

The public can call into this meeting and will be allowed to address the Town Council during “Audience of Citizens” or during the “Public Hearing” portion of the meeting. If you would like to listen in on the meeting or would like to address the Town Council please call 1-563-999-2090 at 7:00 p.m., you will be asked to punch in the access code followed by the pound sign – 269573#. The Mayor will ask for public comment. Once recognized by the Mayor, you will need to clearly state your name and address before speaking and may only speak during the audience of citizens and public hearing.

TOWN OF BERLIN
TOWN COUNCIL MEETING (VIA CONFERENCE CALL)
Tuesday, April 21, 2020
Berlin Senior Center
~~1:30 P.M.~~
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MEETING AGENDA – Immediately Following the Audience of Citizens

F. CONSENT AGENDA:

1. Topic re: Accept the donation of \$25.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. – Police Department
2. Topic re: Accept monetary donations to the Berlin Animal Control Donation Account for \$293.50 and donated items valued at \$256.00. – Animal Control
3. Topic re: Approve the request of the Berlin Free Library to waive all fees associated with repairing and restoring of the Belfry and blusters. The total amount of the fees to be waived is approximately \$570.00. – Building Department

G. NEW BUSINESS:

1. Topic re: “AN ORDINANCE APPROPRIATING \$1,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2020) AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.” be adopted. – Town Clerk

2. Topic re: - Utilize State of CT. contract no.19PSX0088 and authorize Utility Communications of Hamden, CT to install a Motorola districtwide school security radio system at the five Berlin Public Schools, Board of Education Central Office and Berlin Police Department for an additional amount of \$70,721.10 for a total amount not to exceed \$170,721.10 which includes a 10% project contingency. - School Security/Facilities
3. Topic re: Authorize the Town Manager to select the Low Interest Rate Program, on the Municipal Program Election Form, in response to Executive Order 7S Section 6. – Finance Department
4. Topic re: Approve awarding the contract to MHQ Inc. for the transfer, purchase, and installation of equipment for four police vehicles under State Contract # 16PSX0033 for an amount not to exceed \$39,971.91. – Police Department
5. Topic re: Confirm the Town Council's approval to provide the Town of Berlin Volunteer Firefighters, compensation as outlined in the attached policy. – Fire Administrator
6. Topic re: Approve awarding the contract for the radio systems replacement/upgrading to Marcus Communications for an estimated amount of \$1,288,292 (includes 15% contingency). – Fire Administrator
7. Topic re: Confirm the Town Council's approval to waive the Town's purchasing requirements and approve the repair of fire truck MP#0440 for an amount of \$15,715, which will be repaired at Turnpike Motors in Newington, Connecticut, as this is in the Town's best interest. – Fire Administrator
8. Topic re: Authorize the Town Manager to waive the bidding requirements, and award Lenard Engineering the contract to update the Water Supply Plan, for an amount not to exceed \$16,280 (which includes a 10% contingency), as this is in the best interest of the Town. – Water Control
9. Topic re: Authorize the Town Manager to waive the bidding requirements, and award Lenard Engineering the contract to conduct a hydraulic analysis (not to exceed \$5,500) and to perform a feasibility study for connecting to Middletown and/or Meriden Water Departments (not to exceed \$13,200), as this is in the best interest of the Town. – Water Control
10. Topic re: Authorize the Town Manager to sign an agreement with CNG to provide natural gas service to the Transit Oriented Development project to be built at 889, 903 and 913 Farmington Avenue and to grant CNG an easement to install and maintain the natural gas lines along the Boulevard to be built by the Town between Farmington Avenue and the Berlin Train Station. – Economic Development
11. Topic re: Readopt the Fair Housing Resolution, the Fair Housing Policy Statement, Affirmative Action Policy Statement and the Compliance with Title VI of the Civil Rights Act of 1964 Statement. – Town Manager

H. TOWN MANAGER'S REPORT:

I. SPECIAL COMMITTEE REPORTS:

J. COUNCILORS' COMMUNICATION:

K. ACCEPTANCE OF MINUTES: April 7, 2020

L. EXECUTIVE SESSION:

1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation - Coccomo Brothers Assoc LLC
2. Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town - Negotiation of easements with abutting property owners related to Town properties at 889, 903 and 913 Farmington Avenue.

M. ADJOURNMENT

Consent
#1

Agenda Item No. ____
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 13, 2020

SUBJECT: Donation for Police Peer Support Program

Summary of Agenda Item:

The Police Department has received \$25.00 in donations to the Police Peer Support Program.

These funds will be deposited into the Donations Fund Revenue Account #
100.05.0505.2.45100.00000 and appropriated to the Peer Support Program Expenditure Account
100.15.1532.0.53465.00000.

Action Needed:

Move to accept the donation of \$25.00 and appropriate the funds to the Police Peer Support
Program Expenditure Account.

Attachments:

None

Prepared By:
Deputy Chief Chris Ciuci

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 14, 2020

SUBJECT: Donations to Berlin Animal Control

Summary of Agenda Item:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20020.00000

Period	Amount	Purpose	Donor*
Feb 25, 2020 to April 13, 2020	\$ 75.00 (cash)	Animal Care	Candida Gilbert Berlin
	\$ 30.00 (check)	Animal Care	Toni-Lynn Miles Berlin
	\$ 143.50 (check)	Vet fees	Brooke Saunders Belchertown, Ma.
	\$ 25.00 (check)	In memory of J.Cerasoli	Nancy Cavaliere Berlin
	\$ 20.00 (cash)	Animal Care	Roberto Rivera New Britain
	\$ 50.00 (value)	Animal Supplies	Mckayla Peyton Berlin
	\$ 15.00 (value)	bedding/ pee pads	Becky Pipitone New Britain
	\$ 0	bedding	David Weed Kensington
	\$ 1.00 (value)	bedding/ can food	Stephen Reynolds Berlin
	\$ 40.00 (value)	dry dog food	Jackie Bournival Plainville
	\$ 150.00 (value)	dry cat, can & dry dog	FOBAC Berlin

* Unless a name is mentioned, donors requested anonymity

Action Needed:

Move to accept monetary donations to the Berlin Animal Control Donation Account for \$293.50 and donated items valued at \$256.00.

Attachments: thank you notes

Prepared by: Janice Lund, Animal Control Officer



TOWN OF BERLIN
Animal Control Department

February 25, 2020

Candida Gilbert
48 Casner Drive
Berlin, CT. 06037

Dear Candida,

Thank you very much for the generous donation of \$75. Our Animals and staff appreciate you thinking of us.

All monies donated are used for vaccinating and neutering animals to help find them homes.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO

Cc: Aroscha Jayawickrema, Town Manager



TOWN OF BERLIN
Animal Control Department

March 14, 2020

Brooke Saunders
4 Westwood Drive
Belchertown, MA. 01007

Dear Brooke,

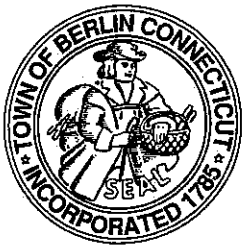
Thank you so very much for the generous donation of cat food, treats and toys! We as well as the animals we care for appreciate you thinking of us. It makes a big impact when young children make a difference for homeless animals.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



Cc: Arosha Jayawickrema, Town Manager



TOWN OF BERLIN
Animal Control Department

March 13, 2020

Calafiore Family
39 Rosemary Lane
Berlin, CT 06037

Dear Calafiore family,

A donation in memory of John Cerasoli for \$25 was received from Nancy Cavaliere. We are very sorry for your loss.

All donations are used directly to help the animals get vaccinated and neutered prior to adoption.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO

Cc: Aroscha Jayawickrema, Town Manager





TOWN OF BERLIN
Animal Control Department

April 14, 2020

Roberto Rivera
495 Glen Street
New Britain, CT. 06051

Dear Roberto,
Thank you very much for the \$20 donation. It is nice to have a happy ending and "Zoey" is home again. All donations are used for vaccinating or neutering the stray animals we care for. It helps to adopt them. Thanks again. Tell "Zoey" hello.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services.



