

SHARON BOARD OF SELECTMEN
REGULAR MEETING
APRIL 14, 2020
3:00PM AGENDA
VIA ZOOM
<https://us04web.zoom.us/j/753637409>

1. Call to order
2. Adopt agenda
3. Public comment on agenda items
4. Minutes: 3/10/20 & 3/12/20
5. Award proposal for tree work at Sharon Beach
6. Discuss Governor's Executive Order 7S Section 6 pertaining and vote on which program to approve: Deferment Program or Low Interest Rate Program
7. Discuss possible creation of a separate "Community Support Fund" in the amount of ??? for non-profits and businesses – to be recommended to Board of Finance to take to a Town Meeting
8. Community Update to include
 Highlight budget process being followed
 COVID -19
9. Adjourn

Tina Pitcher

From: Brent Colley
Sent: Thursday, April 09, 2020 12:34 PM
To: Tina Pitcher; sharontownclerk@yahoo.com
Cc: Dale Jones; Casey Flanagan
Subject: Zoom Meeting for Tuesday

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

Topic: Board of Selectmen Town of Sharon CT Tuesday, April 14 @3pm
Time: Apr 14, 2020 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/753637409>

Meeting ID: 753 637 409

One tap mobile

+19292056099,,753637409# US (New York)

+13126266799,,753637409# US (Chicago)

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

Meeting ID: 753 637 409

Find your local number: <https://us04web.zoom.us/u/fQYNvrzS>

SHARON BOARD OF SELECTMEN
Draft until approved at the next regular meeting

A regular meeting of the Sharon BOS was held on March 10, 2020 at 3PM at the Town Hall. Present were the three Selectmen, Mr. & Mrs. Hecht, Jamie Casey, Harding Bancroft, reporters Hawken and Epstein, Brent Prindle taping for Channel 6 and the secretary.

First Selectman Colley called the meeting to order at 3PM.

To be added to the agenda: 7a – Western Tourism District Representative and 7b – Tax Refunds. Mr. Jones made a motion to adopt the agenda as amended, seconded by Mr. Flanagan, with all in favor – motion carried.

There were no public comments on the agenda items but those present can ask to speak when we get to any particular item.

Mr. Flanagan made a motion to approve the minutes of 2/25/20, 2/27/20 & 3/4/20 was written, seconded by Mr. Jones, with all in favor – motion carried.

John Brett had asked to be placed on the agenda pertaining the Drum Road issue with violations of the Ordinances on Abandoned Vehicle, Abandoned Premises and Use of Town Property. Mr. Brett was not present but Mr. Colley explained that based on a walk of the area, locating bases of stone walls and a review of survey maps on file, Matt Kiefer has determined that with the average width of Drum Road, the right-of-way is 15' to 16' from the center of the road. This places the trailer and the skid steer 1' into the right-of-way. This information was needed in order the Town Attorney to proceed with a legal action. Jamie Casey reminded the Board that with any true enforcement, any action does take a long time. With the Abandoned Vehicle and Abandoned Premises Ordinances, going through the court system is the last step. Having to go to court will cost the Town but the Town did approve the Ordinances with this enforcement mechanism noted. One can hope that the owner will do the right thing and remove the trailer and the skid steer from the property. Jamie Casey told the Board that she believes the Ordinances are working as in other instances, the violations have been corrected. The Ordinance Committee did anticipate an issue or two when the Ordinances were drafted. The Board thanked Jamie for her information.

A request has been submitted from Discover CT Bicycle Tour Series to use certain Town roads on July 19, 2020. Mr. Flanagan made a motion to approve the request with the stipulation that any signs put up are removed right after the tour and that individuals be stationed at any areas of safety concern, seconded by Mr. Jones, with all in favor – motion carried.

Next the Board worked further on the proposed 2020/2021 budget and discussed various items:

Road work that could be done in this budget year was reviewed so Mr. Colley offered that this line item could be reduced in order to award raises to employees. After some discussion it was decided to leave this line amount as it for now.

