

***PUBLIC NOTICE**: For information on submitting comments for the 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
June 1, 2020 - 6:00pm

6:00PM WORK SESSION:

Landfill Discussion – Tighe & Bond

REGULAR MEETING
PLAINVILLE TOWN COUNCIL MEETING
COUNCIL CHAMBERS – MUNICIPAL CENTER
June 1, 2020 - 7:00pm

I. PRESENTATIONS:

II. PUBLIC HEARING

III. MINUTES OF PREVIOUS MEETING
May 18, 2020 Regular Meeting

IV. ANNOUNCEMENTS – REPORTS

V. APPOINTMENTS/RESIGNATIONS

1. Town Treasurer Resignation
2. Town Treasurer Appointment
3. 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. 4th Quarter Transfers and Additional Appropriations
2. Revenue Collector's Suspense List
3. COVID-19 Update
4. Summer Schedule
5. Happenings

IX. PUBLIC COMMENTS

X. OLD BUSINESS

XI. NEW BUSINESS

1. Establish public hearing for "Ordinance Establishing 4th Quarter Transfers for Fiscal Year Ending June 30, 2020"
2. Establish public hearing for Additional Appropriations for Fiscal Year 2020 Budget
3. Revenue Collector's Suspense List
4. Tax Refunds – Addendum

XII. OTHER DISCUSSIONS OF INTEREST

XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIV. ADJOURNMENT

***PUBLIC NOTICE:**

Following are ways to submit public comments to the Town Council:

- 1) Email: tcpubliccomments@plainville-ct.gov Please submit by 4:00pm Monday, June 1.
- 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 June 1st **Public Comments**. Emails and voice mail messages will be relayed to the Town Council before or after the meeting, depending on when they are received.

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: **835 8557 8842**

Plainville Landfill 2019 Summary Update and 2020 Potential Tasks

To: Robert Lee, Town Manager
John Bossi, Town Engineer

FROM: Dana Huff, PE
James Olsen, PG, LEP
Nicholas Granata, LEP
Jacklyn Caceci, PE

DATE: May 5, 2020

The purpose of this memorandum is to update the Town of Plainville on the activities related to the Plainville Landfill over calendar year 2019 and to provide a look ahead at potential tasks for calendar year 2020. Below is a summary of activities by the tasks that were active over the past 12 months followed by a look at the next 12 months of 2020. Tasks anticipated in 2020 include previous tasks and project support associated with the potential landfill expansion as well as ongoing RCRA Corrective Action and Stewardship Permit requirements. We understand based on your interactions with CTDEEP, which included the possibility of allowing additional MSW to enter the landfill, the Town should consider approaching CTDEEP again to further discussions regarding the possibilities of landfill expansion for impacted soils. RCRA Corrective Action tasks for 2020 include semi-annual groundwater sampling (to be performed by Loureiro Engineering Associates) as well as other RCRA Corrective Action requirements further summarized below. In addition, the Town's Stewardship Permit is set to expire in on September 21, 2021 and will require renewal prior to expiration. CTDEEP requires that a permit renewal be submitted within a minimum of 180 days (6 months) prior to expiration. As such, the submission to CTDEEP would be needed on or in advance of April 21, 2021.

Task Orders summarized below have been categorized as follows.

- SP - Required by Stewardship Permit
- RCRA - Required by CTDEEP/EPA
- LE - Required to advance landfill expansion

Plainville Landfill 2019 Task Orders

Task Order 13: Landfill Plans and Specifications: LE

Task Order No. 13 was not authorized in 2019.

Task Order 14: Soil Acceptance and Monitoring Plan: LE

Task Order No. 14 was not authorized in 2019.

Task Order 18: Data Gap Investigation: SP

Task Order No. 18 was not authorized in 2019.

Task Order 22: 2019 Groundwater Monitoring: RCRA

Task Order No. 22 included completion of the ongoing RCRA groundwater program, which included sampling events in the months of April and October 2019 and preparation of required reports for submission to CTDEEP and EPA. The 2019 RCRA groundwater is complete at this time.

Task Order 23: RCRA Corrective Actions: RCRA

Task Order No. 23 was not authorized in 2019.

Task Order 24: Project Support: SP, RCRA, LE

Tighe & Bond continued to provide project support related activities in 2019 including the following activities:

- Preparation of project summary and planning documents for the landfill
- Preparation of pre-application meeting associated with proposed walking/bicycle trail around the Plainville Landfill
- Meeting preparation/coordination and meeting with the Town, CTDOT, CTDEEP, and CRCOG to discuss walking/bicycle trail around the Plainville Landfill
- Ongoing support and planning related to RCRA and Stewardship Permit requirements
- Project discussions and communications with the Town.

Plainville Landfill 2020 Task Orders**Task Order 13: Landfill Plans and Specifications: LE**

Tighe & Bond will prepare detailed closure design drawings, and technical specifications to the 60% level of completion for submittal to CTDEEP for review and approval in conformance with RCSA Section 22a-209-13 (SW Regs). Fifteen drawings are anticipated in the 60% design plans inclusive of, but not limited to the following:

- Cover Sheet
- Notes
- Cross Sections
- Grading Plans:
 - Phase 1
 - Phase 2
 - DPW Storage Area/Transfer Station
- Operations Sequencing Plans 2 each
- Stormwater Control Plans 2 each
- Sedimentation and Erosion Control Plans 3 each
- Misc Detail Plans 2

The estimated fee for Task Order 13 is \$61,500 and it is estimated to be completed within 4 months of the completion of the Screening Level Ecological Risk Assessment and Data Gap Investigation Tasks.

Task Order 14: Soil Acceptance and Monitoring Plan: LE

A fill management plan (FMP) needs to be developed that clearly identifies the soil acceptance criteria and the management plan to insure only acceptable soil materials are received and deposited within the site. The acceptable soil criteria for the Plainville Landfill will be based a number of factors including, but not limited to, the Ecological Risk Assessment, on-site stormwater controls, groundwater and surface water quality, public input/acceptance, and potential revenues. Typically, the soils to be placed at the Site will be from construction or cleanup projects where the soils have either been pre-characterized during the engineering phase of the development, or characterized from stockpiled soil. All soils to be placed at the Site will be characterized by the generator's LEP. Prior to acceptance and placement of soils at the Site, Plainville's third party Site LEP will review the pre-characterization data packages of all potential candidate soils. No materials will be allowed on site until and unless they have been approved through the screening process.