TOWN OF BERLIN
Animal Control Department

March 13, 2020

Mckayla Peyton
39 Towne Drive
Berlin, CT 06037

Dear Mckayla,
Thank you very much for the donation of dog biscuits, dry cat food and
can cat food. We appreciate you thinking of us and the animals here at
the shelter. It is so nice that you like animals and care about their well
being.
Sincerely,

Jan Lund, ACO
Kate Matson, AACO

Cc: Aroscha Jayawickrema, Town Manager





TOWN OF BERLIN
Animal Control Department

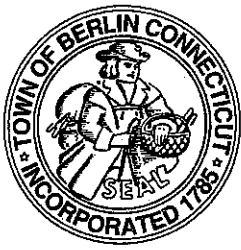
March 5, 2020

Becky Pipitone
106 Lincoln Street
New Britain, CT 06052

Dear Becky,
Thank you very much for the donation of bedding, totes and pee pads! We really appreciate you thinking of us.
Sincerely,

Jan Lund, ACO
Kate Matson, AACO

Cc: Arosha Jayawickrema, Town Manager



TOWN OF BERLIN
Animal Control Department

March 2, 2020

David Weed
37 Carriage Drive
Kensington, CT 06037

Dear David,
Thank you very much for the donation of two bags of bedding and towels. Our animals and staff really appreciate you thinking of us.
Sincerely,

Jan Lund, ACO
Kate Matson, AACO


Cc: Aroscha Jayawickrema, Town Manager



TOWN OF BERLIN
Animal Control Department

March 11, 2020

Stephen Reynolds
131 Longview Drive
Berlin, CT 06037

Dear Stephen,

Thank you very much for the donation of the bag of towels and the can of cat food. We truly appreciate you thinking of us and the animals we care for!

Sincerely,

Jan Lund, ACO
Kate Matson, AACO

Cc: Aroscha Jayawickrema, Town Manager



TOWN OF BERLIN
Animal Control Department

March 11, 2020

Jacquelyn Bournival
112 Diamond Ave.
Plainville, CT 06062

Dear Jacquelyn,

Thank you very much for the donation of the two bags of grain free dog food! We really appreciate you thinking of us.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO

Cc: Aroscha Jayawickrema, Town Manager

Consent
Agenda Item No. #3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Frank VanLinter, Building Official
DATE: April 3, 2020
SUBJECT: Request for Fee Waiver – Berlin Free Library

Summary of Agenda Item:

Norman Margnelli, on behalf of the Berlin Free Library, has requested a fee waiver for building permit fees in the amount of \$570.00 that would be incurred while repairing and restoring the Belfry and balusters. The Berlin Free Library has been in the community for many years. It's a Nonprofit organization that works from grants, donations and endowments to provide their services to the community. They support families, children and adults with free library services, books and programs.

Action Needed:

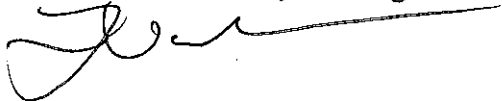
Move to approve the request of the Berlin Free Library to waive all fees associated with repairing and restoring of the Belfry and blusters. The total amount of the fees to be waived is approximately \$570.00.

Attachments:

Request for Fee Waiver Form
Town of Berlin Building Permit Application; Exterior Remodel/Com.
Letter to Town Council requesting fee waiver

Prepared By:

Frank VanLinter, Building Official





TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: <i>BERLIN FREE LIBRARY</i>	Date: <i>MARCH 20, 2020</i>
Contact Name: <i>MYRMAN MARGNELLI</i>	
Phone Number: <i>860-991-9965</i>	
Event: <i>BALUSTRADE & BELFRY REPAIRS & RESTORATION.</i>	Date of Event: <i>MARCH 2020 START</i>
Location of the Event: <i>834 WORTHINGTON ROAD</i>	
What fee do you want waived: <i>BUILDING PERMIT FEES \$570.00. (CONSTRUCTION COST \$30,000 FEE \$495 + ZONE FEE \$50 + CFC FEE \$25)</i>	
Identify the hardship incurred: <i>THE BUILDING REPAIR COST REQUIRES SPENDING FUNDS FROM ENDOWMENT AS INTEREST IS NEEDED FOR BUILDING MAINTENANCE AND NORMAL OPERATION.</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>THE BFL PROVIDES FREE LENDING SERVICES FOR ADULTS & CHILDREY INCLUDING CHILDREN PROGRAMS. THE LIBRARY HAS OVER 17,000 BOOKS & AVERAGES 400 PROGRAMS ANIVUALLY FOR THE CHILDREN.</i>	

Town Manager review:

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes



No



If so, which criteria:



Raises funds to supplement Town budgeted services.



Raises funds for programs normally funded by the Town.



Raises funds for Non-Profit groups, which have contributed substantially to the community.



Nationally or State affiliated program which provide programs for local youth.



Raises funds for scholarships of Berlin students.



Raises funds for elderly citizens.

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: BERLIN FREE LIBRARY

Comments: THE BFL MAINTAINS THE ENTIRE HISTORICAL BUILDING AND GROUNDS INCLUDING NORMAL OPERATION. THESE SERVICES SUPPORTED FROM ENDOWMENT INTEREST, TOWN FUNDING AND PRIVATE GIFTS. (PLEASE SEE ATTACHED LETTER)

Norman Magnelli
Signature (TRUSTEE)

MARCH 23, 2020
Date

[Signature]
Town Manager Signature

3/24/2020
Date

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

1. Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.
3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.
4. Golf Course charity fees will be set at the 18 hole resident rate.
5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.
6. Any and all fee waivers are at the sole discretion of the Town Council.

From: L Stub <lsu0@comcast.net>
Sent: Friday, March 20, 2020 10:57 AM
To: Frank Van Linter <vanlinter@wvcd.org>
Cc: Arosha Jayawickrema <ajayawickrema@town.berlin.ct.us>; mgiusti <mgiusti@town.berlin.ct.us>; Susan Skene <sskene@town.berlin.ct.us>
Subject: Berlin Free Library Association -

I want to put a word in to advocate for the Berlin Free Library Association. The Historic District Commission has been working with them over the past few years to get their belfry tower restored. BFL recently requested an extension of their Certificate of Appropriateness for this work as the contractor was ready to start the project.

This non-profit organization has had to dip significantly into their reserves. We helped them apply for a state grant, but the state came back with more requirements that would require another \$8,000 in architectural fees. This was after a CLG grant that the HDC received had already paid for a \$10,000 assessment! BFL is trying to do the right thing by restoring this iconic structure.

I'm not sure if Norm Margnelli of their board has already approached you for a fee waiver. When he does, I would urge the town to waive the building permit fees. I would think this has to go before the Town Council, but I don't know the procedure.

This library is a key structure in our Historic District and provides excellent children's programming and other services. They have been trying to raise the funds to cover this work, but with the belfry parapet deteriorating and costs of materials escalating, they had no choice but to pull funds from their endowment which will now be almost depleted.

Thank you for your help.

Lorraine Stub
Vice Chairperson
Historic District Commission

Permit #:

Date: 04/03/2020

App #:CBA-2020-0028

Town of Berlin Building Permit Application

Permit Application Type: Exterior Remodel/Com.

Address where work is being done:
834 WORTHINGTON RDG
Account # 1101260

Description of work being done:
REPAIR AND RESTORATION OF BELFRY AND BALUSTERS

Owner: Berlin Free Library Associatio

Fee type	Amount
Building - Commercial	\$495.00
Zoning - Commercial	\$50.00
Cert of Compliance- Com	\$25.00

Contact Type	First Name	Last Name	Phone #	Address	City	State	Zip
Owner		Berlin Free Library Associatio		834 WORTHINGTON RDG	BERLIN	CT	06037

Applicant Signature: _____

Building Official Signature: _____

Internal Routing: (Mandatory in Bold)

	Initial/Date for Approval	Notes:
TAX RELEASE/ Application		
Zoning/Planning		
Engineering/Wetlands		
Building Dept.		
Health Department		
Fire Marshal		
C/O TAX RELEASE/ Final		

File Scanned on _____ by _____

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 14, 2020

SUBJECT: AN ORDINANCE APPROPRIATING \$1,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2020) AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Summary of Agenda Item:

Our Bond Counsel, Attorney Joseph P. Fasi, has prepared the attached bonding authorization entitled "AN ORDINANCE APPROPRIATING \$1,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2020) AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE."

It is important that you read the exact resolutions as prepared by our Bond Counsel.

