

***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

REGULAR MEETING PLAINVILLE TOWN COUNCIL MEETING COUNCIL CHAMBERS – MUNICIPAL CENTER June 15, 2020 - 7:00pm

I. PRESENTATIONS:

II. PUBLIC HEARING

1. Proposed Ordinance entitled “Ordinance Establishing 4th Quarter Transfers for the Fiscal Year Ending June 30, 2020”
2. Additional Appropriation of \$380,000 from Unassigned Fund Balance

III. MINUTES OF PREVIOUS MEETING

June 1, 2020 Special and Regular Meeting

IV. ANNOUNCEMENTS – REPORTS

V. APPOINTMENTS/RESIGNATIONS

1. Inland Wetlands Commission Resignations
2. 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. WPC Air Conditioning Units
2. Sale/Assignment of Tax Lien
3. CARES Act Grant
4. ClearGov Proposal Recommendation
5. COVID-19 Update
6. Financial Dashboard
7. Happenings

IX. PUBLIC COMMENTS

X. OLD BUSINESS

XI. NEW BUSINESS

1. Ordinance Establishing 4th Quarter Transfer for the Fiscal Year Ending June 30, 2020
2. Additional Appropriation
3. Bid #2020-14, WPC Air Conditioning Units
4. Sale/Assignment of Tax Lien
5. CARES Act Grant
6. ClearGov Proposal
7. Tax Refunds – 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 following Public Hearings**

- Proposed Ordinance entitled “Ordinance Establishing 4th Quarter Transfers for the Fiscal Year Ending June 30, 2020”
- Additional Appropriation of \$380,000 from Unassigned Fund Balance

and/or Public Comments:

- 1) Email: tcpubliccomments@plainville-ct.gov Please submit by 5:00pm Monday, June 15.
- 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 6/15/20 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: 892 3810 6188

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. Be advised, streaming will begin at 7:00pm. 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: 892 3810 6188

**LEGAL NOTICE
TOWN OF PLAINVILLE
TOWN COUNCIL PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Plainville Town Council will hold a public hearing at 7:00 p.m. on Monday June 15, 2020 in the Municipal Center to consider:

1. Proposed Ordinance entitled "Ordinance Establishing Fourth Quarter Transfers for the Fiscal Year Ending June 30, 2020."
2. An additional appropriation of \$380,000 from Unassigned Fund Balance

Copies of said proposed ordinances and appropriations are available for public inspection in the office of the Town Clerk.

Dated at Plainville, Connecticut this 11th day of June 2020

Plainville Town Council

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

11.1

TOWN OF PLAINVILLE, CT
ORDINANCE ESTABLISHING FOURTH QUARTER TRANSFERS
FOR THE FISCAL YEAR ENDING JUNE 30, 2020

BE IT ORDAINED by the Town Council of the Town of Plainville, in meeting duly assembled, that in accordance with Section 7 of Chapter VII of the Charter of the Town of Plainville, funds shall be and are hereby transferred from their original budgetary appropriation as follows:

Transfers From:				
Department	Account Number	Account Description	Reason	Amount
Town Attorney	0100-134-52436-0000	Contractual labor	Less labor negotiations	\$ 11,000
Assessments	0100-137-51120-0000	Part time payroll	No employee in position	27,000
Build Maintenance	0100-315-53512-0000	Elec - B&G	Solar VNM	40,325
Total Transfers From				\$ 78,325

Transfers To:				
Department	Account Number	Account Description	Reason	Amount
Town Council	0100-101-52330-0000	Operating supplies	More frames/plaques	\$ 1,000
Finance	0100-136-51110-0000	Full time payroll	Step increase	1,225
Insurance	0100-160-52498-0000	Workers Comp insurance	More OT (projects) higher rat	8,100
Roadways	0100-305-52460-2012	Rentals - snow removal	Late snow/ice cleanup	10,000
Build & Grounds	0100-310-52340-0000	Repair & maint excl auto	More repairs/aging equip	20,000
Building Department	0100-360-52435-0000	Other contractual services	Higher contractual rate	4,000
Fire Marshal	0100-370-51110-0000	Full time payroll	Retirement payout	19,000
Recreation	0100-510-51110-0000	Full time payroll	Retirement payout	15,000
Total Transfers To				\$ 78,325

Dated at Plainville, Connecticut this 15th day of June 2020

Plainville Town Council

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

2020

TOWN OF PLAINVILLE, CT
ADDITIONAL APPROPRIATION FROM FUND BALANCE - GENERAL FUND
2019 - 2020 BUDGET

Additional Appropriation From:

<u>Department</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Reason</u>	<u>Amount</u>
Fund Balance	0100-000-32110-0000	Unassigned Fund Balance		\$ 380,000
		Total Additional Appropriation From		<u>\$ 380,000</u>

Additional Appropriation To:

<u>Department</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Reason</u>	<u>Amount</u>
Police	0100-201-51110-0000	Full Time Payroll	Retirement payouts	\$ 100,000
Police	0100-201-51140-0000	Overtime	Higher costs	140,000
Fire	0100-210-54640-0000	Machinery & Equipment	Unanticipated repairs	20,000
Solid Waste	0100-415-52446-0000	Recycling	Recycling tip fee	100,000
Unclassified	0100-830-52435-0000	Other Contractual Services	COVID-19	20,000
		Total Additional Appropriation To		<u>\$ 380,000</u>

III

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
SPECIAL MEETING
June 1, 2020 – 6:00p.m.**

6:00pm WORK SESSION: Landfill Discussion – Tighe & Bond

The Work Session was virtually called to order at 6:00pm on Monday June 1, 2020. In attendance were Chairwoman Pugliese, Vice Chairwoman Tompkins, Council members Wazorko, Morante, Gnazzo, Rocco, Underwood, Town Manager Lee, Town Clerk Skultety and Technical Services Director Bossi.

