

**TOWN OF WINDSOR, CONNECTICUT  
Special Meeting Notice**



**Zoom instructions**

**Dialing in by Phone Only:**

1. Please call: 1-646-558-8656
2. When prompted for participant or meeting ID enter: 987 3345 0344 then press #
3. You will then enter the meeting muted.

**Joining in by Computer:**

Please go to the following link: <https://zoom.us/j/98733450344>

1. When prompted for participant or meeting ID enter: 987 3345 0344 then press #
2. You will then enter the meeting muted.

**AGENCY:     Town Council**

**DATE:        April 20, 2020**

**PLACE:       Virtual Meeting**

**TIME:        6:30 PM**

**AGENDA**

1.     Call to Order
2.     **Board of Education**
3.     **Revenues**
4.     **Safety Services**
5.     **Public Works**
6.     Landfill Enterprise Fund
7.     Resident Transfer Station Enterprise Fund
8.     \*Discussion and consideration of property tax relief programs per Governor's Executive Order 7S
9.     \*Approval of minutes
  - a)    April 6, 2020 Public Hearing (FY 21 proposed budget)
  - b)    April 6, 2020 Public Hearing (various ordinances)
  - c)    April 6, 2020 Town Council Regular meeting minutes
10.    Adjournment

**Bold** = presentation to be given

Public Act 75-312 requires notice of special meetings to be posted in the Town Clerk's Office no less than 24 hours prior to the time of such meetings. No other business shall be considered at this meeting than that listed on this Agenda.

## Agenda Item Summary

Date: April 20, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Governor's Executive Order 7S - Tax Relief Programs

### Background

On April 1, 2020, Governor Lamont issued Executive Order 7S in response to the COVID-19 pandemic. The executive order requires the local legislative bodies to adopt one or both tax relief programs for local taxpayers effected by the pandemic. Municipalities are required to report to the State of Connecticut Office of Policy & Management (OPM) by April 25, 2020 as to which program or programs were adopted.

### Discussion / Analysis

Below are descriptions of the two relief programs included in the Executive Order. The Town Council is required to adopt one or both of the programs.

#### ***Deferment Program***

This program offers an extended grace period for eligible taxpayers to pay their tax bills without interest. For tax bills that are due and payable on July 1, taxpayers can defer payment for 90 days (instead of the usual 30 days). The deferment program applies to real estate, personal property and motor vehicle tax bills. If a bill is paid on October 2 or later, normal interest calculated at 1.5% per month is applied, retroactive to July 1.

Per the executive order, eligible taxpayers are those that can attest to or document significant economic impact or hardship from COVID-19. OPM has provided eligibility guidelines and an application form to cities and towns for this purpose. These hardships would need to occur between March and June. Residents would need to attest a 20% reduction due to COVID-19, while Businesses/Non-Profits would need to attest a 30% reduction due to COVID-19. Municipalities *may extend eligibility* to other taxpayers or residents not specifically mentioned in the executive order and are free to modify eligibility criteria and requirements. For example, the municipality could decide to offer the extended grace period to all taxpayers without distinction, which would eliminate the need for an application process. Please note that the deferment does not apply to those property owners that escrow their tax payments with a bank or mortgage lender.

#### ***Low Interest Rate Program***

This program addresses the rate of interest that is to be charged on a delinquent or past due bill. Per State law, interest is normally charged at the rate of 1.5% per month or 18% annually from the due date of the tax. This new program allows for the monthly interest rate to be reduced to .25% per month, or 3% annually, and provides for 90 days from the due date in which a delinquent taxpayer would be able to pay at the reduced interest rate. For example, for bills due on July 1, the last day to pay will be August 3, 2020. If the taxpayer pays on August 4 or later, they will pay .25% per month instead of 1.5%. On August 4, the interest charge would not be 3% (1.5% for July and 1.5% for August), but rather only .50% (.25% for July and .25% for August). The program would remain in force for 90 days and end on October

2. At that time, the interest rate will revert back to the statutory rate of 1.5% per month. The low interest program applies to real estate, personal property and motor vehicle tax bills, and does not require taxpayers to qualify based on eligibility criteria, as with the deferment program.