As stated in the bond ordinance:

Section 1. The sum of \$1,000,000 is appropriated for the planning, acquisition and construction of Athletic Facility Improvements (2020) the ("Project"). The Project shall consist of Sage I Softball Field, Percival Soccer Field and Scalise Rest Rooms, and such other facilities and locations as determined by the Town Council, and including: sod and other field improvements, drainage installation, new or renovated athletic buildings or facilities associated with athletic fields, equipment, administrative, advertising, printing, legal and financing costs related thereto. The Director of Finance or Town Manager may allocate funding among the projects as needed from time to time.

Section 2. The Town's share of the Project cost is estimated to be \$1,000,000 and is expected to be paid from the proceeds of bonds authorized herein.

As a reminder, our Charter states that:

"Section 6-10-6. (c) Bonds, notes or other obligations shall be authorized upon adoption by the Council of an ordinance authorizing the project, the issuance of the obligations, and appropriating the proceeds thereof and approved in its entirety by the Board of Finance. Notice of passage of the ordinance as approved by the Board of Finance and the Council shall be provided by newspaper publication of its title and a statement of its passage. Adoption of an

ordinance exceeding five million (\$5,000,000.00) dollars shall be subject to automatic referendum approval by a majority of those voting thereon. Adoption of an ordinance of five million (\$5,000,000.00) dollars or less shall be subject to referendum approval by a majority of those voting thereon if (1) the Council, by majority vote concurrent with the adoption of the ordinance, sends the ordinance to referendum, or (2) not later than the fourteenth (14th) day from publication, counting the day of publication as the first (1st) day, a petition containing three (3%) percent or more of the total numbers of qualified electors whose names appear upon the last voting list is filed with the Town Clerk requesting the ordinance be submitted to referendum approval. The petition will be subject to certification in accordance with Section 3-9 of this Charter. The referendum shall be held within ninety (90) days of adoption of the ordinance or the Town Clerk's certification, whichever is applicable, provided that if a general election or a town election or referendum is to occur within six (6) months of such adoption or certification, the ordinance may be submitted at such election or referendum, unless prior thereto the Council repeals its approval."

Action Needed:

1. Move that "AN ORDINANCE APPROPRIATING \$1,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2020) AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE." be adopted.

Attachments:

Proceedings from Bond Counsel, Joseph P. Fasi.
Ordinance

Prepared By: Kate Wall, Town Clerk



FIRST PERSON VERSION

TOWN COUNCIL MEETING

_____, 2020

TOWN COUNCIL - ORDINANCE ACTION

The Town Council will now consider and take action with respect to the Athletic Facility Improvements (2020) appropriation and bond ordinance. A copy of the ordinance is available at from the Town Clerk and on the website.

Is there a motion and a second that the Athletic Facility Improvements (2020) ordinance be adopted.

Moved by _____, seconded by _____.

[Council Discussion]

Will the Clerk call the roll call vote.

I declare the ordinance adopted.

AN ORDINANCE APPROPRIATING \$1,000,000 FOR
ATHLETIC FACILITY IMPROVEMENTS (2020) AND
AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE
TOWN TO MEET SAID APPROPRIATION, AND PENDING
THE ISSUANCE THEREOF THE MAKING OF TEMPORARY
BORROWINGS FOR SUCH PURPOSE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BERLIN:

Section 1. The sum of \$1,000,000 is appropriated for the planning, acquisition and construction of Athletic Facility Improvements (2020) the ("Project"). The Project shall consist of Sage I Softball Field, Percival Soccer Field and Scalise Rest Rooms, and such other facilities and locations as determined by the Town Council, and including: sod and other field improvements, drainage installation, new or renovated athletic buildings or facilities associated with athletic fields, equipment, administrative, advertising, printing, legal and financing costs related thereto. The Director of Finance or Town Manager may allocate funding among the projects as needed from time to time.

Section 2. The Town's share of the Project cost is estimated to be \$1,000,000 and is expected to be paid from the proceeds of bonds authorized herein.

Section 3. To meet said appropriation \$1,000,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or such later date as may be allowed by law. Said bonds may be issued in one or more series as determined by a majority of the Mayor, Treasurer, Town Manager and Director of Finance (such majority hereafter, the "Town Officials") and the amount of bonds of each series to be issued shall be fixed by the Town Officials in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of receipt thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this resolution (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid there from, provided that such expenditures shall be applied against the appropriation, and the bond authorization shall be reduced by the amount of capital project revenues so credited, and provided further that earnings from the investment of note proceeds shall first be applied by the Director of Finance to pay note interest expense. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination

per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Joseph Fasi LLC, Attorneys-at-Law, Bond Counsel. They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon, and shall be paid from property taxation to the extent not paid from other sources. In connection with the issuance of any bonds or notes authorized herein, the Town may exercise any power delegated to municipalities pursuant to Section 7-370b, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Town Council. The aggregate principal amount of bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds shall be determined by the Town Officials in accordance with the General Statutes of the State of Connecticut, as amended. In order to meet the capital cash flow expenditure needs of the Town, the Town Manager and Director of Finance are authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the Town outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes herein authorized.

Section 4. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in the Town Officials' discretion. If sold in a competitive offering, the bonds shall be sold upon sealed proposals, or by auction, or other competitive method at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Town Officials.

Section 5. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Joseph Fasi LLC, Attorneys-at-Law, Bond Counsel, and be certified by a bank or trust company designated by the Town Officials pursuant to Section 7-373 of the General Statutes of Connecticut, as amended. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating

to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon, and shall be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this resolution in the maximum amount and for the capital projects defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 7. The Town Officials are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to nationally recognized municipal securities information repositories or state based information repositories (the "Repositories") and to provide notices to the Repositories of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance. Any agreements or representations to provide information to Repositories made prior hereto are hereby confirmed, ratified and approved.

Section 8. It is hereby found and determined that it is in the public interest to issue all, or a portion of, the Bonds, Notes or other obligations of the Town authorized to be issued herein as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any "tax credit bonds" or "Build America Bonds" including Direct Payment and Tax Credit versions.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 14, 2020

SUBJECT: Approval for Motorola districtwide school security radio system

Summary of Agenda Item:

In fiscal year 2020 funding has been provided for school security. A districtwide Motorola radio system has been requested for each school which will allow the school security officers to communicate with each other and the police between schools. Utility Communications of Hamden, CT has provided a quote utilizing State of Connecticut contract no.19PSX0088 in the amount of \$170,721.10 which includes a 10% contingency. Funding is available in the Safety Equipment Account 566.35.3561.0.53231.00000. On April 7, 2020 the Council approved \$100,000 to keep the project moving forward until additional documentation could be provided on the quantity of the radios requested. The School Security Director has provided the requested supporting documentation in the attachments for any questions and is requesting approval for the remaining funding of \$70,721.10 which includes a 10% overall project contingency.

Action Needed:

Move to utilize State of CT. contract no.19PSX0088 and authorize Utility Communications of Hamden, CT to install a Motorola districtwide school security radio system at the five Berlin Public Schools, Board of Education Central Office and Berlin Police Department for an additional amount of \$70,721.10 for a total amount not to exceed \$170,721.10 which includes a 10% project contingency.

Attachments:

Certificate of Sufficiency of Funds
Utility Communications Quote
School Security Director supporting documentation

Prepared by:

Douglas Solek, Director of Facilities
John Schmaltz, School Security Director





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 6-10-2 of the Town Charter)

DATE 27-Mar-20

Purchase Item or Contract: Schools		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Purchase & install a districtwide radio system for school security	\$170,721.10	\$170,721.10
TOTAL			\$170,721.10

Account No. **566.35.3561.0.53231.00000**

Budgeted Amount.....	<u>\$545,944.11</u>	Available balance.....	<u>\$296,264.64</u>
Encumbrances to Date.....	<u>\$58,928.73</u>	Amount Needed for This Package.....	<u>\$170,721.10</u>
Expenditures to Date.....	<u>\$190,750.74</u>	Available Balance After Purchase.....	<u>\$125,543.54</u>

Is a budget change needed? ☐ Yes ☒ No

If so, has a budget change been prepared? ☐ Yes ☐ No

☒ I certify that there ARE sufficient funds available to support the purchase of the items described above.

or:

KJD
Finance Director or Assist. Finance Director

☐ I certify that a budget change in the amount of \$ _____ must be processed concurrently with this certification to support this commitment.

