*PUBLIC NOTICE: **For information on submitting comments for the Public Hearing and/or Public Comment Section please refer to page 3 of this Agenda. For meeting participation information, please also refer to page 3.**

AGENDA

SPECIAL MEETING
PLAINVILLE TOWN COUNCIL MEETING
COUNCIL CHAMBERS – MUNICIPAL CENTER
May 18, 2020 - 6:00pm

6:00pm WORK SESSION: **ClearGov Financial Program**

REGULAR MEETING
PLAINVILLE TOWN COUNCIL MEETING
COUNCIL CHAMBERS – MUNICIPAL CENTER
May 18, 2020 - 7:00pm

I.   PRESENTATIONS:

II.   PUBLIC HEARING
- 2020 Neighborhood Assistance Act

III.   MINUTES OF PREVIOUS MEETING
        May 4, 2020 Regular Meeting

IV.   ANNOUNCEMENTS – REPORTS
        1.   Fund Balance Policy Recommendation

V.   APPOINTMENTS/RESIGNATIONS
        1.   Town Council Resignation
        2.   Town Council Appointment
        3.   Firefighter Appointment
        4.   Recreation and Park Advisory
        5.   Appointments and Re-appointments to Boards and Commissions

VI.   BOARD OF EDUCATION LIAISON (3rd Monday Meetings Only)

VII.   REPORT OF TOWN ATTORNEY

VIII. REPORT OF TOWN MANAGER
1.   Discussion of SRO Position at the Middle School
2.   COVID-19 Update
3.   Long-Term Recovery Planning
4.   Financial Dashboard
5.   Happenings

IX.   PUBLIC COMMENTS

X.   OLD BUSINESS

XI.   NEW BUSINESS
1.   2020 Neighborhood Assistance Act
2.   Resolution regarding BRRFOC Inter-Community Agreement
3.   Tax Refunds – See Addendum

XII.   OTHER DISCUSSIONS OF INTEREST

XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIV. ADJOURNMENT

*PUBLIC NOTICE:

Following are ways to submit comments to the Town Council for the Public Hearing regarding the "2020 Neighborhood Assistance Act Proposals" **and/or Public Comments:**

1) Email: tcpubliccomments@plainville-ct.gov   Please submit by 4:00pm Monday, May 18.

2) Voice Mail Message: 860-793-3256 (3-minute limit)

For either option, please be sure to include or state your name and address and that your remarks pertain to the **5/18/20 Public Hearing** or **Public Comment**. Emails and voice mail messages will be relayed to the Town Council before or after the meeting, depending on when they are received.

For Public Hearing ONLY:

To actively participate in the Public Hearing during the meeting, dial (Toll Free) 888-788-0099 or 877-853-5247 and enter Webinar ID: 873 9944 1426

It will be announced when the Public Hearing is open, and it will be explained how callers wishing to make remarks will take turns doing so.

PUBLIC PARTICIPATION INFORMATION – DAY OF MEETING:

- A link to access this meeting in real time via YouTube will be posted on the Town Website 15 minutes prior to the meeting start time. A special meeting/work session is scheduled for 6:00pm. Be advised, streaming will begin at 6:00pm. Please refer to our "Spotlight" section on the Home Page (www.plainvillect.com) for this information.

- For **Audio Only** participation, dial (Toll Free) 888-788-0099 or 877-853-5247 and enter Webinar ID: 873 9944 1426

Lisa Metayer

Subject:	ClearGov - Full Proposal
Attachments:	ClearGov Proposal - Town of Plainville.pdf

From: Robert Buden <rbuden@plainville-ct.gov>
Sent: Tuesday, May 12, 2020 12:49 PM
To: Robert E. Lee <relee@plainville-ct.gov>
Cc: Lisa Metayer <metayer@plainville-ct.gov>
Subject: FW: ClearGov - Full Proposal

Robert

Here is the full ClearGov proposal. There are links to a brief demo for each of the subscription services within the proposal.

While all modules are something we can use, I would ask at this time, we push for the Budgets Suites and Insight Suites modules at an annual cost of **$17,450**. This cost is net of the one-time set up fee of $7,200 and a bundle discount of $7,300. Yes, this would be an annual cost with potential inflationary cost increases.

The Budget Suites would be used for budgeting, allow all departments to interactively create their budgets, add attachments or comments, much greater detail. The time savings alone in taking multiple employees out of the process here in your office, having everything electronically come to Finance, have all departments create online versus paper copies, everyone using and seeing the most current information at all levels of the budget process on the same platform is huge. We are currently manually retyping information at the various levels of the budget process, creating potential errors and/or omissions. The Council can also have access to each and every line item in every department budget if so desired. At a minimum, they can see electronically all information at every level of the process and if need be, print out what they want to have hard copies of. Once the budget is approved, the budget book can be printed and reproduced in far less time than it currently takes all of us to produce, and be uploaded to the website far easier than section by section.

The Insights Suites would be for the monthly financial dashboard. As you know, this process too is very time and labor intensive. To produce the comparative three year financial dashboard for multiple and ever changing funds, takes approximately 2-3 hours for me and my staff before the information gets to you and then the Council. Not to mention we have to print 4 reports per year for the General Fund (12) and 5 reports per fund (30 minimum) for all other funds. The amount of paper used is crazy. This module will eliminate the paper used, will cut down on staff time as all the information needed is already in the Admins general ledger system and simply needs to be uploaded to this module to produce the monthly dashboard. Also, you can modify the dashboard as you see fit, add comments, and show up to date capital project progress with dates and pictures.

The Budget Book Suites is great as well and will essentially produce our budget book with all the required GFOA Budget Book Certificate information to qualify for the award. In a perfect world, I would like to have this too but the Budget Suites module handles, I think, many of the items we need to produce this book.

Please let me know what you think.

Thanks

Rob Buden, MSAT

SOFTWARE PROPOSAL

PREPARED FOR
Rob Buden
Director of Finance
Town of Plainville

PREPARED BY
Rob Battaglia
ClearGov, Inc.
rbattaglia@cleargov.com
631-747-3253

PREPARED ON
05/11/2020

ClearGov is on a Mission to build a Community of Modern, Transparent, and Data-Driven Local Governments and School Districts

05/11/2020

Rob Buden
Director of Finance
Town of Plainville
One Central Square
Plainville, CT 06062

Dear Rob,

Per our discussions, I am pleased to provide you and your team at Plainville with the attached software proposal for your consideration.

Our mission at ClearGov is to help build a community of transparent, data-driven, modern governments. We make it easy for governments like yours to operate more efficiently and communicate more effectively. Our solutions are easy to afford, implement, and use. They don't cause a lot of upheaval, and they don't force you to reinvent the wheel. ClearGov solutions are designed to help local governments like Plainville take a strong next step in your journey from good to great.

We fully appreciate the demands on your time, so I'd like to thank you in advance for the time that you and your team will spend reviewing this proposal. If you have any questions or need additional information of any kind, please do not hesitate to ask.

I am confident that you and your team will be impressed by the ClearGov solutions and even more impressed by how hard we will work to make you happy.

We look forward to working with you.

Sincerely yours,

Rob Battaglia
ClearGov, Inc.
rbattaglia@cleargov.com
631-747-3253

TABLE OF CONTENTS

EXECUTIVE SUMMARY

Mission

ClearGov's mission is to build a community of transparent, data-driven, modern governments. We pursue this mission by making it easy and affordable for every local government to take a strong next step on its journey from good to great. ClearGov solutions are carefully designed to help local governments operate more efficiently and communicate more effectively, fueling better strategic decision making and increased levels of community support.

Solutions Overview

Based on our conversations with Plainville and our understanding of your key needs and objectives, we are proposing the following ClearGov Solutions:

ClearGov Budgets Suite

- A robust, yet simple-to-use budgeting and forecasting tool that is specifically tailored to the needs of local governments
- Enables finance teams to easily collaborate in real time
- Eliminates spreadsheet errors
- Automatically generates long-term forecasts
- Streamlines the entire budget-building process

ClearGov Digital Budget Book Suite

- The easiest and fastest way to build an award-winning budget book
- Automatically generates a professionally formatted template that's pre-populated with your financials, capital request data, charts, and more
- Let's you and your team work collaboratively to fill in the details
- Includes a robust Capital Requests module to collect, organize, and present key projects in an intuitive dashboard
- Built to GFOA guidelines, optimized to ADA standards and designed to be mobile-friendly

ClearGov Insights Suite

- Transforms complex government financials into easy-to-understand infographics
- Publishes the budget in a uniquely compelling way that drives understanding and support throughout your community
- Includes simple but powerful tools that enable you to offer residents a window into capital projects and department performance

Investment

ClearGov offers solutions that are affordable for local governments of all shapes and sizes. Plainville falls into our Tier #3 category.

A summary of your investment in the ClearGov Solutions proposed herein includes:

Setup Service Fees (One time investment)	
Setup Fee	$7,200.00
Setup Discount: If signed by 06/30/2020	($7,200.00)
Total Setup Service Fees	$0.00
Annual Subscription Service Fees (Annual investment)	
ClearGov Budgets Subscription	$16,000.00
ClearGov Digital Budget Book Subscription	$9,500.00
ClearGov Insights Subscription	$8,750.00
Bundle Discount	($7,300.00)
Total Annual Subscription Service Fees	$26,950.00

See the Investment Section below for full details on setup fees and annual subscriptions.

Implementation Plan

While implementing ClearGov's accessible solutions is designed to be a turnkey process, we offer dedicated Client Success resources to help you get up and running quickly and efficiently. A comprehensive implementation plan is described in more detail later in this proposal. Here are the highlights:

Project Management
- ClearGov will assign you a dedicated Client Success Manager (CSM) to coordinate, lead, and manage the entire setup process as well as provide ongoing support.

Scope of Work
- ClearGov provides comprehensive onboarding services — at no additional charge — to ensure that you hit your launch targets and get the most value out of your ClearGov investment.

Launch Timeline
- Launch generally takes approximately 2 – 4 weeks from the time that you provide your Client Data Report(s) to ClearGov, depending upon the volume/complexity of your data as well as ClearGov client backlog.

Data Onboarding Requirements
- ClearGov will handle all importing, onboarding, and mapping of data. In short, we'll take your raw financial information, sort it, and upload it to the ClearGov platform so it perfectly matches your chart of accounts. The only thing you have to do is supply your data, which generally involves running a few simple reports from your existing accounting system. We'll walk you through the process.

Training and Support

- ClearGov provides unlimited training and support throughout implementation and for as long as you're a ClearGov customer. You will also have access to a frequently updated library of online resources and best practices to help you achieve the best outcomes.

Conclusion

In the pages that follow, we'll explain how and why ClearGov solutions not only offer the best value for Plainville, but also make your day-to-day operations more efficient, productive, and impactful.

ClearGov is committed to helping local governments like yours "make democracy work better." And while that may sound lofty, "democracy" is simply what you do every day. We just want to help you do it in a modern, data-driven way — a way that makes your job easier, lightens your load, showcases all the good work that you do, and ultimately helps you better serve your community.

ClearGov already works with hundreds of local governments across the country, and we'd be delighted to welcome Plainville into the fold. If you have questions or concerns as you review this proposal, please do not hesitate to reach out. Thank you for your consideration.

SOLUTIONS OVERVIEW

We know that you're working hard to make your government run better, and you know that technology can help you get it done. Unfortunately, most of the gov-tech software on the market right now is designed for sprawling megacities or state and federal government — not local agencies like yours. So, these platforms are often complicated, expensive, and loaded with bells and whistles that you'll never use. You don't need a chainsaw to carve a turkey. You simply need the right tool for the job.

ClearGov is built from the ground up specifically for local governments. It does everything you need it to do. It's just-right software for agencies that are looking to take that critical next step toward more efficient operations and better community engagement. Therefore, all ClearGov solutions are:

INTUITIVE AND EASY TO USE

At ClearGov, everything we do is designed to make complex government data easy to understand and easy to use, internally and by the public at large. We present data in readily-understood infographic form, and offer an interface for our internal tools that's easy for every staff member to learn and use.

CLOUD-BASED

Web-based software requires no installation, no maintenance and is always up-to-date. We host our software and our data with Amazon Web Services, which ensures data security and world-class software performance.

TURNKEY

We understand that in local governments, staff is almost always stretched too thin. That's why we do all the heavy lifting for you. To get started, all you have to do is send us an Excel file with your data. We'll take care of the rest. When you login to ClearGov for the first time, you'll find that everything is right where it should be.

AFFORDABLE

ClearGov is built and priced for local governments and school districts. Our packages are all-inclusive, so you'll never be charged extra for per-seat licenses, never be surprised with hidden fees, and never pay for support or product updates...never.

Our goal is to delight our customers with unbeatable value in everything we do.

Modernization is a Must

In the wake of COVID-19, it is more important than ever for local governments to leverage technology to enable them to continue to thrive in our collective new reality. In fact, those agencies that have already embraced modernization have found it far easier to weather the Coronavirus storm.

As the world continues to evolve, local governments need to keep the following four critical success factors top of mind as they retool themselves for a more efficient and modern government.

COMMUNICATION

The pandemic has eliminated the water-cooler chat, so internal "over-communication" should be the new norm. Plus, it's even more important for local governments to be transparent when public meetings can't be public. ClearGov facilitates and simplifies the communication process, but internally and throughout your community.

COLLABORATION

Improving and streamlining the collaborative process is vital to prevent key items from falling through the cracks. Centralization and remote access to documents, systems and processes is mission-critical. All ClearGov products have been designed to provide access to your entire team, and we don't charge by the user - so you can bring everyone to the party.

SECURITY

Desktop-based applications can be infiltrated, especially if operated remotely. Cloud-based applications offer instant security. Now is the time to start leveraging the security resources of cloud platforms like AWS. ClearGov's solutions are all cloud-based and hosted on AWS. See Security Overview section for more details.

FLEXIBILITY

Local governments must be able to quickly adjust to evolving input and changing dynamics. As a result, they also need the ability to create and explore "what-if" scenarios to inform better decision making. ClearGov puts the information and the tools you need at your fingertips to become a transparent, data-driven, modern government.