Also, in attendance for the presentation from Tighe & Bond were, Dana Huff, James Olsen, Nicholas Granata and Jacklyn Caceci for a Power Point Presentation.

A review was given for tasks that have been completed in 2019 and projected tasks for 2020. Discussion included possibilities of landfill expansion for impacted soils, ongoing RCRA Corrective Action and Stewardship Permit requirements. Proposals will require CTDEEP and or EPA approval.

The Council will review updated plans as well as evaluate financing the proposals in the next few months.

No action was taken.

The Work Session was adjourned at 6:50pm.

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
REGULAR MEETING
June 1, 2020 – 7:00p.m.**

- I. **PRESENTATIONS:**

- II. **PUBLIC HEARING**

- III. **MINUTES OF PREVIOUS MEETING**

May 18, 2020 Special and 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

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, Rocco, Underwood, Town Manager Lee, Attorney Mastrianni, Intern Kylie Boule and Town Clerk Skultety. Coordinating the live feed was Director of IT Ross.

Also, in attendance was Recreation Director Hewett and Ana LeGassey.

I. PRESENTATIONS

II. PUBLIC HEARING

III. MINUTES OF PREVIOUS MEETING

Councilman Wazorko motioned to approve the minutes of May 18, 2020 Special and Regular Meeting. The motion was seconded by Vice Chairwoman Tompkins and passed 7-0.

IV. ANNOUNCEMENTS – REPORTS

Town Manager Lee introduced Intern Kylie Boule and described some of the tasks she has been given. He went on to mention the recent problems with Frontier and phone/fax issues at the Municipal Center. Repairs are scheduled to begin on Wednesday.

V. APPOINTMENTS/RESIGNATION

1. Town Treasurer Resignation

Vice Chairwoman Tompkins motioned to accept with regret the resignation of Jacob Rocco as Town Treasurer. The motion was seconded by Councilman Underwood and passed 7-0.

2. Town Treasurer Appointment

Vice Chairwoman Tompkins motioned to appoint Glen Petit as Town Treasurer. The motion was seconded by Councilman Rocco 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:

- **4th Quarter Transfers and Additional Appropriations**

Finance Director Rob Buden is finalizing the necessary transfers and additional appropriations to close out FY20 which ends on June 30th. He expects to complete this work early next week.

- **Revenue Collector's Suspense List**

In accordance with Connecticut State Statutes, the Revenue Collector has prepared the Suspense List of those taxes that are considered "uncollectable". These "uncollectable" taxes fall into four main categories namely: motor vehicles, personal property, real estate and deceased persons.

The amount recommended for the suspense list totals \$181,847.97. Once the suspense list is approved efforts will still be taken to collect these taxes. Efforts will include engaging a collection agency, town attorney and Town constables.

- **COVID-19 Update**

The Governor's Executive Order 7TT addresses the reopening of Barbers and Hair Salons effective June 1. It also Amended Prohibitions on Large Gathering are permitted for indoor social and recreational gatherings are permitted up to and including ten (10) people.

Outdoor gatherings are permitted for up to and including 25 people. No contact sports, attendees shall remain six feet apart, excluding immediate family and masks must be worn when people are within six (6) feet of each other.

The 49-person limit on religious gatherings has been raised for indoor gathering to 100 people and to 150 people for outdoor religious gatherings provided social distancing measurers are employed.

As a result of this order the Regional Health District Director Lockwood has decided to reopen the ball fields, playscapes, skate park as soon as possible. Basketball hoops will be reinstalled as well. Additional social distancing signs will be posted. Chief Catania is in the process of hiring a park patrol person. This person will work approximately 4 days a week including the weekends and will be responsible for encouraging social distancing rules.

Finger printing for pistol permits will begin next Monday, June 8.

Summer camp is being proposed to be an 8-week program with hours from 9-4pm, Mon-Fri. The cost is \$5/week/child. Estimated revenue for 30 campers is \$22,800. Estimated expenditures for the eight weeks is \$32,412 reflecting a difference of \$(9,612). Most of this projected deficit can be funded by savings in the current fiscal year as a result of the temporary closing of the High School Pool.

A tentative opening or the pool will be June 20. 50 residents will be allowed inside the fence area at a time. All guests are required to purchase a \$25 pool pass.

Recreation Director Hewett expressed the importance of offering summer camp and reviewed the General Aquatics Operations Policies she and her staff have compiled.

Town Council expressed their support of the opening proposals.

- **Summer Schedule**

The Town Council has historically reduced the number of regular meetings during the summer months. Town staff is suggesting that the Town Council consider cancelling the meetings held on the first Mondays during the months of July (6th), August (3rd) and September (8th).

Town Manager Lee spoke about the possibility of resuming Council meetings in September with limited attendance.

