



# TOWN OF MIDDLEBURY

## *Office of the Selectmen*

### MINUTES MEETING OF THE BOARD OF SELECTMEN Monday, April 20, 2020 – 4:00 p.m. VIA ZOOM

**Present:** Edward B. St. John, First Selectman  
Elaine M. Strobel, Selectman  
Ralph J Barra, Selectman

**Also Present:** Barbara J. Whitaker, Recording Clerk  
Linda Zukauskas, Reporter – Voices  
Marj Needham, Reporter – Bee Intelligencer  
Don Murphy

#### Call to Order with Pledge of Allegiance

The meeting was called to order by the First Selectman at the Pledge of Allegiance.

#### Approval of March 16, 2020 and April 6, 2020 Meeting Minutes

First Selectman St. John MOTIONED to approve the minutes of the March 16, 2020 and the April 6, 2020 meeting; SECONDED by Selectman Strobel. Unanimous approval.

#### Discussion and Consideration

##### Governor's Executive Order 75 Section 6b – Low Interest Rate Program

First Selectman St. John expressed his concern on how residents will be able to pay their taxes because of the impact of COVID-19. Based on this, the First Selectman MOTIONED that in accordance with the Governor of the State of Connecticut's Executive Order 7S, paragraph 6, which directs the Town of Middlebury, through its Board of Selectmen, to offer a tax relief program to assist its citizens impacted by the COVID-19 pandemic, the Board of Selectmen hereby authorizes, adopts and implements the Low Interest Rate Program with respect to taxes and municipal sewer charges as fully set forth in Executive Order 7S, paragraph 6, b; SECONDED by Selectman Strobel. Unanimous approval.

Selectman Strobel also suggested that the Board of Selectmen think about personal property taxes. The First Selectman requested that the Brenda Carter, Tax Collector and Robin Stanziale, Chief Financial Officer start to research breaking the personal property payments into four installments, however he stressed that the Town needs to abide by the request of OPM to respond by April 25, 2020. The First Selectman added that the Town could use the undesignated fund balance, but he is concerned with how much money will be brought in from taxes.

##### Recreation Director Vacancy

At this time the First Selectman First Selectman St. John explained that Betty Proulx, Recreation Director submitted her retirement for April 30, 2020. The First Selectman added that Mrs. Proulx has been an invaluable employee over the years and that she has done a great job.

The First Selectman explained that he received a letter from Ron Clark, Chairman of the Parks & Recreation Commission with their recommendation of three candidates for the position of Parks & Recreation Commission Director.

First Selectman St. John MOTIONED to appoint Betsy E. Anderson, 3 Sandy Beach Road as Parks & Recreation Director, SECONDED by Selectman Strobel. Unanimous approval. The First Selectman added that Mrs. Anderson's start date will be left open for now.

COVID-19 Update

The First Selectman will continue to make CodeRed updates during the pandemic and post update videos to the Town's Facebook page on the virus.

First Selectman St. John added that he wishes to see businesses continue to abide by social distancing protocols; as well as those taking advantage of the Town parks. He added that the only way the parks can continue to stay open is if social distancing is practiced. The First Selectman understands that there are people coming from out of Town to use the parks, but it was something that we would have to bear with.

Selectman Strobel asked if there would be a Memorial Day parade. His hope is that once the new director is onboard, something will be put in place to honor the day, but he is not certain there will be a parade as many of the participants have to be cancelled ahead of time to avoid payment.

Public Comments

None.

Adjournment

These minutes are submitted subject to approval this 21<sup>st</sup> day of April, 2020

Respectfully submitted,

*Barbara J. Whitaker*

Barbara J. Whitaker  
Recording Clerk



**STATE OF CONNECTICUT**  
**OFFICE OF POLICY AND MANAGEMENT**  
**INTERGOVERNMENTAL POLICY AND PLANNING DIVISION**

**GOVERNOR'S EXECUTIVE ORDER 7S SECTION 6**  
**MUNICIPALITY PROGRAM ELECTION**

The municipality of Middlebury by determination of our local legislative body, or in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, voted and approved on April 20, 2020, that we will participate in the following program(s):

**Deferment Program.** During the period of March 10, 2020, the date that the Governor declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

**Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

**PROGRAM CONTACT:**

Printed Name: Brenda Carter Title: Tax Collector  
 Email Address: bcarter@middlebury-ct.org Phone: 203-755-1373

**CEO CERTIFICATION:**

Dated this 20th day of April, 2020.  
 Printed Name: EDWARD B ST. JOHN Title: FIRST SELECTMAN  
 Email Address: FIRSTSELECTMAN@MIDDLEBURY-CT.ORG  
 Signature: [Signature]

**DUE TO OPM NO LATER THAN APRIL 25, 2020 ~ RETURN TO: Martin.Heft@ct.gov**