

TOWN OF WILLINGTON

Board of Selectmen

Board of Selectmen
40 Old Farms Road
Willington, CT 06279
(860) 487-3100
(860) 487-3103 Fax
www.willingtonct.org

Regular Meeting
Via Web – Go To Meeting** see log or dial- in information below

April 6, 2020
6:30 PM

AGENDA

1. Approval of Minutes
2. Present to Speak
3. Correspondence
4. First Selectman Status Report
5. Public Works
6. New Business
 - A. Award Contract for Fuel Tank Removal and Replacement (Attachment #1 12 pages total)
 - B. Award Haying Contract – Fenton Ruby Park (Attachment #2 5 pages total)
 - C. Discussion – Executive Order 7S – Property Tax Deferral options (Attachment #3 9 pages total)
 - D. Appointment – Willington Historic District Commission (Attachment #4 1 page total)
 - a. Alternate - Tyler Hall
7. Old Business
 - A. COVID-19 Update
 - B. Budget Discussion (Attachment #5 2 pages total)
 - C. School Building Committee –Discuss Submissions of candidates & how to proceed under the emergency declaration
 - a. Appointments
 - b. Charge
8. Present to Speak
9. Good & Welfare

NOTICE: The platform for the Selectmen meeting will be GOTOMEETING. Please see the information below on how to attend via web OR phone:

Please join this meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/285366981>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122) Access Code: 285-366-981

Town of Willington CT
Received for Record
April 3, 2020 @ 5:00pm
Dny R few TC

If you have specific questions or needs regarding your access to this meeting, please contact the First Selectman's Office at 860-487-3100.

Robin Campbell

From: Troy Sposato
Sent: Thursday, April 2, 2020 1:14 PM
To: Robin Campbell
Subject: FW: Fuel Tank Removal
Attachments: Town of Willington DPW removal quote.pdf; Tank Replacement Services (ConVault AST).pdf; Quotation for Tank Removal Service.pdf

From: Troy Sposato
Sent: Thursday, April 2, 2020 1:03 PM
To: Robin Campbell <rcampbell@willingtonct.org>
Subject: Fuel Tank Removal

Hello Robin,

Here is the quote for the removal/ replacement for the fuel tanks. . The first one is service Station. The next it Kropp and the third one is just the removal price if Kropp was just to remove the tank. I plan to attend selectman's meeting and discuss further

Troy

*Service
Station
Equipment, Inc.* 

Petroleum Contractors Since 1984
CT DAS Prequalified Contractor
Web Site: SSE-INC.Net
Members of NFPA, PEI, CBIA, ICPA
Veeder Root/ Gilbarco ASC

1-800-801-TANK

Town of Willington DPW
49 Hancock Rd
Willington, Ct

July 8, 2019
Rev. 3/5/2020

Re: Fueling station

Service Station equipment is a prequalified DAS state contractor

Service Station Equipment, Inc. is pleased to provide the following proposal for the above referenced project:

Removal:

- Obtain call before you dig clearance and appropriate town permits
- Test emergency stop and existing electrical prior to shut down
- Disconnect power to all petroleum equipment
- Remove dispenser and existing light pole and store for possible re-use
- Jackhammer, load and dispose of all concrete tank top and drive pads
- Remove and dispose of all tank top equipment
- Vac out remaining contents of tanks up to 4inches
- Excavate, remove and dispose of 1-8k gallon stip 3 steel tank
- Provide Licensed environmental professional for proper sampling and closure
- Provide and install structural grade material to backfill tank grave, compact in 1ft lifts

Concrete

- Form and pour appropriate size concrete tank and DEF pad with 4000psi concrete #4 rebar 12ocew reinforcement
- Provide and install 6 inch steel concrete filled bollards with yellow sleeves surrounding all exposed sides
- Provide and install 6 inch concrete drive pad reinforced with wire mesh 12ftx15ft in front of dispenser and def tank

Tank

- Provide and set 1 new 8k gallon double wall steel diesel fuel tank with the following equipment
 - 96inch diameter
 - White urethane
 - Diesel decal kit
 - Shipped under vacuum