It is anticipated that the Fill Management Plan will include the following elements in sufficient detail to allow the Town and CTDEEP to approve the plan:

- Soil Acceptance Criteria
- Soil Testing Requirements
- QA/QC Inspection/Testing
- Required Acceptance Documentation
- Soil Submittal and Approval Process
- Soil Placement/Phasing
- Documentation and Record Keeping

The estimated fee for Task Order 14 is \$21,500 and should be completed within 4 months of the completion of the SLERA and Data Gap Investigation Tasks.

Task Order 18: Data Gap Investigation: SP

Tighe & Bond completed a Data Gap Analysis as part of Task Order 11. Primary findings associated with the data gap analysis included minor deficiencies in monitoring well coverage along certain parts of the landfill, particularly along the north central portion of the landfill. Groundwater has been documented to flow radially from the landfill to the north/northeast, east, and south/southeast. In addition to monitoring well coverage, the source and extent of light non aqueous phase liquid (LNAPL, e.g. petroleum product on the water table) identified at monitoring well B-300 has not been identified. Based on results of 2019 RCRA monitoring, the presence of LNAPL at or in the vicinity of B-300 continues to persist. Tighe & Bond will coordinate a data gap investigation consisting of the advancement of soil borings and installation of additional shallow and deep monitoring wells at the landfill property. At this time, it is anticipated that at least two pairs of new shallow and deep monitoring wells will be installed to help address groundwater data gaps. The objective of the soil boring and well installations will be to address the above-mentioned data gaps in accordance with Stewardship permit requirements. In general, the investigations will serve to provide additional data that helps adequately characterize the site and evaluate the potential impacts to adjacent ecological receptors. Tighe & Bond will prepare a letter report documenting investigation procedures and analytical findings and provide recommendations for further investigations if warranted.

Task Order 18 fee is \$35,000

Task Order 23: RCRA Corrective Actions: RCRA

The landfill is subject to the RCRA Corrective Action Program due to the inactive RCRA metal hydroxide sludge cell located at the property. Tighe & Bond completed and submitted the following RCRA milestones in September 2018 as part of Task Order 20.

- Environmental Indicator Form CA725 - Current Human Exposures Under Control
- Environmental Indicator Form CA750 - Migration of Contaminated Groundwater Under Control

The above documents were approved by EPA and CTDEEP in September 2018 and the milestones considered complete. Next steps include working towards meeting the next set of RCRA Corrective Action Program milestones including "Final Remedy Decision" (CA400) and "Final Remedy Constructed" (CA550) status. As described in Task Order 20, a Remedial Action Plan will be developed; however, prior to obtaining CA400 and CA550 milestones, CTDEEP must consider ecological assessment at the landfill complete. Tighe & Bond is currently working with CTDEEP to determine whether the department will require additional ecological assessment. CTDEEP has requested an updated Screening Level Ecological Risk Assessment (SLERA) report by May 15, 2020.

Tighe & Bond will continue to provide support in 2020 associated RCRA Corrective Actions requirements. Task Order 23 includes additional support (as needed) and anticipated regulatory follow up associated with development of a final Remedial Action Plan. The landfill is listed on EPA's 2020 baseline list, which authorized states to have an aspirational goal of largely implementing final remedies at 95 percent of facilities requiring corrective action by the year 2020. Tighe & Bond will continue to communicate with EPA and CTDEEP regarding the status of RCRA Corrective Action activities for the landfill.

Task Order 23 also includes a planning budget for completion of additional ecological assessment activities (only as needed) such soil, sediment, and/or surface water sampling in 2020. At this time estimated costs below do not include any cost associated with subcontracting with a "risk assessor". The need for a risk assessor will be determined based on additional discussions with CTDEEP and/or EPA.

Task Order 23 fee is \$10,000

Task Order 25: 2020 Groundwater Monitoring: RCRA

As requested, Tighe & Bond provided a proposal (Task Order 25) to conduct the current RCRA groundwater monitoring for 2020. However, we understand the Town will contract directly with Loureiro Engineering Associates in 2020 to complete the 2020 RCRA Monitoring Program.