BUDGETS SUITE

Budget Better Together

ClearGov Budgets is a suite of flexible, cloud-based budgeting and forecasting tools designed to leverage your existing financial data into a more efficient and collaborative budget building process. Designed specifically for local governments and school districts, ClearGov Budgets is a giant step forward from building your budgets and forecasts with Excel or the legacy accounting system budgeting modules.

Watch a 6 minute micro-demo here

"Having the budget online eliminates version control issues and lets everyone know where we are in the process. Instead of calling or emailing department heads, I can just go into ClearGov and access all the requests and supporting documentation in one spot."

Sean O'Brien
Special Assistant to the Finance Director
Natick, MA
Population: 35,960

ClearGov Budgets Suite Modules

Budget Builder	Forecasting	Benchmarking Intelligence

Budget Builder Module

ClearGov's Budget Builder module helps your staff budget better, together. Using a single, shared online workspace, financial executives, committee members, and department heads can collaborate on building a budget using an efficient tool that's been designed specifically to meet the budgeting needs of small to medium-sized governments.

- **Choose your baseline:** Base your budget on last year's data, on a simple-to-generate budget forecast (see below) or use zero-based budgeting.

- **Collaborate effectively:** ClearGov Budgets makes it easy to manage, merge, track and review budget requests and changes as a team, every step of the way.

- **Create unlimited budgets:** Create multiple budgets every year across different funds or for the same fund. You can even build out what-if scenarios.

- **Add notes and supporting material:** Comments and supporting documents are easily attached directly to line items so they are readily available for reference.

- **Keep a thorough audit trail:** Automatically track every change, comment, and version so you always know who changed what and when.

Why does Plainville need this?

- **Improve accuracy:** Nearly 9 out of 10 spreadsheets contain errors. Finding those mistakes and fixing them can be frustrating and wastes precious time. But ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster that has to be managed and merged manually.

- **Collaborate more effectively:** ClearGov allows everyone involved to work from the same platform, share comments and suggestions, and immediately see the impact across the organization — in real time — as budget development unfolds.

- **Free up time and resources:** Preparing the annual budget consumes a big chunk of your time, but it's not the only thing you do. Modernizing your budgeting process will free up your time and talent to focus on other critical projects as well.

- **Make better budgeting decisions:** ClearGov's dynamic, graphical interface helps you clearly visualize historical trends — at a glance — so you can readily identify areas that are consistently under or over budget and make adjustments accordingly.

Forecasting Module

With ClearGov's sophisticated yet easy-to-use Forecasting tool, you can generate AI-driven budget forecasts for up to ten years forward. The more historical data you provide the more accurate your forecast will be.

- **Create unlimited forecasts:** Create projections for every year or every fund. And, create multiple what-if scenarios.

- **Customize your forecast:** Easily override forecast figures. All changes automatically roll up to the parent categories.

- **Generate a baseline budget:** Generate a quick, one-click revenue and/or expense forecast to use as a baseline to build next year's budget.
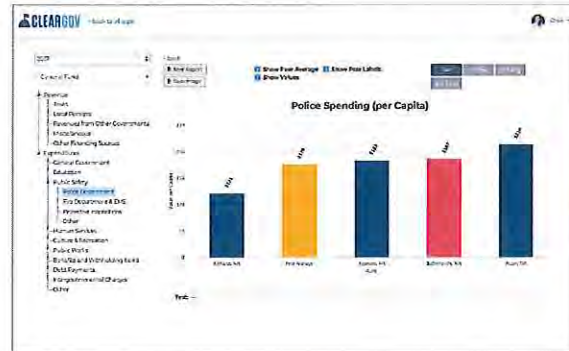
Why does Plainville need this?

- **Plan for the long term:** Access to an AI-driven forecasting tool enables you to better assess how budget decisions made today will impact revenues and expenditures down the road.

- **Boost bond ratings:** Few local governments have a robust forecasting process in place. Formalizing yours is a good first step toward improving your municipal bond ratings and potentially lowering your interest rates.

- **Scenario analysis:** Create multiple forecasts to better plan for "best case" or "worst case" scenarios.

Benchmarking Intelligence Module

The ClearGov Benchmarking module lets you compare any budget category against a relevant set of peer communities — not just ClearGov clients, but everyone in your state — to help drive better budgeting decisions and outcomes.

- **Peer groups:** Instantly create side-by-side spending and funding comparisons.

- **Filters:** Identify relevant peers based on size, area, average income, and other criteria.

- **Dynamic graphs:** Easily visualize metrics to identify opportunities to be more efficient with your spend.

Why does Plainville need this?

- **Make better fact-based decisions:** The ClearGov benchmarking module puts robust business intelligence data at your fingertips. That helps you improve your strategic planning process and communicate more effectively, both internally and with the rest of your community.

- **Save time compiling and formatting data on similar communities:** ClearGov enables you to instantly compare your performance against relevant communities that provide similar services. In the past, this was a time-consuming and costly venture that required expensive consultants. Not with ClearGov. Our proprietary system ingests accounting data from local governments and automatically standardizes the chart of accounts, so you're always comparing apples to apples.

- **Identify areas of potential overspend/prevent waste:** With instant, easy access to benchmarking data, you can uncover areas for savings quickly, and adjust your budget accordingly.

DIGITAL BUDGET BOOK

An Interactive, ADA-Optimized Budget Book Solution

The annual budget book is your government's most important, public-facing policy document. You want it to be polished, professionally formatted, and accessible to as many residents and stakeholders as possible. And, ideally, you want it to be easy and efficient to produce on your end. ClearGov's Digital Budget Book suite checks all of those boxes, plus ADA optimization, GFOA best practices, and then some.

Watch a 5 minute micro-demo here

"It's our job to communicate our budget - the what and the why - in a way that isn't confusing or overwhelming. We want to proactively engage citizens because what we're doing directly affects them. ClearGov gives us an effective and visually compelling way to do that."

PUEBLO WEST *Colorado*

Jay-Michael Baker
Community Engagement Manager
Metropolitan District of Pueblo West
Population: 31,000

## ClearGov Digital Budget Book Modules
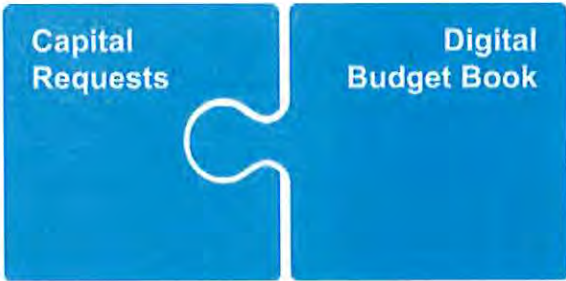
Capital Requests

Digital Budget Book

Capital Requests Module

The Capital Request Module is a dashboard-driven tool that automates and optimizes the process of collecting, organizing, and reporting capital requests across all departments and automatically populates your Digital Budget Book. Think of it as a modern, digital-first solution to an age-old, paper problem.
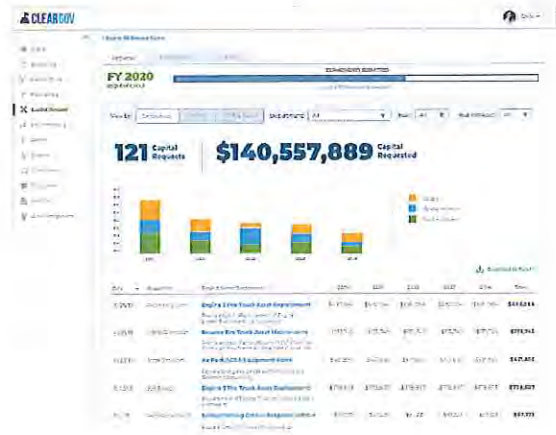
- **Digitize your requests:** Save some trees with a simple online form that captures and submits requests electronically

- **Customize your form:** Easily customize the default template with a few simple clicks to precisely fit your needs and preferences

- **Automate your workflow:** Initiate, collect, track, and manage all your requests online, even set triggered reminders for department heads

- **View capital requests at a glance:** Report and review requests by department, funding source, fiscal year, and more — all from an intuitive dashboard

- **Publish to your budget book:** Automatically generates a capital request summary with detail pages for each department/request for your Digital Budget Book

Why does Plainville need this?

- **It's so much more efficient:** The sooner you automate out-dated manual processes, the more efficiently you can govern. Once you streamline the tedious task of organizing your capital requests, you'll have more time and energy to invest in one of the most critical components of good governance — strategic planning.

- **Eliminate the paper chase:** Instead of chasing down paper requests and slogging through the data entry process, you can kick off each new request cycle with a click. An intuitive dashboard enables you to quickly email online request forms to your department heads, set automated reminders to gently nudge requestors to complete their submissions, and monitor progress every step of the way.

- **You get a robust digital audit trail:** Your department heads can easily attach pictures, PDFs, and other supplemental materials to their digital request form. These materials travel with the request, so they're always just a click away. They'll even automatically appear in your budget book once you click publish.

- **It's key to building a better budget book:** Capital planning is an important precursor to building your budget and eventually publishing a compelling budget book. ClearGov's Capital Request Module streamlines your workflow, automates key tasks, and makes the entire CIP process more transparent and collaborative.

Budget Book Module

The Digital Budget Book module helps you produce an interactive and engaging budget book in a fraction of the time it takes today. Instead of manually building your book in a clunky document editor, you build it collaboratively using simple web apps that streamline the steps from start to publish.

- **Prepopulated and preformatted:** Start with a core framework that includes all of your pre-loaded budget data with integrated, pre-built charts

- **Smarter workflow:** Collaborate and work faster to add your narrative with fewer headaches

- **Highly customizable:** Add images, choose chart colors, and select styles to reflect your civic brand.

- **Better end product:** Produce a polished piece that is ADA-Optimized and built from the ground up to meet GFOA best practices

Why does Plainville need this?

- **The short-cut you always wanted:** One simple click generates a fully formatted framework that's automatically populated with your financial data, along with pre-built charts, tables and graphs, and even some pre-written content. You simply fill in the blanks and customize the content as you see fit.

- **Improve accuracy:** The more spreadsheets you manage and papers you shuffle, the greater the margin of error. ClearGov's digital-first approach is automated, templated, and paperless so you can stop manually collecting, merging, and managing all that input from dozens of department heads.

- **You save time and aggravation:** Recreating charts, tables, and graphs from spreadsheets every time a figure changes is not only tedious, it's inefficient. With ClearGov, every time you change a number in your budget, all of the applicable charts, tables and graphs are updated automatically.

- **Print on demand:** Printing a budget book is expensive and often out of date before the ink dries. ClearGov enables you and your citizens to print specific sections or the entire budget book whenever you like - which saves both time and money.

- **GFOA kudos:** ClearGov's Digital Budget Book is structured to meet GFOA best practice guidelines. In fact, there'a GFOA checklist built right in, so you can check off each Distinguished Budget Award Presentation requirement as you complete it.

INSIGHTS SUITE

A Government Communications Platform for the Information Age

ClearGov Insights is a suite of cloud-based solutions designed to remove the static from your communications efforts, so you can keep your community in the loop with the solid work you and your team are doing. With innovative, turnkey transparency profiles, project pages, and department dashboards ClearGov Insights helps you tell your story and show your work.

Watch a 5 minute micro-demo here

"We wanted the public to see at-a-glance not just how their tax dollars were being spent, but how the Village's finances stacked up against similar-sized communities nearby. ClearGov gives Lemont residents an easy-to-understand visual snapshot of where we are financially so they don't have to scour a 300-page budget book for the fiscal insights they need to make informed decisions."

Christina Smith
Finance Director
Village of Lemont, IL
Population: 16,780

ClearGov Insights Suite Modules

Financial Transparency	Project Communications	Department Dashboards

Financial Transparency Module

Build community trust and support by publishing your financial data in an online profile that's feature-rich, easy to use, and easy to understand. It's an instant best-in-class transparency center that's miles ahead of the usual complex spreadsheets and static PDFs.

- **Easy-to-understand infographic format:** Help citizens and other stakeholders easily visualize and interpret important metrics.

- **Context features that make transparency meaningful:** Add explanatory notes that tell the story behind the numbers. Allow users to compare data side-by-side with similar communities near you.

- **Budget vs. actuals:** Clearly show how funds are collected and allocated. Reveal trends by showing historical data as well.

- **Open checkbook:** If desired, you can provide searchable, check-level detail revealing line-item spend.

Why does Plainville need this?

- **Build public trust:** According to the Pew Research Center, only 18 percent of Americans say they trust the government to do what is right. By proactively opening up your data for public consumption, you show you have nothing to hide.

- **Drive community support:** By sharing critical facts and figures with citizens, you can foster a climate of trust and understanding that helps drive public support for key initiatives.

- **Dispel public misconceptions:** MIT research shows that false news travels faster, farther, and deeper than true news, particularly through social media. In the age of misinformation, readily accessible and easily understood facts are your best defense against public misconceptions.

- **Reduce inquiries:** Research by the Sunlight Foundation indicates that municipal transparency programs reduce citizen information requests by 30 percent. The more data you share with constituents now, and the clearer you make it, the fewer inquiries and record requests you'll field on an ongoing basis.

Capital Project Communications Module

Quickly and easily create and publish custom Project Pages to keep citizens in the loop with key data and updates about all of your key projects. Templated Project Pages take only minutes to populate and allow you to share photos, timelines, funding sources, and more — all in one centralized location.

- **Share project finances:** Post your project's budget, funding sources and track expenditures along the way.

- **Share images:** Bring your project's story to life by posting photos and architectural renderings.

- **Allow citizens to subscribe:** Visitors to your Project Pages can subscribe to receive automatic email updates every time you make a change.