Mr. Colley offered that this is the budget year to give employees a 4% raise. He wants to reward the employees. Mr. Flanagan commented on plans for the future on raises and what employees commented on – when the insurance was changed, they now have more out-of-pocket expenses. We need to have comparative salaries. Budgets will be drafted with a 3% and a 4% increase. Then the Board will decide.

Before the work can be done on Sharon Valley Road, more data is needed. The bridges and drainage need work done and pipes replaced before the paving is done.

Housatonic Youth Service Bureau – our contribution will remain the same and hopefully other towns will contribute equally.

Hotchkiss Library – the Board agreed to keep the contribution amount at \$100,000 and have the \$18,000 Capital Improvement request a separate vote at Town Meeting. With the \$100,000, this will get them at their “ideal” contribution amount.

Mr. Jones made a motion to have a Special Meeting Thursday, March 12, 2020 at 2PM to finalize the budget, seconded by Mr. Flanagan, with all in favor - motion carried.

John Baroody has submitted a request to be appointed Sharon’s representative on the Western Tourism District. Mr. Flanagan made a motion to appoint John Baroody as Sharon’s Western Tourism District Representative, seconded by Mr. Flanagan, with all in favor and thanks to Mr. Baroody for coming forward – motion carried.

The Tax Collector has submitted two tax refund requests, both for real estate taxes: Gregory Rassen - \$506.88 and Dana Kraus - \$2,198.88. Mr. Jones made a motion to approve the requests, seconded by Mr. Flanagan, with all in favor – motion carried.

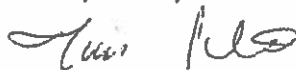
Community Update:

With all the updates on the Coronavirus, individuals are asked to stay vigilant and follow the guidelines and requests on how to handle the symptoms. Locally, if anyone has any questions or concerns, they are asked to contact Jamie Casey in the Health Department at 860-364-0909.

All were thanked for coming to this meeting.

With nothing further, Mr. Flanagan made a motion to adjourn, seconded by Mr. Jones, with all in favor – motion carried. The meeting was adjourned at 4PM.

Respectfully submitted,



Tina Pitcher, Town Secretary

SHARON BOARD OF SELECTMEN
Draft until approved at the next regular meeting

A special meeting of the Sharon BOS was held on March 12, 2020 at 2PM at the Town Hall. Present were the three Selectmen, Barbara Prindle, Harding Bancroft, Jill Drew, Brent Prindle taping for Channel 6 and the secretary.

First Selectman Colley called the meeting to order at 2PM.

Before the Board began finalizing the budget and the receipt of new information, Line Item 17b – Hospitalization / Life Insurance – can be reduced to \$360,000 – revised rates and one less employee on the plan.

The two versions of the budgets were reviewed (3% & 4% wage increases across the Board except Selectmen which the BOF will set and the Road Crew who are Union). The Board discussed whether to reduce Line Item 26q – Highway Road Repair. After some discussion and review of the projects, it was agreed to leave it at \$300,000 noting that if the BOF wants to reduce the budget, this is a line where it can be done. The Board discussed Line Item 26s – Highway Rental Equipment – rent equipment vs purchasing the equipment – this idea is being worked on for the future. The list of individual allocations requested to be taken, if approved, out of the Undesignated Fund were discussed. These are one time allocations and the Board feels they should be handled this way as not to affect the budget and have residents pay additional taxes when the funds are available. The BOF can change this if they choose. The cost for the program for the map copier has not yet been obtained – this could be discussed with the BOF at the budget hearing. The Board agreed to leave Line Item 38 – Reserve Fund Capital – at \$10,000 for now as there are ample funds currently in the Undesignated Fund to cover Capital Projects. The Board will be reviewing the Five-Year Capital Improvement Plan in the near future. Line Item 33a – Social Service Agent/Veterans' Contact Person – placing this position (which is really two positions) to salary rather than hourly wages, places a cap on the costs. As this is a new circumstance, this may need to be re-negotiated next year. Putting 4% wage increases across the Board in the budget gets the employees level with the region and in the future the increases will be cost of living only unless there is an unusual circumstance. After all discussion, Mr. Flanagan made a motion to submit the proposed 2020/2021 budget to the BOF for approval with the 4% increase in wages and the line item adjustment for Hospitalization / Life Insurance, seconded by Mr. Jones, with all in favor – motion carried.

