

**SHARON BOARD OF FINANCE  
SPECIAL MEETING  
TUESDAY, APRIL 7, 2020  
6:30PM**

**VIA ZOOM MEETING LINK  
<https://us04web.zoom.us/j/677527165>  
Meeting ID: 677 527 165**

**AGENDA**

1. Call to order
2. Town Hall Map Copier
3. Budget procedure time line
4. Discussion on George Sinnamon's response re: funding specifically to offset anticipated requests from the town for assistance in light of the COVID-19 situation
5. Adjourn

**Town of Sharon is inviting you to a scheduled Zoom meeting.**

Topic: Board of Finance Town of Sharon CT

Time: Apr 7, 2020 06:30 PM Eastern Time (US and Canada)

**Join from a Computer:** To join the BOF meeting from a computer you will need to follow the link below. Zoom will prompt you to download their local application for your computer and may ask you for a meeting ID, which is below. Once you are in the meeting you have an option to dial a phone line into the meeting "Phone Call" or you may choose "Computer Audio" to use your computer microphone and speakers. Please note that all online meeting rooms have seen increased usage and therefore, dial-in numbers have been unstable. It is recommended you use "Computer Audio" for this meeting.

Join Zoom Meeting Link:

<https://us04web.zoom.us/j/677527165>

**Meeting ID: 677 527 165**

**Computer Audio is recommended.**

However, if dialing in by phone you may use either of the following numbers:

+1 929 205 6099 US (New York)

or

+1 301 715 8592 US

**When prompted enter Meeting ID: 677 527 165**

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If you are also on the computer video of the meeting you will see a "Participant ID" which you can enter after the meeting ID. If you are not logged into the video you can disregard this part.

**Join from Tablet or smartphone:** To join the meeting from a tablet or smartphone you will need to visit your device Apps Store and download the "Zoom Cloud Meetings" app. Once you have downloaded the app you can open it and choose "Join a Meeting". From there please enter the Meeting ID when prompted.

**Meeting ID: 677 527 165**

# Preparing for a Digital Future Today

Technology is transforming the work of city and small towns, their staff and the public across the board – for clerks, city managers, Selectman and IT directors to name just a few. It is changing what residents expect in terms of transparency, availability, and simplicity.

The Map copier that the Town wishes to purchase will be the 1<sup>st</sup> step in moving toward the future. We can be 1 step ahead as we begin the process in an effort to be ready for the future demands of searchers, attorneys, contractors, and most importantly, the ability to communicate between each office that will benefit.

Please consider that this purchase is for, and will benefit the following:

1. Building Office
2. Zoning and Planning
3. Assessor's Office
4. Inland Wetlands
5. Conservation
6. Roads
7. Town Clerk's Office

Thank you for allowing this proposal to go to the Board of Finance for their approval, as I am certain that this board that I am presenting this to today is a futuristic enthusiastic hardworking board promoting Sharon's best interests for the 21<sup>st</sup> century.

# Proposal for Document Copying, Printing & Scanning

Solution For:

## **Town of Sharon**

**Dept. - Town Clerk**

**63 Main Street  
Sharon, CT 06069**

Prepared by

**Daniel McNutt**

(860) 871-8713

[Dmcnutt@MegasysInternational.com](mailto:Dmcnutt@MegasysInternational.com)

2.24.2020

**Proposal Page 1**

*Why should you choose MEGAsys as your wide format vendor?*

- Megasys is committed to your *total* satisfaction.
- We stand behind the products we sell. We want to hear from you if your not completely satisfied with any of our products or services.
- We fully support everything we sell, from supplies to repairs.
- We are an authorized HP DesignJet Specialist.
- Technical support is a quick e-mail or phone call away.
- Understand the broad and various equipment and methods involved in wide format.

Our goal is to provide the very best wide format solutions for your needs. Not only with the equipment, but with the support we can offer.

Megasys provides support after the sale, with E-mail and phone support we can even dispatch a technician if needed same day in many cases. **We stock a wide range of paper, ink and supplies for all equipment we sell.** I understand support and value does not stop after the equipment is installed but continues after. If you have a problem feel free to email me directly, I will try to assist and if needed come by to help.