- **Collect citizen feedback:** Invite visitors to ask questions or post comments in a moderated forum that you control.
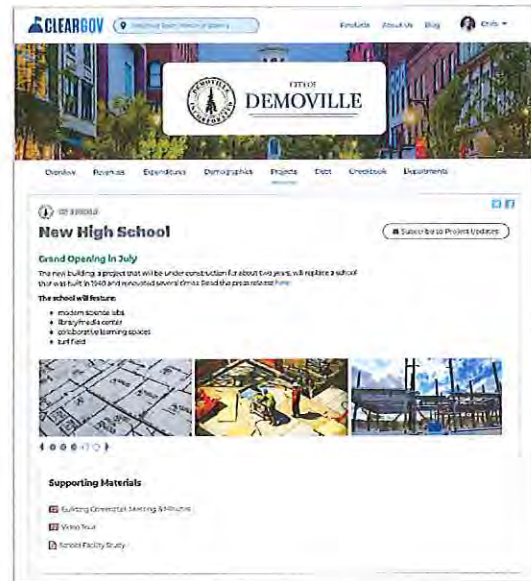
Why does Plainville need this?

- **Shine a spotlight on community development:** A good chunk of every tax dollar funds important CIPs in your community — things like new construction, improvements to infrastructure, and other key initiatives. Keep residents (and the press) informed about the issues they care about most.

- **Reduce incoming calls:** Stop fielding the same questions over and over again. Drive residents and other interested stakeholders to online Project Pages via your website and social media.

- **Build public support:** Right now, you may only hear from the squeakiest of wheels, but your community is full of smart, reasonable people. Engage them and invite their feedback in the comments section — a moderated forum that you control.

- **Provide a modern alternative to public meetings for busy constituents:** By publishing project data and updates online you can make it easier for engaged citizens to stay informed.
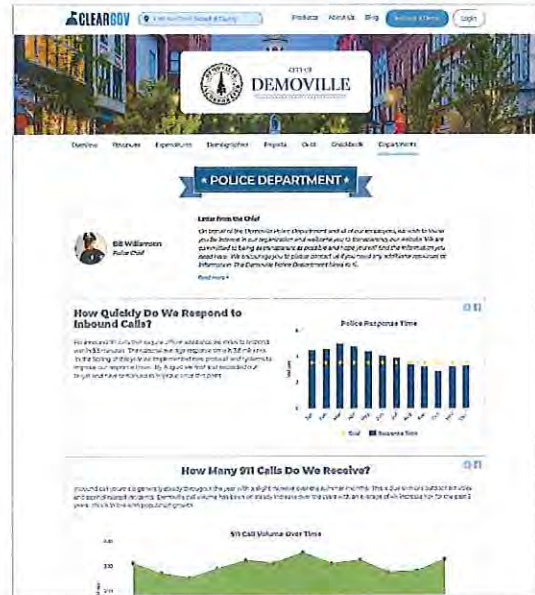
Department Dashboards Module

Tell your government's whole story by publishing updates detailing department-level performance metrics. Showcase KPIs for any and all departments, from animal control to the zoning board.

ClearGov Department Dashboards are extremely flexible and point-and-click easy to assemble. You can use Department Dashboards to display any metric you like. Plus, the ClearGov solution makes sure that your data is presented in a way that's easy for your residents to interpret and understand.

- **Customize:** Display department-specific KPIs. Add the department head's name, title, picture, and a brief intro letter.

- **Create panels:** Select the appropriate template for each section you want to display. If you like, add commentary or explanatory text.

- **Add charts:** Pull in existing graphics from the ClearGov Chart Builder App or easily create new ones specific to your dashboard.

Why does Plainville need this?

- **Promote value:** Where else can the average citizen go to find out about police response times or annual fundraising efforts? Department Dashboards let every division tell its own unique story.

- **Hold departments accountable:** They say that what gets measured is what gets done. ClearGov dashboards are a simple and effective way to track department performance against goals and to promote a culture of performance and transparency agency-wide.

INVESTMENT

Our pricing model matches our products - simple, straightforward and built for local governments.

Setup Fee:
- A *one-time investment* that covers setup, activation, data onboarding and initial training — everything you need to get launched.

Solution Subscription:
- A flat *annual investment* covers unlimited access and usage of your ClearGov solution and includes unlimited support from your dedicated Client Success Manager.

That's it. We don't charge extra for seat licenses or updates or ongoing support or professional services or anything else, so there are absolutely no hidden fees. See the table below for a complete breakdown of what's included.

Setup Service Fees (One time investment)	
Setup Fee: Includes - - *Full activation and setup* - *Data onboarding* - *Client training*	**$7,200.00**
Setup Discount: If signed by 06/30/2020	**($7,200.00)**
Total Setup Service Fees	**$0.00**

Annual Subscription Service Fees (Annual investment)	
ClearGov Budgets Suite: Includes - - *Budget Builder Module* - *Forecasting Module* - *Benchmarking Module*	**$16,000.00**
ClearGov Digital Budget Book Suite: Includes - - *Capital Requests Module* - *Budget Book Module*	**$9,500.00**
ClearGov Insights Suite: Includes - - *Fiscal Transparency Module* - *Project Communications Module* - *Department Dashboards Module*	**$8,750.00**
Bundle Discount (For two or more ClearGov Suites)	**($7,300.00)**
Total Annual Subscription Service Fees	**$26,950.00**

PROJECT MANAGEMENT

ClearGov offers robust solutions that are easy to set up and operate. We understand that most local governments are pressed for resources, so we have designed an activation process that places the heavy-lifting on ClearGov. This section outlines the key project management roles and responsibilities.

> *"ClearGov did all the heavy lifting — we didn't have to add staff, data storage space, or anything like that. We just exported the data and ClearGov did the rest."*
>
> **Carrie Arrenz**
> Budget Analyst
> Sheboygan, WI

ClearGov Role & Responsibilities

ClearGov will assign a dedicated Client Success Manager or CSM to lead the implementation effort. Your CSM will:

- Coordinate and execute the development of the project plan.
- Ensure the timely delivery of items identified as "In scope" within this proposal.
- Train your staff to use ClearGov tools and applications.
- Track, communicate, and expediently resolve any implementation issues.
- Monitor project progress to ensure a timely and efficient launch.

All ClearGov CSM efforts will be performed remotely with direct email and phone contact as necessary.

Client Role & Responsibilities

We ask that you designate one individual as a primary point of contact to facilitate:

- Delivery of "Client Task" items (listed below) in a timely manner.
- Coordination of Client participants for Kick-Off and Training calls.
- Review and approval of onboarded Client Data to confirm launch.

SCOPE OF WORK

In addition to providing unlimited training and ongoing customer support, your dedicated Client Success Manager will coordinate all of the necessary onboarding and updating services required to suit your unique needs. Depending upon which features/functionality you wish to fully or partially leverage, the scope of work to be performed by the ClearGov Client Success team is outlined below.

ClearGov Budgets Suite - Scope of Work

Service Description	In Scope
Import historical (actual) fiscal data: Your historical audited financials form the foundation of the Budget Builder and Forecasting Modules. The Forecasting Module automatically generates a forecast of n - 2 years, where n is the number of years of historical data provided, e.g. a 5 year forecast requires 7 years of historical data; a 10 year forecast requires 12 years of historical data.	Up to 20 yrs of historical audited data Unlimited forecasts
Import historical budgeted data (Optional): Enables the ability to overlay and present budget to actual performance, Historical data can provide perspective and insight to inform future budget decisions.	Up to 20 yrs of historical budgeted data

ClearGov Digital Budget Book Suite - Scope of Work

Service Description	In Scope
Import historical (actual) fiscal data: Your historical audited financials form the foundation of the Transparency Module implementation.	Up to 20 yrs of historical audited data
Import current and historical budgeted data: Enables the ability to overlay and present budget to actual performance within the budget book.	Up to 20 yrs of historical budgeted data
Capital Request Form setup assistance: A ClearGov CSM will help you develop a capital request form that mimics your current process and preferences.	Unlimited Forms
Department Narratives setup assistance: A ClearGov CSM will help your department heads develop their department narrative pages, including custom charts and graphs.	Unlimited Department Narratives

ClearGov Insights Suite - Scope of Work

Service Description	In Scope
Import historical (actual) fiscal data: Your historical audited financials form the foundation of the Transparency Module implementation.	Up to 20 yrs of historical audited data
Import current and historical budgeted data (Optional): Enables the ability to overlay and present budget to actual performance.	Up to 20 yrs of historical budgeted data
Import ongoing financial updates: You may regularly update audited and/or budgeted data at your discretion, e.g. you may post current FY budget and update periodically with actual spending.	Update monthly, quarterly (recommended) or annually
Import historical checkbook data (Optional): You may choose to display detailed check data — either publicly or privately.	Up to 100,000 checks
Import ongoing checkbook updates (Optional): Checkbook data may be updated at your discretion.	Update weekly, monthly, quarterly (recommended) or annually
Project Page setup assistance: Although Project Pages are simple and quick to create, ClearGov is happy to walk you through your first Project Page.	Unlimited Project Pages
Department Dashboard setup assistance: Although Department Dashboards are simple and quick to create, ClearGov is happy to walk you through your first dashboard.	Unlimited Dashboards

TIME COMMITMENT

The ClearGov onboarding and activation process is designed to be turnkey and require limited effort on your part. The bulk of the onboarding effort involves uploading, mapping, and configuring your data — a process which is managed entirely by the ClearGov Client Success team. The only To-Do items on your list are to A) send us your data (i.e. run some reports and send us an email), and B) validate our work.

The following outlines a typical implementation process with estimated Client time commitments.

1 Business Day

Client Activation (ClearGov Task)
- Assign and introduce you to your dedicated CSM
- Your CSM will activate your subscription. NOTE: (You may access your ClearGov Account immediately upon activation.)
- Your CSM will schedule your kick-off call

30 Minutes

Kick-Off Call (Shared Task)
- Your CSM will meet with you (via conference call) to confirm goals, review onboarding steps and deliverables, and establish a timeline
- Your CSM will explain data requirements and provide instructions

15 Minutes

Client Data Report (Client Task)
- You run reports from your accounting platform to export necessary data (See Client Data Requirements below)
- You send exported reports to ClearGov

2 to 3 Weeks

Data OnBoarding (ClearGov Task)
- ClearGov Client Success Team completes the onboarding and mapping of your data into the ClearGov platform

  NOTE: The onboarding time varies based on the volume and complexity of your data as well as the current backlog of Client activations.

Client Data Review (Shared Task)

3 Hours

- Your CSM will present (via conference call) the mapped data for your review/approval.

  NOTE: Generally speaking, there is a primary review call, followed by 1 or 2 additional calls, depending upon the complexity of the data and the number of iterations.

Training and Launch (Shared Task)

1 Hour

- Once you approve your data, ClearGov will activate it within the live platform and schedule the Launch Training call.
- The Launch Training call typically takes about an hour, and you may invite as many people from your team to attend as desired.

Timeline Summary

The overall launch timeline is heavily influenced by your ability to deliver the Client Data Report in a timely fashion. In short, the sooner we receive your data, the sooner we can get you up and running.

As you can see from the implementation process outlined above, the ClearGov implementation process is not a long, drawn-out process. As a general guideline, you can expect to be completely launched within 2 - 4 weeks of whenever you provide us with your Client Data Report, and of course, the bulk of the work during that time period rests on ClearGov's shoulders.

Launch Deadlines

If you have a specific hard launch deadline — such as coordinating with the launch of a new Website — please inform your ClearGov CSM during the kick-off call, and s/he will inform you what will be required to achieve your target launch date.

IMPORTANT: ClearGov Backlog Summary

Due to a recent spike in demand for ClearGov's solutions, we are in a **temporary backlog situation** with respect to our Data Onboarding process. We want to ensure that we are setting - and delivering on - proper expectations, so we have created a Data Onboarding Schedule site that provides an up-to-date summary of the current data onboarding backlog. We will onboard ClearGov customers on a first-come, first-served basis, based on the signature date of their Service Order. Please see the Data Onboarding Schedule site for more details and specific dates.

DATA REQUIREMENTS

The data that ClearGov needs to fully activate your account is straightforward and can be readily exported from any accounting/ERP system.

Required Files

In most instances, ClearGov generally requires only two simple files from you:

Line Item Detail File(s)
- A simple report that provides the full account number, account description, fund, year, and total dollars collected/expended for each account/line item in your chart of accounts.
- Depending upon which accounting system you're using, this report is often referred to as the Trial Balance Report; Account Inquiry Report; or Budget-to-Actual Report.

Account Number Key
- Another simple report that labels or describes the "segments" of each account number (e.g. funds, departments, objects, etc.).
- Depending upon which accounting system you're using, this report is often referred to as the Segment Report or Chart of Accounts.

Optional Files

Ultimately, you decide how the breadth and depth of data that you would like to provide to ClearGov. We recommend the following optional data sets:

Budgeted Revenue and Expense Data
- You can provide historical, current and/or upcoming fiscal year(s) budgeted revenue and expense data.

Debt Detail
- Show your total outstanding debt on your site. This information may be broken down by fund and/or by debt categories of your choosing.

Checkbook Data (ClearGov Insights Only)
- If you wish to use the Open Checkbook feature in ClearGov Insights, your data must include check-level detail for the most recent fiscal year with as much historical data as you prefer.

When you are ready to send your data, ClearGov will provide you with detailed instructions on file types and formats needed.

TRAINING & SUPPORT

ClearGov solutions are designed to be intuitive and simple-to-use, so chances are that you won't need much hand-holding - even from the start. With that said, ClearGov's training sessions are designed to ensure that you and your team can quickly launch, adopt and optimize the value you receive from the ClearGov platform. We will share some key insights and best practices to help you ramp quickly. All ClearGov customers also receive unlimited access to a frequently updated online support center.

Training Sessions

Your dedicated CSM will work with you to schedule convenient training sessions expressly tailored to your needs. We often suggest training a core group of power users first (usually your finance and/or communications team) and then scheduling broader sessions to include department heads, but it's entirely up to you. We'll provide as much training as you think you need.

ClearGov uses modern web conferencing services to conduct live training sessions remotely. This enables the instructor to share his/her screen and record every session. It also enables you to distribute the recording via email after-the-fact to any who were unable to attend; save it for future reference; and/or train new hires.

"The ClearGov client success team has been incredible — patient, understanding, and responsive — every step of the way."

Jodi Cuneo, CGA
Town Accountant
Walpole, MA

Client Success Expectations

You will be assigned a dedicated Client Success Manager (CSM) who will be responsible for coordinating and managing your activation and onboarding process as well as initial training. Your CSM will also be your primary point of contact for any ongoing support requirements or issues.