Next the Board discussed the individual allocation requests to the BOF for approval to Town Meeting to come out of the Undesignated Fund:

- a. Sharon Historical Society – roof project – up to \$20,000 with the Town paying the bills
- b. Hotchkiss Library – masonry work on chimneys – up to \$18,000 with the Town paying the bills
- c. Sharon Connect Task Force – mailing survey re: telephone and internet – up to \$2,775 – this is the maximum that may be needed as hopefully people will do the survey on line and not so many will need to be mailed – Mr. Jones reiterated that the Board sees the survey before it goes out
- d. Veterans' Field – replacing playground – up to \$40,000
- e. Highway Equipment Fund - \$75,000 – this has been done for several years so other Equipment Fund balance does not get to low. The Equipment Fund spreadsheet needs to be updated

Mr. Jones made a motion that the BOS approves to the BOF for approval to Town Meeting, the individual allocations as discussed, seconded by Mr. Flanagan, with all in favor - motion carried.

With nothing further, Mr. Flanagan made a motion to adjourn, seconded by Mr. Jones, with all in favor – motion carried. The meeting was adjourned at 2:53.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tina Pitcher", written in a cursive style.

Tina Pitcher, Town Secretary

Dear Sharon Board of Selectmen,

Of the three bids for tree removal at Sharon Beach, the bid from Perotti Tree Surgeons LLC seems like the best choice.

The price is the least expensive of the three quotes coming in at \$9,100 and also Mr. Perotti is an arborist which will be needed when it comes to the pruning phase.

Ideally the trees need to be removed now so that the reseeding from the excavation project can be done. The pruning can wait until the fall.

Thank you,

Donna Christensen

Date: March 19, 2020

Proposal: Tree Removal/Stump Grinding/Pruning
C/C

From: Perotti Tree Surgeons LLC
5 Old Turnpike Road North
PO Box 242
East Canaan, CT 06024
(860) 824-5051

Bill To: Town of Sharon **Job Location:** Sharon Beach/Mudge Pond
63 Main Street
Sharon, CT 06069

Work Detail:

We propose to furnish all labor and equipment to complete tree work piece by piece as described:

Tree Removal- 4740.00

Stump Grinding-2000.00

Tree Pruning-2900.00

Or Lump Sum: All tree removal, stump grinding, tree pruning- 9100.00

All work to follow ANSI-A-300 & OSHA Standards

Conditions: This proposal may be withdrawn by Perotti Tree Surgeons LLC if not accepted within 30 days from date of statement. This proposal is contingent upon the worksite remaining in the same condition in which it was found the day the estimate was performed. This proposal is subject to change due to the nature of our business and unforeseen hazards such as but not limited to biting/stinging insects in worksite, animals/birds nesting in worksite; presence of foreign objects such as but not limited to concrete in trees, steel hardware in trees.

Hazard Trees: If so mentioned trees deemed hazardous by Perotti Tree Surgeons LLC the owner(s) of such trees shall assume any responsibility for damages caused by such trees after PTS leaves the property.

Terms: Payment to be made as follows: 50% non-refundable deposit upon acceptance 50% upon completion.

Payment is personally guaranteed and will be made as stated in this proposal. Any overdue balances left unpaid more than 30 days from date of statement will be subject

to a 1.5% per month 18% annual service charge until paid in full.
*Proof of general liability & workman's compensation available upon request.
If these conditions and terms are agreeable please sign, date, and return this contract
with deposit to:

Perotti Tree Surgeons LLC
PO Box 242
East Canaan, CT 06024

Sign here _____

Date here _____

Jeff Perotti Registered Consulting Arborist #528
CT Licensed Arborist & Turf Ornamental # S-4607
MA Certified Arborist # 2136
CT Pesticide Registration # B-2341

A handwritten signature in black ink, appearing to read "Jeff Perotti", is written over a horizontal line.