Finance Director or Assist. Finance Director



920 SHERMAN AVENUE HAMDEN, CT 06514
(203) 287-1306 FAX (203)248-9167

QUOTE

ATTN: John Schmaltz
Berlin High School
860-828-6577
jschmaltz@berlinschools.org

Date:
March 16, 2020

Re: Board of Education Mototrbo Radio System

QTY.	DESCRIPTION	PER UNIT	EXTENDED
Berlin High School			
1	Repeater Equipment	\$5,096.00	\$5,096.00
1	Repeater Antenna System Equipment	\$1,674.00	\$1,674.00
1	Control Station Equipment	\$1,363.00	\$1,363.00
60	XPR3500e Portable Radios	\$499.00	\$29,940.00
	TOTAL:		\$38,073.00
Berlin Central Office			
1	Repeater Equipment	\$5,096.00	\$5,096.00
1	Repeater Antenna System Equipment	\$1,674.00	\$1,674.00
3	Control Station Equipment	\$1,363.00	\$4,089.00
12	XPR3500e Portable Radios	\$499.00	\$5,988.00
	TOTAL:		\$16,847.00
Berlin Middle School			
1	Repeater Equipment	\$5,096.00	\$5,096.00
1	Repeater Antenna System Equipment	\$1,674.00	\$1,674.00
1	Control Station Equipment	\$1,363.00	\$1,363.00
19	XPR3500e Portable Radios	\$499.00	\$9,481.00
	TOTAL:		\$17,614.00
Willard Elementary School			
1	Repeater Equipment	\$5,096.00	\$5,096.00
1	Repeater Antenna System Equipment	\$1,674.00	\$1,674.00
1	Control Station Equipment	\$1,363.00	\$1,363.00
18	XPR3500e Portable Radios	\$499.00	\$8,982.00
	TOTAL:		\$17,115.00
Griswold Elementary School			
1	Repeater Equipment	\$5,096.00	\$5,096.00
1	Repeater Antenna System Equipment	\$1,674.00	\$1,674.00
1	Control Station Equipment	\$1,363.00	\$1,363.00
11	XPR3500e Portable Radios	\$499.00	\$5,489.00
	TOTAL:		\$13,622.00



920 SHERMAN AVENUE HAMDEN, CT 06514
(203) 287-1306 FAX (203)248-9167

QUOTE

ATTN: John Schmaltz
Berlin High School
860-828-6577
jschmaltz@berlinschools.org

Date:
November 4, 2019

Re: Board of Education Mototrbo Radio System

QTY.	DESCRIPTION	PER UNIT	EXTENDED
	Hubbard Elementary School		
1	Repeater Equipment	\$5,096.00	\$5,096.00
1	Repeater Antenna System Equipment	\$1,674.00	\$1,674.00
1	Control Station Equipment	\$1,363.00	\$1,363.00
12	XPR3500e Portable Radios	\$499.00	\$5,988.00
	TOTAL:		\$14,121.00
1	System Installation at prevailing wage	\$20,000.00	\$20,000.00
1	Tower labor at prevailing wage	\$5,064.00	\$5,064.00
1	Engineering/Project Management/Training	\$6,000.00	\$6,000.00
1	FCC Licenses - includes FCC fees, coordination fees and Utility Communications labor	\$2,625.00	\$2,625.00
1	POLICE XPR5550E CONTROL STATION FOR POLICE DISPATCH CONSOLE	\$4,120.00	\$4,120.00
	<i>Note: This cost may increase if there is not a spare resource on The MCC7500 dispatch console</i>		
	System Total:		\$155,201.00
20	Additional Motorola XPR3500e Mototrbo portable radio	\$466.00	\$9,320.00
1	XPR3500e six unit rapid charger	\$545.00	\$545.00
	Pricing based on State Contract Pricing: Contract # 19PSX0088		
	<i>Pricing: Valid for 30 days</i>		
	<i>Delivery: 8 weeks ARO</i>		
	<i>Contact: Mike Czyz</i>		
	Thank you for choosing Utility Communications Inc.		



Board of Education Mototrbo Radio System

EQUIPMENT LIST

Repeater Equipment

Qty.	Description	Part Number
1	SLR5700 50 watt repeater	AAR10QCGANQ1AN
1	IP Site Connect new system deployment	HKVN4047
1	Tuned duplexer UHF	DSCP10725TUNED
1	440-470 Preselector - TESSCO 468835	FP30401B-2-5
2	cable, duplexer	0112004B04
1	CABLE, duplexer	0112004U04
1	RACK MOUNT SHELF	PMLE4548
1	30' equipment cabinet with lock	AM-302220-MTR
1	Battery Back up Cable	PMKN4167
1	AGM Battery	8G24M
1	Bench set up of Repeater System	LABOR

Antenna System Equipment

Qty.	Description	Part Number
1	DB630 station antenna	DB630-C
100	RFS 1/2" superflex cable	SCF12-50J-P7
2	N male connectors	NM-SCF12-D01
2	N female connectors	NF-SCF12-D01
1	Coax cable ground kit	SG12-12B2U
1	Miscellaneous grounding & hardware material	MISC
1	Non penetrating roof mount	FRM225HC
2	Roof pads	FRMMAT
6	concrete blocks	BLOCK
1	Polyphaser lightning protector	IS-B50HN-C2-MA
1	Installation of Antenna System	LABOR

CONTROL STATION EQUIPMENT

Qty.	Description	Part Number
1	XPR5550e capable low power radio for control station	AAM28QPN9WA1
1	Mini-uhf 8" adapter cable	HKN9557A
1	Desk microphone	RMN5050
1	ignition sense wiring kit	RKN4136
1	Control station power supply	SEC1212-XPR5000
1	Laird Phantom antenna white	TRA4503P
1	Ceiling tile flange	TRADCAGP
15	LMR-400LL-PL plenum coax	LMR-400-LLPL
2	N Male connectors	EZ-400-NMH-X
1	Miscellaneous material for control station antenna	MISC
1	Installation of Repeater System	LABOR

PORTABLE RADIOS

Qty.	Description	Part Number
132	Motorola XPR3500e Mototrbo portable radio with 128 character display, UHF, 128 channel, 4 watt, Li-ion 2100 mah Impres battery, Impres battery charger, belt clip, antenna, battery indicator, signal strength indicator, programming, five year warranty, delivery	AAH02RDH9VA1AN

POLICE DISPATCH EQUIPMENT

Qty.	Description	Part Number
1	RFS 3DB gain station antenna	BA6312-0
1	Polyphaser	IS-B50HN-C2-MA
2	RFS 7/8" N-Male connector	LCF78-50J
2	RFS 7/8" N-Female connector	LCF78-50J
2	RFS LCF78 high speed grounding kit	GKSPEED60-78S
1	XPR5550e capable low power for control station	AAM28QPN9WA1
1	Control station power supply	SEC1212MOTOTRBO
1	Miscellaneous material for control station antenna	MISC
1	Tower Labor	LABOR
1	<u>Utility</u> Labor	LABOR

UTILITY COMMUNICATIONS RESPONSIBILITIES

- 1) Installation of all the equipment stated above to Motorola R56 standards
- 2) Complete FCC Licensing and filing of New License and Call Sign
- 3) Complete engineering of Radio System Proposed
- 4) Project Management of System including coordination with Town BOE personnel
- 5) Training to all system users

TOWN BOE RESPONSIBILITIES

- 1) Provide for 110 VAC power at each repeater location
- 2) Provide location for Repeater - 30 inch cabinet or existing IT rack space
- 3) All roof penetrations at repeater locations. To be discussed with Utility Communications and town personnel prior to installation
- 4) IP networking capabilities
Each repeater will need an IP number, subnet mask and gateway.
At the master repeater, UDP port 50000 must be forwarded to the IP Number of said master. Master Repeater must be static. Peer can be DHCP but we recommend that they all be static. Set VLAN for Radio Network QOS1

Doug Solek

From: John Schmaltz <jschmaltz@berlinschools.org>
Sent: Tuesday, April 14, 2020 11:15 AM
To: Brian Benigni; Doug Solek; Jeffrey Cugno
Subject: School District Radio System
Attachments: Radio Qty request MEMORANDUM.docx; District Radio Rec.xlsx; Berlin BOE Mototrbo System Proposal 031620.xlsx

Good Morning, please review the attached documents. Let me know if you need any further information.