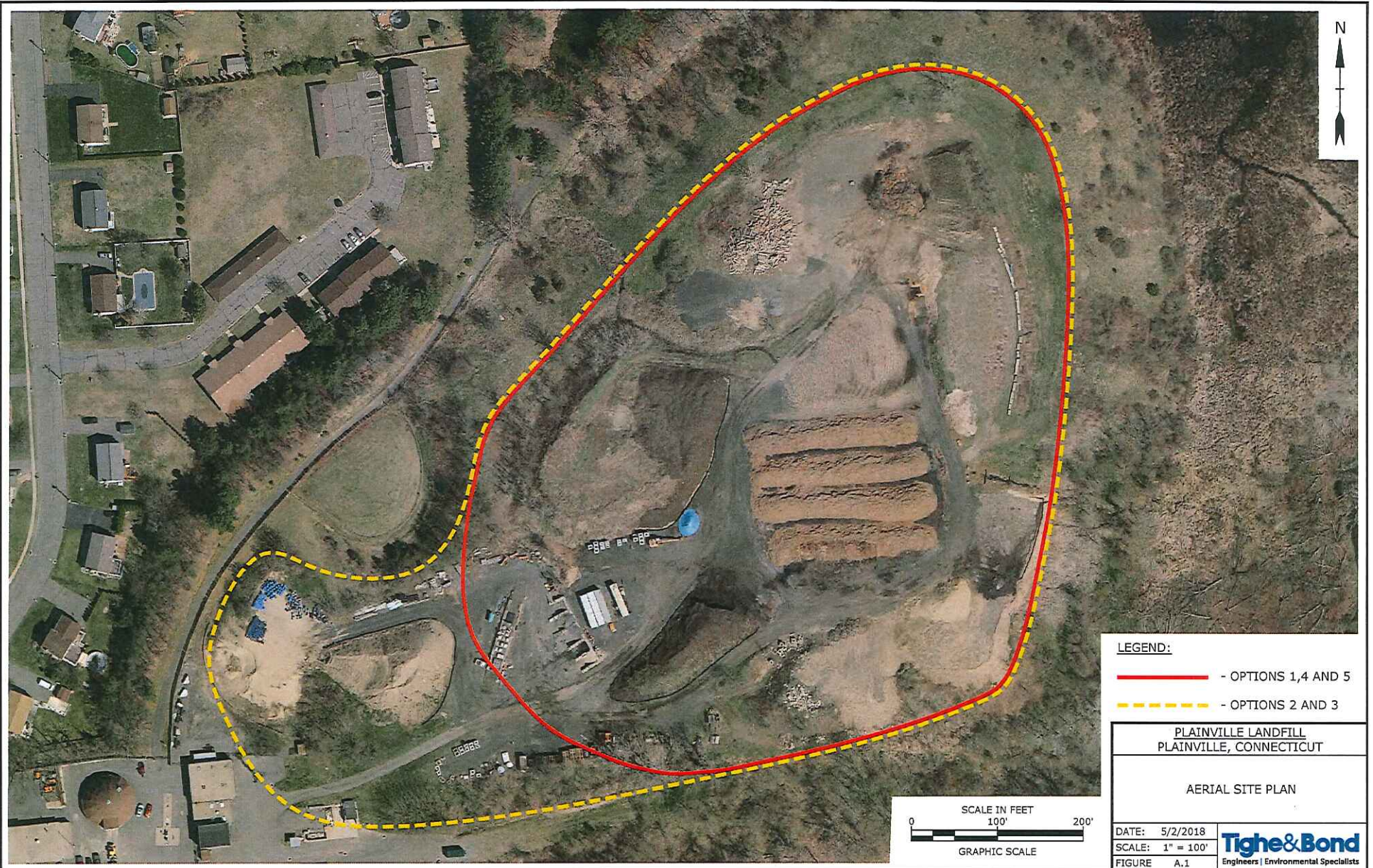
Task Order 26: 2020 Project Support: SP, RCRA, LE

Tighe & Bond will provide project support services on an as-needed basis for various landfill issues during CY 2020 for the following potential items:

- Preparation of permit renewal of Stewardship Permit set to expire on September 21, 2021. Note annual and renewal CTDEEP filing fees are not included in the estimated cost below.
- Town communications and meetings
- CTDEEP and EPA engagement and meetings
- Town Council and Public meetings
- Miscellaneous support as requested by Plainville

Task Order 26 fee is \$10,000

Ms: 03_2018_2:45:5m Photo by: anonymous
Tighe & Bond, Inc. C:\Users\anonymous\My Documents\local\temp\AcPublish_11504\LC-P0688-01-AERIAL.dwg



LEGEND:

- - OPTIONS 1,4 AND 5
- - - - - OPTIONS 2 AND 3

PLAINVILLE LANDFILL
PLAINVILLE, CONNECTICUT

AERIAL SITE PLAN

DATE:	5/2/2018
SCALE:	1" = 100'
FIGURE:	A.1

Tighe & Bond
Engineers | Environmental Specialists

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
SPECIAL MEETING
May 18, 2020 – 6:00p.m.**

6:00pm WORK SESSION: ClearGov Financial Program

The Work Session was virtually called to order at 6:00pm on Monday May 18, 2020. In attendance were Chairwoman Pugliese, Vice Chairwoman Tompkins, Council members Wazorko, Morante, Gnazzo, Underwood, Town Manager Lee, Finance Director Buden, Jacob Rocco and Town Clerk Skultety

Town Manager Lee began by stating various budgeting tools have been reviewed by himself and Finance Director Buden looking for ways for more transparency, timely updates and time savings software when creating and presenting the budget. There was an expressed an interest in ClearGov software and wanted the Town Council to hear more about the technology.

Representative Rob Battaglia went on to described ClearGov as a Cloud-based technology company and reviewed a Power Point presentation of the potential services offered to the Town.

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

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
REGULAR MEETING
May 18, 2020 – 7:00p.m.**

- I. **PRESENTATIONS:**

- II. **PUBLIC HEARING**
 - 2020 Neighborhood Assistance Act

- III. **MINUTES OF PREVIOUS MEETING**
May 4, 2020 Special and 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 Board
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. Consider acting upon the Town Council FY2021 Budget
4. Tax Refunds

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, Underwood, Town Manager Lee, Attorney Chomick, Finance Director Buden, Jacob Rocco and Town Clerk Skultety. Coordinating the live feed was Director of IT Ross.

***Vice Chairwoman Tompkins motioned to move to the beginning of the meeting:**

V. APPOINTMENTS/RESIGNATIONS

- 1. Town Council resignation**
- 2. Town Council appointment**

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

- 1. Vice Chairwoman Tompkins motioned to accept with regret the resignation of Ty Cox from the Town Council. The motion was seconded by Councilman Wazorko and passed 6-0.**
- 2. Vice Chairwoman Tompkins motioned to appoint Jacob Rocco to the Town Council for the term ending November 8, 2021. The motion was seconded by Councilman Underwood and passed 6-0.**

Town Clerk Skultety administered the oath of office to Jacob Rocco.

I. PRESENTATIONS

II. PUBLIC HEARING

- 2020 Neighborhood Assistance Act

Town Clerk Skultety read the following:

**LEGAL NOTICE
TOWN OF PLAINVILLE
TOWN COUNCIL PUBLIC HEARING
MAY 18, 2020**

NOTICE IS HEREBY GIVEN that the Plainville Town Council will hold a public hearing at 7:00 p.m. on Monday May 18, 2020 in the Council Chambers of the Municipal Center, One Central Square in Plainville to hear public comments and consider proposals for the 2020 Neighborhood Assistance Act.

Dated at Plainville, Connecticut this 14th day of May, 2020.