SHARON LAWN & LANDSCAPE, LLC
P.O. BOX 822
LOVERS LANE, SHARON, CT 06069
(860)672-5260
CELL(860)672-5250

PROPOSAL

SUBMITTED TO: Town of Sharon
ADDRESS:
CITY, STATE: Sharon, CT
PHONE#:
FAX:
E-MAIL: brent_c@sharon-ct.org
DATE: 3/19/2020

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR:

The Town Beach Tree Removal, Pruning, and Stump Grinding

THE FOLLOWING ARE INCLUDED IN THE CONTRACT PRICE:

- 1. Removal of all marked trees as indicated - total 13**
- 2. Grinding of all stumps of the removed trees - all not including Willow tree**
- 3. Selective pruning of the marked trees**
 - 10 white pine**
 - 1 maple**
 - 2 american ash**
- 4. Chipping of all brush and removed from site**
- 5. Removal of all logs and removed from site**
- 6. Stump grindings removed from site**
- 7. Top soil and seeding where stumps were ground as well as any markings of the lawn made during removal of debris.**
- 8. Straw mulch all seeded areas**

WE PROPOSE TO FURNISH MATERIAL AND LABOR COMPLETE IN ACCORDANCE WITH THE ABOVE FOR THE SUM OF: **\$13000.00**

PAYMENT TO BE MADE AS FOLLOWING: 50% upon acceptance, Remainder upon completion.

AUTHORIZED SIGNATURE FOR PROPOSAL: _____

Quinion

Lawn and Landscaping services

(860)453-4553

Prepared for:
Town of Sharon

March 20, 2020

Reference:
Sharon Town Beach

We would like to start off by thanking you for the opportunity to work for you. The Quinion family has been in the lawn, landscape and excavation business for two generations serving residential and commercial locations in the tri-state area. Our clients have included some of the largest franchises in the country. We have been here for many years and will be here for many more years to come.

The provided proposal is for the work to be completed for the Sharon Town Beach located at 142 Mudge Pond Rd. Our work will be performed in the highest quality and comply with local and state codes and regulations.

Quinion Lawn & Landscaping services, LLC will supply all necessary labor and material to complete the project per requirements of proposal specifications.

This will include the following:

"Tree Removal"

- Removal of trees marked with yellow ribbon at breast height.
- (10) Maple
- (1) Willow
- (1) American Ash
- (1) White Pine

- Trees to be removed will have all brush chipped and logs hauled away.
- Stumps will be left at 3" to 6" above soil level.
- All debris will be hauled of site for disposal.

"Stump Grinding"

- Grind stumps as a result of work completed under scope "Tree Removal" and additional stump marked with yellow ribbon.
- (10) Maple
- (1) Willow
- (1) American Ash
- (1) White Pine
- (1) Stump
- All above stumps will be removed 6" to 8" below soil surface.
- All debris will be hauled away from site.
- All holes will be filled appropriately with soil or sand.
- Grass seed and mulch straw will be applied to appropriate areas.

Pricing:

Tree Removal only	Quote Price	\$6,800
Stump Grinding only	Quote Price	\$2,250
Tree Removal and Stump grinding	Quote Price	\$8,500

~~Handwritten scribble~~ 80/

Property Lines

Prior to commencement of the work the Client will provide Contractor with information as to the location of property lines and all subsurface utility and service lines, including but not limited to electrical, telephone and gas lines and water and irrigation pipe-lines and conduits. Landscaper may rely on the accuracy and completeness of all such information and shall not be liable to damages or costs resulting from any errors or omissions in that regard. Unless otherwise provided for herein, Landscaper will be responsible for obtaining any municipal building permits required in relation to the performance of the work necessary.

Concealed Physical Conditions

If subsurface or otherwise concealed physical conditions at the Premises differ materially from those indicated in this agreement or from those ordinarily found to exist in the vicinity of the Premises, including subsurface utilities, boulders, tree stumps or construction debris. Then the Contract Price will be adjusted to account for any changes required to the Agreement or in the materials or method of work required to carry out the work.

