TOWN COUNCIL
WATERTOWN, CONNECTICUT

MONDAY, DECEMBER 19, 2022
REGULAR MEETING – 7:00 P.M.
AGENDA

WATERTOWN TOWN HALL
TOWN COUNCIL CHAMBERS
61 ECHO LAKE RD.
WATERTOWN, CT 06795

THIS MEETING WILL BE AN IN-PERSON MEETING AND WILL ALSO BE AVAILABLE VIA ZOOM IN LISTEN ONLY MODE

A LINK WILL BE POSTED ON THE DAY OF THE MEETING
PLEASE SEE WWW.WATERTOWNCT.ORG UNDER THE CALENDAR OF MEETINGS

1. Call Meeting to Order.

2. Pledge of Allegiance.

3. Roll Call.

4. Public Comment.

5. Minutes.
   a. Regular Meeting, December 5, 2022

6. Chairman’s Report
   a. Correspondence.

7. Town Manager’s Report.

8. Subcommittee Reports.

   a. Consider authorizing the Town Manager to execute and deliver documents associated with the Town of Watertown’s opt out of the State of Connecticut Accessory Dwelling Unit Provisions of Public Act No. 21-29 (HB 6107).
b. Consider an appropriation from the General Fund in the amount of $826 to the Building Maintenance Supplies line item for the purchase of a Stainless-steel counter and sink to be used by Animal Control at the dog pound. Funds received from donations in collection jars in the Town Clerk’s Office.

c. Consider approval of the salary and job description for the position of Social Services Clerk.

d. Consider approval of the salary and job description for the position of Director of Human Resources.

e. Consider a resolution authorizing the transfer of funds between line items.

f. Consider a resolution authorizing an appropriation of $6,409.42 for tax refunds.

g. Consider a resolution authorizing tax refunds.

10. Adjournment.
TO:         Mark A. Raimo, Town Manager
FROM:      Lisa L. Carew, Director
DATE:      December 02, 2022
RE:        REVISED - Recommended Golf Course Rates and Fees and Effect Date

After advisement from the Watertown Town Council, the Parks and Recreation Commission revised their recommendations for the Crestbrook Park Golf Course 2023 Military rates and fees. Their recommendation is to leave them at the same current level with no increase.

It was also unanimous to have all previously approved rates and fees be effective February 01, 2023.

Thank you for your time and consideration.

Attachment

Cc:       Watertown Parks and Recreation Commission
TOWN OF WATERTOWN

FISCAL YEAR 2022-2023 BUDGET CALENDAR

Operating Instructions Distributed ........................................... 11/22/22

Capital Improvement Budget Due ........................................... 12/19/22

Department Operating Budget Due ....................................... 12/27/22

Capital Budget Submitted to
Planning & Zoning Commission ........................................... 02/01/23

Board of Education Budget Due .......................................... 03/07/23

Town Council Set Public Hearing Date ................................... 04/03/23

Town Council Budget Public Hearing .................................... 04/26/23

Town Council Set Referendum Date ...................................... 04/26/23

Referendum ............................................................................. 05/16/23
FY 2023-2024 BUDGET REVIEW SESSION @ TOWN COUNCIL MEETING

Tuesday, February 21, 2023 – Watertown Town Hall Council Chambers 7:00 PM

- Library
- Town Clerk,
  Elections, Probate, Economic Development
- Town Council, Public Buildings, Town Manager, Finance Department,
  Health Services

Tuesday, February 28, 2023 – Watertown Town Hall Council Chambers 7:00 PM

- Police Department and Communications

Monday, March 6, 2023 – Watertown Town Hall Council Chambers 7:00 PM

- Planning & Zoning, ZBA & Conservation Commission
- Building Inspection, Historic District
- Debt Service

Tuesday, March 14, 2023 – Watertown Town Hall Council Chambers 7:00 PM

- Fire Department
- Water and Sewer

Monday, March 20, 2023 – Watertown Town Hall Council Chambers 7:00 PM

- Public Works Department

Tuesday, March 21, 2023 – Watertown Town Hall Council Chambers 7:00 PM

- Board of Education

Tuesday, March 28, 2023 – Watertown Town Hall Council Chambers 7:00 PM

- Park & Recreation, Senior Center, Crestbrook, Golf
Monday, April 03, 2023 – Watertown Town Hall Council Chambers 7:00 PM

- Final Budget Review Session
RESOLUTION

WHEREAS: The Connecticut State Legislature approved comprehensive zoning reforms pertaining to accessory dwelling units (accessory apartments) in Public Act 21-29,

WHEREAS: The provisions of the Act require a municipality to opt in or opt out of certain provisions of CGS 8-20 (a) through (d),

WHEREAS: The Planning and Zoning Commission of the Town of Watertown, CT at a Regular Meeting held on December 7, 2022 voted to opt out of the provisions of CGS 8-20 (a) through (d) in order to a complete a comprehensive update of its zoning standards, to complete its Affordable Housing Plan, and incorporate certain provisions from its current zoning standards,

THEREFORE: The Town Council hereby votes affirmatively to complete the opt out process.

