

SUBJECT TO APPROVAL

MEETING DATE: TUESDAY, OCTOBER 13, 2020
8:00 A.M.

MEETING PLACE: ZOOM ONLINE MEETING

BOARD OF SELECTMEN MEETING MINUTES

8:00 a.m. Regular Session

First Selectwoman Lyons called the Regular Session of Tuesday, October 13, 2020 to order at 8:06 a.m. Also in attendance were Selectwoman Duques, Selectman Goldberg, Selectman Murphy and Selectman Wilson.

1. Pledge of Allegiance.
First Selectwoman Lyons led the Pledge of Allegiance.
2. Approval of minutes

MOVED by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** the minutes of September 28, 2020.

VOTE: the motion was approved unanimously.

3. First Selectwoman's Updates
 - a. COVID-19 Response and Town Operations Updates.

First Selectwoman Lyons provided updates which are attached to this agenda.

4. Liaison Reports / Selectmen Comments

| | |
|--------------|--------------------------------------|
| Bruce Wilson | Absentee ballot work, Trunk or Treat |
| Al Goldberg | Board of Police Commissioners |

5. Citizen comments.

None.

6. Update from Scranton Library on Building Status and Operations.

Director Sunnie Scarpa provided an overview for the Board which is attached to these minutes. Overall she stated that the Library staff has adapted to the parameters due to COVID and is seeing decent traffic. Patrons are allowed in by appointment and at their

check-in time they are met at the entrance on Boston Post Road and pick up their books. Walk-ins are anticipated to be allowed in November. When questioned about holding senior hours, Ms. Scarpa stated that other libraries in the consortium did not see much traffic during specific senior hours; however, if something changes, the Scranton Library could change their plan. When asked how the Library has done budget-wise this year, Ms. Scarpa responded that the Library has focused on their budget to make sure that funding can be moved around appropriately; also it has been less expensive to hold programming, or, programming has been put on hold. Two part time new hire positions have also been put on hold. The Board also reviewed the possibility of having a small business loan waived if state statute allows.

Graham Curtis, Chairman of the Library Building Committee provided an overview on the project completion timeline which is attached to these minutes. Overall, the majority of the construction was completed July 1, 2020; there are some smaller punch list items that are ongoing and these should be concluded within the next month or so. Also, the building commissioning is ongoing and some HVAC bugs need to be fixed and adjusted due to the change of season. The Board reviewed that the Building Committee has done a lot of very great work and that the building is a great addition to the Town.

7. Discuss and take action to proclaim Wednesday, October 14, 2020 Domestic Violence Awareness Day.

First Selectwoman Lyons read aloud the Proclamation.

MOVED by Selectman Wilson and seconded by Selectman Murphy to **APPROVE** proclaiming Wednesday, October 14, 2020 Domestic Violence Awareness Day.

VOTE: the motion was approved unanimously.

8. Discuss and take action to approve a donation in the amount of \$10,000 from Neighbor to Neighbor to help families in need of assistance due to COVID-19.

Scott Cochran, Director of Youth & Family Services stated that the department is looking at the end of this funding for this program. The total amount is capped so that funding is disbursed in the most responsible way for as many families as qualify. The typical use for the funding is to pay bills (e.g. rent, groceries, utilities). The goal of the program is that families will maintain their lives despite setbacks due to COVID. There are separate programs available for heating assistance and to fill in gaps, this funding is for families affected by COVID.

MOVED by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** a donation in the amount of \$10,000 from Neighbor to Neighbor to help families in need of assistance due to COVID-19.

VOTE: the motion was approved unanimously.