Town Manager Lee explained the proposals were submitted by The Congregational Church of Plainville, United Church of Christ and the Prudence Crandall Center, Inc. These are non-profit organizations that provide services to the community.

The meeting was opened for public comments. Moderator Ross gave the opportunity for callers to comment.

Representative William Petit, 132 Red Stone Hill spoke in support of the Prudence Crandall Center.

Joanne Edman, 166 West Main St spoke in support of the Prudence Crandall Center.

No more calls were heard, and the public hearing closed.

III. MINUTES OF PREVIOUS MEETING

Vice Chairwoman Tompkins motioned to approve the minutes of May 4, 2020 Special and Regular Meeting. The motion was seconded by Councilman Wazorko and passed 7-0.

IV. ANNOUNCEMENTS – REPORTS

1. Fund Balance Policy Recommendation

Town Manager Lee commented there was a Sub-Committee which included Councilman Wazorko, Councilman Gnazzo and Chairwoman Pugliese. The policy being recommended would continue to protect the Town's credit rating and would be reviewed every two years by the Town Council.

**** Councilman Wazorko motioned to add under New Business:**

3. **Fund Balance Policy**

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

V. APPOINTMENTS/RESIGNATION

- *1. Town Council Resignation-action taken at the beginning of the meeting

- *2. Town Council-action taken at the beginning of the meeting

3. **Firefighter**

- a. **Councilman Gnazzo motioned to appoint Noel Roche, 8A Hough Street, as a Probationary Firefighter to the Plainville Fire Department. The motion was seconded by Councilman Underwood and passed 7-0.**

- b. **Councilman Gnazzo motioned to appoint Lauren Lederman, 107 Northwest Drive, as a Probationary Firefighter to the Plainville Fire Department. The motion was seconded by Vice Chairwoman Tompkins and passed 7-0.**

4. Recreation and Park Advisory Board

Councilman Wazorko motioned to acknowledge the Town Manager's re-appointments of Quinn Christer and William Bulger to the Advisory Recreation and Park Board for the terms ending May 1, 2024. The motion was seconded by Vice Chairwoman Tompkins and passed 7-0.

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:

- **Discussion of SRO Position at the Middle School**

Police Chief Matt Catania and Superintendent of Schools Steve LePage have recently discussed adding a school resource officer (SRO) at the Middle School. The approved school budget included approximately \$28K to hire a school security person at the Middle School.

Mr. LePage inquired with Chief Catania if it would be more beneficial and effective to hire an SRO instead of a school security person. Because the SRO position at the High School has been very successful, Chief Catania felt that the having an SRO to the Middle School would be a more valuable addition to the community and the students.

The Town was recently notified that the health insurance rates through the State Partnership Plan beginning in October is now expected to be significantly less than the 3 ½% that was budgeted. This would allow for the BOE Budget to absorb the cost of the new SRO position.

This proposal was discussed at last week's Board of Education meeting and the members unanimously voted to move forward with the SRO pending Town Council review and concurrence. While a formal vote is not necessary at this time, Chief Catania would like to move forward with the hiring of an additional officer to be ready for the start of school in September.

The additional police officer would also be available to the Department when school is not in session, especially during the summer months.

- **COVID-19 Update**

As of May 17, 2020, Plainville had 127 confirmed cases of people with COVID-19. State-wide confirmed cases total 37,419. Hartford County has the third highest number of confirmed cases behind Fairfield County and New Haven County. Our surrounding Town confirmed cases include Bristol (495), New Britain (766), Southington (268) and Farmington (183). There have been over 3,000 deaths associated with COVID-19 as well with 69 of those deaths occurring this past Saturday alone.

According to Shane Lockwood, the Regional Health Director, the District continues to have new cases. This is to be expected somewhat because more and more testing is available. The District continues to distribute PPE to First responders, home health agencies and nursing homes.

On May 20th restrictions put in place by Governor Lamont several months ago will begin to recede. While indoor dining will still be prohibited, outdoor dining will be allowed with some restrictions. The Governor has ordered that zoning restrictions with outdoor dining be processed quickly through an administrative process.

Towns are still awaiting guidance from the State regarding public pool operation during the summer months. A decision whether to open the Berner Pool will not be made until the guidelines are determined and reviewed.

The Municipal Center will be open to the public by appointment only next Tuesday, May 26th with open access beginning on Monday, June 8th. Alterations are being made to Town facilities to protect both the employees and public to maintain social distancing policies.

The Senior Center and Library will remain closed for the time being as these facilities tend to attract larger amounts of patrons and social distancing guidelines cannot be maintained in a reasonable manner. Staff at both the Senior Center and Library are working to adjust their programs and facilities to allow for some of their operation and services to re-open. Limited facility openings are not expected to occur until after June 20th.

- **Long-Term Recovery Planning**

The State is encouraging municipalities to create a local recovery committee to identify gaps and develop a comprehensive understanding of which members of a community might need more support in the recovery process.

The committee would also be an effective channel to communicate to the state emergency management team major gaps/needs that may require a state level response.

Town Manager Lee has appointed the following individuals to serve on the local recovery committee: Cal Hauburger (Long-Term Recovery Coordinator), Shawn Cohen and Ronda Guberman (Seniors), Roberta Brown (Youth), Pam French (Social Services), Lynn Davis (Plainville Community Schools) and Antonella Calabrese (Business Community).

If desired, Town Council representatives could serve on this Committee as well.

- **Financial Dashboard**

Town Manager Lee reviewed the Financial Dashboard. The Dashboard has been posted on the Town website.

- **Happenings**

Town Manager Lee reported on activities and programs including Mobile Food Share, Tax & Assessing Office, Town Clerk's Office, Senior Center, Family Resource and 2020 Census.