### ***Deferment Program***

#### Advantages:

- Has a broader ability to assist more residents; provides relief for the larger portion of the amount due (the tax vs. just the interest)
- Easier program for taxpayers to understand
- Easier program for staff to administer if offered to all taxpayers
- Does not apply to mortgage companies paying from escrow accounts. These collections provide approximately 50% of real estate tax revenue in total.

#### Disadvantages:

- Additional administrative work if taxpayers are required to apply and demonstrate economic hardship
- Loss of revenue from interest collected on delinquent accounts (typically received in August and September) estimated at approximately \$100,000

### ***Low Interest Rate Program***

#### Advantages:

- Lower impact on cash flow
- Would provide relief for delinquent bills as well as July 1 bills, if implemented as a stand-alone program
- No application process needed

#### Disadvantages:

- Has a narrower impact in terms of providing relief to residents
- Additional administrative work; could require re-programming by tax software vendor
- Would only affect delinquent bills that are paid by June 30 if implemented in conjunction with the deferment program

### Financial Impact

If just the deferment program is adopted, the loss of interest collected on delinquent accounts (typically received in August and September) is estimated at approximately \$100,000.

If just the low interest rate program is adopted, the loss of interest collected on delinquent accounts is estimated at \$160,000.

The Executive Order allows for the town to adopt both of the programs. If both programs are offered together, the loss of interest collected on delinquent accounts is estimated at \$180,000.

### Recommendations

Staff is recommending the Town Council adopt the Deferment Program as it has the least impact on the expected revenue, while still potentially providing relief to a broad number of taxpayers.

The Town Council is asked to determine if the Deferment Program is for all taxpayers (not escrowing) or only for those that have suffered a reduction of revenue or income due to COVID -19 since March 10, 2020 based on the OPM guidelines.

The following motions are presented for consideration:

DEFERMENT PROGRAM ONLY (STAFF RECOMMENDATION)

**“MOVE to adopt the Tax Deferment Program per the Governor’s Executive Order 7S dated April 1, 2020.”**

LOW INTEREST RATE PROGRAM ONLY

**“MOVE to adopt the Low Interest Rate Program per the Governor’s Executive Order 7S dated April 1, 2020.”**

ADOPTION OF BOTH PROGRAMS

**“MOVE to adopt both the Tax Deferment Program and Low Interest Rate Program per the Governor’s Executive Order 7S dated April 1, 2020.”**

Attachments

Executive Order 7S

OPM Section 6 Certification

OPM Form for Deferment Program

# Executive Order 7S

**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 ejectment 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



# OPM Section 6 Certification



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

INTERGOVERNMENTAL POLICY AND PLANNING DIVISION

## GOVERNOR'S EXECUTIVE ORDER 7S SECTION 6 MUNICIPALITY PROGRAM ELECTION

The municipality of \_\_\_\_\_ by determination of our local legislative body, or in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, voted and approved on \_\_\_\_\_, that we will participate in the following program(s):

**Deferment Program.** During the period of March 10, 2020, the date that the Governor 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 CO VID-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.

**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.

### PROGRAM CONTACT:

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### CEO CERTIFICATION:

Dated this \_\_\_\_ day of April, 2020.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**DUE TO OPM NO LATER THAN APRIL 25, 2020 ~ RETURN TO: [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov)**

# OPM Form for Deferment Program

PLEASE PRINT LEGIBLY

MUNICIPALITY NAME \_\_\_\_\_

APPLICATION FOR MUNICIPAL TAX RELIEF DEFERRAL PROGRAM UNDER EXECUTIVE ORDER 7S  
For deferral of real estate, motor vehicle, and personal property taxes and/or municipal electric, water and sewer charges due to a town, city, and/or borough between and including March 10, 2020 and July 1, 2020.