Dated at Watertown, Connecticut this 19th day of December, 2022.

________________________
Jonathan Ramsay, Chairman
Watertown Town Council

At a regular meeting of the Watertown Town Council held on Monday, December 19, 2022 the foregoing resolution was moved for adoption by Councilman/Councilwoman________________. The motion was supported by Councilman/Councilwoman________________.

Motion declared adopted.

_____________________
Susan King, Clerk
Watertown Town Council
December 15, 2022

To: Watertown Town Council

From: Mark Massoud, Administrator for Land Use/Building Services

RE: Accessory Dwelling Units (ADUs) aka accessory apartments, opt out of provisions of CGS 8-20

As you may know, alternative/affordable housing is a growing concern affecting CT municipalities that arguably has a significant impact on the economic well-being of its residents and the State. The topic is the subject of numerous discussions and news articles highlighting the importance of affordable/alternative housing as an economic development issue.

In order to address the concern, the CT Legislature adopted new zoning reforms in 2021 as a part of Public Act 21-29. Among them are revisions to standards for accessory dwelling units (ADUs). Watertown, as most CT municipalities, allow ADUs as of right in residential zoning districts, but the requirements vary greatly from town to town. Some of the requirements are deemed overly restrictive, preventing a wider use of units, and unenforceable. The Legislature’s intent is to create more reasonable requirements and to provide some uniformity within the state and allow each municipality to address this important issue.

The new standards take effect as of January 1, 2023. The town can consider one of three alternatives

1) Review the proposed revisions and allow them to take effect,
2) Revise its regulations to adopt the new standards and any others that tailor the regulations to Watertown that are not more restrictive than the statutes.
3) Opt out of the proposed standards by the deadline date.
The Planning and Zoning Commission at its meeting held on December 7, 2022 voted to opt out of the proposed standards in order to revise its regulations as a part of a comprehensive update of its zoning standards, and to complete its Affordable Housing Plan.

In order to complete the opt out process, the Town Council must also vote (by two thirds vote) to opt out of the provisions of CGS section 8-20 (a) through (d).

Attached please find a proposed resolution for your consideration.

Please let me know if you have any questions.
PROPOSED RESOLUTION

WHEREAS: The Connecticut State Legislature approved comprehensive zoning reforms pertaining to accessory dwelling units (accessory apartments) in Public Act 21-29,

WHEREAS: The provisions of the Act require a municipality to opt in or opt out of certain provisions of CGS 8-20 (a) through (d),

WHEREAS: The Planning and Zoning Commission of the Town of Watertown, CT at a Regular Meeting held on December 7, 2022 voted to opt out of the provisions of CGS 8-20 (a) through (d) in order to complete a comprehensive update of its zoning standards, to complete its Affordable Housing Plan, and incorporate certain provisions from its current zoning standards,

THEREFORE: The Town Council hereby votes affirmatively to complete the opt out process
Appendix A CGS sec 8-20 incorporating the PA 21-29 revisions pertaining to ADUs.

Sec. 8-20. Zoning regulations re accessory apartments. Municipal opt-out; exception.

(a) Any zoning regulations adopted pursuant to section 8-2 shall:

(1) Designate locations or zoning districts within the municipality in which accessory apartments are allowed, provided at least one accessory apartment shall be allowed as of right on each lot that contains a single-family dwelling and no such accessory apartment shall be required to be an affordable accessory apartment;

(2) Allow accessory apartments to be attached to or located within the proposed or existing principal dwelling, or detached from the proposed or existing principal dwelling and located on the same lot as such dwelling;

(3) Set a maximum net floor area for an accessory apartment of not less than thirty per cent of the net floor area of the principal dwelling, or one thousand square feet, whichever is less, except that such regulations may allow a larger net floor area for such apartments;

(4) Require setbacks, lot size and building frontage less than or equal to that which is required for the principal dwelling, and require lot coverage greater than or equal to that which is required for the principal dwelling;

(5) Provide for height, landscaping and architectural design standards that do not exceed any such standards as they are applied to single-family dwellings in the municipality;

(6) Be prohibited from requiring (A) a passageway between any such accessory apartment and any such principal dwelling, (B) an exterior door for any such accessory apartment, except as required by the applicable building or fire code, (C) any more than one parking space for any such accessory apartment, or fees in lieu of parking otherwise allowed by section 8-2c, (D) a familial, marital or employment relationship between occupants of the principal dwelling and accessory apartment, (E) a minimum age for occupants of the accessory apartment, (F) separate billing of utilities otherwise connected to, or used by, the principal dwelling unit, or (G) periodic renewals for permits for such accessory apartments; and

(7) Be interpreted and enforced such that nothing in this section shall be in derogation of (A) applicable building code requirements, (B) the ability of a municipality to prohibit or limit the use of accessory apartments for short-term rentals or vacation stays, or (C) other requirements where a well or private sewerage system is being used, provided approval for any such accessory apartment shall not be unreasonably withheld.

