
PWS capital balance 6/30/19	\$	\$ 54,725.00				
Projected PWS capital balance 6/30/20	\$	\$ 79,725.00				



AGENDA
ITEM # 12

Office of the COLLECTOR OF REVENUE
KRISTY MERRIFIELD, CCMC
kmerrifield@easthamptonct.gov

April 14, 2020

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are four (4) refunds totaling \$652.58.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

004

506.77 ⊕
18.57 ⊕
64.93 ⊕
62.31 ⊕
652.58 ⊕

**BOARD AND COMMISSION SUMMARY
MARCH 2020**

Arts & Culture Commission

No meeting

Board of Finance

The Board of Finance met on March 16th. There were no action items. The members discussed the Fund Balance Policy.

Brownfields Redevelopment Agency

No meeting

Clean Energy Task Force

No meeting

Commission on Aging

The Commission on Aging met on March 12th. The members discussed the impact the Covid 19 outbreak was having on senior services and events. They discussed hygiene concerns and obtaining supplies. The Round table meeting in April is postponed.

Conservation-Lake Commission

The Conservation-Lake Commission met on Thursday, March 12th. The members discussed the plan review for 35 West Point Road for American Distilling. The plan didn't need to be approved, but the members needed to be made aware of the project on the property near the lake watershed area. The members received an update on the watershed projects/federal funding from Jeremy Hall. Updates on the sub-committee report on education, advisory panel, the lake smart program sub-committee, and the lake level were discussed by the members.

Design Review Board

No meeting

Economic Development Commission

No meeting

Ethics Commission

No meeting

Fire Commission

The Fire Commission met on Monday, March 9th. The commission members approved purchasing new Hurst tools and new regular and CO meters to replace the old existing meters. The members discussed the dry hydrants, new engine 2-12, the LED lighting upgrade, capital budget update, and the awards program for 2019.

Inland Wetland Watercourses Agency

The Inland Wetland Watercourses Agency met on March 25th.

- Continued Applications:
 - A. IW-20-005: Paul Catalano, 33 Spellman Point Road, installation of pervious paver patio and changes to driveway in the Upland Review Area Map 09A/Block 70A/Lot 25. Approved (5-0)
- Public Hearings:
 - A. IW-20-003: Stanislaw Oleksenko, 11 Cone Road. Four Lot Subdivision, Map 06/Block 37/Lot 6A. Approved (5-0)
- New Business:
 - A. IW-20-006: Town of East Hampton, 7 Sears Place. Installation of LID Drainage Swale, Map 04A/Block 63/Lot 1. Continued to next meeting on April 29, 2020 (5-0)
 - B. Modification to Permit IW-19-043 -Modifications to Sears Park, 60 North Main, Map 04A/Block 63B/Lot 20. Approved (5-0)
 - C. Discussion of upcoming Lake Aeration Project- Motion to grant an Agent Approval pending favorable comments from DEEP regarding IWWA jurisdiction. (5-0)

Joint Facilities

No meeting

Library Advisory Board

The Library Advisory Board met on March 2nd. The members discussed the budget and the Chair suggested writing letters to the Rivereast and elected officials in support of the Library budget. The Vice Chair updated the members on the strategic planning efforts and reviewed upcoming planning sessions. Ms. Paul reported that the ceiling tile replacement project has been completed and there is some painting being done in the Community Room, local history room, hallway and children's room.

Middle Haddam Historic District Commission

No meeting

Parks & Recreation Advisory Board

At the March meeting of the Parks and Recreation Advisory Board Jeremy Hall and Shawn Mullen discussed the new hire of Morgan Slossberg as a program leader. Morgan will be assisting with programming and will be starting in late March. The Glastonbury Rowing team is scheduled to start using Sears Park at the end of the month. The Seamster Park Fundraiser Golf Tournament scheduled for May still needs more golfers signed up and sponsorship. Jeremy Hall also discussed a proposed pump track to be installed near the Airline Trail and the Center of town. Shawn Mullen also gave a report on the status of upcoming spring and summer programs.

Planning & Zoning Commission

The Planning & Zoning Commission met on March 4th.

- Public Hearings:
 - A. Application PZC-19-020: Dean Brown, 26 Barton Hill Rd., for a Special Permit to host events at a B&B Map 02A/Block 47/Lot 40. Approved (7-0)

- B. Application PZC-20-001: Sports on 66, LLC., 265 West High St., for a Special Permit to sell Alcohol as an accessory use. (Sec. 8.4.B). Map 6/Block 12/Lot 20. Continued to April 1, 2020 PZC meeting.
 - C. Application PZC-20-002: Stanislaw Oleksenko, 11 Cone Road, 4 lot subdivision of 14.766 acres parcel. Map 6/Block 36/Lot 6A. Continued to April 1, 2020 PZC meeting.
 - D. Application PZC-20-003: Lisa Sherman, for an Amendment to Zoning Regulation 5.4.A PO/R Zone. Continued to April 1, 2020 PZC meeting.
 - E. Application PZC-20-004: Lisa Sherman, 50 Main St., for a Zone Change: R-1 to PO/R. Map 02A/Block 47/Lot 25. Continued to April 1, 2020 PZC meeting.
- New Business:
 - A. Application PZC-20-005: Skyline Estates, to reduce the width of the cul-de-sac from 26' to 24' at Starview Way to reduce the impervious surface. Map 18/Block 44/Lot 78-OS2. Approved with conditions (7-0)

Town Facility Building Committee

The Town Facility Building Committee held a special meeting on March 12th. Members approved Newfield Construction Payment Application #17. They also approved five and tabled one Newfield Prime Contract Potential Change Orders.

The Town Facility Building Committee held a special meeting on March 26th. Members approved invoices for Donnegan Systems and Amenta Emma. They also approved six Newfield Prime Contract Potential Change Orders.

Water Pollution Control Authority

The Water Pollution Control Authority Board met on March 3rd. The developer for Skyline Estates requested acceptance from the board for the completed sewer system for Skyline Estates Phase II and III as well as approval for the new Developer's Agreement for Phase 1B which had expired. Unanimously approved. The Board reviewed the Town Council agenda items and a tentative date for the board's attendance at Town Council meeting is April 28th. The change to a 2/X per year billing is still under discussion. The committee members unanimously approved the 20/21 WPCA Expense Budget of \$1,776,483.18 which reflects a proposed increase in expenses of \$115,402.99 or 6.5% over last year.

Zoning Board of Appeals

The Zoning Board of Appeals met on March 9th.

- Public Hearings:
 - A. Application ZBA-20-002, American Equities, 35 West Point Rd., to reduce the north side setback from 25' to 14.6', reduce the south side setback from 25' to 4.4' and to reduce the east side (rear) setback from 25' to 9.0' to construct a 38' x 29' storage garage. Map 05A/Block 84/Lot 1. Approved (5-0)