

**GLASTONBURY TOWN COUNCIL  
AGENDA – SPECIAL MEETING – TUESDAY, APRIL 21, 2020  
7:00 P.M. – ZOOM VIDEO CONFERENCING  
2155 MAIN STREET, GLASTONBURY**

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**Council Members:** Thomas P. Gullotta, Chairman; Lawrence Niland, Vice Chairman; Deborah A. Carroll; Dr. Stewart Beckett III; Kurt P. Cavanaugh; Mary LaChance; Jacob McChesney; Whit Osgood; Lillian Tanski

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1. Roll Call.
  - (a) Pledge of Allegiance.
  
2. Special Business as contained in the Call.
  - (a) Action concerning Executive Order 7S - Suspension and Modification of Tax Deadlines and Collection Efforts.
  - (b) Action on letter to State Legislators and Secretary of State recommending mail-in ballot for Presidential Primary and November 2020 Election.
  - (c) Action to reschedule public hearing concerning Building Zone Regulations – Building Heights from April 28th to May 12th.
  - (d) Discussion concerning public comment process and protocols – remote meeting format (possible referral to the Rules of Procedure Subcommittee).
  - (e) Town Manager’s Report.
  - (f) Executive Session – potential land acquisition.
  
3. Adjournment.

**IN ACCORDANCE WITH GOVERNOR LAMONT’S EXECUTIVE ORDER 7B.1 “SUSPENSION OF IN-PERSON OPEN MEETING REQUIREMENTS”, THE SPECIAL TOWN COUNCIL MEETING OF TUESDAY, APRIL 21, 2020 WILL BE CONDUCTED THROUGH ZOOM VIDEO CONFERENCING.**

**THE PUBLIC WILL NOT BE ABLE TO ATTEND THE MEETING IN PERSON AND THERE WILL BE NO PUBLIC COMMENT. HOWEVER, THE MEETING WILL BE BROADCAST IN REAL TIME THROUGH PUBLIC ACCESS TELEVISION AND LIVE VIDEO STREAM AT THE TOWN WEB SITE OR VIA THE FOLLOWING LINK: <https://www.glastonbury-ct.gov/about-us/pr-communications/tv-channel-public-broadcasting/public-broadcast-streaming-video>.**

**THE PUBLIC MAY ALSO JOIN THE ZOOM VIDEO CONFERENCE AS AN ATTENDEE (VIEW AND LISTEN FUNCTION ONLY) VIA THE FOLLOWING INSTRUCTIONS:**

**JOIN BY PC, MAC, IPAD, IPHONE OR ANDROID DEVICE:  
GO TO THE FOLLOWING LINK: <https://zoom.us/j/94512786210?pwd=R1VLZkxFRy83RDZqbIhhenQwd1dDQT09>  
PASSWORD: 132382**

**JOIN BY PHONE:  
US: +1 646 558 8656  
WEBINAR ID: 945 1278 6210  
PASSWORD: 132382**



# Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CT 06033-6523 • (860) 652-7500  
FAX (860) 652-7505

ITEM #2(A)  
04-21-2020 Meeting

Richard J. Johnson  
Town Manager

April 17, 2020

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Executive Order – Tax Relief**

Dear Council Members:

Executive Order 7S (amended by 7W) issued by Governor Lamont on March 31, 2020 requires cities and towns options to enact at least one of two Tax Relief Programs. Notice of local option is to be submitted to OPM by April 25, 2020. This topic is scheduled for action at the Special Meeting on April 21<sup>st</sup>. Background information is as follows:

**Deferment Program:**

- Establishes a 3-month grace period for taxes due and payable July 1, 2020.
- The grace period extends to October 1 in lieu of August 3.
- Applies to real estate (RE), personal property (PP), motor vehicle (MV) taxes and municipal utilities or assessments effective for any tax that becomes due between April 1 and July 1, 2020.
- Program does not apply to delinquent taxes.
- Eligibility requirements based on local legislative action.
  - Attest to or document significant economic impact by COVID-19 or document assistance to others so affected (see attached application form).
  - Program can apply to all tax payers (negates need for application).
- Does not apply to taxes paid by escrow agent.
- The extended grace period will reduce the cash balance available for investment. In turn, this will reduce investment income. While unlikely, if all tax payers delay payment to October 1<sup>st</sup>, interest income will decline by \$33,000± for each .25% in investment return. There will also be some loss in delinquent tax payments (1.5% monthly) that would typically be received in August and September.