1. PROPERTY OWNER NAME	LAST	FIRST	MIDDLE INITIAL	DATE OF BIRTH
2. IF YOU ARE NOT THE OWNER, YOUR AUTHORITY TO MAKE THIS APPLICATION ON THE OWNER'S BEHALF (E.G., BUSINESS'S MANAGER, INDIVIDUAL POWER-OF-ATTORNEY, ETC.)				
3. MAILING ADDRESS	NUMBER AND STREET	MUNICIPALITY	STATE	ZIP CODE
4. DAYTIME TELEPHONE	WITH AREA CODE	EMAIL ADDRESS		
5. PROPERTY FOR WHICH DEFERRAL IS REQUESTED				
ADDRESS(ES) OF REAL ESTATE: _____				
YEAR, MAKE, MODEL OF VEHICLE(S): _____				
TYPE(S) OF PERSONAL PROPERTY: _____				

DEFERRAL PROGRAM:  I request that the applicable real estate, motor vehicle, and personal property taxes and any municipal electric, water or sewer charges or assessments on the property identified above, which would otherwise be due between and including March 10, 2020 and July 1, 2020, be deferred until ninety (90) days after the original due date of each without interest or penalty. Deferral, for purposes of this program, means that the tax or charge can be paid up to 90 days after its due date without interest or penalty.

CHECK PROPER ELIGIBILITY:

- Resident: My household has suffered a reduction in income of at least 20% due to COVID-19.
  - Since March 10, 2020, I have been either (1) been furloughed without pay; (2) had my hours significantly reduced; or (3) am unemployed. This has resulted in at least a 20% reduction in my household income.
  - Proof of Residency is attached (i.e. a copy of driver's license, utility bill, or other proof of residency)
- Business / Non-Profit: Revenue is expected to decrease at least 30% in the March to June 2020 period versus the March to June 2019 period at this property.
  - Proof of Ownership is attached (i.e. copy of my business license, utility bill, Secretary of State listing, or other proof of ownership)

**LANDLORDS - Fill Out this Section only if you are the landlord of the real estate listed above.**

**Deferral Program.** If the municipality has adopted the Deferral Program, I request that the applicable real estate taxes and any municipal electric, water or sewer charges or assessments on the property identified above, which would otherwise be due between and including March 10, 2020 and July 1, 2020, be deferred until ninety (90) days after the original due date of each without interest or penalty.

- I have attached documentation proving that the property has or will suffer a significant revenue decline, OR
- I have attached documentation proving that commensurate forbearance was offered to the tenants or lessees. "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.

**CERTIFICATION:**

- (A) I am aware of the amount and/or basis of the taxes, charges, and assessments that I am requesting to be deferred and I hereby irrevocably waive all rights to appeal or dispute them on any basis. I understand that the municipality's lien, priority, and enforcement rights will remain unaffected during and after this period.
- (B) I understand that this request, if approved, will not defer any taxes, charges, fees, or assessments I may owe the municipality which came due before March 10, 2020 or after July 1, 2020 or the interest and penalties applicable to them, or any other debt I may owe the municipality at any time.
- (C) I authorize the municipality and its agents to verify the statements above, and any certification information I have provided, from its records and other third parties. I consent to those third parties releasing relevant information to the municipality and its agents for this purpose upon the municipality's request and that a copy of this application shall be adequate evidence of my consent. I hold the municipality harmless in their collection of this data.
- (D) I understand that I must pay all taxes, charges, and assessments deferred in full (i) within ninety (90) days after the original due date or (ii) immediately, if the municipality determines that I am not eligible for deferment. I understand that if I fail to make payments as noted in this section, all interest, fees, and penalties will be applied to all unpaid portions retroactive to the original due date.

<b>APPLICANT'S ATTESTATION</b>	Under penalties of perjury, I hereby swear or affirm that that I have read and understood all of the statements above, that they are true and accurate, and that I have attached any and all additional information necessary to process my application herein. I attest that this application, and all attachments, are genuine and unaltered.
SIGNATURE OF APPLICANT X	Date signed (Mo., Day, Yr.) ____/____/____

**STOP! DO NOT WRITE BELOW THIS LINE  
FOR TAX COLLECTOR'S USE ONLY**

DEFERRAL FOR: <input type="checkbox"/> Real Estate Tax <input type="checkbox"/> Motor Vehicle Tax <input type="checkbox"/> Supp. Motor Vehicle Tax <input type="checkbox"/> Personal Property Tax <input type="checkbox"/> Water Charges <input type="checkbox"/> Sewer Usage Charges <input type="checkbox"/> Sewer Assessment Charges <input type="checkbox"/> Electric Charge	
<b>TAX COLLECTOR'S DETERMINATION</b>	<input type="checkbox"/> I am satisfied that the applicant meets all the necessary statutory requirements <input type="checkbox"/> This claim is denied for the following reason(s):
SIGNATURE OF TAX COLLECTOR OR MEMBER OF TAX COLLECTOR'S STAFF X	Date signed (Mo., Day, Yr.) ____/____/____