Service Level

Our CSMs are committed to responding to all support inquiries within **one business day**, and in most cases, you will receive a same-day response. You will also be provided an escalation path in the event that you are ever dissatisfied with your CSM's performance or you have a time-sensitive issue that needs immediate resolution.

Client Support Portal

You and your team will have access to text and video training materials in the ClearGov Support Center. This online resource center is constantly updated with new content and best practices.

SECURITY OVERVIEW

The ClearGov platform is hosted by Amazon Web Services (AWS), the world leader in cloud computing as a service. Used by the Departments of Justice, Defense, and Homeland Security, AWS is one of only three vendors that have been granted government authorization to store highly sensitive federal data on its cloud-computing servers.

AWS handles systems, network architecture, and security, enabling ClearGov to focus on what it does best — developing world-class solutions for local governments. With ISO 27001 and FISMA-certified data centers, AWS has made platform security its highest priority in order to protect customers' critical information and applications.

Another key advantage of hosting on the AWS cloud is that it allows ClearGov to easily scale and innovate, while maintaining all security protections across the entire infrastructure.

How secure is ClearGov?

Hosting with AWS ensures that ClearGov maintains the highest security standards in the world:

- Web application firewalls control access to the underlying code.

- AWS has built technologies to protect against distributed denial of service (DDoS) attacks to ensure network availability and application uptime.

- AWS's SQL Server RDS uses server-side encryption to protect sensitive data.

In addition to AWS's secure hosting environment, ClearGov has implemented a number of extra software security features:

- **Secure Socket Layer (SSL):** SSL establishes an encrypted link between AWS servers and the web browser to ensure that all data transfers remain private and integral.

- **SQL Injection Protection:** ClearGov has built protection against SQL injection attacks where hackers attempt to insert nefarious server requests into web forms.

- **Access Rights:** ClearGov has implemented strict permission settings based on roles, which limit access to specific data and application functions. This ensures that internal users are restricted from accessing sensitive data based on privileges assigned by your administrator.

- **Password Authentication:** ClearGov does not store passwords explicitly, but rather "hashes" (encrypts) them so they are not compromised.

- **Logging and Monitoring:** ClearGov employs monitoring features that quickly identify vulnerabilities and provide immediate alerts if action is required.

Where are ClearGov data centers located?

AWS replicates the ClearGov application and data across multiple data centers to ensure redundancy and availability. With this in mind, ClearGov is hosted at the AWS data centers in North Virginia, Ohio, Northern California, and Oregon.

You can learn more about AWS data centers and security measures via the following link:
- https://aws.amazon.com/security/?hp=tile.

FAQs

General Questions

Q: Do we need to dedicate resources for ClearGov implementation?

- A: Ideally, we would like to have one point person on your end with whom we can coordinate logistics. We generally require no more than a few hours of that person's time for the entire setup/onboarding process. Typically, that same person is responsible for delivering regular data updates (usually quarterly) , which requires only a few minutes of their time once per quarter. (See Project Management section for more details.)

Q: Does ClearGov provide training?

- A: The ClearGov platform is designed to be simple and intuitive. With that said, ClearGov will provide whatever training you and your team need during the kick-off process. And, the ClearGov team is available for unlimited support and/or training on an ongoing basis. ClearGov also provides video tutorials, online help, and other support materials as well. (See Training and Support section for more details.)

Q: How much effort is required to import our data?

- A: In short, not much. All ClearGov Solutions are designed to be turnkey and ClearGov does all of the heavy lifting for you. See Time Commitment section above for more details.

Q: Can ClearGov help us communicate our finances internally?

- A: Absolutely. ClearGov is a powerful tool for not only communicating with residents, but also internal stakeholders. ClearGov can act as a central reporting platform that offers clear and easy-to-understand infographics that can be used for presentations and reports both internally and externally.

Q: How will ClearGov store our data? Is it secure?

- A: ClearGov utilizes a full suite of solutions from Amazon Web Services (AWS) to host and deliver the data for the ClearGov platform. We specifically selected AWS as our solutions provider because the AWS infrastructure puts strong safeguards in place to help secure and protect customer data. All data is stored in highly secure AWS data centers, and you can learn more about AWS security measures via the following link: https://aws.amazon.com/security/?hp=tile. See Security Overview section above for more details.

Q. Are there any accounting systems that are not compatible with ClearGov?

- A: The short answer is "No" — we work with everybody. We're not actually doing a direct integration with your accounting system; we just need a simple report, and every accounting system we've ever met can easily produce that report. We've worked with enough of them now that we can probably tell you which report to print, and if it's a new one, we'll help you figure out which report is right.

Q: Does ClearGov provide a real-time integration with any eFinance or ERP systems?

- A: The short answer is...No...and this is by design. ClearGov takes a different approach when it comes to integrating your data onto our platform. In short...we do the work for you. You simply send us a report from your accounting system whenever you like, and we'll upload it - and there is never any additional charge for this.
- The reason we take this approach is that system integrations sound like a good idea on paper, but in reality...they are painful, expensive and extremely difficult to maintain. The key problem is that every time the software changes on either end of the integration, the connection breaks and requires significant effort to re-integrate. In fact, that's how our competitors make a lot of their money, because they charge professional service fees every time you ask them to re-establish the integration. Bottom line, the extra costs of supporting and maintaining a real-time integrated solution far outweigh the minimal incremental benefits of real-time data transfer.

Budgets Suite Questions

Q: With ClearGov's benchmarking intelligence module, how do we know we are comparing "apples to apples"?

- A: ClearGov consolidates and normalizes the fiscal data for all of the municipalities within your state into a standardized national chart of accounts in order to enable a direct apples-to-apples comparison. ClearGov also enables you to select the filter criteria that are most important to the comparison you're trying to make. For example, if you're comparing snow removal costs, you want towns with similar road miles, whereas if you're comparing public safety costs, you'll likely use population and average household income as your filters.

Q: Can I export from ClearGov Budgets into my ERP system?

- A: Yes, once you've created your budget, you can choose any combination of data to export to Excel and then import this directly into your ERP system.

Digital Budget Book Suite Questions

Q: Since the product is template-driven, won't every ClearGov digital budget book look the same?

- A: No. While every ClearGov Digital Budget Book starts with the same core template, it's highly and easily customizable, so the final product will always be different. You can add your own images, chart colors, and endless content to make it your own.

Q: Can you guarantee that we will win a GFOA award?

- A: As we have designed and built the ClearGov Digital Budget Book, we have double-checked the GFOA guidelines every step of the way. We have also actively reviewed the solution with GFOA reviewers and members of the GFOA staff. With that said, we cannot guarantee that you will win an award, in part, because the narrative content is still up to you. In other words, all of the core components are included, but you still need to fill in the blanks in a way that meets with GFOA approval.

Q: I understand the benefits of digital, but I still need to produce a printed version. How will that work?

- A: You're not alone. Old habits die hard and paper is still a must-have for many local governments. In addition to presenting your budget book online, the ClearGov Digital Budget Book Suite includes functionality that enables users to create a .PDF, which can then be printed to generate a hard-copy of your budget book. Also, the Print-to-PDF functionality enables you to print specific sections of your budget book and/or the entire book.

Insights Suite Questions

Q: Where does ClearGov get its financial data?

- A: ClearGov sources its financial data from various entities including state departments of revenue; state education departments; etc. ClearGov also compiles complementary data, such as demographic information, home values, road miles, etc. from various public sources including the U.S. Census Bureau.

Q: How does ClearGov determine the default peer group for peer analysis?

- A: ClearGov uses four primary factors to create the ClearGov Default peer Group for each municipality:
    1. ClearGov looks for municipalities with similar populations.
    2. ClearGov looks for municipalities with similar median home values as determined by census data.
    3. ClearGov looks for municipalities with similar commercial assessments to differentiate between rural and urban municipalities.
    4. ClearGov dynamically searches for the closest ten municipalities that meet population, median home values and commercial assessment deviations. The figures from these municipalities are combined to create a peer average.
- **NOTE:** As a ClearGov Insights Suite customer, you will have the opportunity to create and publish your own custom peer groups, based on whatever criteria is most important to you.

Q: Won't publishing a transparency profile generate a lot of incoming inquiries?

- A: On the contrary, our customers find that a ClearGov profile helps the community find the answers they seek more easily and consistently. Plus, you can add commentary that tells the story behind your numbers and provides additional context.
- Prior to launch you will want to identify the components of your data that would benefit from some additional context. ClearGov enables you to add commentary to these sections of the profile which will actually reduce the number of inbound public information requests.
- Finally, if you do get an influx of inquiries, you will generally find a consistent pattern to the questions. So, you can use those questions to inform and further enhance your commentary.

Q: What about inciting "community activists"?

- A: It seems that every municipality has a small population of what we call "CAVE People" (**Citizens Against Virtually Everything**), and unfortunately, we don't have a direct solution for that. However, a large portion of the most aggressive community activism is generally caused by a misinterpretation of the facts, or simply taking the

facts out of context. We have found that ClearGov can drastically change both the tone and substance of the conversation by showing that your local government has nothing to hide, and by delivering not just data, but the stories behind the numbers to help everyone have a more informed and empirically accurate conversation.

"We were impressed with the ClearGov solution from the start, especially the clean, simple interface. They are experts at presenting complex information in an easy-to-understand and visually-appealing way. And, as our partners, they have been responsive and professional."

Chris Bradbury
Village Administrator
Rye Brook, NY

P.H.-1a.

Municipality: Plainville

Form NAA-01

2020 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____

The Congregational Church of Plainville, The United Church of Christ

Address: 130 West Main St. Plainvilee, Ct. 06062

Federal Employer Identification Number: 06-0790280

Program title: Energy Efficiency Initiative

Name of contact person: Diana Drachenberg

Telephone number: (860) 584-1005

Email address: thedrachs@sbcglobal.net

Total NAA funding requested ($250 minimum, $150,000 maximum): $ 150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

[ ] Yes   [X] No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Department of Revenue Services
State of Connecticut
(Rev. 02/20)

Municipality: Plainville

Form NAA-01

2020 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____

Prudence Crandall Center, Inc.

Address: 594 Burritt Street, New Britain, CT 06053

Federal Employer Identification Number: 06-0698557

Program title: Annual Appeal

Name of contact person: Barbara Damon

Telephone number: (860) 259-3816

Email address: bdamon@prudencecrandall.org

Total NAA funding requested ($250 minimum, $150,000 maximum): $ 150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

    ☒ Yes   ☐ No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Department of Revenue Services
State of Connecticut
(Rev. 02/20)

Municipality: Plainville

Form NAA-01

2020 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____

Prudence Crandall Center, Inc.

Address: 594 Burritt Street, New Britain, CT 06053

Federal Employer Identification Number: 06-0698557

Program title: Energy Efficiency

Name of contact person: Barbara Damon

Telephone number: (860) 259-3816

Email address: bdamon@prudencecrandall.org

Total NAA funding requested ($250 minimum, $150,000 maximum): $ _30,931.00_

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☒ Yes ☐ No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

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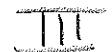
MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
SPECIAL MEETING
May 4, 2020 – 6:00p.m.

</div>

6:00pm EXECUTIVE SESSION: **Land Acquisition**

Executive session was virtually called to order at 6:00pm on Monday May 4, 2020. In attendance were Chairwoman Pugliese, Vice Chairwoman Tompkins, Council members Wazorko, Morante, Gnazzo, Cox, Underwood, Town Manager Lee, Town Attorney Mastrianni, Attorney Alfred Smith from Murtha Cullina, Economic Development Coordinator Cal Hauburger, State DECD, Don Friday and State DEEP, Mark Lewis.

Discussion ensued regarding Land Acquisition matters.

Executive Session was adjourned at 6:50pm. No action was taken.

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MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
REGULAR MEETING
May 4, 2020 – 7:00p.m.

</div>

I.   PRESENTATIONS:

II.   PUBLIC HEARING
   - Town Council Proposed FY2021 Budget

III. MINUTES OF PREVIOUS MEETING
April 20, 2020 Regular Meeting

IV.   ANNOUNCEMENTS – REPORTS

V.   APPOINTMENTS/RESIGNATIONS
   1. Appointments and Re-appointments to Boards and Commissions

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VI. BOARD OF EDUCATION LIAISON (3rd Monday Meetings Only)

VII. REPORT OF TOWN ATTORNEY

VIII. REPORT OF TOWN MANAGER
1. Robertson Airport Improvements Taxiway Bid Update
2. BRRFOC Inter-Community Agreement Renewal
3. Happenings

IX. PUBLIC COMMENTS

X. OLD BUSINESS

XI. NEW BUSINESS
1. Consider acting upon the Town Council FY2021 Budget
2. Bid #2020-10, Airport Improvements Taxiway Rehabilitation
3. Set Mill Rate

XII. OTHER DISCUSSIONS OF INTEREST

XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIV. ADJOURNMENT

The Regular Meeting was virtually called to order at 7:00pm. Present remotely, were Chairwoman Pugliese, Vice Chairwoman Tompkins, Council members Wazorko, Morante, Gnazzo, Cox, Underwood, Town Manager Lee, Town Attorney Mastrianni and Town Clerk Skultety. Coordinating the live feed was Director of IT Ross.

Also available remotely were Finance Director Buden, Superintendent LePage and Director of Business and Operations Adlerstein.

I. PRESENTATIONS

II. PUBLIC HEARING

- Town Council Proposed FY2021 Budget

Town Clerk Skultety read the following:

LEGAL NOTICE
TOWN OF PLAINVILLE
TOWN COUNCIL PUBLIC HEARING
MAY 4, 2020

NOTICE IS HEREBY GIVEN that the Plainville Town Council will hold a public hearing on Monday, May 4, 2020 at 7:00 p.m. in the Council Chambers of the Municipal Center, One Central Square for the purpose of hearing public comment on the Town Council's Fiscal Year 2021 proposed budget.

Copies of the proposed budget are available at the Town Clerk's office during regular business hours and on the Town's website. www.plainville.com

Dated at Plainville, Connecticut this 30th day of April 2020.

Chairwoman Pugliese commented the General Government is proposed for $23,354,931, the Board of Education for $39,114,267 for a total expenditure budget of $62,499,198. This budget represents a 0 mill increase.