FYI on the numbers: 132 was based on current inventory. 20 additional radios were put in the request to cover shortfalls = 152 requested as requested in the March 16, 2020 Utility Communications quote.

Thank you,
John

Berlin School District Radio System - proposed

	BHS	McGee	Willard	Griswold	Hubbard	BOE
Administration	3	2	2	2	1	6
Adult Education	1	0	0	0	0	0
School Psychologist	0	0	1	0	1	0
School Counselor	0	0	0	0	0	0
After School Academy	1	0	0	0	0	0
Athletics	8	0	0	0	0	0
Cafeteria	1	1	1	1	1	0
Custodians	10	5	4	3	3	0
IT	2	1	1	1	0	0
Effective School Solutions	1	0	0	0	0	0
Health Office	2	1	1	2	1	0
In School Suspension	1	1	0	0	0	0
Paraprofessionals	2	4	6	6	6	0
Main Office	2	2	2	2	1	0
Special Education	1	2	1	1	1	0
Phys Ed	4	3	1	1	1	0
Principal's Secretary	1	0	0	0	0	0
Science Office	2	0	0	0	0	0
STEP	2	0	0	0	0	0
Tech Ed	1	0	0	0	0	0
Upbeat	1	0	0	0	0	0
Security	5	1	1	1	1	0
Spares	6	2	2	2	2	0
Floor Captains	0	0	0	0	0	0
	57	25	23	22	19	6

Total= 152

MEMORANDUM

To: Brian Benigni
Superintendent
Berlin Public Schools

From: John D. Schmaltz
Security, Safety and Residency Director
Berlin Public Schools

Subject: Berlin Public Schools - District Radio System

Date: April 14, 2020

Upon my arrival as the Security, Safety and Residency Director I quickly noted that individual schools could not communicate via portable radios across the district and that each school had its own independent system. Generally the radios are used by administration, physical education, custodians and other staff or faculty. The use of portable radios is preferred in routine and emergency communications. It is not recommended to use personal cellphones for routine business purposes. The use of cellphones and traditional landlines limits the capacity of communication operations. It requires identifying a number, dialing / press call and then having the receiver of the call to answer. If no one is able to answer the call, the communication is halted and delayed. This is very frustrating when attempting to gather information or pass it along information in a timely or crucial manner. More importantly, it is not a good situation in a serious / emergency situation where time is of the essence.

With a portable radio system, other individuals on the system can hear the request and respond or gather constructive knowledge of situation that may be unfolding and provide immediate assistance as needed. On a school lockdown or secure school situation, other school administrators can listen and gather information to be informed with real time information. Having this information can possibly dispel rumors quickly and prevent community panic.

In September of 2019, I requested an inventory of all school radios. Below was the district count:

- Berlin High School - 61
- McGee Middle School - 19
- Willard Elementary School - 18
- Griswold Elementary School - 11
- Hubbard Elementary School - 15
- BOE Central Office - 12

During this same period, it was noted that several staff members shared radios out of the school office. When the School Security officers were hired, they were required to turn the radio over to staff during lunch periods, recesses and dismissals. In order to properly manage the radio system, each radio should be individually assigned for greater efficiency and accountability. The sharing of unassigned radios generally leads to system failures. When the radio system is installed, the Security, Safety and Residency Director will oversee the management of the system.

The list compiled below are positions that should be assigned radios:

- | | | |
|---|------------------------|---|
| - School Administrators | - Front Office staff | - School Nurse(s) |
| - School Psychologist | - School Social Worker | - Special Education |
| - In School Suspension | - Cafeteria Personnel | - Tech Ed |
| - Physical Education | - STEP Program | - Paraprofessionals |
| - Faculty (who commonly conduct outdoor activities) | | - Custodial Staff |
| - IT Department | - After School Academy | - Effective School Solutions |
| - Security Department | - School Counselor | - Special Assignments or
Designated Duties |

In planning for future progressions in school safety, it is being explored to have Floor Captains assigned within the school buildings to assist in drills and other emergency procedures. In maintaining a radio system, it is prudent to have ample spare radios on hand for routine issues and also special events that require additional personnel to function safely.

Please contact me at any time if you have any questions or concerns.

JDS/jds

cc. J. Cugno
D. Solek

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: April 9, 2020

SUBJECT: Recommended Response to Governor Lamont's Executive Order 7S Section 6

Summary of Agenda Item:

On April 1, 2020, Governor Lamont issued Executive Order 7S. Section 6 of this executive order established two programs to offer support to eligible taxpayers, businesses, nonprofits, and residents who have been economically affected by the COVID-19 pandemic. The two programs are referred to as the "Deferment Program" and the "Low Interest Rate Program". Each municipality (including municipal water & sewer entities), by determination of its local legislative body, 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. On April 6, 2020, OPM issued an explanation of purpose and intent document to provide further guidance on the two programs. The executive order and the purpose and intent document are included with this motion.

The Town Manager, Finance Director, Revenue Collector and Superintendent of Berlin Water Control have each analyzed the executive order and related documentation, discussed with peers and participated in various conference calls/web meetings on this topic. We have also carefully reviewed the projected year-end cash position (both town and water/sewer), historical tax collection levels and patterns, and projected cash demands (operating, debt, pension and capital). Based on this careful analysis and with an awareness of the serious financial plight of a subset of residents and businesses, we recommend that the Town Council authorize the Town Manager to engage Berlin in the Low Interest Rate Program. There are three primary reasons for this recommendation detailed below:

1. **Cash Flow:** the Town is expecting to finish FY20 with an unassigned fund balance of approximately \$14.5 million. If the Deferment Program is adopted by the Council and all taxpayers avail themselves of the extended period, July & August expenditures (\$10.0 million) would use about two-thirds of this unassigned fund balance – and July & August are the lowest expenditure months. This would leave unassigned fund balance at \$4.5 million entering September – where historically expenditures have been about \$7.5 million. September's payroll increases because it is the first month when teachers are paid after returning to school, and September is the month when the first debt service payment is due.

Berlin operates its closed defined benefit pension plan with a "pay as you go" funding scheme. This means that unassigned fund balance is appropriated to contribute sufficient

funds into the Plan to maintain cash to cover one retiree lump sum payout, and this funding is replenished as needed. Under the Deferment Program, the Town is at great risk of not holding enough cash reserves to cover these defined benefit pension payouts.

While the Town budget is adopted with totals by account, the timing of the cash needs varies. For example, the General Government payroll is mostly even across months, but the Board of Education payroll is lower in July and August, increases beginning in September and spikes in June (summer payout to teachers). Based on cash flow timing, if tax receipts trend towards the 90th day, the Town Manager will need to take actions – eliminating services, leaving vacant positions open, employee furloughs and/or layoffs – to ensure the Town doesn't run out of cash.

Further, Berlin has one of the highest per capita debt loads in Hartford County. This high debt level places a significant fixed financial burden on the community – both in amount and timing. The Town owes \$9.4 million in general obligation debt service during FY21 and \$6.7 million of those payments are due between September and December 2020. These payments must remain a priority for the Town since failing to honor this obligation would have a lasting negative consequence to the Town's borrowing capacity.

Under the normal tax payment deadline (first business day in August), Berlin would be essentially certain to have adequate funds for these debt service payments. Deferring that deadline until the first business day in October will not leave sufficient time for the Town to issue tax anticipation notes to provide cash flow for the December debt payments. Alternatively, the Town could issue tax anticipation notes (if the market will purchase the notes) in August or September, but the Town would incur additional debt issuance and service costs to avoid the possibility of running out of cash.

The Council's election will apply to water and sewer as well. The cash flow challenge for Berlin Water Control is more pronounced. The sewer business owes the Mattabasset District \$1,960,000 July 1st. While approximately 50% is recoverable from KFD and WFD, the timing of that recover would be in jeopardy if the Council elects the Deferment Program. While the water business doesn't have a similarly large expense, water reserves are also much smaller. Based on normal operating costs, BWC should expect to use 40-50% of reserves in the first quarter, if the Deferred Program is elected. This would put BWC in a precarious position if a major break were to occur. The General Fund serves as a backstop to BWC, so the Deferment Program risks more pressure on General Fund cash flow.