**TOWN OF WINDSOR  
TOWN COUNCIL  
Council Chambers  
Windsor Town Hall  
April 6, 2020  
PUBLIC HEARING**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:00 p.m. by Mayor Trinks.

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, and Councilor Kenneth Wilkos

Absent: Councilor Michael Tustin

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

- THE FY 2020-2021 BUDGET AS PROPOSED BY THE TOWN MANAGER

**2) PUBLIC COMMENT**

Janette Coffin, 35 Hobson Avenue, asked given the pandemic and the governor's orders to cancel town referendums, is it the intention of the Town Council to simply approve the budget? Has anyone considered a budget freeze? At 7:08 p.m. Ms. Coffin stated she could not hear a response. Mayor Trinks explained responses are not given to questions during public comment. The Town Council just listens to the comments from the public.

**3) ADJOURNMENT**

Mayor Trinks declared the Public Hearing closed at 7:09 p.m.

Respectfully Submitted,

Jennifer Penetra  
Recording Secretary



**Town Council  
Council Chambers  
Windsor Town Hall  
APRIL 6, 2020  
PUBLIC HEARING**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:15 p.m. by Mayor Trinks.

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, and Councilor Kenneth Wilkos

Absent: Councilor Michael Tustin

Mayor Trinks gave an email address to anyone who could not get through with a comment. They can submit their comments to [budgetcommentfy21@townofwindsor.com](mailto:budgetcommentfy21@townofwindsor.com)

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

- AN ORDINANCE APPROPRIATING \$690,000 FOR COSTS IN CONNECTION WITH INTERIOR RENOVATIONS AND IMPROVEMENTS TO THE PUBLIC WORKS FACILITY; AND AUTHORIZING THE ISSUE OF \$690,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.
- AN ORDINANCE APPROPRIATING \$870,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL TENNIS COURTS RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$870,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.
- AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH RENOVATIONS OF NORTHWEST PARK FACILITIES; AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.

**2) PUBLIC COMMENT**

No Public Comments were made.

**3) ADJOURNMENT**

Mayor Trinks declared the Public Hearing closed at 7:21p.m.

Respectfully Submitted,

Jennifer Penetra  
Recording Secretary



**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
APRIL 6, 2020  
Regular Town Council Meeting**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:30 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, and Councilor Kenneth Wilkos

Absent: Councilor Michael Tustin

**2) PRAYER**

Councilor Govoni stated that he wanted to forgo the prayer to give the floor back to the Mayor so he could let the citizens know how we are managing with the COVID-19 situation in Windsor.

Mayor Trinks stated that we are going through times that none of us have ever endured before. Let's use this as a time to reach out to our friends and neighbors with all this new technology. Teach your mother, father, or grandparent how to use Skype. Most importantly we need to stay strong and positive.

**3) PLEDGE OF ALLEGIANCE**

Councilor Govoni led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

- a) Proclamation designating April 2020 as National Child Abuse Prevention Month

Councilor Black Burke read the proclamation.

- b) Proclamation recognizing April 2020 as Fair Housing Awareness Month

Deputy Mayor McAuliffe read the proclamation.

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

No comments.

## 6) REPORT OF APPOINTED BOARDS AND COMMISSION

- a) Board of Education
- b) Public Building Commission
- c) Commission on Aging & Persons with Disabilities
- d) Conservation Commission
- e) Metropolitan District Commission

Mayor Trinks stated that the Board of Education, Public Building Commission, Commission on Aging & Persons with Disabilities and the Conservation Commission all submitted written reports to the Council, which each Councilor received a copy of, and which will be included with tonight's minutes. The Metropolitan District Commission did not submit a report because they have not met yet.