Chairwoman Pugliese mentioned the Town Council received emails from residents and taxpayers. All 17 were in support of the proposed budget as presented.

The meeting was opened for public comments. Moderator Ross gave the opportunity for callers to comment. No comments were made, and the hearing was closed.

III.   MINUTES OF PREVIOUS MEETING

Councilman Wazorko motioned to approve the minutes of April 6, 2020 Regular Meeting and April 7 and 9, 2020 Special Budget Meetings. The motion was seconded by Councilman Gnazzo and passed 7-0.

IV.   ANNOUNCEMENTS – REPORTS

No Announcements were made.

V.   APPOINTMENTS/RESIGNATION

No appointments were made.

VI.   BOARD OF EDUCATION LIAISON (3rd Monday Meetings Only)

VII.   REPORT OF TOWN ATTORNEY

No report was offered.

VIII.   REPORT OF TOWN MANAGER

Town Manager Lee presented and discussed the following topics:

- **Robertson Airport Improvements Taxiway Bid Update**

On April 23rd, seven bids were received to reconstruct the taxiway at Robertson Airport. The low bid was submitted by Empire Paving of North Haven for $2,269,992 however, upon review, it was determined that this bid was "non-responsive" to the specifications for the project.

The second low bid was submitted by Tilcon, Connecticut, Inc. in the amount of $2,389,944. At their meeting held on April 27th, the Aviation Commission conducted a virtual meeting to discuss the bids with AECOM, the consultants for the project. After reviewing the pertinent clauses in the specifications, the Aviation Commission unanimously recommended that the Empire bid was non-responsive and that the contract for the rehabilitation of the taxiway be awarded to Tilcon in the amount of $2,389,944.

An Application has been filed with the FAA to provide funding for this project. The reimbursement rate for this project is normally 90%, however, FAA has informed Airport sponsors, including the Town, that this project will most likely receive 100% reimbursement as a result of the CARES Act.

There is an item under **New Business** regarding the recommendation of the Aviation Commission to award the Taxiway Rehabilitation Contract to Tilcon. Work is expected to occur in late summer/early fall after the grant has been awarded.

- **BRRFOC Inter-Community Agreement Renewal**

In 1985, Plainville entered into a 25-year agreement with 13 other municipalities to form the Bristol Resource Recovery Operating Committee, otherwise known as BRRFOC. The thirteen other towns were: Berlin, Branford, Bristol, Burlington, Hartland, New Britain, Plymouth, Prospect, Seymour, Southington, Warren, Washington and Wolcott.

The purpose of the Inter-Community Agreement was to have the Towns work together to manage our solid waste and to construct and operate the Bristol Resource Recovery Facility. This Agreement is scheduled to end on June 30th.

The BRRFOC Board feels that it is in the best interest of all the participating communities to continue contractual relationship to provide the residents and businesses of their municipalities with solid waste disposal services in their capacity as members of the BRRFOC.

The Board has proposed an Agreement that would extend to December 31, 2034. A Draft Agreement was included in the information package for this evening's meeting.

The Agreement details the powers of the BRRFOC, the potential withdrawal of a municipality before the expiration date, the governance of the Board, the budget, revenues and expenditures, and other miscellaneous items. The Agreement is not all that different than the previous 25-year Agreement that has worked very well for the benefit of all the participating communities.

The Draft Agreement has been given to the Town Attorney for his review and comments. The plan is to have the Town Council consider approving the Agreement at the next Town Council meeting to be held on May 18th.

- **Municipal Center Opening**

As of early April, Governor Lamont closed schools and public buildings until May 20th. Although it is believed that schools will remain closed beyond that date, it is possible that some public buildings will be allowed to open.

Earlier in the day the Health Director met to with the Southington Town Manager, the Middlefield First Selectman and Town Manager Lee to discuss the opening of the Municipal Centers in our communities. Based upon this discussion, the plan is to have full staff back in the Municipal Center beginning on May 20th.

The Municipal Center will open to the Public on Tuesday, May 26th by appointment only. On Monday, June 8th, the Municipal Center will open for all residents without the need to make an appointment. This is all subject to change depending upon guidance from the Governor's Office.

The opening of both the Senior Center and the Plainville Library will be determined later because both facilities involve the gathering of large amounts of people in close proximity.

Various building projects will have to be completed to separate and protect employees and residents to maintain social distancing prior to the re-opening.

Town staff will publicize these re-openings in the coming days and weeks.

- **Happenings**

Town Manager Lee reviewed programs and activities which included the Tax & Assessing, Emergency Management Services, Senior Center and 2020 Census. More information can be found on the Town's website at www.plainvillect.com.

IX. PUBLIC COMMENTS

Email received from John Kisluk, 65 Forestville Ave commenting on various topics.

X. NEW BUSINESS

1. **Consider acting upon Town Council FY2021 Budget**

Vice Chairwoman Tompkins motioned to approve:

a. the General Government Fiscal Year 2021 Budget, including Debt Service and Capital Projects, of $23,354,931

b. the Board of Education Fiscal Year 2021 Budget of $39,144,267 for a total expenditure budget of $62,499,198.

The motion was seconded by Councilman Underwood and passed 7-0.

2. <u>Bid #2020-10, Airport Improvements Taxiway Rehabilitation</u>

Vice Chairwoman Tompkins motioned to reject the Empire Paving Bid of $2,269,992 as non-responsive for Bid #2020-10, Airport Improvements/Taxiway Rehabilitation, and award to Tilcon Connecticut Inc., New Britain, CT in the amount of $2,389,944, as recommended by the Aviation Commission. The motion was seconded by Councilman Underwood and passed 7-0.

3. <u>Set Mill Rate</u>

Councilman Wazorko motioned to set the mill rate at 34.62 for fiscal Year 2021. The motion was seconded by Vice Chairwoman Tompkins and passed 7-0.

XI. OTHER DISCUSSIONS OF INTEREST

Councilman Cox thanked fellow Council members for their cooperation and work on the budget. He announced this will be his last Town Council meeting as he will be moving out of Town. He expressed his gratitude and support while serving on the Council.

Town Council members, Superintendent LePage and Town Manager Lee all congratulated Councilman Cox and wished him the very best.

XII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIII. ADJOURNMENT

Vice Chairwoman Tompkins motioned to adjourn at 7:32pm. The motion was seconded by Councilman Cox and passed 7-0.

Respectfully submitted by,

Carol A. Skultety, Town Clerk
& Clerk of the Town Council

Town of Plainville
General Fund Policy

1. Purpose:

The purpose of this policy is to a) provide working capital to meet cash flow needs during the year and; b) attempt to stabilize fluctuations from year to year in property taxes paid by town taxpayers; c) preserve the credit worthiness of the Town for borrowing monies at favorable interest rates.

2. Policy Statement:

I.   It is the policy of the Town of Plainville to maintain an unassigned fund balance of between 12% to 14% of the ensuing fiscal year's operating revenues.

II. If the unassigned fund balance falls below the 12% threshold described in Item I, the Town Manager shall prepare a plan for expenditure reductions or revenue increases. The plan should be to restore the undesignated fund balance to acceptable levels within two (2) years. This plan shall be presented to the Town Council for their consideration by January 31st of each year. The Town Council will review this plan, revise it as necessary, and incorporate (in whole or part) as part of the following year's budget development process.

III. Circumstances in which undesignated fund balance can be spent are as follows:
   a. Operating emergencies
   b. Unanticipated budget shortfalls
   c. For one-time Capital Improvement or Non-Recurring Items.
   d. Debt Management Fund
   e. Self-Insurance Fund
   f. Pension and/or OPEB trust funds
   g. Generally, unassigned fund balances should not be used to fund ongoing operational expenses. Exceptions to this can be made by the Town Council in unique circumstances provided care is taken to avoid a major fluctuation in the tax rate in succeeding years.

3. Responsibility for Policy:

I. The Town Manager shall notify the Town Council of the previous year's unassigned fund balance as determined by the Town Auditors by January 1st of each year.

II. The Town Council shall review the General Fund Policy on a biennial basis during the month of January in even numbered years.

This policy was adopted by the Town Council on _____, 2020.
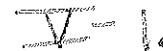
Lisa Metayer

Subject: Town Council Resignation

From: Ty Cox
Sent: Wednesday, May 13, 2020 10:25 PM
To: Robert E. Lee
Cc: Kathy Pugliese
Subject: Town Council Resignation

Good Afternoon

This letter is to inform you of my resignation from the Town Council effective May 15th, 2020.

I want to thank the Town of Plainville staff for their hard work and dedication to our growing town. As well as the Town Council for their ability to come together and turn issues into solutions.

Thank you

Ty Cox

APPOINTMENTS TO BOARDS AND COMMISSIONS PENDING
AS OF 5/18/20

No Appointments due

VACANCIES WITHIN BOARDS AND COMMISSIONS PENDING AS OF 5/18/20

AVIATION COMMISSION: (page 8)
> 2 vacancies for alternate term ending 10/31/21

CENTRAL CONNECTICUT TOURISM DISTRICT: (page 10)
> 1 vacancy for term 10/1/18 – 9/30/21

CONSERVATION COMMISSION: (page 10) *Town Manager's appointment with Town Council ratification
> 1 vacancy for term ending 1/15/21
> 1 vacancy for term ending 1/15/22
> 1 vacancy for term ending 1/15/24

HOUSING AUTHORITY: (page 13)
> 1 vacancy for term ending 1/31/21

INLAND WETLANDS COMMISSION: (page 14)
> 2 vacancies for alternate term ending 1/7/22

PLANNING & ZONING COMMISSION: (page 16)
> 2 vacancies for alternate term ending 12/1/23

RECYCLING & SOLID WASTE COMMISION: (page 17)
> 2 vacancies for regular term ending 2/1/21
> 2 vacancies for alternate term ending 3/1/21
> 1 vacancy for regular term ending 2/1/22

ZONING BOARD OF APPEALS: (page 20)
> 1 vacancy for alternate term ending 10/5/20

Partnership 2.0 Rate Development for July 1, 2020

Segal has calculated the Partnership 2.0 rates effective July 1, 2020 to be used by groups currently enrolled in the plan. The **overall base premium rate change** for the medical/prescription drug plan for actives and non-Medicare retirees under and over 65 are as follows:

Plan	Rate Action
Actives	3.0%
Non-Medicare Retirees Under 65	1.2%
Non-Medicare Retirees Over 65	1.0%

Partnership Plan 2.0 **regional rate adjustments** are then developed using a combination of the Anthem area factors and the State's Anthem claim experience on a per member per month basis by county. The area factors reflect the variation in the cost of care across the regions/counties in the State based on Anthem's large group book of business. The Regional Adjustments for Existing Groups, which reflect half of the needed adjustment, are as follows:

Area	Existing Groups Adjustment
1-Fairfield	+3.5%
2-Hartford	-2.5%
3-Litchfield	-2.0%
4-Middlesex	+0.5%
5-New Haven	+2.5%
6-New London	+1.5%
7-Tolland	-4.0%
8-Windham	+0.5%

Separate rates by each of the eight regions/counties in the State are applicable for active employee groups, pre-65 retirees, and post 65 non-Medicare eligible retirees. As previously communicated, the transition to Anthem and implementation of the renewal rates has been delayed until October 1, 2020.

- The current rates for fiscal year ending June 30, 2020 will be charged for July 2020 through September 2020.

- The 9-month rates billed from October 2020 through June 2021 will incorporate the full needed rate adjustment for the 12-month period of July 1, 2020 through June 30, 2021.

See the attached rate sheet outlining the billing rates for the fiscal year by status and region.

State of Connecticut - Partnership 2.0

Rates Effective July 1, 2020 through June 30, 2021 Based on October 1, 2020 Rate Adjustment

Actives

Annual Rates

Area	Rate EE	EE+1	FAM	Rate Action EE	EE+1	FAM
1-Fairfield	$976.88	$2,095.78	$2,561.99	6.8%	6.6%	6.6%
2-Hartford	$920.25	$1,974.29	$2,413.47	0.6%	0.4%	0.4%
3-Litchfield	$924.97	$1,984.41	$2,425.84	1.1%	0.9%	0.9%
4-Middlesex	$948.56	$2,035.03	$2,487.73	3.7%	3.5%	3.5%
5-New Haven	$967.44	$2,075.53	$2,537.23	5.7%	5.6%	5.6%
6-New London	$958.00	$2,055.28	$2,512.48	4.7%	4.5%	4.5%
7-Tolland	$906.09	$1,943.91	$2,376.34	-1.0%	-1.1%	-1.1%
8-Windham	$948.56	$2,035.03	$2,487.73	3.7%	3.5%	3.5%

Billing Rates

Area	July 2020 through Sept 2020 EE	EE+1	FAM	Oct 2020 through June 2021 EE	EE+1	FAM	Rate Action on Oct 1 EE	EE+1	FAM
1-Fairfield	$914.97	$1,965.90	$2,403.78	$997.52	$2,139.07	$2,614.73	9.0%	8.8%	8.8%
2-Hartford	$914.97	$1,965.90	$2,403.78	$922.01	$1,977.09	$2,416.70	0.8%	0.6%	0.5%
3-Litchfield	$914.97	$1,965.90	$2,403.78	$928.30	$1,990.58	$2,433.19	1.5%	1.3%	1.2%
4-Middlesex	$914.97	$1,965.90	$2,403.78	$959.76	$2,058.07	$2,515.71	4.9%	4.7%	4.7%
5-New Haven	$914.97	$1,965.90	$2,403.78	$984.93	$2,112.07	$2,581.71	7.6%	7.4%	7.4%
6-New London	$914.97	$1,965.90	$2,403.78	$972.34	$2,085.07	$2,548.71	6.3%	6.1%	6.0%
7-Tolland	$914.97	$1,965.90	$2,403.78	$903.13	$1,936.58	$2,367.19	-1.3%	-1.5%	-1.5%
8-Windham	$914.97	$1,965.90	$2,403.78	$959.76	$2,058.07	$2,515.71	4.9%	4.7%	4.7%