20 Murphy Rd. N. Franklin, Ct 06254

Page 1 of 4

Phone: 860-848-2278 Fax: 860-848-4449

CT Home Improvement Lic. # 582539 CT Plumbing Lic. # 208469 CT Weights & Measures DLR # 106 RI "Gas Station" Lic.
CT Major Contractor Lic. # 0902957

Standard saddles
Standard stairs
Vents and E-vents
Clock gauge
Overfill prevention valve
Veeder root inventory only probe
Veeder root interstitial sensor
.75 hp submersible pump
Solenoid valve
5 gallon spill bucket
1 1/2" steel piping painted

Dispenser

1 product 2 hose dispenser
Dual pumping unit
Side mount nozzles
Standard length hose
Nozzles
Pulsar
Totalizer
Mounted on steel frame

DEF tank

Provide and install 1 -750 gallon Benecor mini bulk diesel exhaust fluid tank
HDPE primary tank with 16 inch manway
Secondary containment
Fully sealed housing
Auto shut off nozzle
Stainless fill pipe and overfill prevention valve
.50hp Submersible pump
Heated
20ft of hose
UL, enclosed electrical panel
Pulsar
2" dry break with cap

Electrical

- Reuse existing conduits to the extent possible
- Reuse existing electrical panel
- Provide and install new 3/4 inch rigid/pvc conduit from building to pumps
- Pull new wire to submersible pumps, veeder root probes and sensors, def, dispenser, fuel management and site lighting.
- Reinstall existing Fuel master
- Reinstall existing light poles
- Pack and pour all EYS
- Start up, purge
- Final inspection with town

Items not included in the above pricing:

- Any engineering cost the town may require
- Contamination:
 - Excavation, stockpiling, loading, hauling and disposal of any material
 - Material that falls below state remediation criteria but not considered clean
 - Additional sampling and testing
 - Replacement material
- Dewatering
- Paving
- Prevailing wages
- Winter conditions
- Damage to underground utilities, relocating utilities
- Third party inspections
- Remaining contents in tank over 4inches

The cost to perform the above scope of work will be \$215,875.00
 The cost to install a 6k gallon steel tank will be \$210,324.00
 The cost to install a 8k gallon fireguard UL2085 tank will be \$229,125.00
 The cost to install a 6k gallon fireguard UL2085 tank will be \$225,770.00

No tax municipality

Amy Maguire
Estimator/Proj.man

Accepted by _____ date _____
Town of Willington



20 Murphy Rd. N. Franklin, Ct 06254

Page 4 of 4

Phone: 860-848-2278 Fax: 860-848-4449

CT Home Improvement Lic. # 582539 CT Plumbing Lic. # 208469 CT Weights & Measures DLR # 106 RI "Gas Station" Lic.
CT Major Contractor Lic. # 0902957





ENVIRONMENTAL CONTRACTORS, INC.

P.O. Box 258
32 Exeter Road
Lebanon, Connecticut 06249

Phone: (860) 642-9952
Fax: (860) 642-9953
www.kroppenvironmental.com

February 27, 2020

Mr. Troy Sposato
Town of Willington
40 Old Farm Road
Willington, CT 06279

Re: **Quotation for Tank Removal Services**
Willington Department of Public Work
49 Hancock Road
Willington, CT 06279

Dear Mr. Sposato,

Kropp Environmental Contractors, Inc. (KEC) is pleased to provide this quotation for tank replacement services at the referenced address in Willington, Connecticut.

Scope of Work I (Underground Tank Removal)

- A. Obtain necessary permits; contact the local Building Official and/or Fire Marshal and schedule inspection(s).
- B. Notify the Connecticut Department of Energy and Environmental Protection, Bureau of Materials Management and Compliance Assurance, Storage Tank Enforcement and PCB Unit.
- C. Removal no more than **5-inches** of residual waste product and sludge remaining in the tank and residual fuel oil in the piping via vacuum truck.
- D. Transport and dispose of one (1) 8,000-gallon double wall steel underground diesel storage tank and associated piping and salvage the tank monitoring probes.
- E. Removal of the fuel island, pump set, lights and salvage the fuel management system.
- F. Perform field soil screening for total organic vapors (TOVs) during excavation using a handheld photoionization detector (PID).
- G. Collect a total eight (8) soil samples and submit them to a Connecticut approved laboratory for the following analyses:
 - a. Eight (8) for Extractable Total Petroleum Hydrocarbon (ETPH) analysis via the