Councilor Black-Burke stated she wanted to thank all the individuals who submitted the reports and those who work on the commissions. Thank you for their time and dedication. She wanted to say publicly to the Board of Education, Dr. Cooke and his cabinet, a tremendous thanks for all the work that has gone into distant learning. They had to do this very quickly and they have managed to accomplish this daunting task without too many hiccups. She also wanted to thank all the teachers and principals for everything that they are doing to ensure that our children will continue learning.

Councilor Bress said she would like to echo the sentiments of Councilor Black-Burke. She'd like to commend the Windsor Board of Education on their decision to have the meals to go sights expanded from Windsor High School to include Clover Street and also Ellsworth School. She truly appreciates the effort to make sure the children in our community are able to receive two meals each a day and wants to make sure the public is aware that all children up to the age of 18 who live in Windsor can receive a meal regardless if they attend Windsor Public Schools or not. Their efforts are truly appreciated. She would also like to thank the Commissions for their reports. It continues to amaze her every week the amount of effort, talent and dedication we have in Windsor.

## 7) TOWN MANAGER'S REPORT

### Street Sweeping

The street sweeping program has begun. It is expected that the sweeping will be complete in early June, weather permitting.

This year, the sweeping began in the Walden Meadow and Poquonock, Farmstead, Village Lane neighborhoods. The order of the neighborhoods to be swept changes each year so that one neighborhood is not always swept first or swept last. Please see the town's website for the order at <https://townofwindsorct.com/public-works/2020-street-sweeping-schedule/>.

### **Island Road reconstruction & Batchelder Road repaving**

The town is advancing the schedule for paving Island and Batchelder Roads due to Loomis Chaffee being closed. Both Island & Batchelder Road work is scheduled to begin April 16 and will last until April 24.

Island Road, during the week of April 20, will have temporary road closures but will be open to emergency vehicles and residents living on or off of Island Road. Final pavement of both roads is tentatively scheduled for the week of May 4.

### **Repaving of town hall parking lot and 240 Broad Street**

Repaving of the town hall parking lot is scheduled to occur starting April 17 in the evening and will be included on Saturday the 18 during the day.

Also, the town-owned parking lot at the corner of Maple Avenue and Broad Street will be repaved on Saturday the 18.

### **Summary of Governor's Executive Order 7S**

The Governor has issued an Executive Order which allows towns to defer tax payments for eligible taxpayers and / or reduce the interest rate for delinquent taxes.

#### **Deferment Plan**

The deferment plan offers eligible taxpayers a 90 day (versus the usual 30 days) deferment to pay taxes (from the time the bill became due and payable) during the period March 10 to July 1, 2020. Interest is waived during the 90 day period.

#### **Low Interest Rate on delinquent taxes**

The delinquent portion of any taxes shall be subject to interest at the rate of 3% per year (0.25% per month) from the due date for a period of 90 days for any tax due and payable from March 10 through and including July 1, 2020.

Please note that if FY 21 tax bills **are delayed past July 1<sup>st</sup>** it appears that neither of these options would be applicable per the Governor's Executive Order.

Based on the preliminary review of the Executive Order, the Town Council would need to make a decision on approving one or both of the options by no later than April 24<sup>th</sup>.

Staff is reviewing the specifics of each option and I anticipate having a report and recommendation for Town Council consideration at the next scheduled meeting in April.

### **Update on COVID – 19 Response**

I'd like to thank our residents and business owners for following the Governor's Stay Home, Stay Safe order.

While this has changed our normal routines, it is in the best interest of the community's health to contribute in our own individual way.

- Please limit your public face to face interactions to the least extent possible

- Call your elderly or homebound neighbors to see how they are doing
- Practice social distancing and good hygiene

What you can count on from the town:

- Town of Windsor staff continues to provide core services to the highest levels possible.
- Our Police, Fire and Ambulance first responders are dedicated to providing you with the best care possible.
- Our departments are staffed (some remotely) and ready to continue to serve and support you.
- Our food bank continues to operate with a drive-through service.
- There are food assistance programs for families with school students and or elderly.
- Our park areas are open for your enjoyment. Please remember to spread out and don't congregate.

I strongly encourage you to stay updated by visiting our website at [townofwindsorct.com](http://townofwindsorct.com).

