

**GLASTONBURY TOWN COUNCIL AGENDA  
MONDAY, DECEMBER 21, 2020 – SPECIAL MEETING  
5:00 P.M. – ZOOM VIDEO CONFERENCING**

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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. Public Communication and Petitions pertaining to the Call.
  3. Special Business as contained in the Call.
    - (a) Executive Session – Pending Litigation – Shubert v. Town of Glastonbury.
    - (b) Potential action on Settlement – Pending Litigation – Shubert v. Town of Glastonbury.
    - (c) Town Manager's Report – Tax Deferment Program.
    - (d) Action to Schedule Public Hearing - General Fund Transfer - \$53,000 to Registrar of Voters and Town Clerk.
  3. Adjournment.
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IN ACCORDANCE WITH GOVERNOR LAMONT'S EXECUTIVE ORDER 7B.1 "SUSPENSION OF IN-PERSON OPEN MEETING REQUIREMENTS", THE SPECIAL TOWN COUNCIL MEETING OF MONDAY, DECEMBER 21, 2020 WILL BE CONDUCTED THROUGH ZOOM VIDEO CONFERENCING.

- The public may join the Zoom Video Conference as an Attendee (view and listen function only) as follows:

**Join by Zoom Meeting Link:**

<https://zoom.us/j/93876093076?pwd=STlvc0o4N1pzbkNWdTIURVlpUm1JQT09>

**Join by Phone:**

+1 646 558 8656

Webinar ID: 938 7609 3076

Passcode: 732243

- **Public Comment** may be submitted at the following link no later than 2:00 p.m. on Monday, December 21, 2020: [www.glastonburyct.gov/TCpubliccomment](http://www.glastonburyct.gov/TCpubliccomment)

There is also the opportunity to give **Public Comment** as part of the virtual meeting if joining through the Zoom Meeting Link.

- This meeting will be not broadcast or video streamed.



# Town of Glastonbury

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

Richard J. Johnson  
Town Manager

ITEM #3(C) & (D)  
12-21-2020 Meeting

December 18, 2020

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

Dear Council Members:

The following items are scheduled for action on Monday evening:

**c. Town Manager's Report - Tax Deferment Program**

By action at the April 21, 2020 Special Meeting, the tax deferment program was enacted for payments due July 1, 2020. This action was per Executive Order 7S (amended by 7W). The deferment established a three-month grace period for tax installments due July 1, 2020 (October 1, 2020 in lieu of August 3rd).

Governor Lamont has issued Executive Order 9R for the January 1, 2021 installment. Basically, to provide a three-month grace period through April 1st in lieu of February 1st. Unless a municipality decides to change the program for the January 1st payment, the same program enacted for the July 1st installment is effective for January 1st.

I have attached a copy of my April 17, 2020 letter that served as background to the July 1 deferment.

Based on experience with the July 1st deferment, there is no recommended change for the January 1st installment.

**d. Action to Schedule Public Hearing - General Fund Transfer - \$53,000 to Registrar of Voters and Town Clerk**

The 2020 Presidential Election created unprecedented activity levels for the Town Clerk and Registrar of Voters with overall expenditures exceeding budget by approximately \$53,000. The proposal is to transfer \$53,000 from the General Fund-Unassigned Fund Balance to Registrar of Voters and Town Clerk line item accounts including wages, office supplies, printing and reproduction, and others. The \$53,000± transfer is offset in part by a \$37,666 state grant that has been received and deposited to the General Fund. The net cost is \$15,000±. Action for Monday evening is to schedule this matter for public hearing and action at the Tuesday, January 12, 2021 Council meeting.

*"BE IT RESOLVED, that the Glastonbury Town Council hereby schedules a public hearing for 8:00 p.m. on Tuesday, January 12, 2021 through Zoom Video Conferencing to consider a \$53,000 transfer from the General Fund-Unassigned Fund Balance to Registrar of Voters and Town Clerk line item accounts including wages, office supplies, printing and reproduction, and others, as described in a report by the Town Manager dated December 18, 2021."*

Sincerely,

Richard J. Johnson  
Town Manager

RJJ/sal  
Attachment



# Town of Glastonbury

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**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± (1.5% - .25%). There will also be some loss in investment income as some tax payments are delayed to October 1<sup>st</sup>.

**Cash Flow**

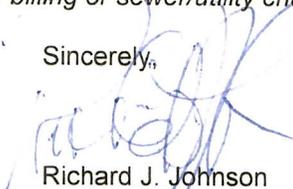
- Estimated operating needs total \$40M for the first three months of the fiscal year. Escrow payments are estimated at \$30M+ and many tax payers are expected to make payment on the typical July 1<sup>st</sup> – August 3<sup>rd</sup> schedule. Cash flow concerns are not expected.

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