Connecticut ETPH Method;

- b. Two (2) samples for Volatile Organic Compounds (VOCs) via US Environmental Protection Agency (EPA) Method 8260; and
 - c. Two (2) samples for Semi-Volatile Organic Compounds (SVOC) (polycyclic aromatic hydrocarbon [PAHs] only) via EPA Method 8270.
- H. Backfill the excavation with clean material and cleanup work area.
- I. Prepare and submit a report documenting the tank closure activities and the laboratory analytical results for the closure soil samples electronically.
- J. Complete and submit the closure report to CTDEEP Notification for Underground Storage Tanks online via the CTDEEP ezFile portal.

The cost of this Scope of Work I is **Thirteen Thousand, Two Hundred and Twenty-Five Dollars (\$13,225.00)**.

Disposal/recycling of residual waste product and sludge remaining in the tank in excess of **5 inches** will be billed at a rate of **Eighty-Five Cents (\$0.85)** per gallon.

Concrete holding pad and straps will be abandoned-in-place

Contamination or water found in or around the tank is considered an extra expense. Product or sludge showing hazardous waste characteristics that require additional treatment is considered an extra expense.

The cost **does not include** replacement, paving, saw cutting, asphalt replacement. Underground utilities disrupted during excavation will be repaired or replaced at the owner's discretion and expense.

Payment is due and payable as follows:

- **Three Thousand Nine Hundred and Sixty-Seven Dollars (\$3,967.00)** upon ordering of the tank.
- **Remaining balance upon job completion.**

All work will be completed in a workmanlike manner, in a reasonable length of time, and according to state and federal regulations. A finance charge of 1 1/2% per month (18% Annual Percentage Rate) will be charged on all invoices 30 days past due. All accounts are subject to attorney and collection fees.

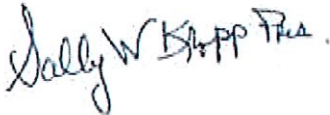
Quotation for Tank Removal Services

Willington Department of Public Work
49 Hancock Road
Willington, CT 06279
Page 3

KEC is a Connecticut permitted Emergency Spill Clean-Up Contractor and licensed Hazardous Waste Hauler (CT-HW-690); a Rhode Island licensed Hazardous Waste Hauler (RI-804); a New York licensed Hazardous Waste Hauler (CT-138); an Asbestos Removal Contractor (CT-000302); and, a Tank and Pump Contractor (P9-00279287).

Please contact me at 860-642-9952 with any questions.

Respectfully Submitted,



Sally W. Kropp
President

APPROVED: _____

DATE: _____



ENVIRONMENTAL CONTRACTORS, INC.

P.O. Box 258
32 Exeter Road
Lebanon, Connecticut 06249

Phone: (860) 642-9952
Fax: (860) 642-9953
www.kroppenvironmental.com

February 28, 2020

Mr. Troy Sposato
Town of Willington
40 Old Farm Road
Willington, CT 06279

Re: **Quotation for Tank Replacement Services (ConVault)**
Willington Department of Public Work
49 Hancock Road
Willington, CT 06279

Dear Mr. Sposato,

Kropp Environmental Contractors, Inc. (KEC) is pleased to provide this quotation for tank replacement services at the referenced address in Willington, Connecticut.

Scope of Work I (Underground Tank Removal)

- A. Obtain necessary permits; contact the local Building Official and/or Fire Marshal and schedule inspection(s).
- B. Notify the Connecticut Department of Energy and Environmental Protection, Bureau of Materials Management and Compliance Assurance, Storage Tank Enforcement and PCB Unit.
- C. Removal no more than **5-inches** of residual waste product and sludge remaining in the tank and residual fuel oil.
- D. Transport and dispose of one (1) 8,000-gallon double wall steel underground diesel storage tank and underground piping to fuel island.
- E. Removal of the fuel island, pump set, lights and salvage the fuel management system.
- F. Perform field soil screening for total organic vapors (TOVs) during excavation using a handheld photoionization detector (PID).
- G. Collect a total eight (8) soil samples and submit them to a Connecticut approved laboratory for the following analyses:
 - a. Eight (8) for Extractable Total Petroleum Hydrocarbon (ETPH) analysis via the

Connecticut ETPH Method;

- b. Two (2) samples for Volatile Organic Compounds (VOCs) via US Environmental Protection Agency (EPA) Method 8260; and
- c. Two (3) samples for Semi-Volatile Organic Compounds (SVOC) (polycyclic aromatic hydrocarbon [PAHs] only) via EPA Method 8270.