Non-Medicare Retirees Under 65

Annual Rates

Area	Rate EE	EE+1	FAM	Rate Action EE	EE+1	FAM
1-Fairfield	$1,222.09	$2,625.09	$3,209.67	4.9%	4.7%	4.7%
2-Hartford	$1,151.24	$2,472.91	$3,023.60	-1.2%	-1.4%	-1.4%
3-Litchfield	$1,157.15	$2,485.59	$3,039.10	-0.7%	-0.9%	-0.9%
4-Middlesex	$1,186.66	$2,549.00	$3,116.63	1.8%	1.7%	1.6%
5-New Haven	$1,210.28	$2,599.72	$3,178.65	3.8%	3.7%	3.7%
6-New London	$1,198.47	$2,574.36	$3,147.64	2.8%	2.7%	2.6%
7-Tolland	$1,133.53	$2,434.86	$2,977.08	-2.7%	-2.9%	-2.9%
8-Windham	$1,186.66	$2,549.00	$3,116.63	1.8%	1.7%	1.6%

Billing Rates

Area	July 2020 through Sept 2020 EE	EE+1	FAM	Oct 2020 through June 2021 EE	EE+1	FAM	Rate Action on Oct 1 EE	EE+1	FAM
1-Fairfield	$1,165.47	$2,507.46	$3,066.62	$1,240.96	$2,664.30	$3,257.35	6.5%	6.3%	6.2%
2-Hartford	$1,165.47	$2,507.46	$3,066.62	$1,146.50	$2,461.39	$3,009.26	-1.6%	-1.8%	-1.9%
3-Litchfield	$1,165.47	$2,507.46	$3,066.62	$1,154.38	$2,478.30	$3,029.93	-1.0%	-1.2%	-1.2%
4-Middlesex	$1,165.47	$2,507.46	$3,066.62	$1,193.72	$2,562.85	$3,133.30	2.4%	2.2%	2.2%
5-New Haven	$1,165.47	$2,507.46	$3,066.62	$1,225.22	$2,630.47	$3,215.99	5.1%	4.9%	4.9%
6-New London	$1,165.47	$2,507.46	$3,066.62	$1,209.47	$2,596.66	$3,174.65	3.8%	3.6%	3.5%
7-Tolland	$1,165.47	$2,507.46	$3,066.62	$1,122.88	$2,410.66	$2,947.23	-3.7%	-3.9%	-3.9%
8-Windham	$1,165.47	$2,507.46	$3,066.62	$1,193.72	$2,562.85	$3,133.30	2.4%	2.2%	2.2%

Non-Medicare Retirees Over 65

Annual Rates

Area	Rate EE	EE+1	FAM	Rate Action EE	EE+1	FAM
1-Fairfield	$2,181.28	$4,736.59	$5,801.34	4.7%	4.6%	4.6%
2-Hartford	$2,054.83	$4,462.01	$5,465.03	-1.4%	-1.5%	-1.5%
3-Litchfield	$2,065.37	$4,484.89	$5,493.06	-0.9%	-1.0%	-1.0%
4-Middlesex	$2,118.05	$4,599.30	$5,633.19	1.6%	1.6%	1.5%
5-New Haven	$2,160.20	$4,690.83	$5,745.29	3.7%	3.6%	3.6%
6-New London	$2,139.13	$4,645.06	$5,689.24	2.7%	2.6%	2.5%
7-Tolland	$2,023.22	$4,393.36	$5,380.95	-2.9%	-3.0%	-3.0%
8-Windham	$2,118.05	$4,599.30	$5,633.19	1.6%	1.6%	1.5%

Billing Rates

Area	July 2020 through Sept 2020 EE	EE+1	FAM	Oct 2020 through June 2021 EE	EE+1	FAM	Rate Action on Oct 1 EE	EE+1	FAM
1-Fairfield	$2,083.86	$4,529.07	$5,547.96	$2,213.75	$4,805.76	$5,885.80	6.2%	6.1%	6.1%
2-Hartford	$2,083.86	$4,529.07	$5,547.96	$2,045.15	$4,439.66	$5,437.39	-1.9%	-2.0%	-2.0%
3-Litchfield	$2,083.86	$4,529.07	$5,547.96	$2,059.21	$4,470.16	$5,474.76	-1.2%	-1.3%	-1.3%
4-Middlesex	$2,083.86	$4,529.07	$5,547.96	$2,129.45	$4,622.71	$5,661.60	2.2%	2.1%	2.0%
5-New Haven	$2,083.86	$4,529.07	$5,547.96	$2,185.65	$4,744.75	$5,811.07	4.9%	4.8%	4.7%
6-New London	$2,083.86	$4,529.07	$5,547.96	$2,157.55	$4,683.72	$5,736.33	3.5%	3.4%	3.4%
7-Tolland	$2,083.86	$4,529.07	$5,547.96	$2,003.01	$4,348.12	$5,325.28	-3.9%	-4.0%	-4.0%
8-Windham	$2,083.86	$4,529.07	$5,547.96	$2,129.45	$4,622.71	$5,661.60	2.2%	2.1%	2.0%

Notes:

1. Rates above are developed using the proposed preliminary rates for FYE2021 developed by Segal adjusted by the results of the Regional Pricing Analysis.

2. Regional adjustments are based on a blend of the Anthem book of business area factors and the relativity of the PMPM allowed amounts from Highline Health for the Anthem population. The Partnership data includes groups with 12+ months of mature data as of November 2019.

★ Segal

CRCOG CAPITOL REGION
COUNCIL OF GOVERNMENTS
Working together for a better region.

241 Main Street / Hartford / Connecticut / 06106
Phone (860) 522-2217 / Fax (860) 724-1274
www.crcog.org

MEMORANDUM

DATE: May 6, 2020

TO: CRCOG Executive Committee

FROM: Lyle Wray, Executive Director

SUBJECT: **CRCOG COVID-19 Plans**

Based on the governor's recommendation that office workers able to work from home should continue to do so after May 20th, CRCOG will continue its work from home until the end of June. CRCOG staff has been able to perform all their functions either from home or with occasional trips to the office. In preparation for reopening CRCOG has taken the following measures:
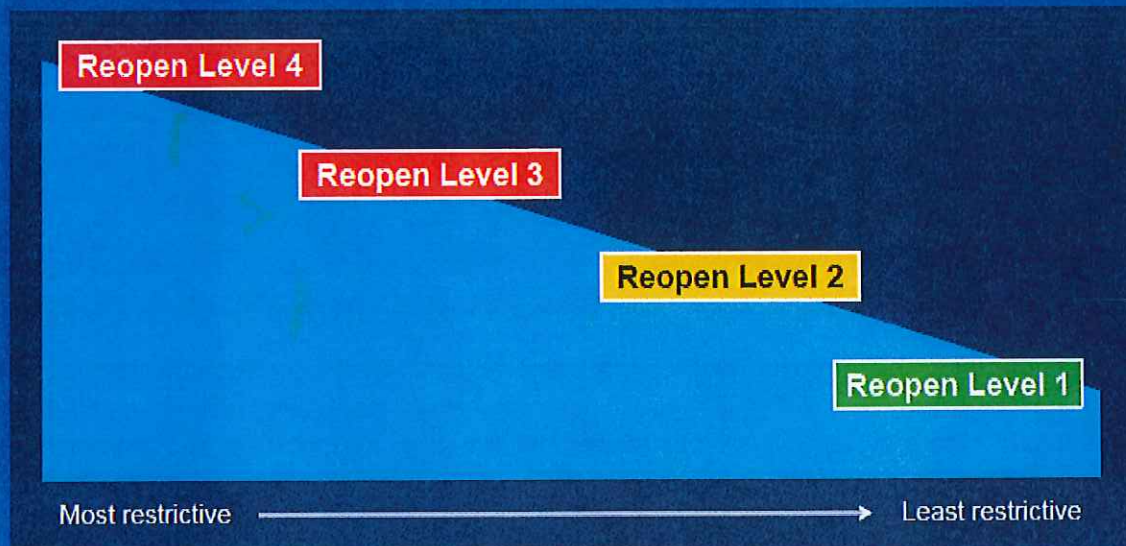
1. Reviewing office configuration and placements, including planning for potential moves, if needed.
2. Adding plexiglass to certain locations to reduce exposure (such as the reception desk)
3. CRCOG will continue to review and apply the DECD guidelines and rules for essential employers as they evolve throughout this process.

On a more global scale, CRCOG has connected with the MetroHartford Alliance to discuss producing a best practices and guidelines for businesses and municipalities for reopening.

Criteria for Initial Reopening

Disease conditions	1	14-day decline of hospitalizations
	2	Increased testing available
Virus management (testing & tracing)	3	Sufficient contact tracing capacity
	4	Protect high-risk populations
Healthcare capacity & supplies	5	Adequate healthcare capacity
	6	Adequate supply of PPE
'New Normal'	7	Appropriate physical distancing regulations

Andover / Avon / Berlin / Bloomfield / Bolton / Canton / Columbia / Coventry / East Granby / East Hartford / East Windsor / Ellington / Enfield / Farmington
Glastonbury / Granby / Hartford / Hebron / Manchester / Mansfield / Marlborough / New Britain / Newington / Plainville / Rocky Hill / Simsbury / Somers
South Windsor / Southington / Stafford / Suffield / Tolland / Vernon / West Hartford / Wethersfield / Willington / Windsor / Windsor Locks

A voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region

Reopen Levels

Reopen Level 4

Reopen Level 3

Reopen Level 2

Reopen Level 1

Most restrictive ⟶ Least restrictive

Plan to Reopen Connecticut's Economy

Now	May 20th
Manufacturing	Restaurants (outdoor only - no bar areas)
Essential retail	Remaining retail
Real Estate	Offices (continue work from home where possible)
Utilities	Personal services (hair & nail only)
Construction	Museums, Zoos (outdoor only)
Childcare	Additional outdoor recreation (e.g., camping, mountain biking)
Hospitals	University research programs

Contingent upon meeting our reopening criteria +
all businesses will open at limited capacity as defined by reopen levels

COVID-19

Long-Term Recovery Committee:		
None	**In Process**	**Established**
5	4	6

*NOTE: *currently, only 2 of the 15 towns we received responses from do not have a Long-Term Coordinator but will be appointing someone.*

Areas in Need of Assistance, Helpful Suggestions, and Other Thoughts:

- What are other towns in the region are doing? Templates, etc. from other communities.
- What are some 'best practices'?
- Provide a summary of programs and contact information for said programs.
- Continue to share information between state and local agencies.
- Schedule calendar between now and full operation of businesses.
- Finding skilled volunteers.
- Bridging gap for those temporarily in need of assistance.
- Find ways to address increase in domestic violence and mental health issues.
- More action, less bureaucracy.
- Anticipated financial support will be needed for local non-profits and organizations.

**Several towns are still in the discussion phase with no known assistance needs, currently.*

KAINEN
ESCALERA
AND McHALE.

LABOR, EMPLOYMENT & EDUCATION LAWYERS

21 Oak Street, Suite 6(
Hartford, CT 06106-80(
860-493-0870

CONNECTICUT ISSUES GUIDELINES FOR PARTIAL RE-OPENING OF SOME BUSINESSES

Ma

Dear Client:

On May 8, 2020, as part of the first phase of re-opening the Connecticut economy, Governor Lamont issued rules wh businesses must follow if they decide to re-open beginning May 20, 2020.

In addition to the essential businesses that have been permitted to remain open to date, businesses from certain spe sectors will be allowed to re-open in a limited capacity and subject to the new rules discussed below. Those sectors ii

- Offices
- Restaurants (outdoor only)
- Retail
- Outdoor recreation
- Barbershops and hair salons
- Museums and Zoos (outdoor only)
- University Research

The work rules that are applicable to businesses in Connecticut beginning May 20, 2020 are as follows:

WHO CAN WORK:

- Employees should continue to work at home wherever possible.
- Employers may return no more than 50% of their employees to the workplace at the same time.
- Employers may stagger shift start/stop times and break times to minimize contacts between workers.
- While employees older than 65 years of age and those in high risk groups should stay safe and stay home acco Connecticut's re-opening rules, employers may not unilaterally exclude such employees from the workplace pu federal and state employment laws.

USE OF PROTECTIVE EQUIPMENT:

- Face masks should be worn in public by everyone at all times.
- Face masks must be provided by employers and must be worn except when employees are working in private cubicles with walls. For employees working in a common area (e.g., open manufacturing floors, warehouses, a to the public, shared offices) workers must wear face masks. However, continuous wearing of masks is not req outdoor workspaces where employees do not regularly come within 6 feet of others.
- Customers and visitors must wear masks unless doing so is contrary to health or safety due to a medical condit customer or visitor does not have a mask, the customer/visitor must be provided one by the employer or not a enter the workplace.
- Businesses may not open if they are without adequate Personal Protective Equipment.

THINGS EMPLOYERS MUST DO:

- Employers must appoint a Program Administrator who is accountable for implementing these rules.
- Employers must maintain a log of employees working at each location each day to support contact tracing.
- Employers must share these rules with employees and train employees on these rules during work hours.
- Employers must complete a thorough cleaning of their facilities prior to reopening, develop and follow a clean that complies with workplace safety rules and identify which employees are responsible for implementing the plan. Information on the cleaning standards is available at:
  https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEO
- Employers must make hand sanitizers available at the entrance of the workplace.
- Employers must separate workplaces into discrete work zones limiting employee movement between the zone possible.
- Employers must space desks in open areas at least 6 feet apart, or in the alternative, install partitions between employees' work areas.
- Employers must place disposable wipes near commonly-used surfaces such as printers and tables.
- Employers must have deliveries completed in designated areas.
- Employers must post signage in the workplace that reinforces the required guidance such as:
  - Social distancing protocols
  - Cleaning and disinfection protocols
  - Personal protective equipment protocols (face masks)
  - That employees must stay home if experiencing symptoms
  - That employees and customers should report potential violations of these rules to the State hotline (21
- Employers must not retaliate against workers for raising concerns about COVID-related safety and health cond

Employers must complete the self-certification on the DECD website to receive a Re-open CT badge, which businesse post on-site and on social media to advertise adherence to Connecticut rules and build customer confidence.