- **Happenings**

Town Intern Bouly reported on activities and programs including Tax & Assessing Office, Library, Fire Marshal/Emergency Services, Senior Center, Youth Services and 2020 Census.

IX. PUBLIC COMMENTS

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

X. NEW BUSINESS

1. **Establish public hearing for “Ordinance Establish 4th Quarter Transfers for Fiscal Year Ending June 30, 2020”**

Vice Chairwoman Tompkins motioned to establish a public hearing on Monday, June 15, 2020, at 7:00pm to hear public comment on an ordinance entitled “Ordinance Establishing 4th Quarter Transfers for Fiscal Year Ending June 30, 2020”. The motion was seconded by Councilman Underwood and passed 7-0.

2. **Establish public hearing for Additional Appropriations for Fiscal Year 2020 Budget**

Vice Chairwoman Tompkins motioned to establish a public hearing on Monday, June 15, 2020 at 7:00pm to hear public comment on additional appropriations for the Fiscal Year 2020 Budget. The motion was seconded by Councilman Wazorco and passed 7-0.

3. **Revenue Collector’s Suspense List**

Vice Chairwoman Tompkins motioned to approve the Revenue Collector’s Suspense List. The motion was seconded by Councilman Rocco and 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 Underwood and passed 7-0.

XI. OTHER DISCUSSIONS OF INTEREST

Town Manager Lee mentioned the Americold building project has begun on Northwest Drive. An MOU is being discussed and will be brought before the Town Council in July.

XII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIII. ADJOURNMENT

Vice Chairwoman Tompkins motioned to adjourn at 7:55pm. The motion was seconded by Councilman Gnazzo and passed 7-0.

Respectfully submitted by,

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

	Refunds	6/1/2020 Current Year	Amount
1	DeLeon, Candida, East Hartford, CT		\$456.29
2	Hendrick, Joyce & Susan, 16 Ashford Rd		\$44.27
3	His Grace LLC, Southbury, CT		\$56.45
4	Senack, Christina, 16 Northampton Ln A-4		\$427.04
	Total		\$984.05

		Sewer User Fee	Amount
1	15 Cronk Inc, c/o Kapura, 339 Cooke St		\$203.88
2	Greenleaf, Richard, 17 Locust St		\$25.00
3	Sastre, Rosalie, 27 Homestead Ave		\$25.00
	Total		\$253.88

V- /a+b.

Lisa Metayer

Subject: IWWC Resignations

From: Garrett Daigle <daigle@plainville-ct.gov>

Sent: Friday, June 5, 2020 8:29 AM

To: Lisa Metayer <metayer@plainville-ct.gov>

Subject: IWWC Resignations

Hi Lisa,

I had two resignations from the IWWC this week, one was from Trudy Kijanka, an alternate member, and the other from Steve Emmendorfer, a regular member. Could you please add the acceptance of their resignations to the next Town council meeting.

Additionally, I am now in need of a regular commissioner and two alternates if you know if anyone is interested.

Thanks,

Garrett

Garrett Daigle
Town Planner
Town of Plainville
One Central Square
Plainville, CT 06062
(860) 793-0221 Ext. 213
daigle@plainville-ct.gov

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

V-2.

APPOINTMENTS TO BOARDS AND COMMISSIONS PENDING AS OF 6/15/20

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 6/15/20

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

Memo

To: Robert Lee
From: Joseph Alosso 
cc: Shirley Osle
Date: 6/9/2020
/Re: WPC AC Units

Robert – I received three prices for replacing the AC units here at the facility. They are both over 20 years old and have numerous repairs on them. In fact, at this point neither is working because neither is worth spending any more money on.

The 3 prices are:

North Star Service	Southington	\$26,550.00
Perfect Temp	Plainville	\$26,562.00
Advanced Mech.	Farmington	\$32,425.00

It is my strong recommendation to award this project to Perfect Temp. They have done all our HVAC dating back to 2003 with no increase in the hourly rate we are charged. They have always been very responsive when something comes up and works around our schedule, so the town doesn't end up paying overtime for staff to be here with them.

I believe it advantageous for the town to have continuity with all our HVAC units. I am available should you require any additional information.



Joseph Alosso
Supt.of Water Pollution Control
Town of Plainville
1 Central Square
Plainville Ct 06062

May 27, 2020

Proposal: AC Roof Top Unit Replacements (2).

Service Included

- Disconnect and remove the Trane 3 ton rtu and the Trane 15 ton rtu.
- Supply and install a new American Standard model TSC036G4R0A0LKS 3 ton rtu with **coated coils**, economizer and curb adaptor.
- Supply and install a new American Standard model TSD180G3RGA0LDY 15 ton rtu with **coated coils** and economizer.
- Reconnect the existing electrical.
- Permit
- Start-up and check out.
- **Warrantee, 1 parts and labor, 5 years compressor from the manufacturer.**
- **1 Year Service Agreement on the 2 new RTU's**

Price \$26,550.00 Including Tax.

This price is good for 20 days.

A 50% deposit is due upon acceptance of this proposal. Remaining balance due upon completion.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Northstar Service is authorized to do the work as specific. Payment to be made as outlined above.