H. Cleanup work area.

I. Prepare and submit a report documenting the tank closure activities and the laboratory analytical results for the closure soil samples electronically.

J. Complete and submit the closure report to CTDEEP Notification for Underground Storage Tanks online via the CTDEEP ezFile portal.

The cost of this Scope of Work I is **Eleven Thousand and Nine Hundred Dollars (\$11,900.00)**.

KEC will obtain necessary permits; contact the local Building Official and/or Fire Marshal; and, schedule inspection(s).

Disposal/recycling of residual waste product and sludge remaining in the tank in excess of **5 inches** will be billed at a rate of **Eighty-Five Cents (\$0.85)** per gallon. Contamination or water found in or around the tank is considered an extra expense. Product or sludge showing hazardous waste characteristics that require additional treatment is considered an extra expense.

Scope of Work II (8,000-gallon ConVault Aboveground Storage Tank Installation)

Provide all labor and equipment required to:

- A. Obtain required permits and notify building official and fire marshal;
- B. Purchase and install one (1) Convault 8K Tank Base Slabs;
- C. Purchase and install one (1) Convault/United 8,000-gallon concrete aboveground storage tank (AST), including vent pipes, vent caps, clock gauge, and overflow alarm;
- D. Purchase and install one (1) Wayne S-1 dispensers with $\frac{3}{4}$ HP submersible pumps, pulsers, electric solenoids, pressure relief, firematic, and shear valves, hoses, and nozzles;
- E. Install Fuelmaster fuel management system removed from previous fuel island area and install tank monitoring probes to the new AST and re-start existing Veeder-Root system;

- F. Purchase and install one (1) OPW 61 FSTOP fill limiter;
- G. Purchase and install one (1) 6000 platform stair slab and galvanized steel stairs with platform and hand rails;
- H. Purchase and install up to twelve (12) 6" x 9" black iron pipe bollards with yellow safety covers;
- I. Purchase and install two (2) light poles with double heads; and
- J. Provide all warranties and manuals for, and a detailed "as-built" drawing of, the tanks, piping, and attachments installed.

The cost for **Scope of Work II** is **One Hundred and Thirty-Nine Thousand, Five Hundred and – Seventy-Five Dollars (\$139,575.00)**. The manufacture provides 20 years warranty on this product.

The cost **does not include** replacement, paving, saw cutting, asphalt replacement, or re-seeding of disturbed areas. Underground utilities disrupted during excavation will be repaired or replaced at the owner's discretion and expense.

The total cost of this project is estimated at **One Hundred and Fifty-One Thousand, Four Hundred and Seventy-Five Dollars (\$151,475.00)**.

The following items are optional and are provided for budgetary purpose, final price will be provided upon request:

- For the purchase, installation and system startup for the Veeder Root TLS configurable console with the integral printer, would be an additional **Eleven Thousand Nine Hundred and Fifty-Four Dollars (\$11,954.00)**.
- The purchase and installation of new Fuelmaster FMU 2500 plus unit be an additional **Fourteen Thousand Eight Hundred and Eighty-Five Dollars (\$14,885.00)**.
- Rental of a 2,000-gallon temporary storage tank will be an additional **Nine Hundred Dollars (\$900.00)** for storage only.

Payment is due and payable as follows:

- **Fifty-Nine Thousand and Five Hundred Dollars (\$59,500.00)** upon ordering of the tank.
- **Twenty Thousand Dollars (\$20,000.00)** due upon tank delivery.
- **Remaining balance upon job completion.**

Quotation for Tank Replacement Services

Willington Department of Public Work

49 Hancock Road

Willington, CT 06279

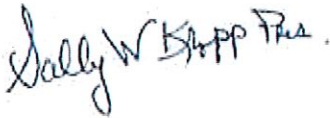
Page 4

All work will be completed in a workmanlike manner, in a reasonable length of time, and according to state and federal regulations. A finance charge of 1 1/2% per month (18% Annual Percentage Rate) will be charged on all invoices 30 days past due. All accounts are subject to attorney and collection fees.