2. **Administrative:** the program affords applicants until July 1, 2020, to apply for the program. The Revenue Collector's Office is identified by OPM as the destination for all Deferment applications. The Deferment Program would require review and approval of potentially hundreds or thousands of applications and identification of eligible taxpayers within the tax software and notification of the Town's water & sewer billing company. This would happen at the same time the Governor is directing individuals and businesses to stay home and operate essential services with a skeleton crew. The Town could elect

to offer the Deferment Program to everyone (except banks that hold escrowed property taxes) in an effort to eliminate this administrative hurdle.

3. **Identification & Quantification of Permanent Tax Losses:** even before the executive order, there was an expectation that some value of the grand list would be lost because of the “stay home” measures taken in response to the COVID-19 pandemic. The Tax Collector and Finance Director spoke several times about steps to measure and address collection issues. The Deferred Program will extend the time the Tax and Finance offices are able to determine the lasting impact of the pandemic. The further into the year timely collections are permitted, the fewer options the Town Manager and elected officials will have to address any permanent shortfalls. The adopted FY21 General Fund budget does not include any capital or new General Government positions – both areas typically delayed or eliminated during a financial crisis. This means that existing employees and programs are the only source of reduction, if the collection shortfall is significant.

Action Needed:

Move to authorize the Town Manager to select the Low Interest Rate Program, on the Municipal Program Election Form, in response to Executive Order 7S Section 6.

Attachments:

Executive Order 7S

Explanation of Purpose and Intent

Municipal Program Election Form

Prepared By:

Kevin Delaney, Finance Director



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

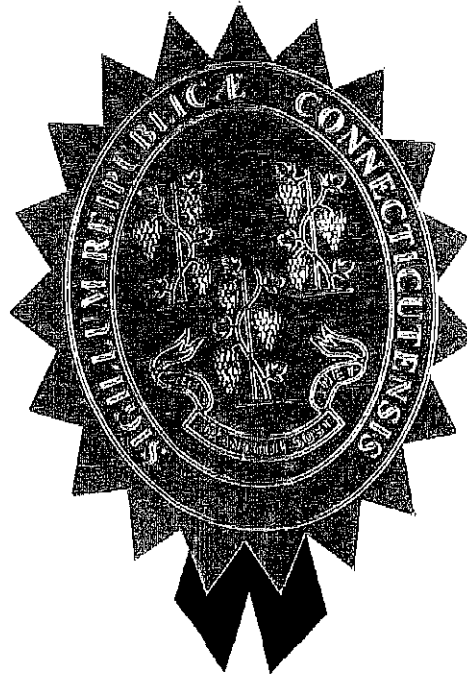
"holding period." Redemption interest during said holding period shall be charged at a monthly rate equivalent to three per cent per annum.

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
Governor



By His Excellency's Command



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 $.25 \times 2$ 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 $.25 \times 2$ 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 'deferment' (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.



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

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 13, 2020

SUBJECT: Police Vehicle Emergency Equipment Transfer, Purchase, and Installation

Summary of Agenda Item:

The Police Department requests permission to contract with MHQ Inc. of Middletown, Connecticut for the transfer, purchase, and installation of equipment for four police vehicles. MHQ has been awarded State Contract # 16PSX0033 for equipment and installation services. The quoted cost of equipment and services for the four vehicles is \$39,971.91. Funds for this purpose are available in the Police Department's CNR Police Vehicles & Equipment Account # 500.15.1532.0.54000.00004.

Action Needed:

Move to approve awarding the contract to MHQ Inc. for the transfer, purchase, and installation of equipment for four police vehicles under State Contract # 16PSX0033 for an amount not to exceed \$39,971.91.

Attachments:

Certificate of sufficiency of funds
Quotes

Prepared By:

Deputy Chief Chris Ciuci



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 6-10-2 of the Town Charter)

DATE 14-Apr-20

Purchase Item or Contract:		Requested by: Chris Ciuci	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Emergency Equipment for four police vehicles	\$39,971.91	\$39,971.91
			-
			-
			-
			-
TOTAL			\$39,971.91

Account No. 500.15.1532.0.54000.00004 Police Vehicles

Budgeted Amount.....	<u>\$110,981.58</u>	Available balance.....	<u>\$43,394.13</u>
Encumbrances to Date.....	<u>\$67,587.45</u>	Amount Needed for This Package.....	<u>\$39,971.91</u>
Expenditures to Date.....	<u>\$0.00</u>	Available Balance After Purchase.....	<u>\$3,422.22</u>

Is a budget change needed? ☐ Yes ☒ No

If so, has a budget change been prepared? ☐ Yes ☐ No

☒ I certify that there ARE sufficient funds available to support the purchase of the items described above.

or:

Haeflich
Finance Director or Assist. Finance Director

☐ I certify that a budget change in the amount of \$ _____ must be processed concurrently with this certification to support this commitment.

Finance Director or Assist. Finance Director

Estimate

MHQ, Inc.
401 Elm Street
Marlborough MA 01752
(508) 573-2600

Estimate: QC00001873
Quote Date: 2/6/2020
Expiration Date: * 60 Days

Customer: 12772
TOWN OF BERLIN FINANCE DEPT
240 KENSINGTON RD
BERLIN CT 06037

Contact
Expedition

Salesperson
Fritsch, Kimberly

Quantity	Item	Line Desc	Unit Price	Qty	Extended Price
Contract	Line Ref		Unit Price		Ext Price
16PSX0033	Transfer	Transfer 2-Way Radio & Antenna	225.00	1	225.00
	Transfer	Transfer Mobile Data Terminal, Modem & Antenna	75.00	1	75.00
	Transfer	Transfer WatchGuard Camera System	225.00	1	225.00
	Transfer	Transfer Computer Mount	75.00	1	75.00
	SSFPOS	SOLID STATE HEADLIGHT FLASHER	48.00	1	48.00
	ARG48D	DRVR FENDER MT 2019 EXPEDITION	54.00	1	54.00
	ARGES2	ARGES PROFOCUS REMOTE SPOTLT	437.40	1	437.40
	ARGCH1	ARGES BAIL MT CONTROL HEAD	168.00	1	168.00
	TLI2J	ION T-SERIES LINEAR DUO R/B	94.20	4	376.80
	CANCTL6	CANTROL CONT 8 BUTTON/4 SLIDE	Inc	1	0.00
	CANLITEB	CANTROL LIGHT SENSOR BLACK	39.60	1	39.60
	CANWCT2	CANTROL WC CONTROL W/INPUT	1,197.00	1	1,197.00
	CARM102	ARMREST TOP SIDE MOUNT	52.23	2	104.46
	CCUP2IA06	INTERNAL CUP HOLDERS	31.79	1	31.79
	CGX	CHARGE GUARD-SELECT	71.38	1	71.38
	CLP2PS1USB	2 LIGHTER PLUG OUTLET w/ 1 USB	86.05	1	86.05
	CAP0325	HAVIS 3" POCKET	34.83	1	34.83
	CVS3000EXPDI	CONSOLE INTERCEPTOR	694.34	1	694.34
	CFP05	0.5" FILLER PLATE	8.33	1	8.33
	CFP3	3" FILLER PLATE	10.22	1	10.22
	CFP2	2" FILLER PLATE	8.33	1	8.33
	CEB50CSP1P	BRACKET IPC EQUIPMENT	23.47	1	23.47
	3SC0CDCR	3" ROUND COMPARTMENT LT	45.00	3	135.00
	I2J	DUO LINEAR ION RED/BLUE BLK	97.80	8	782.40
	IONK1B	SWIVEL MOUNT KIT FOR ION BLK	19.50	6	117.00
	B5805EXPDI8	PROGARD 7 Gauge Steel Wire, Cargo Barrier with Filler Panel	435.60	1	435.60
	IB2MHQ4	LIBERTY II 54" DUO RED/BLUE	2,300.00	1	2,300.00
	SA315P	SPEAKER SIREN 100W 123DB NYLON	160.00	1	160.00
	SAK64D	SA315P SPK BKT Expedition	24.60	1	24.60
	VTX609C	VERTEX SUPER-LED WHITE	68.00	4	272.00
	VTX609R	VERTEX SUPER-LED RED	68.00	2	136.00
	C6PCS25	25' CAT6 PATCH CABLE	10.00	2	20.00
	NMOKUD20MPL	ANTENNA CABLE 20' W/MINI UHF	24.00	1	24.00
	5026	BLUE SEA 12 FUSE PANEL	45.00	2	90.00
	SS	SHOP SUPPLIES	295.00	1	295.00
	LABOR	INSTALL LABOR	75.00	34	2,550.00