Any alteration or deviation from this proposal specifications involving extra cost of materials or labor will be only executed upon written orders, and will become an extra charge over the sum mentioned in this quote. Ownership of equipment and materials will remain with

Quinion Lawn & Landscaping services, LLC until all sums due have been paid in full. Once equipment and materials are delivered to the jobsite it is the general contractor(s) / homeowner(s) responsibility to provide adequate and safe storage until instillation. All prices are subjected to change after 30 days.

Quinion Lawn and Landscaping services, LLC. is determined to provide the best value to our customers. We are confident that our work ethic and efficiency is superior by offering to beat any professional competitors price by \$5 or 10 % which ever is higher without sacrifice. We will also work with our customers to make sure any discrepancies are taken care of and/or remedied promptly. Customer satisfaction is our number one priority.

Initial deposit and payment schedule to be agreed upon by both parties prior to any materials being ordered or work commencement. Invoice payments due in 15 days. There will be a late charge of 1.5% monthly, 18% annually on any balance due after 30 days. Request for itemized billing will be charged thirty-eight dollars per hour admin fee on undisputed invoices. Permit fees NOT included. All prices are good for 30 days. Approval to start work is under the interpretation of this proposal unless other wise written and signed.

Upon Clients approval of proposal, authorized person(s) having authority to order work and payment please fill out, sign and return this sheet.

_____.	_____.
(printed name)	(title)
_____.	_____.
(signature)	(date)
_____.	_____.
(printed name)	(title)
_____.	_____.
(signature)	(date)

Feel free to communicate any questions or concerns you may have.

Thank You,

K. Quinion

Kris Quinion
Quinionlawnland@yahoo.com
Cell: (860)671-1615

Dear Sharon Board of Selectmen,

I am writing to you regarding Governor Lamont's Executive Order No.7S. It states that in response to the COVID19 health crisis each town shall choose at least one of the proposed temporary tax relief programs known as the Deferment Program and the Low Interest Rate Program. The programs would only include April 2020 and July 2020 tax bill payments. The April payment would be extended to July 1, 2020 and the July payment would be extended to October 1, 2020.

The Deferment Program is my recommendation for the reason that I believe it would be more helpful to people who are experiencing recent difficulties. A taxpayer would apply for the deferment and would be given an interest free grace period. Any portion of the tax still unpaid at the end of the grace period would be then be subject to the usual interest rate of 18 per cent per year.

The Tax Reduction Program would lower the interest rate due from eighteen percent per year to three percent per year for the same time period as above. At the end of the program any unpaid portion would be subject to the usual interest rate of eighteen percent.

I feel that people who have been affected by this crisis would gain more from the deferment to help them get back on their feet.

Thank you,

Donna Christensen



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

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

PLEASE PRINT LEGIBLY

MUNICIPALITY NAME _____

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

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

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

CHECK PROPER ELIGIBILITY:

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

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

- Deferral Program.** If the municipality has adopted the Deferral Program, I request that the applicable real estate taxes and any municipal electric, water or sewer charges or assessments on the property identified above, which would otherwise be due between and including March 10, 2020 and July 1, 2020, be deferred until ninety (90) days after the original due date of each without interest or penalty.
 - I have attached documentation proving that the property has or will suffer a significant revenue decline, OR
 - I have attached documentation proving that commensurate forbearance was offered to the tenants or lessees.
"Commensurate forbearance, for purposes of this program, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days after its due date; b) a deferral of one month's rent to be paid over the 90 day period, or c) forbearance substantially similar to (a) or (b) as determined by the tax collector. Documentation includes, but is not limited to, proof that some tenants or lessees have received forbearance or that the landlord has actively communicated with tenants or lessees to offer forbearance.

CERTIFICATION:

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

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

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

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

SHARON BOARD OF FINANCE
Draft until approved at the next regular meeting

A special meeting of the Sharon BOF was held via Zoom on April 7, 2020 at 6:30PM. Present were regular members Duncan, Fowler, Bancroft, Dignacco, Bartram and Robertson; alternates O'Kelly and Ensign; First Selectman Colley, Town Clerk Amerighi, reporter Hawken, M. Miles taping for Channel 6 and the secretary.

Chairman Dignacco called the meeting to order at 6:30.