KEC is a Connecticut permitted Emergency Spill Clean-Up Contractor and licensed Hazardous Waste Hauler (CT-HW-690); a Rhode Island licensed Hazardous Waste Hauler (RI-804); a New York licensed Hazardous Waste Hauler (CT-138); an Asbestos Removal Contractor (CT-000302); and, a Tank and Pump Contractor (P9-00279287).

Please contact me at 860-642-9952 with any questions.

Respectfully Submitted,



Sally W. Kropp
President

APPROVED: _____

DATE: _____

Bid List for Haying:

Vince Sinosky
1
(800)

Brenda Wildes (Anita Mihiliak's daughter)
Willington, CT 06279

Mr. Spencer Cartabiano
Willow Valley Farm

Mr. Glenn Lee
Woodstock, CT 06281

Timothy Norman
Willington, CT 06279

March 2, 2020

Dear _____,

The Town of Willington is soliciting bids for the haying of the Fenton-Ruby Park Property. The proposal is attached for your reference. The contract will run for three (3) consecutive years (7/15/20 – 1/1/23). Please note, special restrictions state that haying cannot commence until **after July 15th**, as outlined in the attached proposal, per the recommendations of the Willington Conservation Commission.

Contractors supplying equipment and/or services “Operated by Vendor” are required to comply with the current State and Federal Construction Safety and Health Regulations, and with current Department of Environmental Protection rules and regulations, where applicable, at no extra cost.

Bid proposals must be in a sealed envelope marked “**HAYING**” and received by 2:00 P.M. on March 31, 2020. Please send all bids to the First Selectman at the above address. The contract will be awarded on April 6, 2020 at the Board of Selectmen’s meeting at 6:30 PM.

Sincerely,

Erika Wicewski
First Selectwoman

/rhc

Encl: - Fenton Ruby Haying Bid form

Because there is interest from more than one person in haying the Town owned Fenton-Ruby Park property, the Town will bid the property by asking for a dollar amount and plan from the interested parties to use the property. The award will be based upon highest price offered (per year) and plan for maintenance and use of field. The bids will be opened and awarded at the Board of Selectmen at their regular meeting. The contract will run for a 3 (three) consecutive year term and will be payable by July 1st of each year of the contract duration.

AREA

The property for haying will be the field on the west side of Moose Meadow Road and is a part of Parcel A on a Map entitled "Property of Clark F. Ruby" dated January 7, 1980. There are also fields located east of Moose Meadow Road and northwest of the Fenton River. This property is delineated by the existing stone wall, river and brush line. It is also a part of Parcel B on the above referenced Map. The renter will use existing access roads to enter the property. The renter will also fertilize the field for proper growth and long-term viability of the field and maintain the field against encroachment of the brush. ****THE CONSERVATION COMMISSION STRONGLY RECOMMENDS THAT NO HAYING CAN BE DONE BEFORE JULY 15TH. This is due to the adverse affect of nesting birds and other natural habitat.**

TERM AND TERMINATION

This Agreement will expire after 3 (three) consecutive years but may be terminated at any time by either party giving the other party not less than sixty (60) calendar days prior written notice or by giving written notice at such other time as the parties may mutually agree.

RENTER'S STATUS

The Renter's status shall be that of an independent contractor and not that of a servant, agent or employee of Town. The Renter shall not hold itself out as, nor claim to be acting as an employee, agent, or servant of Town. Renter is not authorized to, and shall not; make any agreement or representation on behalf of Town.

INDEMNIFICATION

Renter agrees that it shall indemnify and hold harmless the Town, its agents, officers, employees, from and against all claims, damages, penalties, losses, and expenses, including attorney's fees, arising out of or resulting from bidders negligence, gross negligence or willful or wanton misconduct. The indemnification and hold harmless provisions shall include but not be limited to all claims, damages, penalties, losses, and expenses, including attorney's fees.