IX. PUBLIC COMMENTS

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

X. NEW BUSINESS

1. 2020 Neighborhood Assistance Act

Vice Chairwoman Tompkins motioned to approve the following proposals for the 2020 Neighborhood Assistance Act:

- a. **The Congregational Church of Plainville, United Church of Christ**
Energy Efficiency Initiative
\$150,000.00
- b. **Prudence Crandall Center, Inc.**
Annual Appeal
\$150,000.00
- c. **Prudence Crandall Center, Inc.**
Energy Efficiency
\$20,931.00

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

2. Resolution regarding BRRFOC Inter-Community Agreement-See Addendum

Vice Chairwoman Tompkins motioned to adopt a resolution entitled "Resolution authorizing Chief Executive Officers to Enter into Restated Inter-Community Agreement Regarding the BRRFOC". The motion was seconded by Councilman Wazorco and passed 7-0.

3. **Fund Balance Policy- See Addendum

Councilman Wazorco motioned to adopt the General Fund Balance Policy as presented by the Committee on May 18, 2020. The motion was seconded by Vice Chairwoman Tompkins. Comments followed. The motion passed 7-0.

4. Tax Refunds- See Addendum

Vice Chairwoman Tompkins motioned to approve the tax refunds as listed on the Addendum. The motion was seconded by Councilman Wazorko and passed 7-0.

XI. OTHER DISCUSSIONS OF INTEREST

Chairwoman Pugliese wished residents a Happy and Safe Memorial Day

XII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIII. ADJOURNMENT

Vice Chairwoman Tompkins motioned to adjourn at 8:06pm. The motion was seconded by Councilman Wazorko and passed 7-0.

Respectfully submitted by,

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

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.

**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.

	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

APPOINTMENTS TO BOARDS AND COMMISSIONS PENDING AS OF 6/1/20

Plainville-Southington Regional Health District: (page 13)

1 appointment due for new term 6/20/20 – 6/20/23; incumbent is
Charlotte Politis, 74 Tomlinson Ave

VACANCIES WITHIN BOARDS AND COMMISSIONS PENDING AS OF 6/1/20

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 COMMISSION: (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

TOWN OF



PLAINVILLE

VIII-2.

ONE CENTRAL SQUARE, PLAINVILLE, CONNECTICUT 06062-1955

TO: Robert Lee, Town Manager
FROM: Ana M. LeGassey C.C.M.C., Revenue Collector
DATE: May 26, 2020

Attached is the proposed suspense list for the Town Council's approval. This list is prepared in accordance with Connecticut State Statute Sec. 12-165, listing those taxes the Revenue Collector believes to be uncollectible. Please review the list of motor vehicle, personal properties, and real estate taxes.

Please see the list attached and also the dollar amount listed below for each tax type.

<u>Motor Vehicle/MVS</u>	<u>Amount</u>
2015GL MVS-2016GL MV	\$65,078.08
<u>Personal Property</u>	<u>Amount</u>
2015GL-2016GL	\$57,829.91
<u>Real Estate</u>	<u>Amount</u>
2018GL	\$56,518.96
<u>Deceased (MV/RE)</u>	<u>Amount</u>
2015GL-2018GL	\$2,421.02
Total:	\$181,847.97

The suspense list may still be collected and will be turned over to a collection agency, town attorney or constables. Some are already with the town attorney. The deceased file will not be turned over for collection.

Thank you,

Ana M. LeGassey C.C.M.C.
Ana M. LeGassey C.C.M.C.

Attachments

cc: Robert Buden, Finance Director

Lisa Metayer

Subject: Summer Camp Analysis
Attachments: Summer Camp Analysis 2020.pdf

From: Robert E. Lee <relee@plainville-ct.gov>
Sent: Thursday, May 28, 2020 7:46 PM
To: Town Council
Cc: Shirley Osle <sosle@plainville-ct.gov>; Lisa Metayer <metayer@plainville-ct.gov>
Subject: Summer Camp Analysis

Parks & Recreation would like to continue to have a Summer Camp Program at Norton Park starting in late June. Recently, the State Health Department issued guidelines for summer camps which will increase the time and expense to conduct the program. Additionally, it is unclear whether parents will want to send their children to a day camp program as well.

In the past, the program has had 90 +/- participants. Due to the specific requirements, the Recreation staff is recommending that the program accommodate 30 children (at least initially). Attached is an analysis of the potential revenue/expenses for the program.

Highlights:

- It would be an eight week program with hours from 9:00 to 4:00 Monday through Friday.
- Cost is \$95 per week per child.
- Estimated total revenue for 30 campers is \$22,800.
- Estimated expenditures for the eight weeks is \$32,,412. (Difference of \$9,612)
- Most of this projected "deficit" can be funded by savings as a result of the temporary closing of the High School Pool.

Please review and give me your feedback. This will be discussed at Monday's Town Council meeting.

Robert E. Lee
Town Manager
860-793-0221 ext. 201

Summer 2020 Camp Cost Benefit Report

30 Participants at a rate of \$95.00 a week.

Revenue: \$2,850.00/week, \$22,800.00/summer

Per OEC Guidelines we can only have 30 children on site at a time. Last year we had over 90 kids on site most weeks.

Staff costs:

Counselors (4): \$1,880.00

Supervisors (2): \$1,040.00

Total: \$2,920.00/week, \$23,360.00/summer

OEC guideline states group size this year will be 10 campers per counselor. There are 6 staff as 2 staff will be needed to sterilize the equipment as it is used, 3 to monitor groups, and 1 extra to set up activities/provide first aid as need/etc.

Supply Expenses:

Forehead thermometer (3): \$240.00

Face masks for staff: \$272.00

Disinfecting wipes (3 105 count bottles a day): \$720.00

Marker sets (8 boxes of 200): \$640.00

Distance activities: \$500.00

Operating Supplies (in FY 20 Budget): \$2,600.00

Hand Sanitizer (3 Gallons/week): \$1,680.00

Portable Sink (in FY 20 Budget): \$400.00

Nurse: \$2,000.00

Total Supply Expenses: \$9,052.00

OEC has stated that all staff have to wear masks at all times during the day and that employers need to provide masks (employees can bring their own, but masks must be offered and provided as needed), all equipment must be sanitized before each use, and while we will encourage washing hands with soap and water, hand sanitizer will be good to use as well.

The OEC has also added a health screening to their requirements, after talking with Shane Lockwood from the Plainville-Southington Health District has recommended hiring a nurse to do all health screenings.