9. Update: Sustainable CT Program from Director of Planning and Economic Development, Dave Anderson.

Dave Anderson, Director of Planning and Economic Development provided an overview of the Sustainable CT program and displayed their website (<https://sustainablect.org/>) for the Board to view. First Selectwoman Lyons stated that there are planning tools available to help meet the objectives of the program. And she asked if Mr. Anderson had conferred with the chairs of the commissions involved in the program oversight. Mr. Anderson stated that the Town will need to be re-certified in April or August 2021 and therefore work must started now to re-certify. There are many resources available under this program so it is beneficial for the Town to go through re-certification. Selectman Murphy asked if there was a cost to participate in the program and Mr. Anderson stated that there was no cost, but that there were grants available under the certification. Overall, there are other benefits outside of grant opportunities too, such as collaboration and networking possibilities. The main benefit is to set the Town up for a sustainable future; and secondary benefits would be making the Town more attractive to prospective homebuyers. The Town could use this to become an even more desirable community. Mr. Anderson also gave an overview of the manpower needed for achieving the goals of sustainability and also how the plan could move forward. The Board reviewed creating a Sustainability Committee and Mr. Anderson detailed that he is not opposed to this idea, however, there are also many other committees that fall under the purview of his department and another committee for him to organize would be daunting. Selectman Wilson proposed that the Board issue a Charge to all Boards and Commissions to review the areas where they feel they have a place in sustainability and to report back to the Board what actions they are taking that fall under the parameters of sustainable certification. First Selectwoman Lyons asked the Board to confirm that they feel the town should move forward with re-certification.

10. Update from the Tax Collector on collection status.

Tax Collector, Colleen Kiesewetter provided an overview of taxes collected to-date. She stated that overall, the Town is doing well and has seen collection rates that were anticipated for this time period. Usually the month following the interest fee sees additional collection. Compared to last year at this time, the town has a slightly lower collection percentage. Overall the extended grace period was a good program for taxpayers. The Board reviewed the anticipated collection status for the January 1, 2021 due date as well. The Board also reviewed that the collection rate used in budgeting is 97.5%; for the last two years the collection rates were actually over 99%.

11. Tax Abatements / Refunds.

MOVED by Selectman Wilson and seconded by Selectman Goldberg to **APPROVE** the refunds in the amount of \$225.29.

VOTE: the motion was approved unanimously.

12. Citizen comments.

None.

13. Adjournment.

There being no objections, First Selectwoman Lyons adjourned the meeting at 9:32 a.m.