INSURANCE

Renter will provide and maintain at his/her own expense the following minimum insurance during the term of this Agreement;

- a) Worker's compensation for Statutory Limits in compliance with applicable State and Federal Laws.
- b) Comprehensive General Liability, including blanket contractual liability, broad form property damage, personal injury, completed operations, products liability and fire change with limits not less than \$1,000,000.00 combined single limit for both bodily injury and property damage.
- c) Automobile Liability including owned, non-owned and hired automobile with limits not less than:
 - (1.) Bodily Injury \$500,000.00 each person
 \$500,000.00 each accident
 - (2) Property Damage \$500,000.00 each accident

Certificates of Insurance evidencing the required coverage will be furnished to Town prior to the start of the Work and will contain a provision that no cancellation or material change in the policies shall be effective except upon 30 days prior written notice to Town. The following entities are to be listed on all Certificates of insurance as additional

insured on all liability insurance policies and as loss payee on all property and casualty insurance policies pursuant to this Article, as each of their interests may appear:

Bid Proposal: **Due Tuesday, March 31, 2020 at 2:00 PM** at which time they will be opened publicly. Bids will be awarded at the BOS Meeting commencing at **6:30 PM April 6, 2020.**

I, _____, bid \$ _____, per year for the haying of the above fields at the Town-owned Fenton Ruby property. The contract will run for a three year period commencing July 15, 2020, based on the recommendation of the Willington Conservation Commission. I will pay 1/2 of the amount before commencing work and the other 1/2 by September 1, 2020. I agree to abide by the requirement specified above. This contract will expire January 1, 2023.

I intend to fertilize the property _____ time(s) during the course of the year.

I will cut back brush to its current limits _____ time(s) during the course of the year.

Please describe any other plans you will have for the fields. _____

SIGNATURE _____

PRINT NAME: _____

ADDRESS: _____

PHONE: _____

HAYING



*Sealed envelope

STATE OF CONNECTICUT
BY HIS EXCELLENCY
NED LAMONT
EXECUTIVE ORDER NO. 7S

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. **Daily Payment of Certain Taxes Changed to Weekly.** Section 12-575 (h) of the Connecticut General Statutes is modified so that the licensee authorized to operate off-track betting in Connecticut shall file with the Department of Consumer Protection: a daily electronic report of the amount of wagers collected; and, no later than 12:00 PM every Tuesday, the tax filing and payment for the week preceding.
5. **Flexibility to Amend Medicaid Waivers and State Plan.** Section 17b-8 of the Connecticut General Statutes, to the extent that it requires: the submission of proposed applications to submit waivers or make certain amendments to Medicaid waivers or the Medicaid state plan (for such amendments that would have required a waiver but for the Affordable Care Act) to the joint standing committees having cognizance of matters relating to human services and appropriations; a 30-day public notice and comment period prior to submission of the proposed amendments to said committees; the holding of a public hearing by said committees; and the approval of the applications for amendment by said committees, is modified retroactive to the declaration of public health and civil preparedness emergency on March 10, 2020, to authorize the Commissioner of Social Services, on an expedited basis, to exercise the waiver flexibilities provided in response to COVID-19 and afforded by Appendix K to the Home and Community Based Waivers under Section 1915(c), as well as Sections 1115 (a) and 1135, of the Social Security Act and also including, as applicable and in response to COVID-19, amendments to Medicaid state plan provisions under other relevant provisions, such as sections 1915(i), 1915(k) and 1945 of the Social Security Act. The suspension of the aforesaid requirements is limited solely to emergency waivers related to the COVID-19 declared public health and civil preparedness emergencies.
6. **Suspension and Modification of Tax Deadlines and Collection Efforts.** Notwithstanding any contrary provisions of Chapter 204 of the Connecticut General Statutes or of any special act, charter, home-rule ordinance, local ordinance or other local law, there shall be established two programs to offer support to eligible taxpayers, businesses, nonprofits, and residents who have been economically affected by the COVID-19 pandemic. Such programs shall be known as the "Deferment Program" and the "Low Interest Rate Program." Each

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

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

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

- d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.
- e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

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

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

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

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

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

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



Ned Lamont
Ned Lamont
Governor

By His Excellency's Command



Denise W. Merrill
Denise W. Merrill
Secretary of the State



Attach #4

Robin Campbell

From: Rosa Chinchilla <
Sent: Tuesday, March 3, 2020 1:23 PM
To: Robin Campbell
Subject: New alternate for HDC

Dear Robin,
I have been remiss in giving you an alternate name for HDC
The new member would be Tyler Hall