Total Expenses: \$32,412.00

With the added expenses and decrease in revenue this year's summer camp will need to be subsidized \$9,612.00

Free Swim Hours @ Plainville High School		
March 16th-May 22nd		
Monday	2 Guards * 2 Hours	= 4 Total
Tues	-	
Wed	2 Guards * 2 Hours	= 4 Total
Thurs	2 Guards * 2 Hours	= 4 Total
Friday	-	
Week Starting (Monday)		Total Hours
9-Mar	M,W,Tr	12
16-Mar	M,W,Tr	12
26-Mar	M,W,Tr	12
30-Mar	M,W,Tr	12
6-Apr	M,W,Tr	12
13-Apr	Apr Break M-F	20
20-Apr	M,W,Tr	12
27-Apr	M,W,Tr	12
4-May	M,W,Tr	12
11-May	M,W,Tr	12
18-May	M,W,Tr	12
Total Hours		140
Total Hours *	Pay Rate =	Total Cost
140	\$ 11.25	\$ 1,575.00

Berner Pool Hours Lost due to COVID-19						
Date	Times	Hours	6 Guards @ 11.75	Director	Total Cost	
6-Jun	1-6:45pm	6	\$ 84.75	\$ 14.25	\$ 594.00	
7-Jun	1-6:45pm	6	\$ 84.75	\$ 14.25	\$ 594.00	
8-Jun	3-6:45pm	4	\$ 84.75	\$ 14.25	\$ 396.00	
9-Jun	3-6:45pm	4	\$ 84.75	\$ 14.25	\$ 396.00	
10-Jun	3-6:45pm	4	\$ 84.75	\$ 14.25	\$ 396.00	
11-Jun	3-6:45pm	4	\$ 84.75	\$ 14.25	\$ 396.00	
12-Jun	3-6:45pm	4	\$ 84.75	\$ 14.25	\$ 396.00	
13-Jun	1-6:45pm	6	\$ 84.75	\$ 14.25	\$ 594.00	
14-Jun	1-6:45pm	6	\$ 84.75	\$ 14.25	\$ 594.00	
15-Jun	3-6:45pm	4	\$ 84.75	\$ 14.25	\$ 396.00	
16-Jun	3-6:45pm	4	\$ 84.75	\$ 14.25	\$ 396.00	
17-Jun	3-6:45pm	4	\$ 84.75	\$ 14.25	\$ 396.00	
18-Jun	3-6:45pm	4	\$ 84.75	\$ 14.25	\$ 396.00	
19-Jun	1-7:45pm	6	\$ 84.75	\$ 14.25	\$ 594.00	
Total Cost					\$ 6,534.00	

Total Saved due to Cancellations		
High School	Berner	Total
\$ 1,575.00	\$ 6,534.00	\$ 8,109.00

Robert E. Lee

From: Courtney Hewett
Sent: Thursday, May 28, 2020 11:39 AM
To: Robert E. Lee; Lisa Metayer
Cc: Ben Dalena
Subject: Pool Policies
Attachments: General Aquatics Operations Policies.pdf; COVID Procedures and Policies for Aquatics Staff- Staff.pdf; Lifeguard Cost Analysis 2020.xlsx

Hi Robert,

Please find the attached Pool Policies that Ben and I would like to implement if we do open the pool this summer, we were hoping to open it from 6/20-8/21. Also attached is more in depth information for our staff, as well as what we believe the cost of staffing the pool will look like if we do more forward with it.

Let me know if you have any questions.

Have a great day!

Courtney Hewett, CPRP
Recreation Director
Plainville Recreation
PlainvilleCT.RecDesk.com
860-747-6022



Shape your community. Participate in the 2020 Census. Visit [2020CENSUS.GOV](https://2020census.gov) to learn more.

General Aquatics Operations Policies:

- Pool to observe a 50-patron maximum not including staff
- All guests should enter through the gated area to the left of the main entrance, patrons must have a season pass and some form of id to enter
- All guests are required to purchase a \$25.00 pool pass per person all ages (\$20.00 for seniors 62+) to enter the facility and must be a Plainville Resident, no guest passes will be issued this year
- To buy a pool pass you must go to the Recreation Office Monday-Friday between 9am and 3:30pm or to Berner Pool Saturday and Sunday from 12pm (noon)-3pm and 4pm-7pm
- Reservations for the facility will begin on Tuesday starting at 9am the week before for following week, patrons will call the Recreation Office during regular business hours at 860-747-6022 to make a reservation
- Reservations will be allowed 3 times per week per individual and can only reserve for one time slot per day
- Pool time slots will be Sunday-Saturday 12pm (noon)-3pm and 4pm-7pm, unless there is inclement weather or maintenance issues
- Must be 18+ to buy a season pass
- Patrons should arrive in their swim gear and leave in their swim gear, changing areas will not be made available
- Showers will be available with soap as will restrooms and sinks
- Patrons within the facility to maintain social distancing of 6 feet in between non-family members. Applies to the pool deck, perimeter pool deck area and in the pool itself.
- Hourly cleaning and disinfection of all surface areas that are frequently touched. EPA standards apply to all products used. Cleaning and disinfecting efforts are required to be documented detailing time, date, and any notes of consideration. The facility will shut down for 1 hour between the two shifts to do a deep cleaning of locker rooms and other parts of the facility.
- All local, state, and government Health officials will have final authority over aquatics operations and all facilities who are opening will be subject to these guidelines at all times.
- While patrons are in the pool, they should use physical/social distance requirements when and if possible, in consideration of all pool patrons.
- The above list is not necessarily inclusive of all necessary policies and protocols that should become necessary during these unprecedented times. All operations should be conducted in the safest manner possible and should always prioritize life safety.
- Management reserves the right to change policies or procedures at any time at their discretion for any reason they deem necessary.



Purpose:

An effort to reduce the exposure of aquatics division staff and patrons. These policies outline the concept of operations for aquatics division staff during the COVID-19 Public Health Emergency and beyond, until further notice. The impact of COVID-19 is actively being monitored by state and local health officials. Separately, the Town of Plainville proposes these policies and protocols in the interest of public safety.