**Proposal Page 2**

Megasys International, Inc. 45H Industrial Park Road West, Tolland CT 06084  
Phone: (860)871-8713 Fax: (860)871-8710  
Toll Free: 1-800-836-4340

**Proposed Solution**



**HP Designjet T2600dr PostScript Multifunction All in One COLOR System**  
**Two-roll, web-connected ePrinter with scan and copy capabilities**

HP Designjet T2600dr PostScript 36" Color Integrated **Printer / Copier / Scanner**

Features:

- |                                                                                                  |                                            |
|--------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>• Integrated Output Stacker Collects 100 Prints</b>                                           |                                            |
| • Large Color Touchscreen Operation                                                              | • Also has Catch Bin for collecting prints |
| • Color Scanning & Copying                                                                       | • Color Printing and Copying Ability       |
| • Scan directly to .PDF, .tiff, .jpeg                                                            | • Scan to multiple locations               |
| <b>• Dual Front Loading Rolls with Automatic Roll Switching, Feeding &amp; Loading/Unloading</b> |                                            |
| • Fast: 19.3 sec/page on D/A1, 180 D/A1 prints per hour - <b>3 D/A1 per minute</b>               | • Web Enabled w/Automatic Firmware Updates |
| • Instant Printing with Zero Warmup Time                                                         | • Fast scanning in Color or Black & White  |
| • Copy Reduction and Enlargement                                                                 | • Automatic Cutter                         |
| <b>• Efficient Operation - NO INK WASTE / NO MAINTENANCE CARTRIDGE</b>                           |                                            |

**Proposal Page 3**

# Megasys International, Inc.

860-871-8713 • Contact@MegasysInternational.com

## HP Designjet T2600dr PostScript Multifunction All in One COLOR System Two-roll, web-connected ePrinter with scan and copy capabilities

Purchase Price \$8,345.00 - **Single** Roll, Includes PostScript Option  
~~X~~\$9,395.00 - **Dual** Roll, Includes PostScript Option  
Equipment Installation\* ~~X~~\$649.00 - Includes: Networking, Setup/Installation & Training  
Existing Equipment Removal No Charge - Not Applicable

Additional Purchase Options: (Completed lease application needed for exact amounts)

3 Year \$1 Buyout Lease: \$297/mo - Single Roll Version  
~~X~~ \$332/mo - Dual Roll Version = 11953

Extended Warranty Options: (not included in lease amounts)

**Single Roll version - 5 Year Megasys Total Warranty \$2,679.00**  
~~X~~**Dual Roll version - 5 Year Megasys Total Warranty \$3,259.00**

(On-site service includes all parts, labor and travel- consumables excluded)

### MEGASYS Total Designjet Support Plan

- Troubleshooting performed on-site by technician
- Placing a service call means one phone call or email
- Same day or next day response time if needed
- Based on your needs, response time can be expedited
- Discounted supplies

### Installation and Equipment Set-up Initial Supplies

### Proposal Term

### Warranty

### Freight

### Terms

### Taxes

**\$649.00 - FULL NETWORK INSTALL**  
**Starter Ink cartridges & Printhead**  
**Full roll of 36" paper**  
**Valid for 30 Days**  
**One Year Manufacturer Warranty**  
**1<sup>st</sup> floor ground level access delivery**  
**TBD**  
**All Applicable**

### Proposal Page 4

Megasys International, Inc. 45H Industrial Park Road West, Tolland CT 06084  
Phone: (860)871-8713 Fax: (860)871-8710  
Toll Free: 1-800-836-4340

**Recommended Supplies by Megasys:**

**Applicable to the HP Designjet T2600dr PS**

We recommend placing an order for at least 1 set of ink cartridges. New equipment comes with starter ink cartridges, much of the ink goes to priming the ink-system upon setup. It is recommended to have another set of ink on hand to replace these when they are empty. Please keep in mind, all inks must be present and there cannot be an empty one for the machine to print. The ink cartridges have a shelf life of over 2 years, so you do not have to worry about them going bad.