Thank you,
Rosa Helena Chinchilla
Chair, Historic District Commission



Board of Selectmen
40 Old Farms Road
Willington, CT 06279
(860) 487-3100
(860) 487-3103 Fax
www.willingtonct.org

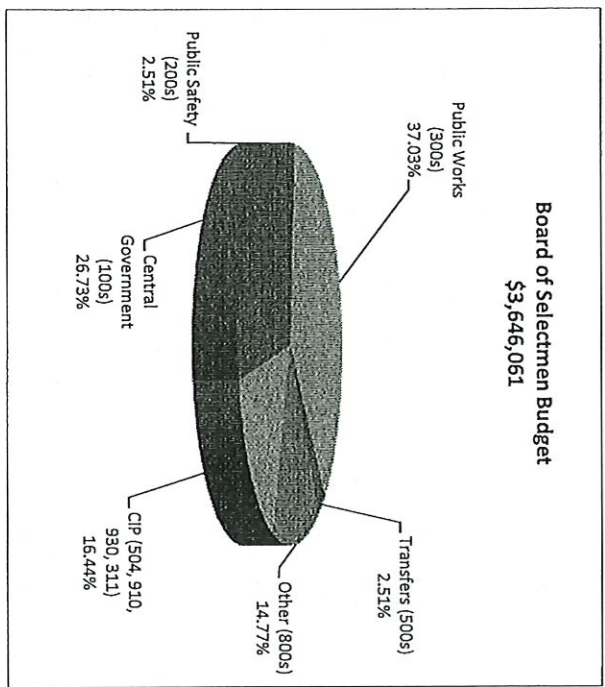
APPOINTMENTS

Move to appoint Tyler Hall as an alternate member of the Willington Historic District Commission; effective April 6, 2020; expiring January 1, 2023

2020-2021 Board of Selectmen Budget
\$3,646,061

Description	FY 2019-20	FY 2020-21	FY 19/20 to FY 20/21	
	Approved	Proposed	\$ change	% change
111 Selectmen	153,070	157,017	3,947	2.58%
130 Accounting Services	231,078	211,309	(19,769)	-8.56%
134 Assessor	86,361	92,854	6,493	7.52%
137 Revenue Collector	76,131	84,143	8,012	10.52%
141 Town Counsel	32,000	32,000	0	0.00%
151 Town Clerk	102,554	105,648	3,094	3.02%
181 Town Office Operations	202,765	229,258	26,493	13.07%
182 Town Hall Operations	6,661	7,467	806	12.10%
183 Consulting Engineers	20,000	20,000	0	0.00%
185 Senior Center Operations	34,629	34,899	270	0.78%
233 Health District	32,090	33,468	1,378	4.29%
235 Fire Main and Hydrants	7,842	8,626	784	10.00%
241 Building Official	47,506	49,392	1,886	3.97%
311 Public Works	1,145,637	1,231,501	85,864	7.49%
342 Cemetery	2,000	2,000	0	0.00%
351 Transfer Station	213,943	231,916	17,973	8.40%
503 Capital Projects	0	0	0	#DIV/0!
504 Capital Reserve	145,000	165,011	20,011	13.80%
507 Housing Authority	2,182	2,182	0	0.00%
510 Compensated Absences	20,000	15,000	(5,000)	-25.00%
511 Dog Fund	22,401	25,881	3,480	15.54%
513 Human Services Grant	48,579	48,579	0	0.00%
515 Open Space Fund	30,000	0	(30,000)	-100.00%
518 Emergency Preparedness	0	0	0	#DIV/0!
811 Social Security	84,864	91,304	6,440	7.59%
821 Unemployment	8,000	1,000	(7,000)	-87.50%
831 Employee Insurances	299,491	293,705	(5,786)	-1.93%
841 Pension	53,580	58,350	4,770	8.90%
851 Insurances	87,649	91,629	3,980	4.54%
871 Miscellaneous	2,500	2,500	0	0.00%
910 Debt Services	216,408	210,408	(6,000)	-2.77%
930 Capital Expenditures	74,100	109,014	34,914	47.12%
BOS Budget Total	3,489,021	3,646,061	157,040	4.5%
515 Open Space	30,000	0	(30,000)	-100.00%
504 Capital Reserve	145,000	165,011	20,011	13.80%
910 Debt Repayment	216,408	210,408	(6,000)	-2.77%
311 Debt Repayment PW Leases	84,993	115,138	30,145	35.47%
930 Capital Expenditures	74,100	109,014	34,914	47.12%
CIP Local Funds	550,501	599,571	49,070	8.9%