In addition to these rules, which will be applicable to all open businesses effective
May 20, 2020, the State has issued specific rules for each of the individual sectors referenced above. The full set of St and guidelines may be obtained at: **https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Sector-for-May-20-Reopen**

Like with all other rules and regulations that have been promulgated during the
COVID-19 pandemic, these rules and regulations are sure to change over time and we will do our best to keep you inf ongoing developments.

Please do not hesitate to contact us if you have any questions or if we can be of any assistance to you.

KAINEN
ESCALERA
AND McHALE PC
LABOR, EMPLOYMENT & EDUCATION LAWYERS

Patrick J. McHale
Attorney at Law

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Lisa Metayer

From:	Beth Scanlon <customercare@gotowebinar.com>
Sent:	Friday, April 24, 2020 11:19 AM
To:	Lisa Metayer
Subject:	Preparing Municipalities for COVID-19 Long Term Recovery Confirmation

CM Connecticut Conference of Municipalities
collaborating for the common good

COST CONNECTICUT
Council of Small Towns

Thank you for registering for "Preparing Municipalities for COVID-19 Long Term Recovery".

Objectives:
• Learn what towns and cities can do now to prepare for COVID-19 recovery
• Provide municipalities with an understanding of an effective long term recovery framework
• Empower local officials with the resources to assemble municipal long term recovery groups

Please send your questions, comments and feedback to: bscanlon@ccm-ct.org

How To Join The Webinar

Wed, Apr 29, 2020 2:00 PM - 3:00 PM EDT

Add to Calendar: Outlook® Calendar | Google Calendar™ | iCal®

1. Click the link to join the webinar at the specified time and date:

Join Webinar

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to check system requirements to avoid any connection issues.

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TO USE YOUR COMPUTER'S AUDIO:
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

Long-Term Recovery Planning

April 2020

Our Shared Goals for This Recovery:

- All Connecticut residents receive the assistance that they need.

- Our communities are confident the process is fair, and that cities, suburbs and small towns are treated equitably in terms of need. Our local, state, and federal resources work closely together.

- ***Our residents, our communities, and our state recover as quickly and as fully as possible!***

Local Long-Term Recovery Committees

Local Long-Term Recovery Committees (LTRCs) are an important way communities can make sure local resources are **pulling together most effectively to meet the needs of residents** – so that every ounce of energy and every dollar spent each community has maximal impact.

At the same time, local recovery committees are an important way that local communities can **identify gaps** and develop a comprehensive understanding of which members of your community might need more support in the recovery process.

Finally, the Local Long-term Recovery Committee is an important and **effective channel to communicate to the state emergency management team major gaps/needs** that may require a state-level response.

Connecticut State Disaster Recovery Framework

- **Statewide emergency response is most effective when our state-level recovery team works together with coordinated recovery efforts in our local communities.**

- Each community needs to identify a town long-term recovery coordinator (*this should be someone who is not a first responder*)

Agenda

1. **Our Shared Challenge**

2. **Statewide Long-Term Recovery Approach**

3. **Engagement with Local Communities**

4. **Example: The Process in Action**

5. **Next Steps and Resources**

Long Term Recovery Planning

<u>Committee Members:</u>

Cal Hauburger, Long-term Recovery Coordinator

Shawn Cohen, Senior Center

Ronda Guberman, Senior Center

Roberta Brown, Youth Services

Pam French, Social Services

Lynn Davis, Community Schools

Antonella Calabrese, Plainville Chamber of Commerce

Kylie Bouley, Town Manager's Office Intern (Staff Assistant)

EXPENDITURES Through APRIL 30, 2020

Town Budget		
Budget Total = $	61,780,822	
Through 4/30/20 $	48,939,092	
% Spent =	79.21%	
2 Year Avg. =	78.09%	

Gen. Govt. Budget		
Budget Total = $	23,551,717	
Through 4/30/20 $	21,082,272	
% Spent =	89.51%	
2 Year Avg. =	87.46%	

Board of Ed. Budget		
Budget Total = $	38,229,105	
Through 4/30/20 $	27,856,820	
% Spent =	72.87%	
2 Year Avg. =	71.87%	

Police OT		
Budget Amount = $550,000		
Through 4/30/20 $	558,958	% Spent = 101.63%
2 Year Avg. = $	512,649	
Difference = $	46,309	

Roadways OT		
Budget Amount = $71,400		
Through 4/30/20 $	83,494	% Spent = 116.94%
2 Year Avg. = $	56,052	
Difference = $	27,443	

Buildings & Grounds OT		
Budget Amount = $18,040		
Through 4/30/20 $	23,593	% Spent = 130.78%
2 Year Avg. = $	18,199	
Difference = $	5,395	

Roadways Snow OT		
Budget Amount = $51,000		
Through 4/30/20 $	27,634	% Spent = 54.18%
2 Year Avg. = $	53,472	
Difference = $	(25,838)	

Buildings & Grounds Snow OT		
Budget Amount = $24,408		
Through 4/30/20 $	16,272	% Spent = 66.67%
2 Year Avg. = $	27,201	
Difference = $	(10,929)	

Hauler Tonnages - MSW	
Tip Fee = $65.54/5,000 tons budgeted	
Through 4/30/20	4,945.54
2 Year Avg. =	4,262.87
Difference	682.67

Represents Approx. $44.7K

Hauler Tonnages - Recycling	
BUDGETED - $40.00 tip fee / 1,600 tons = $64,000	
Through 3/31/20	1,040.59
Expenditures to Date	$90,138
Current Deficit	26,138
Current Tip Fee = $86.74	

April Amounts Not Yet Received

REVENUES Through APRIL 30, 2020

All Revenues (Amended)		
Budget Total =	$	61,780,822
Through 4/30/20	$	60,618,138
Difference	$	(1,162,684)
% Received =		98.12%
2 Year Avg. =		97.74%

Current Taxes (Amended)		
Budget Total =	$	47,096,148
Through 4/30/20	$	46,879,370
Difference	$	(216,778)
% Received =		99.54%
2 Year Avg. =		99.73%

AUDITED UNASSIGNED FUND BALANCE (6/30/19)	9,750,710	15.95%
FY 20 use of fund balance - budgeted		
FY20 Tax Relief (budgeted $300,000)	(300,000)	(300,000)
ESTIMATED UNASSIGNED FUND BALANCE (4/30/20)	9,450,710	15.30%

SPECIAL FUNDS Through APRIL 30, 2020

Recreation Fund Budget Expenditures =		$265,846
Through 4/30/20	$	175,186
% Spent		65.90%
2 Year Avg.		76.56%

Recreation Fund Budget Revenues =		$226,145
Through 4/30/20	$	162,932
% Received		72.05%
2 Year Avg.		69.38%

Robertson Airport Budget Expenditures =		$93,700
Through 4/30/20	$	100,226
% Spent		106.96%

Robertson Airport Budget Revenues =		$120,000
Through 4/30/20	$	100,001
% Received		83.33%
Robertson Airport Fund Balance =		$567,215

WPCA Facility Budget Expenditures =		$3,358,922
Through 4/30/20	$	2,956,208
% Spent		88.01%
2 Year Avg.		86.66%

WPCA Facility Budget Revenues =		$3,875,500
Through 4/30/20	$	3,831,194
% Received		98.86%
2 Year Avg.		101.02%

Plainville Library Budget Expenditures =		$733,247
Through 4/30/20	$	600,077
% Spent		81.84%
2 Year Avg.		79.28%

Plainville Library Fund Budget Revenues =		$733,247
Through 4/30/20	$	621,578
% Received		84.77%
2 Year Avg.		96.63%

Major Projects Report
4/30/2020

	Project Budget	Revenue To Date	Expenditures To Date	Project Balance	% Complete		Spent In March
Road Bond I	$5,039,426	$5,039,426	$4,395,189	$644,237	87.22%	$	-
Road Bond II	$5,000,000		$310,801	$4,689,199	6.22%	$	257,673
Phosphorus Removal Project	$15,737,895	$6,255,960	$15,729,038	$8,857	99.94%	$	360,126
Encumbrances To Date			-$625,961	$625,961		$	(360,126)
		$6,255,960	$15,103,077	$634,818			

Referendum Amount = $15,140,040/WPCA Budget Contribution = $597,855

	Project Budget	Revenue To Date	Expenditures To Date	Project Balance	% Complete		Spent In March
Wheeler School Project	$23,515,000	$8,082,971	$ 21,184,251	$2,330,749	90.09%	$	40,162
PHS Parking Lot Project	$1,745,000	$1,745,000	$1,608,667	$136,333	92.19%	$	-
Northwest Drive Rehabilitation	$928,045	$928,045	$850,402	$77,643	91.63%	$	831
PHS Turf Maintenance Fund	N/A	$106,965	$18,415	$88,550	N/A	$	21

TOWN OF

PLAINVILLE

ONE CENTRAL SQUARE, PLAINVILLE, CONNECTICUT 06062-1955

3-2020

RESOLUTION AUTHORIZING CHIEF EXECUTIVE OFFICER TO ENTER INTO RESTATED INTER-COMMUNITY AGREEMENT REGARDING THE BRRFOC

WHEREAS, Conn. Gen. Stat. Section 22a-221 grants all municipalities of the State of Connecticut with the authority to enter into inter-community agreements to manage municipal solid waste; and

WHEREAS, in accordance with that statutory authority, the Resource Recovery Facility Operating Committee (the "BRRFOC") was formed pursuant to the 1985 Inter-Community Agreement between the municipalities of Berlin, Branford, Bristol, Burlington, Hartland, New Britain, Plainville, Plymouth, Prospect, Seymour, Southington, Warren, Washington, and Wolcott (the "Municipalities"),

WHEREAS, the 1985 Inter-Community Agreement has been amended from time to time,

WHEREAS, the Municipalities are currently jointly engaged in the disposing of solid waste and managing recyclables pursuant to the Municipal Solid Waste Disposal and Recycling Services Agreement ("MSW & Recycling Agreements") and dated December 21, 2012 as amended; and

WHEREAS, the Municipalities desire to continue contractual relationships to provide the residents and businesses of their municipalities with solid waste disposal services in their capacity as members of the BRRFOC by way of a newly restated inter-community agreement.

NOW THEREFORE BE IT RESOLVED, that the Town of Plainville having complied with all of its municipal and other applicable requirements to enter into the newly restated inter-community agreement, authorizes its chief executive officer to execute the agreement and to do such other lawful things as are necessary to enter into the agreement on behalf of the Town of Plainville.

<u>INTER-COMMUNITY AGREEMENT BETWEEN THE CITIES AND
TOWNS OF BERLIN, BRANFORD, BRISTOL, BURLINGTON,
HARTLAND, NEW BRITAIN, PLAINVILLE, PLYMOUTH, PROSPECT,
SEYMOUR, SOUTHINGTON, WARREN, WASHINGTON, AND
WOLCOTT,</u> each a municipality and political subdivision of the State of
Connecticut ("Municipality" and, together, the "Municipalities")

This INTER-COMMUNITY AGREEMENT ("Agreement"), is a successor to,
and replacement of the 1985 Inter-Community Agreement as amended, which established
the Resource Recovery Operating Committee (a/k/a BRRFOC), and by and between the
Municipalities after execution on behalf of the Municipality on or before _____,
2020.

<div align="center">WITNESSETH</div>

WHEREAS, Conn. Gen. Stat. Sections 7-339a-1 et. seq. grant to BERLIN, BRANFORD,
BRISTOL, BURLINGTON, HARTLAND, NEW BRITAIN, PLAINVILLE, PLYMOUTH,
PROSPECT, SEYMOUR, SOUTHINGTON, WARREN, WASHINGTON, and WOLCOTT,
the "Municipalities" the power and authority to establish by ordinance and regulation the
means to carry out the duties, responsibilities and legal obligations of municipal government;
and

WHEREAS, Conn. Gen. Stat. Section 22a-221 grants municipalities the authority to enter into
inter-community agreements for purposes of establishing an Operating Committee; and

WHEREAS, in accordance with that statutory authority, the Resource Recovery Facility
Operating Committee (the "BRRFOC") was formed pursuant to the 1985 Inter-Community
Agreement, as subsequently amended from time to time and binding the respective
Municipalities with respect to constructing and operating the Bristol Resource Recovery Facility
under a service agreement which expired in June 2014; and

WHEREAS, the Municipalities desire to continue their participation in an inter-community
agreement as members of the BRRFOC tasked by the State with the responsibility for
managing solid waste generated within their respective Municipalities; and

WHEREAS, the Municipalities are jointly engaged in the disposing of solid waste and
managing recyclables pursuant to the Municipal Solid Waste Disposal and Recycling Services
Agreement ("MSW & Recycling Agreements") and dated December 21, 2012 as amended; and

WHEREAS, the Municipalities now comprise the Bristol Facility Policy Board pursuant to
Section 1.7 of the MSW & Recycling Agreements; and

WHEREAS, the Municipalities desire to continue contractual relationships to provide the
residents and businesses of their municipalities with solid waste disposal services in their
capacity as members of the BRRFOC.

NOW THEREFORE, subject to the terms and conditions printed below, the Municipalities
agree:

ARTICLE I: Authority for Agreement; Effective Date; Duration; Withdrawal

1-1. This Agreement is entered into pursuant to Conn. Gen. Stat. Sections 7-339a-7-339l inclusive, as amended.

1-2. The effective date of this Agreement shall coincide with that date on which the Agreement is ratified by five or more Municipalities pursuant to Conn. Gen. Stat. Section 7-339c.

1-3. The term of this Agreement shall be from the effective date to December 31, 2034, unless otherwise terminated pursuant to the terms of this agreement or extended in accordance with an amendment to this Agreement approved by Conn. Gen. Stat. Sections 7-339a-7-339l or such other enabling legislation adopted by the General Assembly after the effective date of this Agreement.

1-4. Any municipality that is a party to the Agreement may, by vote of its legislative body prior to June thirtieth in any year, elect to withdraw from this Agreement. The effective date of the withdrawal ("Effective Date") shall be the first day of the fiscal year (July first) that immediately follows the lapse of one year (365 days) from date of receipt of a notice of withdrawal from the withdrawing municipality. Such withdrawal shall not relieve the withdrawing municipality from any liability or obligation it incurred up to and through the Effective Date.