Signature _____ Date: _____



HEATING & AIR CONDITIONING
SALES - SERVICE - INSTALLATION - AUTOMATION

License #:HTG.0303791-S1

125 Robert Jackson Way, Unit A – Plainville, CT 06062

Phone: (860) 846-0735 – Fax: (860) 846-0739

www.p-temp.com

CLIENT	PROPOSAL	
Name: PLAINVILLE WATER POLLUTION	Date: 5/29/2020	Proposal #: 4708
Attn: JOE	Email:	
Address: 1 CENTRAL SQUARE PLAINVILLE, CT 06062	Job Name: REPLACE (2) RTU'S OFFICE & LAB	
	Job Location: OFFICE ROOF AND LAB ROOF TOP	
Phone: (860) 793-0221	Fax: (860) 793-2285	

PERFECTEMP INC. WILL PROVIDE AND/OR INSTALL THE FOLLOWING:

**** SCOPE OF WORK ** REPLACE (2) ROOFTOP UNITS ON MAIN ROOF**

- ~ ISOLATE DEMO AND REMOVE (2) ROOF TOP UNITS FROM EXISTING CURBS
- ~ INSTALL (1) NEW AMERICAN STANDARD (TSD180G) ON EXISTING ADAPTER CURB FOR OFFICE AREA
- ~ INSTALL (1) NEW AMERICAN STANDARD (TSC036G) WITH NEW ADAPTER CURB, ON TO EXISTING CURB FOR LAB AREA
- ~ BOTH UNITS HAVE COATED EVAP AND CONDENSER COILS FROM FACTORY
- ~ ALL NECESSARY WIRING LOCAL TO NEW ROOF TOP UNITS
- ~ ALL NECESSARY RIGGING
- ~ RECONNECT EXISTING T-STATS AND CONTROLS TO NEW RTU'S
- ~ RUN AND TEST OPERATION
- ~ FREIGHT AND INSURANCES INCLUDED

**** FURTHER TROUBLESHOOTING MAY BE REQUIRED AFTER REPAIRS ARE MADE****

Any work required outside of this proposal will be quoted separately

EXCLUDE:	ADD:
CUTTING & PATCHING PERMITS	\$ 2400 FOR OFFICE UNIT \$ 720 FOR LAB UNIT TO GO HIGH EFFICIENCY

WARRANTIES: Extended warranties available upon request
 MANUFACTURER'S ON EQUIPMENT
 1 YEAR LABOR

TERMS:
 PROGRESSIVE PAYMENTS

TOTAL JOB COST FOR PROPOSAL:
\$26,562.00

Taxes not included in quote. Applicable sales tax will be charged.

Quote Valid for 30 days
SATISFACTION GUARANTEED

 Authorized Signature

Credit cards accepted include American Express, Discover, MasterCard, and Visa. **A convenience fee will be charged by the credit card service provider.
 The convenience fee is generally 3.2% of the payment amount, with a minimum charge of \$3.95.

Questions about eCode360? Municipal users Join us daily between 12pm and 1pm EDT to

[HISTORY: Adopted by the Town Council of the Town of Plainville as indicated in article histories. Amendments noted where applicable.]

Article I Purchasing Procedures

[Adopted 8-18-1969; 8-2-1985; 12-17-2007]

§ 106-1 Purpose. ^[1]

The purpose of this article is to establish uniform purchasing procedures in accordance with Chapter VII, Sections 10 and 11, of the Charter of the Town of Plainville and any other applicable provisions thereof.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

§ 106-2 Purchasing Agent.

The Town Manager or his or her designee shall be the Purchasing Agent for the Town of Plainville and shall have the rights and responsibilities set forth in Chapter VII of the Charter.

§ 106-3 Requisitions.

All requests for supplies, material and equipment required by any department, office, board, commission or agency of the Town shall be made on requisition forms. The following information shall be recorded on all requisitions:

- A. Name of agency requesting goods or services.
- B. Name of suggested vendor.
- C. Description of kind and quantity of goods or services required, indicating part number, unit price, and total price per item. If prices are unavailable, estimated dollar value shall be required.
- D. Location to which goods are to be shipped.
- E. The purpose of expenditure shall be required and the budget account number to be charged shall be shown.
- F. All requisitions shall be signed by the department head or chairperson of the board, commission or agency requesting goods or services.

§ 106-4 Exceptions.

- A. The following purchases shall be exempt from § 106-3 of this article:
 - (1) Subscriptions for magazines, periodicals, or professional publications.
 - (2) Maintenance on office equipment.
 - (3) Vehicles and building maintenance, not exceeding \$10,000 in value.^[1]
[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
 - (4) Established monthly billings, such as business machine charges, communications equipment service charges, utilities, and like items.
- B. Receipts for items purchased under Subsection A shall be turned into the Department of Finance on the next normal workday following the purchase.^[2]
[2] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

§ 106-5 Bid purchases.

Purchases to be made on a bid basis shall be the responsibility of the Purchasing Agent. He or she shall have the cooperation of any and all agencies requesting purchases on bids. This shall include preparation and publication of bid specifications and other necessary information.

§ 106-6 Purchase orders.

The Director of Finance shall approve all requisitions and purchase orders for goods or services and lease purchases.