Sale Amount: 11,335.60

Estimate

Number of Vehicles:	1
Sale Amount:	11,335.60

Estimate

MHQ, Inc.
401 Elm Street
Marlborough MA 01752
(508) 573-2600

Estimate: QC00001864
Quote Date: 2/6/2020
Expiration Date: * 60 Days

Customer: 12772
TOWN OF BERLIN FINANCE DEPT
240 KENSINGTON RD
BERLIN CT 06037

Contact
Car 2 - Patrol

Salesperson
Fritsch, Kimberly

Quantity	Item	Line Desc	Unit Price	Qty	Extended Price
Contract	Line Ref				Ext Price
16PSX0033	Transfer	Transfer 2-Way Radio & Antenna		1	
	Transfer	Transfer Mobile Data Terminal, Modem & Antenna		1	
	Transfer	Transfer WatchGuard Camera System		1	
	Transfer	Transfer Radar System		1	
	Transfer	Transfer ION White from Push Bumper		1	
	Transfer	Transfer Lightbar		1	
	Transfer	Transfer Light Heads		1	
	RMKAJ105	REPLACEMENT ADJ MOUNT KIT #105	107.10	1	107.10
	CLP2PS1USB	2 LIGHTER PLUG OUTLET w/ 1 USB	86.05	1	86.05
	CVS1012INUT	CONSOLE INTERCEPTOR UTILITY	355.60	1	355.60
	CUP21001	CONSOLE CUP HOLDER	44.45	1	44.45
	CFP05	0.5" FILLER PLATE	8.33	1	8.33
	CFP2	2" FILLER PLATE	8.33	1	8.33
	TLM12J	MINI ION T-SERIES LT RED/BLU	74.38	2	148.76
	MCRNTB	STUD MOUNT MICRON BLUE	75.57	1	75.57
	MCRNTR	STUD MOUNT MICRON RED	75.57	1	75.57
	P1000UINT20A	SINGLE PRO-CELL 1/2 PARTITION	2,255.40	1	2,255.40
	SAK66D	SA315P SPK BKT 20 UTILITY D/SIDE	24.60	1	24.60
	TM5126PIU20	ON-DASH MOUNT W/ TWIN ARM	529.20	1	529.20
	VTX609R	VERTEX SUPER-LED RED	68.00	1	68.00
	VTX609B	VERTEX SUPER-LED BLUE	68.00	1	68.00
	SC9315MR	GUNRACK SANTA CRUZ MUZZLE DOWN	194.99	1	194.99
	MISC	FABRICATION FOR MUZZEL DOWN IN REAR CARGO AREA.	100.00	1	100.00
	ELSWITCH	MOMENTARY SWITCH	10.00	1	10.00
	C6PCS25	25' CAT6 PATCH CABLE	10.00	2	20.00
	NMOKUD20MPL	ANTENNA CABLE 20' W/MINI UHF	24.00	1	24.00
	5026	BLUE SEA 12 FUSE PANEL	45.00	2	90.00
	SS	SHOP SUPPLIES	295.00	1	295.00
	LABOR	STRIP VEHICLE LABOR	75.00	8	600.00
	LABOR	INSTALL LABOR	75.00	34	2,550.00

Sale Amount: 7,738.95
Number of Vehicles: 1
Sale Amount: 7,738.95

Estimate

MHQ, Inc.
401 Elm Street
Marlborough MA 01752
(508) 573-2600

Estimate: QC00001864
Quote Date: 2/6/2020
Expiration Date: * 60 Days

Customer: 12772
TOWN OF BERLIN FINANCE DEPT
240 KENSINGTON RD
BERLIN CT 06037

Contact
Car 9 - Patrol

Salesperson
Fritsch, Kimberly

Quantity	Item	Line Desc	Unit Price	Qty	Extended Price
Contract	Line Ref				
16PSX0033	Transfer	Transfer 2-Way Radio & Antenna		1	
	Transfer	Transfer Mobile Data Terminal, Modem & Antenna		1	
	Transfer	Transfer WatchGuard Camera System		1	
	Transfer	Transfer Radar System		1	
	Transfer	Transfer ION White from Push Bumper		1	
	Transfer	Transfer Lightbar		1	
	Transfer	Transfer Light Heads		1	
	RMKAJ105	REPLACEMENT ADJ MOUNT KIT #105	107.10	1	107.10
	CLP2PS1USB	2 LIGHTER PLUG OUTLET w/ 1 USB	86.05	1	86.05
	CVS1012INUT	CONSOLE INTERCEPTOR UTILITY	355.60	1	355.60
	CFP05	0.5" FILLER PLATE	8.33	1	8.33
	CFP2	2" FILLER PLATE	8.33	1	8.33
	TLM12J	MINI ION T-SERIES LT RED/BLU	74.38	2	148.76
	MCRNTB	STUD MOUNT MICRON BLUE	75.57	1	75.57
	MCRNTR	STUD MOUNT MICRON RED	75.57	1	75.57
	P1000UINT20A	SINGLE PRO-CELL 1/2 PARTITION	2,255.40	1	2,255.40
	SAK66D	SA315P SPK BKT 20 UTILITY D/SIDE	24.60	1	24.60
	TM5126PIU20	ON-DASH MOUNT W/ TWIN ARM	529.20	1	529.20
	VTX609R	VERTEX SUPER-LED RED	68.00	1	68.00
	VTX609B	VERTEX SUPER-LED BLUE	68.00	1	68.00
	SC9315MR	GUNRACK SANTA CRUZ MUZZLE DOWN	194.99	1	194.99
	MISC	FABRICATION FOR MUZZEL DOWN IN REAR CARGO AREA.	100.00	1	100.00
	ELSWITCH	MOMENTARY SWITCH	10.00	1	10.00
	C6PCS25	25' CAT6 PATCH CABLE	10.00	2	20.00
	NMOKUD20MPL	ANTENNA CABLE 20' W/MINI UHF	24.00	1	24.00
	5026	BLUE SEA 12 FUSE PANEL	45.00	2	90.00
	SS	SHOP SUPPLIES	295.00	1	295.00
	LABOR	STRIP VEHICLE LABOR	75.00	8	600.00
	LABOR	INSTALL LABOR	75.00	34	2,550.00