**Low Interest Rate Program:**

- Delinquent charge on past due taxes reduced from 1.5% per month to .25% per month for the three months effective April 1 through July 1, 2020.
- Interest rate from 1.5% - .25% monthly for delinquent taxes April 1 through June 30 (15 years).
- Reduced interest rate for July 1<sup>st</sup> installment – July through September 30.
- Applies to RE, MV, PP and municipal utilities. No eligibility criteria or application.
- Effective for taxes due and payable and delinquent accounts.
- Estimated revenue loss - \$75,000± (1.25% - .25%). There will also be some loss in investment income as some tax payments are delayed to October 1<sup>st</sup>.

**Cash Flow**

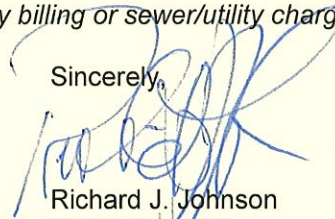
- Estimated operating needs total \$40M for the first three months of the fiscal year. Escrow payments are estimated at \$30M+ and many tax payers are expected to make payment on the typical July 1<sup>st</sup> – August 3<sup>rd</sup> schedule. Cash flow concerns are not expected.

As noted above, the Executive Order requires a municipality to offer at least one option but can enact both programs. Based on review of the information presented above and discussions internally, the recommendation is to enact the Deferment Program for all tax payers. This approach provides consistent tax relief throughout the community and does not require an application process. The cost differential (revenue loss) is not estimated to be significant between a Deferment Program for eligible tax payers and all tax payers. Additionally, for the July 1<sup>st</sup> installment, the Deferment Program is considered more beneficial as compared to the Low Interest Program.

Additional information can be provided as may be requested and I would ask that you forward such questions to me before the April 21<sup>st</sup>. Formal motions for the options will be available on Tuesday evening.

*Note: April 1<sup>st</sup> generally applies to communities with quarterly billing or sewer/utility charges with an April 1<sup>st</sup> due date.*

Sincerely,



Richard J. Johnson  
Town Manager

RJJ/sal  
Attachment

PLEASE PRINT LEGIBLY

MUNICIPALITY NAME \_\_\_\_\_

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

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

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

**CHECK PROPER ELIGIBILITY:**

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

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

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

**CERTIFICATION:**

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

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

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

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



# Town of Glastonbury

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**ITEM #2(B)**  
**04-21-2020 Meeting**

Richard J. Johnson  
Town Manager

April 17, 2020

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Election Ballots**

Dear Council Members:

Chairman Gullotta requested this topic to be scheduled for discussions and possible action on Tuesday evening. Specifically, for Council to request by letter to the Secretary of State and Senator Cassano and Representatives Barry and Doucette that the 2020 Presidential Primary and General Election in November be conducted by mail-in ballot.

A preliminary discussion with the Town Clerk indicates significant work would be required to establish the protocols and infrastructure for a mail-in ballot process. Subject to Council discussion, a letter can be drafted accordingly.

Sincerely,

Richard J. Johnson  
Town Manager

RJJ/sal



# Town of Glastonbury

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Richard J. Johnson  
Town Manager

ITEM #2(C)  
04-21-2020 Meeting

April 17, 2020

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Public Hearing – Building Zone Regulations – Building Heights**

Dear Council Members:

The public hearing for the proposed amendment to the Building Zone Regulations concerning Building Heights in certain zones is scheduled for the April 28<sup>th</sup> meeting. Given the remote meeting format planned for the foreseeable future, the suggestion is to reschedule the public hearing to the May 12<sup>th</sup> meeting. This will allow additional time to fine-tune remote meeting protocols before this public hearing.