§ 106-7 Administrative procedures. ^[1]

- A. The Department of Finance shall be notified of goods or services received by agencies. This shall be either in the form of a verified packing slip or by verbal notification. When invoices are received for goods or services rendered by the vendor, such invoices shall be distributed to the appropriate agency. The department head or agency chairperson shall be required to approve payment and forward to the Department of Finance.
- B. This purchasing procedure is to maintain control of costs. The Department of Finance shall provide information concerning budget performance and status to each department head or agency chairperson. This shall give the department head or agency chairperson the opportunity to maintain control of the particular departmental expenditures and thus stay within budget appropriations.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

§ 106-8 Violations.

Violations of the provisions of this article shall be the same as provided in Chapter VII, Section 15, of the Charter of the Town of Plainville, which section is hereby incorporated herein as if fully set forth herein.

§ 106-9 Bid procedures applicable to purchases and contracts for services.

- A. If any purchase or contract for services, including a continuing contract for the same service over a period of time, involves the expenditure of \$25,000 or more, either the Town Council or the Town Manager shall invite sealed bids or proposals, giving 10 days' public notice thereof by at least one publication in a newspaper having circulation in the Town, unless the Town Council determines that it is against the best interests of the Town to require bidding with respect to a particular purchase or contract for service (for example, sole source items, etc.). If a purchase or contract for services is put to bid, the Council shall either let the contract to the lowest responsible bidder thereon or shall reject for any reason all such bids and proposals. All such sealed bids and proposals shall be opened publicly. No transaction essentially a unit shall be divided for the purpose of evading the provisions of this section. Records of bids, formal and informal, and of the successful bidder shall be kept in the office of the Purchasing Agent where they shall be open to the public inspection. For expenditures between the amount of \$1 and up to \$15,000 the Purchasing Agent may require one written or verbal quote. For expenditures between the amount of \$15,000 and \$25,000 the Purchasing Agent may require three written quotes.^[1]

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

- B. Contracts for professional services may be negotiated rather than put out to bid and therefore will not be subject to the provisions of Subsection A above.

§ 106-10 Cooperative bidding. ^[1]

The Purchasing Agent may utilize cooperative bidding services in an effort to maximize cost benefits. Cooperative bidding services may consist of but may not be limited to bidding procedures initiated by the State of Connecticut, other municipalities in Connecticut, the Plainville Board of Education, or other regional purchasing authorities. If cooperative bidding services are utilized, the bid procedures set forth in § 106-9 of this article are not applicable. The Purchasing Agent shall present cooperative bid proposals to the Town Council for approval.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

Article II Encumbrances

[Adopted 1-17-2012]

§ 106-11 Purpose.

The purpose of the policy below is to limit Town entities from initiating new purchases late in the fiscal year and to prevent the carrying of encumbered funds across fiscal years. For reasons of fiscal and budgetary soundness, this policy below shall apply to all departments, offices and agencies of the Town of Plainville.

§ 106-12 Definition.

- A. An encumbrance is defined as an executed contract for goods or services that will be delivered, provided or performed by the vendor outside of the budget year in which the contract was executed. Personnel costs are not encumbrances.
- B. In order for an encumbrance to be confirmed, a specific purchase order must be placed and/or contract executed with a purchase order issued (i.e. mailed) to the vendor prior to June 30 of each year and subject to the procedure outlined below.

§ 106-13 Procedure for outstanding encumbrances.

- A. A listing of all outstanding encumbrances shall be submitted to the Town Council by July 1 of every fiscal year. The list shall include the vendor name, date of contract or purchase order, a description of the goods or service, the budget account number and a purchase order posting report. Copies of all contracts for goods or services and purchase orders shall be attached.
- B. The Town Council will review all outstanding encumbrances by July 15 of each year. If requested by the Town Council, any Town staff responsible for encumbering Town funds will attend meetings of the Town Council to answer questions and provide additional information regarding the encumbrances. The Town Council will confirm all encumbrances as defined above and make Town funds from the current fiscal year available to pay said encumbrances.
- C. Town funds from the current fiscal year will not be made available to pay outstanding encumbrances after June 30 of each fiscal year unless confirmed by the Town Council.

3-09-0018-011-2020



U.S. Department of Transportation
Federal Aviation Administration

Airports Division
New England Region
Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, & Vermont

FAA ANE-610
FAA ANE-600
1200 District Ave.
Burlington, MA 01803

CARES Act Grant Transmittal Letter

June 8, 2020

Mr. Robert E. Lee
Town Manager
Town of Plainville
One Central Square
Plainville, CT 06062

Dear Mr. Lee:

Please find the following electronic CARES Act Grant Offer, Grant No. 3-09-0018-011-2020 for the Robertson Field Airport. This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, **no later than July 27, 2020** in order for the grant to be valid.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. The grant offer must be electronically signed by the sponsor's legal signatory authority and then the grant offer will be routed via email to the sponsor's attorney. Once the attorney has electronically attested to the grant, an email with the executed grant will be sent to all parties.

Subject to the requirements in 2 CFR § 200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System. The terms and conditions of this agreement require you drawdown and expend these funds within four years.

An airport sponsor may use these funds for any purpose for which airport revenues may be lawfully used. CARES grant recipients should follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"), 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330). The Revenue Use Policy defines permitted uses of airport revenue. In addition to the detailed guidance in the Revenue Use Policy, the CARES Act states the funds may not be used for any purpose not related to the airport.

With each payment request you are required to upload directly to Delphi:

- An invoice summary, even if you only paid a single invoice, and
- The documentation in support of each invoice covered in the payment request.