Respectfully submitted,

Lauren Rhines
Town Services Coordinator / Risk Manager



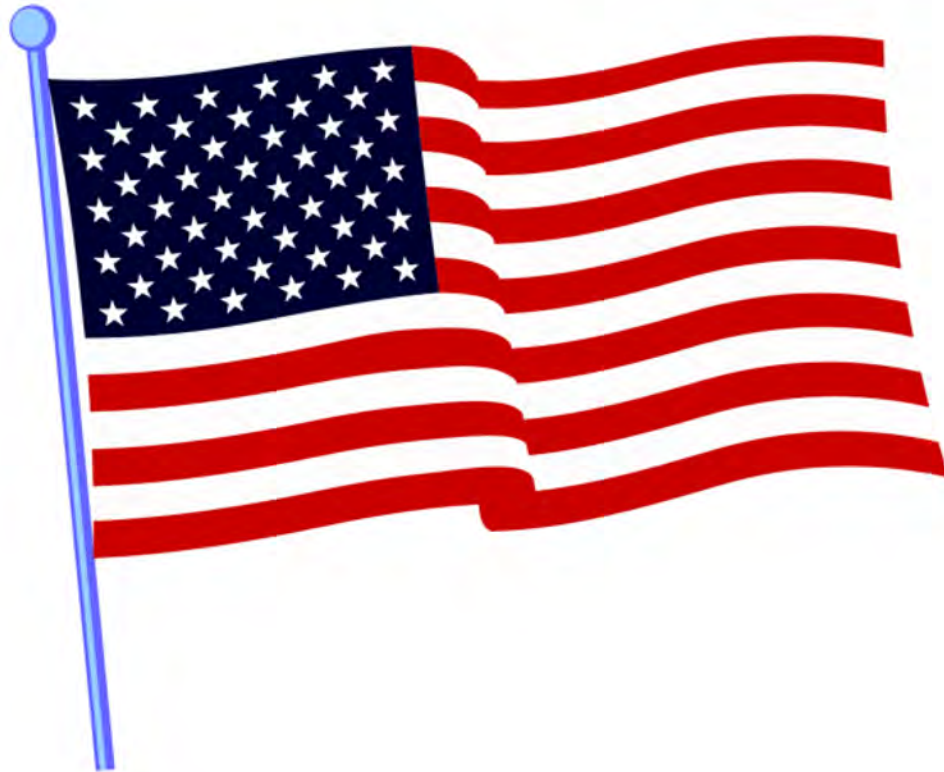
TOWN OF MADISON

CONNECTICUT

Regular Meeting – October 13, 2020

Board of Selectmen

Pledge of Allegiance



Agenda

1. Pledge of Allegiance
2. Approval of Minutes: September 21, 2020 – Special; September 28, 2020
3. First Selectwoman's Update.
4. Selectmen Liaison Reports/Comments.
5. Citizen Comments.
6. Update from Scranton Library on Building Status and Operations
7. Discuss and take action to proclaim Wednesday, October 14, 2020 Domestic Violence Awareness Day.
8. Discuss and take action to approve a donation in the amount of \$10,000 from Neighbor to Neighbor to help families in need of assistance due to COVID
9. Update: Sustainable CT Program from Director of Planning and Economic Development, Dave Anderson.
10. Update from the Tax Collector on collection status.
11. Tax Abatements/Refunds
12. Citizens Comments
13. Adjournment

First Selectwoman Update

- MPS grades K – 8 now in-person 5 days a week
- MPS and Health Dept. continue to monitor uptick in different parts of the state
- Election operations in full swing
 - Absentee Ballots mailed based on received applications: 5,190
 - Absentee Ballots completed and returned to Town Clerk: 2,175
 - 2016 Presidential Election: 1,589 Absentee Ballots completed and returned; and 9,590 Ballots cast at the Polls = Total together 11,179
 - Active use of secure voting drop box by Town Hall
- Town Operations
 - Town Facilities Condition Assessment Study, Vehicle Study and MYFS Study in progress. Targeting completion by November/December
 - EMS RFP launched this week. Targeting completion early 2021
 - Finalizing Recommended CIP Projects for 2021/2022 for October 15 submission
 - Reminder Town Hall remains appointment only until post-election (mid-November)
 - Assessing program offerings for Town Gym
 - Working on short and long-term resolutions regarding downtown trash

Mid-Year Tax Collections

| <u>GRAND LIST</u> | <u>Levy</u> | <u>COLLECTION %</u> | <u>AS OF</u> | <u>Uncollected</u> |
|-------------------------------------|------------------------|---------------------|------------------|-------------------------|
| 2008 | \$63,161,548.17 | 52.49 | 9/30/2009 | \$ 30,002,486.66 |
| 2009 | \$65,488,995.42 | 51.95 | 9/30/2010 | \$ 31,465,607.52 |
| 2010 | \$66,159,640.57 | 52.57 | 9/30/2011 | \$ 31,379,171.89 |
| 2011 | \$67,719,038.45 | 52.96 | 9/30/2012 | \$ 31,851,036.02 |
| 2012 | \$69,958,788.92 | 52.98 | 9/30/2013 | \$ 32,893,652.31 |
| 2013 | \$71,409,201.20 | 53.52 | 9/30/2014 | \$ 33,186,441.72 |
| 2014 | \$73,208,759.68 | 53.93 | 9/30/2015 | \$ 33,723,675.39 |
| 2015 | \$75,638,823.74 | 54.14 | 9/30/2016 | \$ 34,684,547.88 |
| 2016 | \$78,396,095.80 | 54.15 | 9/30/2017 | \$ 35,945,835.47 |
| 2017 | \$80,950,838.02 | 53.99 | 9/30/2018 | \$ 37,243,805.13 |
| 2018 | \$82,672,052.19 | 54.16 | 9/30/2019 | \$ 37,890,945.89 |
| 2019 | \$83,234,040.23 | 53.42 | 10/1/2020 | \$ 38,765,880.03 |
| <i>Ten Year Average (thru 2019)</i> | | <i>53.44</i> | | |

Actions taken to meet the Governor's sector guidelines for libraries ([link to full guidelines](#))

- Instituted daily health checks for all staff members and provided appropriate PPE (masks) required while at work.
- Created and approved new policies and procedures to ensure the health and safety of library users and staff members.
- Increased cleaning & disinfecting protocols.
- Posted required signage, including social distancing markers.
- Limited in-person services – continuing to offer programming online.
- Installed physical barriers/plexiglass at all desks.
- Created a one-way traffic flow throughout the building, including entrance, exit, and all aisles.
- Blocked off public computer stations to ensure 6 ft between all computer users and created a plan to ensure that computers are wiped or sprayed with disinfectant after each use.
- Blocked off all water fountains.
- Removed all non-essential amenities, including toys, play areas, and shared food/drink areas
- Provided hand sanitizer stations near our entrance, exit, and in the Take Out/hold pick up area.
- Made disinfectant wipes available near commonly used surfaces (NOTE: these products must be on the EPA's List N-Disinfectants for Coronavirus are extremely hard to find, therefore shared surfaces have been minimized).
- Shared equipment is being limited as much as possible and all printing/copying fees are being waived at this time.
- Returned items are currently accepted in the outdoor book drop only and quarantined for 72-96 hours in accordance with current REALM research study findings.