*“BE IT RESOLVED, that the Glastonbury Town Council hereby reschedules the public hearing set for 8:00 p.m. on Tuesday, April 28, 2020 concerning proposed amendments to the Building Zone Regulations - Building to 8:00 p.m. at the Regular Council Meeting on Tuesday, May 12, 2020 in the Council Chambers of Town Hall, 2155 Main Street, as described in a report by the Town Manager dated April 17, 2020.”*

Sincerely,

Richard J. Johnson  
Town Manager

RJJ/sal



# Town of Glastonbury

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Richard J. Johnson  
Town Manager

ITEM #2(D)  
04-21-2020 Meeting

April 17, 2020

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Remote Meeting Format – Public Comment**

Dear Council Members:

This is a discussion concerning a process for the public comment session during the remote meeting format. Options include public comment by e-mail or other written correspondence received at the Town Manager's Office by a prescribed time and date before the next following meeting. Additional option could involve comment through the remote meeting format. This topic could also include a referral to the Council Rules of Procedure Subcommittee for possible amendments concerning the content, tone and other matters involving the approach required of those addressing the Council.

Sincerely,

Richard J. Johnson  
Town Manager

RJJ/sal





# Town of Glastonbury

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Richard J. Johnson  
Town Manager

ITEM #2(E)  
04-21-2020 Meeting

April 17, 2020

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Town Manager's Report**

Dear Council Members:

The following will keep you up to date on various topics.

**1. COVID-19**

The attached memorandum by Health Director Wendy Mis provides an update on COVID-19 in Glastonbury through Thursday evening, April 16<sup>th</sup>. As noted, there are 86 confirmed cases of COVID-19 and sadly, 11 deaths to date. To date this information is not posted to the Town website, however, Town staff is often asked for updates and it may be helpful to post some of this general data.

With respect to Town operations, this continues as a work in progress and in my opinion, Glastonbury has responded well to this public health concern.

**2. Food Bank**

Contributions to the Food Bank over recent weeks total over \$20,000. This allows Social Service staff to work with Glastonbury residents in need of assistance by issuing gift cards to local supermarkets. A sincerest thanks to all those who have helped make these donations possible. Recently, donors have been advised that donations will be allocated to the Glastonbury Gives Program to assist residents with other daily essentials including utility bills, etc.

Sincerely,

Richard J. Johnson  
Town Manager

RJJ/sal  
Attachment



# Town of Glastonbury

## Health Department

### Memo

April 17, 2020

**To:** Richard J. Johnson  
Town Manager

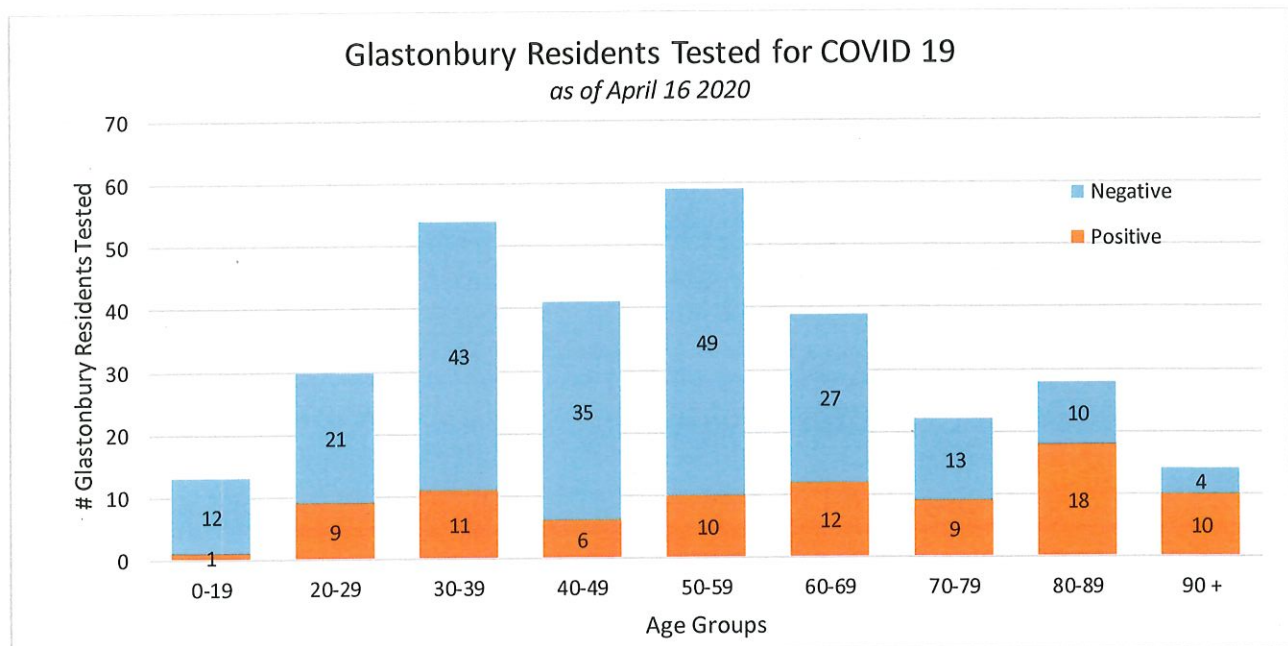
**Fr:** Wendy S. Mis *WSM*  
Director of Health