Central Government (100s)	974,595
Public Safety (200s)	91,486
Public Works (300s)	1,350,279
Transfers (500s)	91,642
Other (800s)	538,488
CIP (504, 910, 930, 311)	599,571
Total Board of Selectmen	3,646,061



Dept #	Budget Request Was	Budget Request New	Line item change		Budget Increase (Decrease)	Comments		
			3,489,021					
			3,901,955		412,934	11.8%		
311-133	108,244	56,722	(51,522)			was 2 drivers, now only 1(Todd)		
new	0	52,000	52,000			add new mechanic position		
311-430	20,000	15,000	(5,000)			road maintenance		
311-440	7,500	3,000	(4,500)			equipment rentals		
311-573	30,000	25,000	(5,000)			tree removal stay flat		
311-610	7,500	4,000	(3,500)			misc supplies		
311-645	600	450	(150)			training ad ed		
311-680	2,500	1,500	(1,000)			stone		
311-683	10,000	7,000	(3,000)			crack seal		
311-684	15,000	10,000	(5,000)			aggregate		
0302-681	250,000	195,000	(55,000)			CHIP SEAL - asphalt		
0302-683	15,000	10,000	(5,000)			CHIP SEAL - crack seal		
351-121	17,045	25,738	8,693			Asst Op s/be 3 days vs 2 days		
351-430	5,750	4,000	(1,750)			maintenance		
351-593	200	0	(200)			rodent control		
351-610	4,000	3,000	(1,000)			general supplies		
			(80,929)	3,821,026	332,005	9.5%		
831-231	281,774	300,642	18,868			placeholder salary increases		
			(62,061)	3,839,894	350,873	10.1%		
511-300	22,381	25,881	3,500			TN communication program		
			(58,561)	3,843,394	354,373	10.2%		
504-300	97,118	165,011	67,893			approved CIP year 1		
311-940	113,582	109,065	(4,517)			new truck budget was 2 pymts, CIP now 1 plus sm dump and ford explorer 1 pymt		
930-930	120,775	109,014	(11,761)			approved CIP year 1		
			(6,946)	3,895,009	405,988	11.6%		
311-XXX	52,000	0	(52,000)			NEW MECHANIC		
311-430	15,000	14,000	(1,000)			road maintenance		
311-435	75,000	60,000	(15,000)			PW VEHICLE MAINTENANCE		
311-440	3,000	0	(3,000)			equipment rentals		
311-577	900	1,000	100			drug test and cdl physicals		
311-610	4,000	3,000	(1,000)			misc supplies		
311-612	10,000	8,330	(1,670)			building maint supplies		
311-650	10,000	8,000	(2,000)			parts and supplies		
311-680	1,500	0	(1,500)			stone		
311-681	20,000	15,000	(5,000)			asphalt		
311-684	10,000	8,000	(2,000)			aggregate		
311-700	10,000	0	(10,000)			equipment for traffic control		
311-730	25,000	15,000	(10,000)			equipment purchase		
311-431	8,000	7,667	(333)			snow - equip maintenance		
311-687	120,000	100,000	(20,000)			snow - salt		
311-737	10,000	9,219	(781)			snow - plow equipment		
311-575	150,000	115,000	(35,000)			chip seal - oil roller and chipper		
311-681	195,000	145,000	(50,000)			CHIP SEAL - asphalt		
311-683	10,000	6,000	(4,000)			CHIP SEAL - crack seal		
351-121	25,738	24,628	(1,110)			transfer station assistant operator		
351-430	4,000	2,000	(2,000)			maintenance		
351-523	66,000	60,000	(6,000)			bulk waste disposal		
351-610	3,000	2,000	(1,000)			general supplies		
831-200	4,050	3,450	(600)			employee health ins waivers		
831-231	300,642	276,786	(23,856)			employee health ins		
831-232	12,323	12,178	(145)			employee dental ins		
831-233	1,344	1,291	(53)			employee life ins		
			(255,894)	3,646,061	157,040	4.5%		