You can also check out some great library and recreation offerings through our on-line programs.

If you have time sensitive essential service needs, please contact the specific department.

Thank you all for doing your part to curtail the spread of the virus as well as to our town employees for their continued dedication & commitment.

Please keep positive, stay safe and healthy.

## **8) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Dobler said he would just like to briefly state that there has been talk that we may be hitting the apex in certain cities in the country. We need to keep up the social distancing. If we do not, we can fall back into a worse place than we are now. So please let's keep up the social distancing and we can get through this soon.

Councilor Tustin - Absent

Councilor Black-Burke said she would like to say a simple thank you to the Town Manager, his staff, all our first responders, the food bank, and the nursing home staff here in town. You see a lot of faces in town that a few weeks ago would not be considered essential staff, but they are. They are making sure we all have what we need. Take time to reach out and talk to your neighbor. We will get through this together.

Councilor Govoni said he is proud of our town. Everyone, staff and citizens of Windsor, are pulling together and doing a great job. Please call your neighbor that you have not spoken to that might have issues with this and make sure they are safe. As we start to

see more masks and gloves out in public, and they are encouraging us to wear them, please be respectful in disposing of them properly.

Councilor Rampulla Bress said she would like to echo the sentiments of everyone else and a huge thank you to our Town Manager, town employees, first responders, nurses, our groceries workers, mail carriers, everyone still working under these very difficult circumstances. I would also like to echo Mr. Govoni's sentiments. If you have things that help keep other people safe, that is just as important as keeping yourself safe. So please wear your masks out in public. Lastly, I would like to share a good news story with the community. I am part of a Facebook group called 'The Buy Nothing' group and it is very heartening to see how many people in the Town of Windsor have taken up sharing materials and their sewing expertise to make hundreds of masks to send them to Yale, New York and places in our community. I just want everyone to know that we have phenomenal people in Windsor.

Councilor Wilkos said he would like to thank a few people out here in the audience tonight. I had a conversation with the head of our health department, Mike Pepe. I wanted to ask him some questions on how he felt things were going. He has been running seven days a week getting us the information we the Council, Peter and the community needs. I have a genuine appreciation for what he and his department are doing here in the Town of Windsor. I also wanted to point out that our website is updated daily. We are now at 54 people that are infected, but it's important to point out of those 54 (some go back 3 or 4 weeks) some are now healthy and back in the community. By simple numbers, we are about at less than .02 percent. That is pretty good considering the size of our population. Let's keep doing what we're doing as a community and hopefully we can get our lives back to normal soon.

Councilor Jepsen said the fire danger is very high right now so be very careful if you are having a backyard fire while you're home bound.

Deputy Mayor McAuliffe said he would like to thank his fellow Councilors for recognizing all those groups that are very important to our town. He would like to add there are a lot of people out of work right now. He is sure all of us know someone or several people out of work. So, think of them and help them out if you can. I know there is state and federal assistance coming, but it does not always help and is sometimes not very timely. Also, let's think about the 7 people who have died in town and keep them in our prayers.

Mayor Trinks said he would close echoing what the other Councilors said. It is all sincere and appropriate and he appreciates and thanks all the Councilors for pointing them out.

## **9) REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – Councilor Dobler had nothing to report.

Special Projects Committee – None

Health & Safety Committee – Councilor Black-Burke had nothing to report.

Personnel Committee – Councilor Rampulla Bress had nothing to report.

Finance Committee – Deputy Mayor McAuliffe had nothing to report.

Councilor Jepsen said we have an item coming up on the agenda tonight regarding the Council Rules of Order and in your packets are the comments made by the town attorney.