Sale Amount: 7,694.50
Number of Vehicles: 1
Sale Amount: 7,694.50

Estimate

MHQ, Inc.
401 Elm Street
Marlborough MA 01752
(508) 573-2600

Estimate: QC00001864
Quote Date: 1/21/2020
Expiration Date: * 60 Days

Customer: 12772
TOWN OF BERLIN FINANCE DEPT
240 KENSINGTON RD
BERLIN CT 06037

Contact
Car 8 Patrol

Salesperson
Fritsch, Kimberly

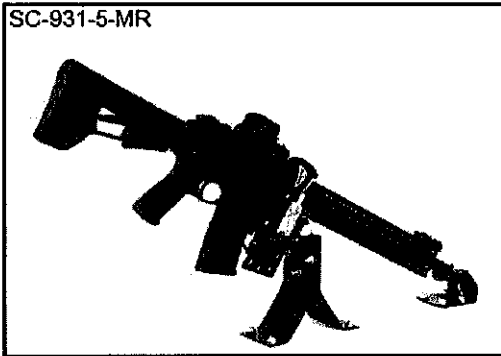
Quantity	Item		Unit Price		Extended Price
Contract	Line Ref	Line Desc	Unit Price	Qty	Ext Price
16PSX0033	Transfer	Transfer 2-Way Radio & Antenna	225.00	1	225.00
	Transfer	Transfer Mobile Data Terminal, Modem & Antenna	75.00	1	75.00
	Transfer	Transfer WatchGuard Camera System	225.00	1	225.00
	Transfer	Transfer Radar System	75.00	1	75.00
	IONC	ION LIGHT WHITE In Grille	84.00	2	168.00
	MCRNTB	STUD MOUNT MICRON BLUE	75.57	1	75.57
	MCRNTR	STUD MOUNT MICRON RED	75.57	1	75.57
	CANCTL6	CANTROL CONT 8 BUTTON/4 SLIDE Inc		1	0.00
	CANLITEB	CANTROL LIGHT SENSOR BLACK	39.60	1	39.60
	CANWCT2	CANTROL WC CONTROL W/INPUT	1,197.00	1	1,197.00
	CARM103	ARMREST TOP MOUNT FLIP UP	89.37	1	89.37
	CCUP2001	INTERNAL CUP HOLDERS	44.45	1	44.45
	CGX	CHARGE GUARD-SELECT	71.38	1	71.38
	CLP2PS1USB	2 LIGHTER PLUG OUTLET w/ 1 USB	86.05	1	86.05
	CVS1012INUT	CONSOLE INTERCEPTOR UTILITY	355.60	1	355.60
	CFP05	0.5" FILLER PLATE	8.33	1	8.33
	CFP3	3" FILLER PLATE	10.22	1	10.22
	CFP2	2" FILLER PLATE	8.33	1	8.33
	CEB50CSP1P	BRACKET 1PC EQUIPMENT	23.47	1	23.47
	3SC0CDCR	3" ROUND COMPARTMENT LT	45.00	3	135.00
	DLGHTBRKT	TMDE KA ANTENNA BRACKET FOR	115.00	1	115.00
	I2J	DUO LINEAR ION RED/BLUE BLK	97.80	6	586.80
	IONK1B	SWIVEL MOUNT KIT FOR ION BLK	19.50	2	39.00
	TLMI2M	MINI ION T-SERIES LT AMB/BLU	97.80	1	97.80
	TLMI2K	MINI ION T-SERIES LT RED/AMB	75.00	1	75.00
	IB2MHQ4	LIBERTY II 54" DUO RED/BLUE	2,300.00	1	2,300.00
	P1000UINT20A	SINGLE PRO-CELL 1/2 PARTITION	2,255.40	1	2,255.40
	SA315P	SPEAKER SIREN 100W 123DB NYLON	160.00	1	160.00
	SAK66D	SA315P SPK BKT 20 UTILITY D/SIDE	24.60	1	24.60
	TM5126PIU20	ON-DASH MOUNT W/ TWIN ARM	529.20	1	529.20
VTX609C	VERTEX SUPER-LED WHITE	68.00	2	68.00	
VTX609R	VERTEX SUPER-LED RED	68.00	3	204.00	
VTX609B	VERTEX SUPER-LED BLUE	68.00	1	68.00	
SC9315MR	GUNRACK SANTA CRUZ MUZZLE DOWN	194.99	1	194.99	
MISC	FABRICATION FOR MUZZEL DOWN IN REAR CARGO AREA.	100.00	1	100.00	
SP6015RW420	PARTITIO MOUNT FOR ZEBRA	118.13	1	118.13	
C6PCS25	25' CAT6 PATCH CABLE	10.00	2	20.00	

Estimate

NMOKUD20MPL	ANTENNA CABLE 20' W/MINI UHF	24.00	1	24.00
5026	BLUE SEA 12 FUSE PANEL	45.00	2	90.00
SS	SHOP SUPPLIES	295.00	1	295.00
LABOR	COMPLETE STRIP LABOR	75.00	4	300.00
LABOR	INSTALL LABOR	75.00	34	2,550.00

Sale Amount:	13,202.86
Number of Vehicles:	1
Sale Amount:	13,202.86

SC-931-5-MR



Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 14, 2020
SUBJECT: Approve the attached policy, providing compensation for firefighters quarantined from COVID-19 exposures, while responding to emergencies within the Town.

Summary of Agenda Item:

The Town utilizes volunteers to provide the manpower for its Fire / Rescue Services. If a firefighter got exposed to a potential COVID-19 infected person, the firefighter would have to self-quarantine for 14 days and the fighter would be out of work without pay.

The purpose of this program is to provide compensation for the firefighter during this two-week period. The program will be administered by the Town's Fire Administrator in accordance with the parameters outlined in the attached "COVID-19 Self-Quarantine Compensation Policy".

The proposal was presented by the Town Manager to the Town Council at its April 7, 2020 meeting and the Council was in favor of adopting the policy. This is a request to formally confirm what was discussed on April 7th.

Action Needed:

Move to confirm the Town Council's approval to provide the Town of Berlin Volunteer Firefighters compensation as outlined in the attached policy.

Attachments:

COVID-19 Self-Quarantine Compensation Policy for Volunteer Firefighters
Memo from James C. Simons requesting approval of the Policy

Prepared By:

James C. Simons, Fire Administrator

**COVID-19 Self-Quarantine Compensation Policy for Volunteer
Firefighters**

The town utilizes Volunteers to provide the manpower for its Fire/Rescue services. If a firefighter got exposed to a potential COVID-19 infected person, the Firefighter would have to self-quarantine for 14 days. That firefighter would be out of work without pay.

The purpose of the Policy is to compensate the firefighter partially so he/she can pay bills and put food on their families table and meet their basic financial needs providing they meet the parameters described below.

The Policy:

If the firefighter exposure meets the parameters of these guidelines, he/she would be compensated at a rate of \$400 per work week (Monday thru Friday) for the time the firefighter is quarantined. The town Fire Department would use its resources (EMS Division Chief) as quickly as possible receive test results on the infected patient and the Firefighter to limit the quarantine length.

Parameters:

1. Firefighter complied with the TOBFD Covid-19 weekly Self-Assessment
2. The exposure was related to an actual call
3. All measures that the FD has put in place to reduce COVID-19 exposures were met.
Including but not limited to:
 - a. Questioner was used to size up the scene and all questions were answered "NO"
 - b. In the event of a YES answer, proper PPE was properly worn including: mask or SCBA, doubled gloved, turn-out gear or Level B suit or gown.
 - c. There was patient contact or contact with droplets that possibly contained COVID-19 virus (i.e. mucus, sneeze or cough, etc...).
 - d. A safety officer was assigned to the call.
 - e. Workers comp claim is field through the Fire Administrators office with CIRMA
 - f. The EMS Division Chief shall investigate the call and the exposure to determine if the exposure is viable and the policies were followed.

Towns Requirements:

Funding would come from the General Insurance Fund.

Funding would only be for the 14-day quarantined period, if one of the following happens the payment will stop:

1. Negative test on the infected patient
2. Workers Comp starts because of a positive test
3. 14-day quarantine period passes

This agreement doesn't find the Town liable for any additional payment for the suspected COVID-19 exposures case.

***Town of Berlin Fire Departments
Covid-19 Self-Quarantine Compensation Program***

2020-21

If Workers Comp claim is approved and retroactive it is expected that the firefighter will reimburse any payment made.

Requests for payment shall be authorized by the Fire Administrator and submitted to Finance electronically.

Memo from James C. Simons requesting approval of the COVID-19 Self-Quarantine Compensation Program”.

COVID-19 has brought many new challenges that future leaders will look back on and evaluate. They will learn from what we as current leaders did correctly or failed at. Insurance, Workers Compensation, Government and Emergency Services will be forever changed.

We are finding through no failure of the current leaders of Insurance Companies, that we are leaving one category of “Emergency Responders” open for extreme hardships, not from the virus, but from our not understanding their needs. They all would lay their life down tomorrow for a stranger, and all they are ask for is that we take care of their families. This COVID-19 virus leaves the volunteers and their families open to a financial hardship that no Workers Compensation nor Insurance Company, and currently no Politician, wants to address. This is the gap of coverage between an exposure, the order to self-quarantine and the test results that will either clears the responder or take him/her to the next level, in which Workers Compensation will possibly take over. The easiest thing to do, is hope that it does not happen, tell ourselves “well he/she volunteered that’s the price you pay”. Neither are an acceptable answer, nor an answer that we as leaders want to put on our volunteers or community.

We all know that my philosophy is my employees come first. I’ve spent many days thinking about this and talking to area Fire Chief and Insurance Companies, trying to figure out a way to cover our volunteers, if unfortunately, we must instruct them to self-quarantine from an incident that they responded to. I’ve instructed the EMS Division to create a short term and long-term policies along with assessment training information to aid the Fire Department during these troubling times, in an effort to keep our people safe. Am I comfortable with our action plans, yes, but there is always that little section in my mind that asks, “Did I do everything I could, is there something else that we need to be doing”. That answer is also yes. We need to cover those volunteers if we need to order them to Self-Quarantine.

Please approve the attached program to provide this minimum compensation to our Firefighters in the event they accidentally become exposed and are required to be self-quarantined.

James C. Simons, Fire Administrator