For the final payment request, in addition to the requirement listed above for all payment requests, you are required to upload directly to Delphi:

- A final financial report summarizing all of the costs incurred and reimbursed, and

- An SF-425, and
- A narrative report.

The narrative report will summarize the expenses covered by the CARES Act funds and state that all expenses were in accordance with the FAA's Policy and Procedures Concerning the Use of Airport Revenues and incurred after January 20, 2020.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once you have drawn down all funds and uploaded the required documents to Delphi, notify Julie Seltsam-Wilps by email that the grant is administratively and financially closed. Julie Seltsam-Wilps is readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts.

Sincerely,


Julie Seltsam-Wilps
Julie Seltsam-Wilps (Jun 8, 2020 13:23 EDT)

Julie Seltsam-Wilps
Deputy Director, Airports Division
[ADO has discretion to delegate signature authority to Program Manager]



U.S. Department
of Transportation
Federal Aviation
Administration

CARES ACT AIRPORT GRANTS AGREEMENT

Part I - Offer

Federal Award Offer Date June 8, 2020 _____

Airport/Planning Area Robertson Field Airport _____

CARES Grant Number 3-09-0018-011-2020 _____

Unique Entity Identifier 081296758 _____

TO: Town of Plainville, CT _____

(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Coronavirus Aid, Relief, and Economic Security Act (CARES Act or "the Act") Airports Grants Application (herein called the "Grant") dated May 21, 2020, for a grant of Federal funds at or associated with the Robertson Field Airport, which is included as part of this Grant Agreement; and

WHEREAS, the Sponsor has accepted the terms of FAA's Grant offer;

WHEREAS, in consideration of the promises, representations and assurances provided by the Sponsor, the FAA has approved the Grant Application for the Robertson Field Airport, (herein called the "Grant") consisting of the following:

This Grant is provided in accordance with the CARES Act, as described below, to provide eligible Sponsors with funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency. CARES Act Airport Grants amounts to specific airports are derived by legislative formula.

The purpose of this Grant is to maintain safe and efficient airport operations. Funds provided under this Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments. CARES Act Airport Grants may be used to reimburse airport operational and maintenance expenses directly related to the Robertson Field Airport incurred no earlier than January 20, 2020. CARES Act Airport Grants also may be used to reimburse a Sponsor's payment of debt service where such payments occur on or after April 14, 2020. Funds provided under the Grant will be governed by the same principles that govern "airport revenue." New airport development projects may not be funded

with this Grant unless and until the Grant Agreement is amended or superseded by a subsequent agreement that addresses and authorizes the use of funds for the airport development project.

NOW THEREFORE, in accordance with the applicable provisions of the CARES Act, Public Law 116-136, the representations contained in the Grant Application, and in consideration of, (a) the Sponsor's acceptance of this Offer; and, (b) the benefits to accrue to the United States and the public from the accomplishment of the Grant and in compliance with the conditions as herein provided,

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100% percent of the allowable costs incurred as a result of and in accordance with this Grant Agreement.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

CONDITIONS


1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$30,000.
2. **Period of Performance.** The period of performance shall commence on the date the Sponsor formally accepts this agreement. The end date of the period of performance is 4 years (1,460 calendar days) from the date of acceptance.

The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).

The period of performance end date shall not affect, relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
3. **Unallowable Costs.** The Sponsor shall not seek reimbursement for any costs that the FAA has determined to be unallowable under the CARES Act.
4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the Grant Application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages only.
5. **Final Federal Share of Costs.** The United States' share of allowable Grant costs will be 100%.
6. **Completing the Grant without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the Grant without undue delays and in accordance with this Grant Agreement, the CARES Act, and the regulations, policies, standards and procedures of the Secretary of Transportation ("Secretary"). Pursuant to 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from funding eligible expenses under the Grant that exceeds three months and request prior approval from FAA. The report must include a reason for the stoppage. The Sponsor agrees to comply with the attached assurances, which are part of this agreement and any addendum that may be attached hereto at a later date by mutual consent.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.

M E M O

To: Town Council

From: Robert E. Lee, Town Manager 

Date: June 8, 2020

RE: ClearGov Proposal Recommendation

A work session on the ClearGov Software System was held at the May 18, 2020 Town Council meeting. The mission statement for ClearGov includes: *“to build a community of transparent, data-driven, modern governments...to help local governments operate more efficiently and communicate more effectively, fueling better strategic decision making and increased levels of community support”*.

Town staff is recommending that the Town Council consider the following software services offered by ClearGov:

1. 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.

2. 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.

The Annual Fee for these two programs is \$17,450. This includes a bundled savings of \$7,300 and the “set-up” fee is waived (\$7,200) if a contract is signed by June 30, 2020.

Although this was not budgeted in the FY21 Budget, there are several options that could be utilized to move forward, if desired.

1. The FY20 line item for health insurance is expected to have a surplus of approximately \$200,000. This is the result of resolving the final amount owed to CT PRIME for leaving the organization two years ago to join the State Partnership Plan.
2. The FY21 line item for health insurance is expected to have a surplus of approximately \$49,693. This is the result of updated projected rates for the State Partnership Plan which will go into effect on October 1st. (1/2% increase for the Hartford County)
3. The CIP Plan budgeted \$50K to reimburse the Sewer Fund for the Fiber Project (\$200K over 4 years). This amount could be reduced for FY21 to \$32K and be made up in future years.