NOTES:

- Per the Gov's guidelines bathrooms must be cleaned multiple times a day and hourly during busy times. This is not possible within our current budget, so bathrooms are closed to the public at this time.
- The Governor's guidelines state "Libraries should take these rules as the minimum baseline of precautions needed to protect public health in Connecticut."
- Phase 3 raises the capacity, but does not alter any of the sector guidelines.

Re-opening timeline

July 8 – Receive Certificate of Occupancy

July 13 – Begin hold pick up “Take Out & Delivery” service

July & August – 308 members of the public take self-guided tours offered on 8 separate occasions

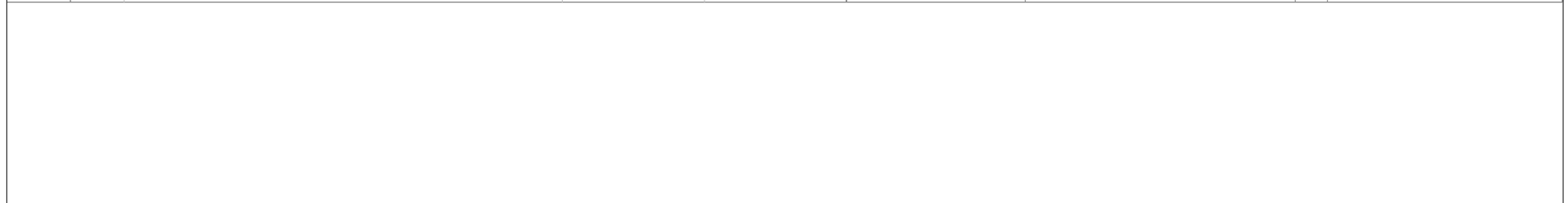
September 16 – Daily library access provided by appointment Mon – Sat

November 2 – *No appointments necessary, hours expanded slightly*

January 2021 – *Hours expanded again*

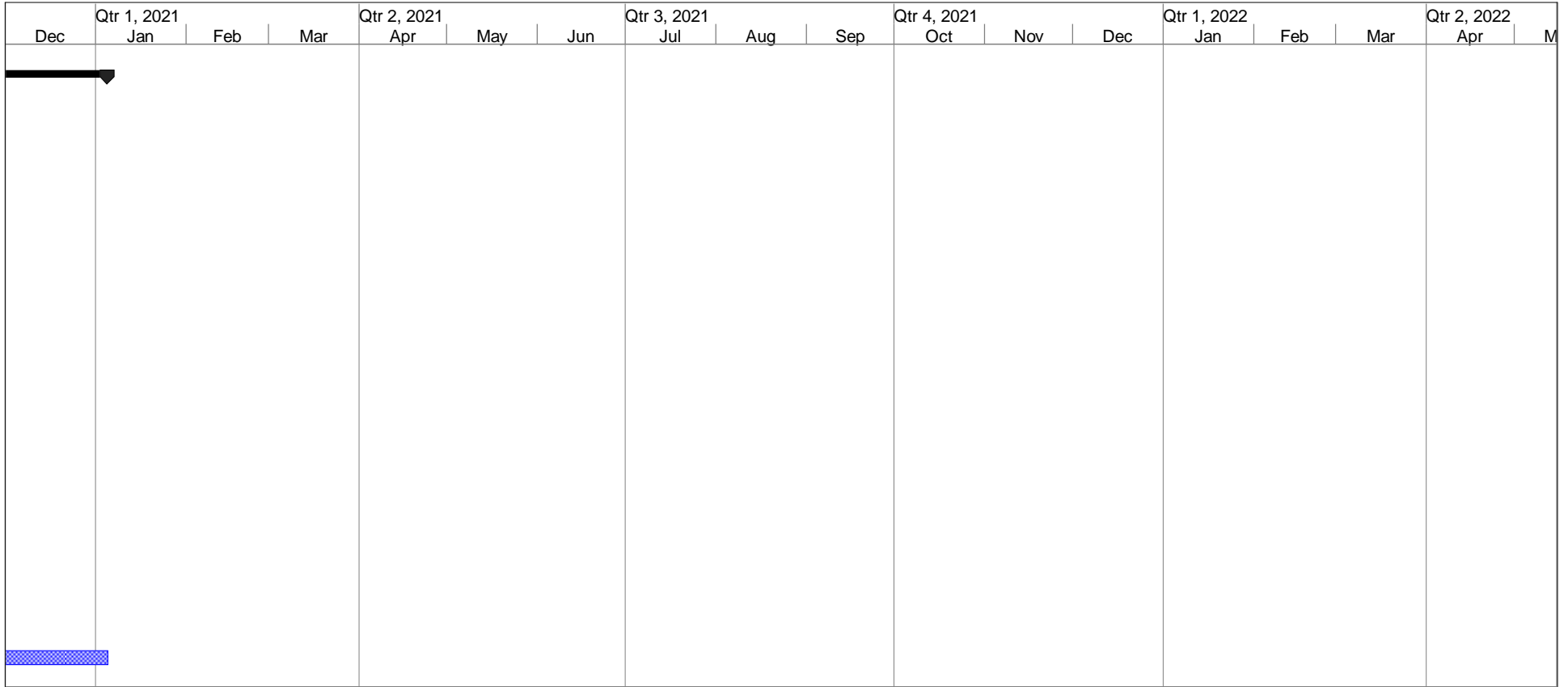
Throughout 2021 – *Hours and in-person services will continue to be expanded as soon as (safely) possible and as allowed by all local and state guidelines.*