**10) ORDINANCES - None**

**11) UNFINISHED BUSINESS**

- a) Approve a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$690,000 FOR COSTS IN CONNECTION WITH INTERIOR RENOVATIONS AND IMPROVEMENTS TO THE PUBLIC WORKS FACILITY; AND AUTHORIZING THE ISSUE OF \$690,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$690,000 FOR COSTS IN CONNECTION WITH INTERIOR RENOVATIONS AND IMPROVEMENTS TO THE PUBLIC WORKS FACILITY; AND AUTHORIZING THE ISSUE OF \$690,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 8-0-0 (Councilor Tustin absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$690,000 FOR COSTS IN CONNECTION WITH INTERIOR RENOVATIONS AND IMPROVEMENTS TO THE PUBLIC WORKS FACILITY; AND AUTHORIZING THE ISSUE OF \$690,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Motion Passed 8-0-0 (Councilor Tustin absent)

- b) Approve a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$870,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL TENNIS COURTS RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$870,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$870,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL TENNIS COURTS RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$870,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived,



the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 8-0-0 (Councilor Tustin absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$870,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL TENNIS COURTS RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$870,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Motion Passed 8-0-0 (Councilor Tustin absent)

- c) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH RENOVATIONS OF NORTHWEST PARK FACILITIES; AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH RENOVATIONS OF NORTHWEST PARK FACILITIES; AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting."

Motion Passed 8-0-0 (Councilor Tustin absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, to approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH RENOVATIONS OF NORTHWEST PARK FACILITIES; AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Motion Passed 8-0-0 (Councilor Tustin absent)

- d) Approve an appropriation of \$55,000 to the Caring Connection from the Unassigned General Fund Balance

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, to approve the transfer of \$55,000 from the General Fund Unassigned Fund Balance to cover the anticipated FY 20 additional operating loss.

Town Manager, Peter Souza, stated that the FY 20 adopted budget included \$114,770 in General Services funding for the Caring Connection. Based on current projections for FY



20 and taking into consideration additional March losses as a result of COVID-19, we estimate the loss to be \$169,770. Further impact of COVID-19 past March 31, 2020, is not known. Therefore, we are requesting an additional appropriation of \$55,000 at this time.

Councilor Jepsen stated he thought the motion should state where the funds are going to.

Town Manager Souza stated that we should insert after the word Fund Balance, "to the Caring Connection."

Councilor Wilkos moved to add to the verbiage where the dollars are being appropriated to the Caring Connection to cover anticipated needs for the remainder of fiscal year 2020.

Seconded by Deputy Mayor McAuliffe.

Councilor Jepsen stated he does think coming up in our budget hearing it will be an appropriate time to re-examine the continuing operations of the Caring Connection.

Motion Passed 8-0-0 (Councilor Tustin absent)

e) Approve amendments to Council Rules of Order

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the amendments to the Council Rules of Order as presented.

Councilor Jepsen stated the Council Rules of Order Review Committee was assigned the duty of reviewing the Council Rules of Order for consistency and ensuring they are up to date with today's standards. The committee finished their review and attached are their proposed amendments. The Town Attorney has also reviewed the document and has given his comments, which are outlined in the attached document.

Councilor Bress said she just wanted to support what Councilor Jepsen just mentioned. She is in support of all the changes and it was a pleasure to work with each the other two Councilors on this project.

Councilor Jepsen added we are accepting all of the changes outlined by the Town Attorney and changing the word 'Councilors' in item (b) to 'Council members' and changing the word 'vetted' in item (d) 'to 'reviewed and recommended.'

Motion Passed 8-0-0 (Councilor Tustin absent)

## 12) NEW BUSINESS

a) Presentation of FY 20-21 budget as proposed by the Town Manager

Deputy Mayor McAuliffe noticed \$900,000 in cash is coming from open reserves. He asked the Town Manager to remind him how much we usually put away each year. Is there a typical amount? Town Manager Souza responded there is not a typical amount. It varies each year depending on the revenue stream. There is not a set dollar amount.

Councilor Dobler stated that the Town Manager had spoken about refinancing debt to achieve lower interest rates. Has that all been completed, or do we have some other debt we can possibly save some more money on and refinance as well. Town Manager Souza stated there is not any outstanding debt that we can refinance. His recollection is that we cannot refinance for 5 years from the time that we borrow. Even though interest rates have dropped, we don't have any opportunities at this point to refinance.