None of the above recommendations would require any “additional appropriations” to the FY21 Budget. They may only require transfers.

Additionally, my office currently has a graduate intern currently scheduled to work over the summer who could provide most of the time needed to implement/input the necessary information to get the ClearGov Program up and running. This would allow for Town staff to continue their duties without a significant effort otherwise necessary if an intern was not available.

In conclusion, the ClearGov Program would give the Plainville residents better transparency with respect to the budget, budget reporting and forecasting. Additionally, it would allow the Town Council to make better budgetary decisions as well by having easier to develop historical information and better forecasting techniques. Finally, such a program would make a more efficient use of town staff time in developing the monthly financial dashboard and the annual budget.



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





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



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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.



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:

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.

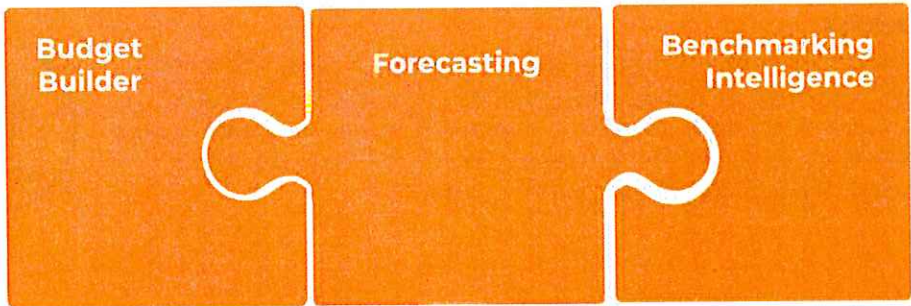
[Watch a 6 minute micro-demo here](#)



"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



BUDGETS SUITE

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?

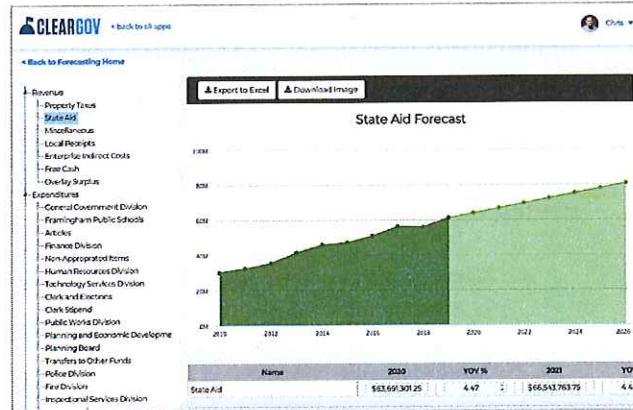
- Improve accuracy:** Nearly 9 out of 10 spreadsheets contain errors. Finding those mistakes and fixing them can be frustrating and wastes precious time. But ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster that has to be managed and merged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

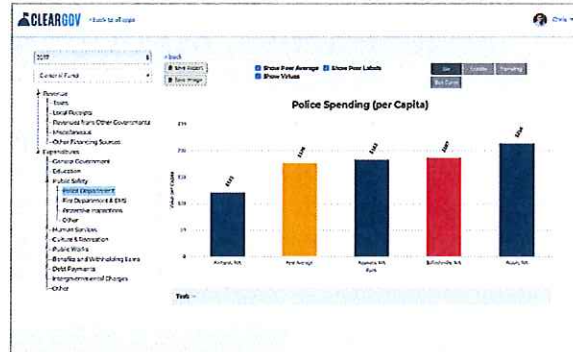
- **Plan for the long term:** Access to an AI-driven forecasting tool enables you to better assess how budget decisions made today will impact revenues and expenditures down the road.
- **Boost bond ratings:** Few local governments have a robust forecasting process in place. Formalizing yours is a good 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](#)

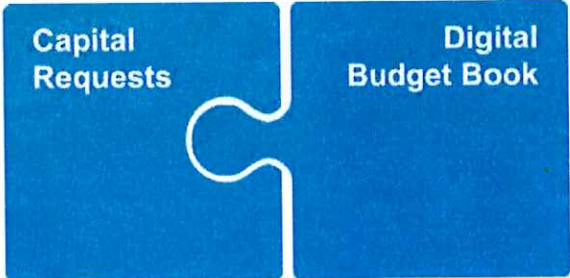


PUEBLO WEST
Colorado

"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."

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

ClearGov Digital Budget Book Modules





DIGITAL BUDGET BOOK SUITE

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's 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.

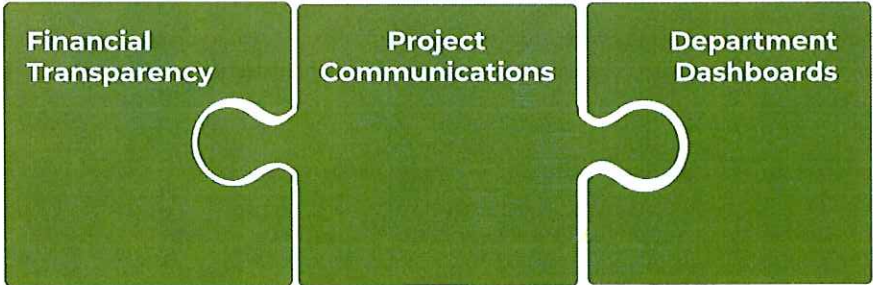
[Watch a 5 minute micro-demo here](#)