✘ Standard capacity ink cartridge set\* (6x 130ml per ink cartridges) - \$450 - 5% = \$427.50

High Capacity ink set\* (6x 300ml per ink cartridges) - \$900 - 5% = \$855.00

Full ink sets ordered **with** equipment have a 5% discount

\*Ink sets include all 6 of the ink cartridges the machine uses.

Thank you for considering Megasys International, Inc. for all your wide format needs. If you have any questions or need more information please call me at (860)871-8713, email me directly at [dmcnutt@megasysinternational.com](mailto:dmcnutt@megasysinternational.com). Thanks again and I look forward to speaking with you soon.

Sincerely,

Dan McNutt



**Don't judge by Price  
Quality + Service = Value,  
We are the best value.**

**Proposal Page 5**



## Tina Pitcher

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**From:** Brent Colley  
**Sent:** Wednesday, April 01, 2020 1:36 PM  
**To:** KAREN AND MICHAEL DIGNACCO; Tina Pitcher  
**Subject:** CCM Executive Order Webinar

### Notes from the CCM Executive Order webinar on FOI and Budgets and Public Meetings:

- First, there is a website with resources (all the way at the bottom): <https://www.ccm-ct.org/coronavirus-resources>
- The executive orders need to be read together as they build upon each other
- Some important parts of the orders
  - Executive Order (EO) 7H calls for a coordinated response and prohibits municipal officials from enacting their own “shelter in place” orders, or issuing orders that conflict with the EOs.
  - EO 7B suspends some FOIA requirements, as well as any local charter, regulation, or law to the extent necessary to permit remote public meetings
    - Must provide the public with the ability to listen to the meeting in real-time
    - Must comply with existing posting and notice timelines
    - Materials must be posted 24 hours in advance
    - The need for a medium that permits public participation should be inferred
  - EO 7I suspends a lot of things, including
    - In-person filing requirements related to municipal planning, assessment, and taxation (such as appeals)
      - Allows for virtual board of assessment appeals
    - Deadlines for public hearings may be extended by up to 90 days
      - Municipality may extend the deadline on its own (does not need approval of applicant)
    - No newspaper notice is required (can post a single notice electronically on the agency’s website)
      - Physical agendas don’t need to be posted in town hall
    - Decisions must be posted online throughout the appeal period
    - Within a “reasonable” time after the crisis ends, all notices that were posted online must be filed in the clerk’s office
  - EO 7C
    - Can extend budget timelines by 30 days (only applies to those which are scheduled to occur prior to May 15)
    - Budget hearings are encouraged but may be done virtually
    - Still must make reasonable efforts to reach out to the public
    - Requirement to have in-person voting is suspended
      - The legislative body (or board of selectmen) shall authorize the budget making authority to enact the 2020 budget and set a mill rate.
        - Need to determine who the legislative body is
        - Need to determine who the budget making authority is
    - Under EO 7I, budget making authority is directed to adopt the budget and set a mill rate
      - Not optional, but mandatory
      - Should look into and use extension provisions
      - Budget authority is still only allowed to adopt the bottom line of the BOE budget
    - Towns are encouraged to follow similar timing patterns
  - The executive orders don’t touch on holding bond referenda at the same time as the budget passing
    - Towns should think about whether or not they have any notes coming due
  - CCM provides a sample resolution regarding budget timelines

- They also discussed technology for virtual public meetings
  - Key requirements
    - Must be able to attend anonymously
    - Must have transcription capability
    - Need to consider attendance caps
  - Recommended technologies
    - Zoom, though user caps can be an issue
    - Webex, though it has a hard cap of 250 users
    - GoToMeeting is probably the best for large meetings
      - Has automatic transcription
      - Can upgrade to GoToWebinar which extends cap to 500 attendees
      - Can go beyond 1,000 attendees, but you lose the ability for public input
    - Microsoft Teams (which is what the state is using)
      - Meets all requirements
      - Can be purchased via state contract
      - Only one that is government certified (the state has to use a government certified solution)
      - G3 and G5 editions allow for larger meetings
    - Audio conferencing solutions are compliant as well
      - Freeconferencecall.com
        - Up to 1,000 users
        - Has recording and transcription
      - Rev.com offers independent transcription