| ID | Task Name | Start | Finish | Qtr 3, 2020 | | | Qtr 4, 2020 | | | | | |
|----|--|-------------------|-------------------|-------------|-----|-----|-------------|-----|-----|-----|-----|--|
| | | | | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| 1 | EC Scranton Library | Wed 1/1/20 | Mon 1/4/21 | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | Building Construction | Wed 1/1/20 | Fri 6/26/20 | | | | | | | | | |
| 4 | Building Punchlist | Mon 6/29/20 | Fri 10/16/20 | | | | | | | | | |
| 5 | Furniture, Fixtures & Equipment (FFE) | Tue 3/17/20 | Mon 6/1/20 | | | | | | | | | |
| 6 | Library Onsite Fundraiser | Sat 4/18/20 | Sat 4/18/20 | | | | | | | | | |
| 7 | Site & Final Landscape Construction | Wed 4/1/20 | Fri 5/29/20 | | | | | | | | | |
| 8 | Transfer Books/Periodicals | Fri 5/15/20 | Fri 6/12/20 | | | | | | | | | |
| 9 | Staff Orientation/System Start up | Fri 5/15/20 | Fri 6/26/20 | | | | | | | | | |
| 10 | Library Opening | Wed 7/1/20 | Wed 7/1/20 | | | | | | | | | |
| 11 | Building System Commissioning | Mon 6/29/20 | Fri 10/30/20 | | | | | | | | | |
| 12 | CTDOT Rt 1 & Wall Street signal changes | Mon 9/14/20 | Fri 11/20/20 | | | | | | | | | |
| 13 | Route 1 & Wall Street Streetscape construction | Mon 11/16/20 | Mon 1/4/21 | | | | | | | | | |



Project:civil-la
Date: Mon 10/12/201:30 PM

| | | | | | |
|--------------------|--|-----------------------|--|--------------------|--|
| Task | | Inactive Task | | Manual Summary | |
| Split | | Inactive Milestone | | Start-only | |
| Milestone | | Inactive Milestone | | Finish-only | |
| Summary | | Inactive Summary | | External Tasks | |
| Project Summary | | Manual Task | | External Milestone | |
| External Tasks | | Duration-only | | Progress | |
| External Milestone | | Manual Summary Rollup | | Deadline | |



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|---|--------------------|--|-----------------------|--|--------------------|--|
| Project:civil-1a Date: Mon 10/12/201:30 PM | Task | | Inactive Task | | Manual Summary | |
| | Split | | Inactive Milestone | | Start-only | |
| | Milestone | | Inactive Milestone | | Finish-only | |
| | Summary | | Inactive Summary | | External Tasks | |
| | Project Summary | | Manual Task | | External Milestone | |
| | External Tasks | | Duration-only | | Progress | |
| | External Milestone | | Manual Summary Rollup | | Deadline | |