Policy/Procedure:

Recommended PPE & Hygiene:

- Furthermore, appropriate PPE when treating first aid injuries and responding to medical emergencies. When lifeguards are making physical contact with patrons or any member of the general public, Universal Precautions (masks and gloves) are to be assumed at all times. When lifeguard staff are making contact with victims of medical emergencies, first aid injuries, or rescues, there should be consideration for limited personnel becoming involved in the situation. This does not apply to any scenario that would require multiple responders.
- All aquatics division staff should avoid touching their face during the course of their shift on duty.
- Gloves should be disposed of following contact with the public and hand hygiene should be considered including: washing hands with soap and water or the use of hand sanitizer that is comprised of at least 60% isopropanol alcohol. Additionally, hand washing should be completed at any time possible following contact with surface areas.

Recommended Cleaning and Disinfecting Standards:

- Ensure that environmental cleaning and disinfecting efforts are followed consistently and according to manufacturer directed use at all times. The provision for adequate ventilation should be considered at all times. The use of chemicals in closed areas should only occur with adequate ventilation.
- Routine cleaning and disinfecting for all surface areas should be to EPA and hospital-grade standards especially for frequently touched surfaces.
- All rescue equipment, lifeguard stations, and accessory equipment should be sanitized between the transitions of staff.
- All PPE should be properly and safely disposed of.

General Aquatics Operations Policies:

- Pool to observe a 50-patron maximum not including staff
- All guests should enter through the gated area to the left of the main entrance, patrons must have a season pass and some form of id to enter
- All guests are required to purchase a \$25.00 pool pass per person all ages (\$20.00 for seniors 62+) to enter the facility and must be a Plainville Resident, no guest passes will be issued this year
- Reservations for the facility will begin on Tuesday starting at 9am the week before for following week, patrons will call the Recreation Office during regular business hours at 860-747-6022 to make a reservation
- Reservations will be allowed 3 times per week per individual and can only reserve for one time slot per day
- Pool time slots will be Sunday-Saturday 12pm (noon)-3pm and 4pm-7pm, unless there is inclement weather or maintenance issues
- Must be 18+ to buy a season pass
- Patrons should arrive in their swim gear and leave in their swim gear, changing areas will not be made available
- Showers will be available with soap as will restrooms and sinks
- Patrons within the facility to maintain social distancing of 6 feet in between non-family members. Applies to the pool deck, perimeter pool deck area and in the pool itself.
- Hourly cleaning and disinfection of all surface areas that are frequently touched. EPA standards apply to all products used. Cleaning and disinfecting efforts are required to be documented detailing time, date, and any notes of consideration. The facility will shut down for 1 hour between the two shifts to do a deep cleaning of locker rooms and other parts of the facility.
- Touchless amenities should be used when possible. Included, but not limited to faucets, toilets, hand dryers, water fountains, trash receptacles, hand sanitizer dispensers, soap dispensers, etc.
- All local, state, and government Health officials will have final authority over aquatics operations and all facilities who are opening will be subject to these guidelines at all times.
- While patrons are in the pool, they should use physical/social distance requirements when and if possible in consideration of all pool patrons.
- The above list is not necessarily inclusive of all necessary policies and protocols that should become necessary during these unprecedented times. All operations should be conducted in the safest manner possible and should always prioritize life safety.
- Management reserves the right to change policies or procedures at any time at their discretion for any reason they deem necessary.

Communications Policies:

- All Aquatics Division staff are required to self-report if they are experiencing COVID symptoms or have tested positive for COVID-19, or have come in close contact with someone who has tested positive for COVID-19 within the last 14 days.
- Upon learning of any potential COVID exposure, first, the Aquatics Supervisor will report to our local Plainville-Southington Health Department. Secondly, the Aquatics Supervisor will communicate with patrons and staff the possible exposure with confidentiality in mind of the reporter.
- Following a potential exposure, the Aquatics Supervisor will communicate any necessary aquatics facility closure(s).

Leave and Return to Work Policies:

- “The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor’s (Department) Wage and Hour Division (WHD) administers and enforces the new law’s paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500

employees.^[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible Employees: *All employees of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.*^[2]

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay: [3]

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period)" [4] (dol.gov/agencies/whd).

- **"People with COVID-19 who have stayed home (home isolated)** can leave home under the following conditions**:
 - ✓ **If you have not had a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - ✓ You have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)
AND
 - ✓ other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - ✓ at least 10 days have passed since your symptoms first appeared

- **If you have had a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - ✓ You no longer have a fever (**without** the use of medicine that reduces fevers)
AND
 - ✓ other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND

- ✓ You received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.
- **People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions**:**
 - ✓ **If you have not had a test** to determine if you are still contagious, you can leave home after these two things have happened:
 - ✓ At least 10 days have passed since the date of your first positive test
 - AND**
 - ✓ You continue to have no symptoms (no cough or shortness of breath) since the test.
- **If you have had a test** to determine if you are still contagious, you can leave home after:
 - ✓ You received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

Note: if you develop symptoms, follow guidance above for people with COVID19 symptoms.

***In all cases, follow the guidance of your doctor and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that weaken their immune system, might continue to shed virus even after they recover". (Quoted directly from www.cdc.gov)*

Staff Training Policies:

- All Aquatics Division staff will be trained remotely and in-person with social distancing continuing to be maintained. Staff should prioritize the following rescue skills if and when possible to reflect our current pandemic situation:
 - ✓ Rear facing rescues
 - ✓ Single rescuer extraction with a backboard
 - ✓ Single rescuer CPR, rescue breathing, etc.
 - ✓ Reaching assists

Symptoms of COVID-19:

- "People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
- Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:
 - ✓ Cough

- ✓ Shortness of breath or difficulty breathing
- ✓ Fever
- ✓ Chills
- ✓ Muscle pain
- ✓ Sore throat
- ✓ New loss of taste or smell

Children have similar symptoms to adults and generally have mild illness.