"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

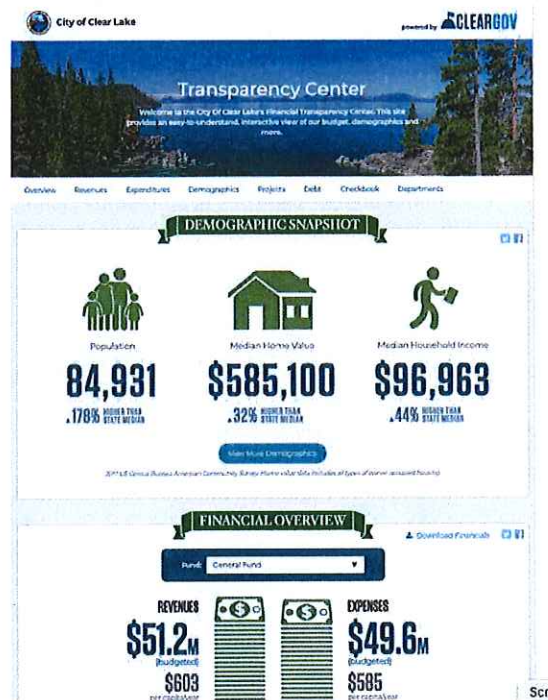


INSIGHTS SUITE

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?

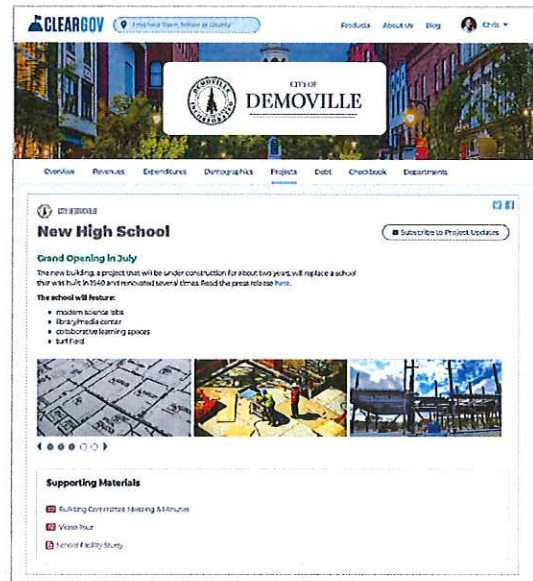
- **Build public trust:** According to the Pew Research Center, only 18 percent of Americans say they trust the government to do what is right. By proactively opening up your data for public consumption, you show you have nothing to hide.
- **Drive community support:** By sharing critical facts and figures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

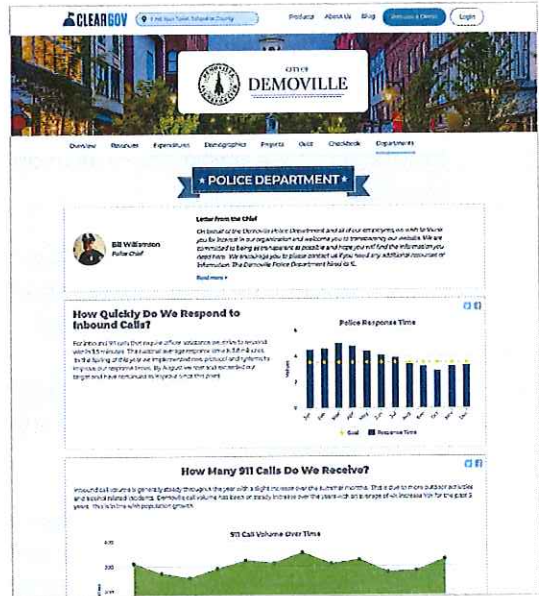


Department Dashboards Module

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 - <ul style="list-style-type: none"> - 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 - <ul style="list-style-type: none"> - Budget Builder Module - Forecasting Module - Benchmarking Module 	\$16,000.00
ClearGov Digital Budget Book Suite: Includes - <ul style="list-style-type: none"> - Capital Requests Module - Budget Book Module 	\$9,500.00
ClearGov Insights Suite: Includes - <ul style="list-style-type: none"> - 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

Annual Fee = \$17,450



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
<p>Import historical (actual) fiscal data: Your historical audited financials form the foundation of the Budget Builder and Forecasting Modules.</p> <p>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.</p>	<p>Up to 20 yrs of historical audited data</p> <p>Unlimited forecasts</p>
<p>Import historical budgeted data (Optional): Enables the ability to overlay and present budget to actual performance,</p> <p>Historical data can provide perspective and insight to inform future budget decisions.</p>	<p>Up to 20 yrs of historical budgeted data</p>

ClearGov Digital Budget Book Suite - Scope of Work

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

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.



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



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



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



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)

- 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)

- 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>.



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

Refunds	6/15/2020 Prior Year	Amount
1	Mongillo, Denise, Southington, CT	\$167.85
Total		\$167.85

	Sewer User Fee	Amount
1	Czarnecki, Joanne, 51 Bank St	\$196.12
2	Hatch, Robert or Patricia, 50 Pequot Rd	\$25.53
3	Hardisty, Rachel, 53 Burnham St	\$1,828.82
Total		\$2,050.47