## Tina Pitcher

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**From:** George Sinnamon <george@sinnamoncpa.com>  
**Sent:** Wednesday, March 18, 2020 12:26 PM  
**To:** KAREN AND MICHAEL DIGNACCO  
**Cc:** Brent Colley; Tina Pitcher  
**Subject:** RE: special fund accounts

Hi Karen

I copied Tina on this as well as I owe her an answer on the earlier question about the SHA fund as well so I am addressing both here

SHA *-not at this time - June meeting*

On the SHA fund the special meeting on December 13, 2019 authorized the First Selectman to execute the necessary documents and promissory notes to secure a grant/loan from Eversource in the amount of \$100,000 at 0% interest to be repaid over 4 years to enable the SHA to upgrade the HVAC equipment.

At the BOF meeting on December 10, 2019 we discussed the options for setting up a fund for this which you now want to put in place

I would suggest that the BOF recommend to the next Town meeting that there be an agenda item to authorize an "allocation of \$100,000 from the undesignated fund balance to provide a reserve for any potential liability that the Town may have to pay on the SHA promissory note from Eversource that the town has acted as a grantor on as approved at the December 13, 2019 town meeting"

This would then not become a separate fund of the town as you do not expect to have funding coming in and expenses going out like 67 main for example. It would be a "reserve" within the general fund but established as a separate line and removed from undesignated fund balance and moved to assigned fund balance within the general fund. This will provide the town with a line and fund to charge any payments that the town is obligated to pay if the SHA does not make its scheduled payments on the loan. The loan proceeds from my understanding are an obligation of the SHA with the town acting as guarantor only, so this will appear on the audit as a contingent liability only and not an existing debt of the town. The assignment will allow for covering this liability if it becomes due from the town. You should also authorize the treasurer and selectman to pay out any funds from this line item as deemed necessary so that any loan or funds that the town is liable for, and that SHA cannot pay, are not considered delinquent and thereby impacting the town's credit.

I still enough the Board of Finance to obtain and review a copy of the SHA annual audit and monitor their financials during the year

### COVID-19

For 2019/20 you can first utilize fund transfers if they are available to add to the social services line and if these costs are going over the budget as a whole you can do a separate appropriation out at a town meeting

For 2020/21 you could handle this a few ways and accomplish the same thing – all through the normal process, Board of Selectman to Board of Finance to Town meeting

1. The same as above don't set up a separate fund but rather vote an assignment of fund balance to cover these requests – being a hopefully temporary situation I would lean towards this option
2. Add a line item to the budget, or have a separate vote to establish and transfer a dollar amount to a new fund for this that would be a special revenue fund. This is more intended for a long term activity but it would then show separate in reports if you desire this
3. For the 2020/21 budget you could also just increase the social service line item or add a new general fund line item, but that would throw off year over year comparative budgeted expenditures even though you would probably cover via fund balance vs a mill rate change
4. Both #1 and #2 the amount would carry forward and ultimately any excess funds would then close back to unassigned general fund when the situation is over. On #3 this funding would expire at 6/30/2021 and need to be reauthorized the next year

Because of the unique situation I would advise that the BOF approve a simple process and appointment of certain town staff, selectman, social services, treasurer etc. to make determinations and decisions on spending these funds. You want to be able to act quickly for anyone who needs help but also keep controls and accountability. So I would make it maybe a 2 person rule but have maybe 4 people who can make the decisions with simple communications. Confidentiality and HIPPA rules should also be kept in mind, so I strongly encourage that no individual names be communicated through email or electronically and files documenting any decisions to provide assistance be kept in writing but very confidential. You will also need to think about how to communicate this to the public so anyone needing help can be reached without discrimination

Let me know if you want to discuss further. I hope that this is helpful

Stay safe!

George