Councilor Govoni asked about the bond ordinances that we approved tonight. When we originally developed them, we kept that current interest rate in mind when we did it on our expenditures. Has the interest rate dropped and that would become a revenue savings for us? Town Manager Souza stated based on the conversation the Finance Director and he had with the town's financial advisor, the municipal bond market has not seen a decrease in interest rates. The way the bond market is today the first 5 or 6 years are at a higher interest rate in the vicinity of 4.5-5%, then in years 6 – 12 that's when the interest rates drop to about 2.5-3% in today's current market.

Councilor Wilkos asked about power purchase agreements. How we are doing with energy costs that are down by 40%. I am hoping it will make its way to our final budget. Town Manager Souza said we have some contracts that are locked in until 2022. We will have to look to see if there are any possibilities with our multi-year contracts. We locked in about 18 months ago when rates were favorable and clearly things have changed since that time.

b) Consideration of Adjustments to FY 2021 Budget Calendar

MOVED by Councilor Wilkos, seconded by Councilor Jepsen to approve the amended budget review calendar as presented.

Mayor Trinks stated that in December the Town Council approved a budget calendar that outlined the process for submittal, review and adoption of the proposed FY 21 annual operating budget. As the current environment is being shaped by public health concerns, social distancing guidance and the creation of emergency Executive Orders, this lends itself to revisiting the Town Council's adopted FY 21 budget calendar. The calendar presently calls for five Council budget review sessions with final deliberations and the budget adoption by the Council on April 29<sup>th</sup>.

To reduce the amount of meetings, it is being recommended that a number of the departments not make formal presentations but that they be available to respond to questions from Councilors. Attached is a draft calendar which outlines four budget meetings with Council action occurring on April 29<sup>th</sup>.

Councilor Jepsen stated the April 22<sup>nd</sup> meeting is a Wednesday not a Monday as stated on the document. On the final night we should remain open to the idea to maybe pushing that back since we are not going to have a referendum. Town Manager Souza answered the Governor's Executive Order does eliminate the ability to have referendum in-person voting.

Councilor Jepsen stated if you look at the full calendar, we only need to have a budget in time to set the mill rate in order to get tax bills out. So we could wait until the June 2<sup>nd</sup> meeting if we wanted to accomplish that.

Councilor Rampulla Bress asked with all that the town employees are doing with the crisis at the moment and the fact that there have been some employees that may be out or those needing to be away from the office, would it be more helpful for the Town Manager and the staff if the calendar was pushed out a bit.

Town Manager Souza responded that he appreciated Councilor Rampulla Bress' consideration of town staff's availability. However, after talking with department directors, they are able to meet the dates on the modified calendar.

Councilor Govoni stated this will be a new adventure with the public remotely voicing their opinions. There is a possibility, due to the crisis, that there will be a lot more people voicing their opinion. The only concern he has is whether we would have the capacity to take their calls and have the meeting.

Motion Passed 8-0-0 (Councilor Tustin absent)

**13) RESIGNATIONS AND APPOINTMENTS – None**

**14) MINUTES OF PRECEDING MEETINGS**

a) Minutes of the March 16, 2020 Regular Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the March 16, 2020 Regular Town Council meeting as presented.

Councilor Jepsen asked if we should note who was physically at the meeting and who joined in remotely on the meeting minutes.

Councilor Black-Burke said she thinks this brings us back to the Council's Rules of Order and she doesn't believe it is spelled out in there to do that.

Councilor Rampulla Bress stated that she agrees with Councilor Black Burke—being present is present regardless if you are in Council Chambers or remotely calling in. I am not sure that it would have to be denoted that a person is sitting in a room or remotely attending the meeting.

Councilor Jepsen stated he did not disagree with the Councilors.



Deputy Mayor McAuliffe stated he agreed with Councilor Rampulla Bress and Councilor Black-Burke. He doesn't see a point in denoting whether you are in the room or not, especially in this day and age.

Motion Passed 8-0-0 (Councilor Tustin absent)

**15) PUBLIC COMMUNICATIONS AND PETITIONS – None**

**16) EXECUTIVE SESSION – None**

**17) ADJOURNMENT**

MOVED by Councilor Rampulla Bress, seconded by Deputy Mayor McAuliffe to adjourn the meeting at 8:59 p.m.

Motion Passed 8-0-0 (Councilor Tustin absent)

Respectfully Submitted,

Jennifer Penetra  
Recording Secretary