1-5. Unless two or more Municipalities opt to continue this Agreement in accordance with the provisions of this section, the withdrawal of five or more of the Municipalities shall terminate this Agreement as of the Effective Date of withdrawal, as defined in Section 1-4 above. Upon termination of this Agreement, any operating assets shall be distributed among the constituent municipalities in accordance with their proportionate shares for the year in which the agreement is terminated, as established by Article V hereof and any capital assets shall be distributed between the constituent municipalities in the same ratio in which they were purchased. If one or more of the Municipalities wishes to continue operations of the BRRFOC, it will compensate the other municipality for its share of the assets based on the depreciated values as determined by the most recent audit. The amount may be paid over the remaining years of the agreement, or as determined by a duly called vote approved by a majority of the Municipalities that are parties to the Agreement at the time of the of the termination, whichever occurs sooner. Termination of this Agreement shall not affect obligations of any Municipality established under the MSW & Recycling Agreements, including participation in the Bristol Facility Policy Board.

ARTICLE II: Powers of the BRRFOC

2-1. In order to furnish or provide for the joint use or benefit of the Municipalities services, personnel, facilities, equipment, or any other property or resources associated with management and disposal of solid waste generated by the municipalities, with the pledge of the full faith and credit of the Municipalities, the BRRFOC shall have the following powers and obligations:

> a. To provide for the residents and businesses of the Municipalities management and other services including but not limited to personnel, facilities, equipment

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and any other property or resources needed to carry out collection and disposal of Mixed Municipal Solid Waste and Municipal Solid Waste, Household Hazardous Waste and recyclables subject to available appropriations authorized in the BRRFOC's annual operating budget.

b. Ensure accurate reporting of deliveries of Acceptable Solid Waste, Acceptable Recyclables, Household Hazardous Waste, or other materials and provided by one of more of the Municipalities, a facility, or a contractor to the BRRFOC, subject to the reasonable accuracy of such information and in the possession of the BRRFOC in a timely fashion .

c. In conjunction with reporting of deliveries noted above, confirm the proper amounts allocated to the Municipalities as the "Electrical Revenue Share" (Section 3.1 (d) of the MSW & Recycling Agreements as amended) conform with waste delivery receipts at one or more of the Designated Facilities utilized by Covanta Bristol, Inc. or its assignee.

d. To perform calculations to establish the "Annual Reserved Capacity", the "Monthly Capacity Limit", and similar contractual parameters established within the MSW & Recycling Agreements.

e. To act as agent on behalf of the Municipalities with respect to prescribed responsibilities of the Bristol Facility Policy Board, as stipulated in the Section 1.7 of the MSW & Recycling Agreements to the extent such activity conforms with applicable laws of the State of Connecticut.

f. To undertake such obligations on its behalf or as agent on behalf of the Municipalities pursuant to any subsequent contract regarding the provision of solid waste disposal and recycling services when and if the Solid Waste Disposal and Recycling Agreement expires or is terminated.

g. Adhere to and administer outstanding obligations of the BRRFOC, including but not limited to retaining staff employed as of the date of this Agreement, commitments for employee benefits, vacation, holiday and sick leave, and severance payments.

h. Manage reserve funds, prepare and distribute financial reports as required by statute including those required by Conn. Gen. Stat. Sections 4-230 through 4-236 and Sections 7-391 through 7-397, and manage retention of documents in accordance with Conn. Gen. Stat. Section 11-8(a).

i. To employ staff, fix their duties and determine their compensation within appropriations established in the annual operating budget.

j. To retain by contract or employ counsel, auditors, engineers, private consultants, and advisers.

k. To engage legal counsel for purposes of preserving contractual services and advocating for and defending the interests of the BRRFOC Municipalities.

l. To purchase, lease or rent and hold in its name such real and personal property as it may deem necessary, convenient, or desirable.

m. To contract with municipalities, municipal, state, and regional authorities, and state and federal agencies to provide and/or receive waste management services in accordance with the provisions of this Agreement.

n. To accept gifts or grants of funds, property, or services from any source, public or private, subject to the provisions of this Agreement, with the terms and conditions thereof.

o. To exercise any authority expressly granted to an operating committee by statute including those granted by Conn. Gen. Stat. Section 7-339l.

ARTICLE III: BRRFOC Governance

3-1. The policy-making legislative body of BRRFOC shall be its Policy Board.

3-2. Composition of the Policy Board. The Policy Board shall consist of one (1) representative from each of the Contracting Communities, which representative shall be, in the case of each Contracting Community, the chief executive officer or designee of the chief executive officer.

3-3. Term of Policy Board Members. Each member of the Policy Board shall serve until a successor is chosen by the legislative body the Municipality, and in the case of a member who is the designee of any chief executive officer, by the chief executive officer of the Municipality

3-4. Policy Board Meetings.

a. Annual Meeting. An annual meeting shall be held during the month of November, or at the earliest time thereafter when a quorum is convened at a duly called meeting at which time it shall elect officers, adopt or ratify bylaws of the Policy Board, adopt a schedule of regular meetings until the next annual meeting and conduct such other business put before the Policy Board. The bylaws attached hereto and incorporated herein shall be the bylaws of the Policy Board and shall remain effective until the next annual meeting following the Effective Date of the Agreement.
b. Regular meetings shall be held in accordance with the schedule of meetings adopted at the Annual Meeting.
c. Special meetings may be called at any time by the President or by written petition signed by seven members of the Policy Board and filed with the Secretary.
d. Notice of meetings shall be provided in accordance with the Connecticut Freedom of Information Act, Title 1, Chapter 14 of the Connecticut General Statutes ("FOIA"). Unless prohibited by the FOIA, in addition to any requirement of notice imposed by the FOIA, the Secretary shall notify members of meetings by mail or electronic mail notice thereof pursuant containing the date, time, and place thereof and a proposed agenda therefor. Except in the case of an emergency, the notice should be sent not more than twenty (20) nor less than seven (7) days before the meeting date. In the case of an emergency, notice of a meeting Policy Board shall be deemed adequate if given to each

member either orally or by electronic mail or physical delivery at least forty-eight (48) hours before said meeting.

  e. To the extent permitted by the law, the members of the Policy Board may participate in a meeting thereof by means of a conference telephone or similar communications equipment.

  f. Minutes of all meetings of the shall be taken and mailed by the Secretary or the Executive Director to all members not later than two (2) weeks after each meeting and filed in accordance with any requirements of the FOIA.

3-5. Quorum. At any meeting of the Policy Board a majority of the members will constitute a quorum for the transaction of business. In the event of a quorum not being present, a lesser number may adjourn the meeting to some future time.

3-6. Voting. Except as otherwise provided by the Bylaws, the vote of a majority of the members present is required to approve any motion.

ARTICLE IV: BRRFOC Executive Officer

4-1. Executive Director. The Executive Director engaged by the Policy Board shall be the chief executive officer of BRRFOC, and in his or her absence, the acting President shall fulfill that position.

4-2. The Executive Director shall represent the interests of the Participating Municipalities with regard to the Agreement. The Executive Director shall be responsible for preparing executing the day to day management of BRRFOC including the preparation of agendas and minutes of Policy Board meetings and related administrative duties, preparation and presentation of a proposed budget to the Policy Board, providing quarterly financial statements to the Policy Board, serving as liaison for the Municipalities and assist with matters of environmental compliance, solid waste management, advocacy, and related tasks supporting the efforts of chief executive officers of the Municipalities.

Article V: Budget, Revenues and Expenditures

5-1. The Policy Board shall adopt an annual operating budget prior to the start of the Fiscal Year which shall contain estimated expenditures and income for the next fiscal year and may include estimated surpluses and reserves for capital and nonrecurring expenditures.

5-2. The Municipalities shall pay their proportionate share of costs and current expenses necessary for the operation and management of the BRRFOC as delineated in the adopted Fiscal Year operating budget. The costs and expenses of furnishing and providing the services, personnel, facilities, equipment, other property or resources shall be prorated based upon the proportion of each town's residential municipal solid waste delivered in the immediately preceding calendar year for the subsequent Fiscal Year Annual Budget, or prorated as otherwise determined by the Policy Board, which shall fix the date or dates of payment of such costs and expenses during each fiscal year. The Policy Board may provide special, out of the ordinary services as requested by a constituent municipality, provided the cost of such services is borne entirely by said municipality.

5-3. Expenditures of the BRRFOC shall not exceed the funds allocated by the approved budget. The BRRFOC may receive funds from the Municipalities for necessary expenditures. The BRRFOC may transfer any unexpended balance of any line item or items included in the budget to any other line item or items.

5- 4. The fiscal year of the BRRFOC shall begin on July 1, and end on June 30 of the following calendar year.

ARTICLE VI: Miscellaneous

6-1. Arbitration: All disputes between the parties to this Agreement shall be first mediated and if not resolved, arbitrated. Either party can ask for mediation in which case arbitration of the dispute shall be deferred until the mediator determines an impasse has been reached. Arbitration may be done under the auspices of a private alternative dispute resolution organization located within Middlesex or Hartford Counties and all costs and expenses of the arbitration shall be awarded by the arbitrator. All decisions of the arbitrator shall be binding and final and not subject to appeal to the courts of Connecticut. All expenses of mediation shall be borne equally by the parties.

6-2. Indemnification: Each constituent municipality shall obtain indemnification of itself and the officials, including any designee as defined by Section 3-2 of this Agreement, officers or employees hereunder, to the extent required by Conn. Gen. Stat. Sec. 7-101a by means of insurance or otherwise against any losses, damages, or liabilities arising out of the receiving, obtaining, furnishing, or providing of services, personnel, facilities, equipment, or any other property, or resources, pursuant to this Agreement.

6-3. Separability: If any provision, Section, Article or clause of this Agreement, or the application of any such provisions, Section, Article or clause, to any person, or circumstances, shall for any reason be held invalid, the remainder of this Agreement shall not be affected thereby and the application of such provision, Section, Article, or clause to persons, or circumstances, other than those as to which it shall have been held invalid, shall not be affected thereby.

Article VII: Definitions

As used in this Agreement, the following terms shall be given the meanings as defined herein:

"Acceptable Recyclables" means items designated as items required to be recycled under regulations adopted by the Commissioner of Energy and Environmental Protection pursuant to Conn. Gen. Stat §22a-241b or as otherwise required to be recycled by statute.

"Acceptable Solid Waste" means mixed household solid waste and commercial solid waste generated within the boundaries of one or more of the Municipalities (including trash, refuse and garbage), other than Recyclable Materials, which has the characteristics of Solid Waste and which is (i) normally collected or disposed of by householders or other residents and by churches, schools and other municipal buildings (which for purposes of this Agreement shall be deemed to be household waste) or by commercial businesses, and (ii) permitted under then Applicable Law

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to be accepted at the Delivery Point, processed at the Designated Facility and/or disposed of at a Landfill, and which is not Unacceptable Waste or Recyclable Materials or Acceptable Bulky Waste.

"Agreement" means this restated inter-community agreement between the Municipalities.

"Bristol Resource Recovery Facility Operating Committee" or "BRRFOC" shall mean the political subdivision of the state of Connecticut formed by the Municipalities pursuant to this Agreement and Conn. Gen. Stat. Sections 7- 339a-1 and 22a-221a.

"Conn. Gen. Stat." shall mean the Connecticut General Statutes.

"Costs" shall mean all costs, or expenses, which are, or shall be incurred by the BRRFOC, or its employees and agents, under this Agreement, in connection with the receiving, obtaining, providing, or furnishing of services, personnel, facilities, equipment, other property or resources, or the performance of any of the functions or activities contemplated by this Agreement.

"Inter-community agreement" means the agreement dated as of August 1, 1985, by and among the towns and cities of Bristol and New Britain and the towns of Berlin, Burlington, Plainville, Plymouth, Southington, and Washington, as such agreement has been amended to include the towns of Wolcott, Warren, Hartland, Branford, Seymour, and Prospect and subsequently amended from time to time.

"Hazardous Waste" means any waste which by reason of its quality, concentration, composition or physical, chemical or infectious characteristics is deemed to be a hazardous waste pursuant to Conn. G.S. § 22a-115 and Regulations of Connecticut State Agencies § 22a 449(c)-101. With regard to materials or substances which are not Hazardous Waste as of the Effective Date of this Agreement, if any law shall subsequently declare, or if any governmental agency or unit having appropriate jurisdiction shall thereafter determine, that such materials or substances are hazardous, then such materials or substances shall be considered Hazardous Waste for the purposes of this Agreement as of the effective date of such governmental determination.

"Mixed Municipal Solid Waste" means municipal solid waste that consists of mixtures of solid waste which have not been separated at the source of generation or processed into discrete homogeneous waste streams such as glass, paper, plastic, aluminum or tire waste streams provided such wastes shall not include any material required to be recycled pursuant to section 22a-241b of the Connecticut General Statutes.

"Municipalities" shall mean the Cities and Towns of Berlin, Branford, Bristol, Burlington, Hartland, New Britain, Plainville, Plymouth, Prospect, Seymour, Southington, Warren, Washington, and Wolcott.

"Municipality" shall mean any single one of the Municipalities.

"Municipal Solid Waste" means solid waste from residential, commercial, and industrial sources.

"Policy Board" means the legislative body of the BRRFOC constituted by the Municipalities to consider matters relating to this Agreement.

"Recycling" means the processing of solid waste to reclaim materials there from.

"Recycling facility" means land and appurtenances thereon and structures where recycling is conducted, including but not limited to, an intermediate processing center as defined in section 22a-260 Connecticut General Statues.

"Solid Waste" means unwanted or discarded solid, liquid, or semisolid or contained gaseous material excluding solid waste consisting of incidental amounts of recyclable solid waste, significant quantities of hazardous waste as defined in section 22a-115 of the Connecticut General Statues, land clearing debris, demolition debris, biomedical waste, sewage sludge and scrap metal.

[signature lines to be included]

Refunds   5/18/2020

	Current Year	Amount
1	Nissan Infiniti LT, Dallas, TX	$151.95
2	Toyota Lease Trust, Woburn, MA	$113.83
3	Toyota Lease Trust, Woburn, MA	$153.54
	Total	**$419.32**