**Re:** COVID 19 update

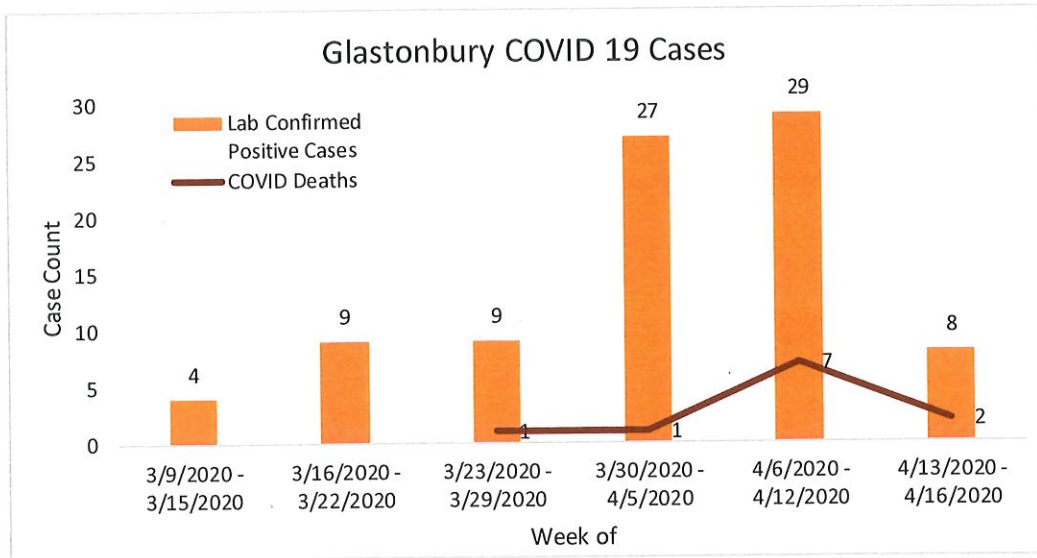
RECEIVED  
2020 APR 17 AM 10:52  
TOWN MANAGER

As per CT Department of Public Health lab testing data available mid-day 4/16/20, Glastonbury has 300 residents who have been tested for COVID-19. Of those 300 residents, 86 have laboratory-confirmed cases of COVID-19. Of the 86, there has been a total of 11 COVID-19-associated deaths in residents over the age of 80.

As you can see below, the greatest number of positive cases (18) is seen in the 80-89 age group. The 50-59 age group has received the most tests of any other age group. A total of 49 females and 37 males have tested positive.



This graph shows a weekly count of residents with lab-confirmed cases as well as deaths related to COVID 19. Data from CT Department of Public Health is considered preliminary, and data may change as new reports are received and data errors are corrected.



The below offers a comparison to the Connecticut positive cases by age group.