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

When to Seek Emergency Medical Attention:

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- ✓ Trouble breathing
- ✓ Persistent pain or pressure in the chest
- ✓ New confusion
- ✓ Inability to wake or stay awake
- ✓ Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19” (www.cdc.gov)

Spread of COVID-19:

“Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

The virus does not spread easily in other ways

COVID-19 is a new disease and we are still learning about how it spreads. It may be possible for COVID-19 to spread in other ways, but these are not thought to be the main ways the virus spreads.

- **From touching surfaces or objects.** It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.
- **From animals to people.** At this time, the risk of COVID-19 spreading from animals to people is considered to be low. Learn about [COVID-19 and pets and other animals](#).
- **From people to animals.** It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do [if you have pets](#).

Protect yourself and others

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- [Maintain good social distance](#) (about 6 feet). This is very important in preventing the spread of COVID-19.
- [Wash your hands](#) often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- [Routinely clean and disinfect](#) frequently touched surfaces” (www.cdc.gov).

Summer 2020 Lifeguard Cost Analysis

Date	Hours	Cost Per Hour	Total Daily Cost
20-Jun	7.5	\$ 73.50	\$ 551.25
21-Jun	7.5	\$ 73.50	\$ 551.25
22-Jun	7.5	\$ 73.50	\$ 551.25
23-Jun	9	\$ 73.50	\$ 661.50
24-Jun	7.5	\$ 73.50	\$ 551.25
25-Jun	9	\$ 73.50	\$ 661.50
26-Jun	7.5	\$ 73.50	\$ 551.25
27-Jun	7.5	\$ 73.50	\$ 551.25
28-Jun	7.5	\$ 73.50	\$ 551.25
29-Jun	7.5	\$ 73.50	\$ 551.25
30-Jun	9	\$ 73.50	\$ 661.50
1-Jul	7.5	\$ 73.50	\$ 551.25
2-Jul	9	\$ 73.50	\$ 661.50
3-Jul	7.5	\$ 73.50	\$ 551.25
4-Jul	7.5	\$ 73.50	\$ 551.25
5-Jul	7.5	\$ 73.50	\$ 551.25
6-Jul	7.5	\$ 73.50	\$ 551.25
7-Jul	9	\$ 73.50	\$ 661.50
8-Jul	7.5	\$ 73.50	\$ 551.25
9-Jul	9	\$ 73.50	\$ 661.50
10-Jul	7.5	\$ 73.50	\$ 551.25
11-Jul	7.5	\$ 73.50	\$ 551.25
12-Jul	7.5	\$ 73.50	\$ 551.25
13-Jul	7.5	\$ 73.50	\$ 551.25
14-Jul	9	\$ 73.50	\$ 661.50
15-Jul	7.5	\$ 73.50	\$ 551.25
16-Jul	9	\$ 73.50	\$ 661.50
17-Jul	7.5	\$ 73.50	\$ 551.25
18-Jul	7.5	\$ 73.50	\$ 551.25
19-Jul	7.5	\$ 73.50	\$ 551.25
20-Jul	7.5	\$ 73.50	\$ 551.25
21-Jul	9	\$ 73.50	\$ 661.50
22-Jul	7.5	\$ 73.50	\$ 551.25
23-Jul	9	\$ 73.50	\$ 661.50
24-Jul	7.5	\$ 73.50	\$ 551.25
25-Jul	7.5	\$ 73.50	\$ 551.25
26-Jul	7.5	\$ 73.50	\$ 551.25
27-Jul	7.5	\$ 73.50	\$ 551.25
28-Jul	9	\$ 73.50	\$ 661.50
29-Jul	7.5	\$ 73.50	\$ 551.25
30-Jul	9	\$ 73.50	\$ 661.50
31-Jul	7.5	\$ 73.50	\$ 551.25
1-Aug	7.5	\$ 73.50	\$ 551.25
2-Aug	7.5	\$ 73.50	\$ 551.25
3-Aug	7.5	\$ 73.50	\$ 551.25
4-Aug	9	\$ 73.50	\$ 661.50
5-Aug	7.5	\$ 73.50	\$ 551.25
6-Aug	9	\$ 73.50	\$ 661.50
7-Aug	7.5	\$ 73.50	\$ 551.25
8-Aug	7.5	\$ 73.50	\$ 551.25
9-Aug	7.5	\$ 73.50	\$ 551.25
10-Aug	7.5	\$ 73.50	\$ 551.25
11-Aug	9	\$ 73.50	\$ 661.50
12-Aug	7.5	\$ 73.50	\$ 551.25
13-Aug	9	\$ 73.50	\$ 661.50
14-Aug	7.5	\$ 73.50	\$ 551.25
15-Aug	7.5	\$ 73.50	\$ 551.25
16-Aug	7.5	\$ 73.50	\$ 551.25
17-Aug	7.5	\$ 73.50	\$ 551.25
18-Aug	7.5	\$ 73.50	\$ 551.25
19-Aug	7.5	\$ 73.50	\$ 551.25
20-Aug	7.5	\$ 73.50	\$ 551.25
21-Aug	7.5	\$ 73.50	\$ 551.25
Total Cost		\$	36,492.75

Weekly Pool Schedule		
Day	Camp (6/23-8/14)	Public (6/20-8/21)
Monday		12-7:30pm
Tuesday	10:30-11:30am	12-7:30pm
Wednesday		12-7:30pm
Thursday	10:30-11:30am	12-7:30pm
Friday		12-7:30pm
Saturday		12-7:30pm
Sunday		12-7:30pm

Total Cost of Guards for the Summer 6/20-8/21 \$36,492.75
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2020 Town Council Summer Meeting Schedule:

Monday, July 6

*Monday, July 20

Monday, August 3

*Monday, August 17

Tuesday, September 8

*Monday, September 21

*suggested meeting date

XI-4.

	6/1/2020	
Refunds	Current Year	Amount
1	DeLeon, Candida, East Hartford, CT	\$456.29
2	His Grace LLC, Southbury, CT	\$56.45
3	Senack, Christina, 16 Northampton Ln A-4	\$427.04
	Total	\$939.78