Mrs. Dignacco explained a conversation she had with Ms. Amerighi pertaining to the Map Copier that was removed from the proposed Selectmen's Budget at the last meeting, hence placing this item on the agenda. Mrs. Robertson made a motion to add the Map Copier back into the proposed budget with the total purchase price for the 20/21 budget being \$14,288 as outlined and being line item 14o, seconded by Ms. Fowler. Ms. Amerighi reviewed the additional information she obtained from the purchasing agent which outlined outright purchase costs versus leasing, which was one of Mr. Duncan's questions. She also reviewed POSSIBLE revenue, which was one of Mr. Bancroft's questions, but emphasized that the equipment would provide the taxpayers with a service that they can walk away with and would be used by various offices and departments in the building. This would not be a money making piece of equipment but would be a time saver for employees and overtime may pay for itself. With all questions answered and comments made, a vote was taken on the motion – all in favor = motion carried. Ms. Amerighi thanked the Board for re-considering this purchase and the Board thanked her for all her information on this item.

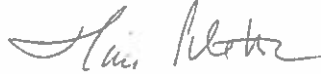
The Board discussed in length a budget procedure time line based on Executive Order 7c. This allows for an extra 30 days from May 8, 2020 to adopt a budget and set the mil rate by the Board of Selectmen without complying with any in-person budget adoption requirements, although the Board of Finance in Sharon is the budgetary authority. So no hearing will be held but all reasonable steps should be taken to publicize the draft budget and to receive public comments thereon. Upon getting the budgets out there via website, radio interviews and/or video presentations by the BOS & the BOE, newsletter and paper copies available, a deadline for questions/comments to be submitted needs to be set, as well as how the questions/comments can be received. Ms. Fowler made a motion that the cut-off date for questions/comments be April 28, 2020, seconded by Mr. Bancroft. In the discussion it was agreed to have questions/comments submitted to a centralized email address with them being forwarded automatically to the BOF members (they would be forwarded to the appropriate Board – BOE or BOS to be prepared to address) as well as submitted by mail. Vote taken on motion – all in favor, motion carried. Now the Board needs to set a special meeting via Zoom to address any questions/comments that were submitted and make a final decision on the budgets. The BOF would then make a recommendation to the BOS for adopting the budget (as the town really only has one budget) and the setting of the mil rate. Ms. Fowler made a motion to set a Zoom meeting for Tuesday, May 5, 2020 at 6:30PM, seconded by Mr. Duncan. In the discussion, the basic agenda would be to make a final decision on the proposed budgets, make the recommendation for adoption to the BOS and make the recommendation for the mil rate to the BOS. At this meeting, the questions/comments will be publicly addressed. Vote taken on motion – all in favor, motion carried.

X Next there was a discussion on town assistance in light of COVID-19. Whether for non-profits in and/or outside of the budget and for businesses. Individuals are handled directly through the social services office. The response from George Sinnamon on this topic was discussed. For the 19/20 fiscal year, the

Board could utilize the fund transfer method within the social services line. For the 20/21 fiscal year, Mr. Sinnamon offered 4 options all of which need to be accomplished through the normal process – Board of Selectmen to Board of Finance and then to Town Meeting. Utilizing the existing Sharon Fund was discussed as well as the Civil Preparedness Line Item. The mission and process to access the funds in the Sharon Fund Account will need to be reviewed. Mr. O’Kelly expressed his liking of the separate fund with a small committee to make the decisions on spending the funds. Keeping people’s privacy is very important and showing that there is support available for non-profits and businesses is vital. After some discussion as this needs to come from the Board of Selectmen first. They need to determine if this is worth pursuing and how to define who might be eligible for assistance. It was the consensus that if the BOS choose to pursue this, they should go with Option 1 and determine an amount. Then the BOF could approve a simple process as noted in Mr. Sinnamon’s last paragraph if ultimately approved at town meeting.

With nothing further, Mr. Bartram made a motion to adjourn, seconded by Mrs. Robertson, with all in favor – motion carried. The meeting was adjourned at 8:11.

Respectfully submitted,



Tina Pitcher, Recording Secretary

Fir 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

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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