(b) The as of right permit application and review process for approval of accessory apartments shall require that a decision on any such application be rendered not later than sixty-five days after receipt of such application by the applicable zoning commission, except
that an applicant may consent to one or more extensions of not more than an additional sixty-five days or may withdraw such application.

(c) A municipality shall not (1) condition the approval of an accessory apartment on the correction of a nonconforming use, structure or lot, or (2) require the installation of fire sprinklers in an accessory apartment if such sprinklers are not required for the principal dwelling located on the same lot or otherwise required by the fire code.

(d) A municipality, special district, sewer or water authority shall not (1) consider an accessory apartment to be a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless such accessory apartment was constructed with a new single-family dwelling on the same lot, or (2) require the installation of a new or separate utility connection directly to an accessory apartment or impose a related connection fee or capacity charge.

(e) If a municipality fails to adopt new regulations or amend existing regulations by January 1, 2023, for the purpose of complying with the provisions of subsections (a) to (d), inclusive, of this section, and unless such municipality opts out of the provisions of said subsections in accordance with the provisions of subsection (f) of this section, any noncompliant existing regulation shall become null and void and such municipality shall approve or deny applications for accessory apartments in accordance with the requirements for regulations set forth in the provisions of subsections (a) to (d), inclusive, of this section until such municipality adopts or amends a regulation in compliance with said subsections. A municipality may not use or impose additional standards beyond those set forth in subsections (a) to (d), inclusive, of this section.

(f) Notwithstanding the provisions of subsections (a) to (d), inclusive, of this section, the zoning commission or combined planning and zoning commission, as applicable, of a municipality, by a two-thirds vote, may initiate the process by which such municipality opts out of the provisions of said subsections regarding allowance of accessory apartments, provided such commission: (1) First holds a public hearing in accordance with the provisions of section 8-7d on such proposed opt-out, (2) affirmatively decides to opt out of the provisions of said subsections within the period of time permitted under section 8-7d, (3) states upon its records the reasons for such decision, and (4) publishes notice of such decision in a newspaper having a substantial circulation in the municipality not later than fifteen days after such decision has been rendered. Thereafter, the municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, by a two-thirds vote, may complete the process by which such municipality opts out of the provisions of subsections (a) to (d), inclusive, of this section, except that, on and after January 1, 2023, no municipality may opt out of the provisions of said subsections.

(P.A. 21-29, S. 6.)
8) Temporary health care structures (a form of ADU) are currently allowed as of right in Watertown.
Appendix A CGS sec 8-20 incorporating the PA 21-29 revisions pertaining to ADUs.

Sec. 8-20. Zoning regulations re accessory apartments. Municipal opt-out; exception. (a) Any zoning regulations adopted pursuant to section 8-2 shall:

(1) Designate locations or zoning districts within the municipality in which accessory apartments are allowed, provided at least one accessory apartment shall be allowed as of right on each lot that contains a single-family dwelling and no such accessory apartment shall be required to be an affordable accessory apartment;

(2) Allow accessory apartments to be attached to or located within the proposed or existing principal dwelling, or detached from the proposed or existing principal dwelling and located on the same lot as such dwelling;

(3) Set a maximum net floor area for an accessory apartment of not less than thirty per cent of the net floor area of the principal dwelling, or one thousand square feet, whichever is less, except that such regulations may allow a larger net floor area for such apartments;

(4) Require setbacks, lot size and building frontage less than or equal to that which is required for the principal dwelling, and require lot coverage greater than or equal to that which is required for the principal dwelling;

(5) Provide for height, landscaping and architectural design standards that do not exceed any such standards as they are applied to single-family dwellings in the municipality;

(6) Be prohibited from requiring (A) a passageway between any such accessory apartment and any such principal dwelling, (B) an exterior door for any such accessory apartment, except as required by the applicable building or fire code, (C) any more than one parking space for any such accessory apartment, or fees in lieu of parking otherwise allowed by section 8-2c, (D) a familial, marital or employment relationship between occupants of the principal dwelling and accessory apartment, (E) a minimum age for occupants of the accessory apartment, (F) separate billing of utilities otherwise connected to, or used by, the principal dwelling unit, or (G) periodic renewals for permits for such accessory apartments; and

(7) Be interpreted and enforced such that nothing in this section shall be in derogation of (A) applicable building code requirements, (B) the ability of a municipality to prohibit or limit the use of accessory apartments for short-term rentals or vacation stays, or (C) other requirements where a well or private sewerage system is being used, provided approval for any such accessory apartment shall not be unreasonably withheld.

(b) The as of right permit application and review process for approval of accessory apartments shall require that a decision on any such application be rendered not later than sixty-five days after receipt of such application by the applicable zoning commission, except that an applicant may consent to one or more extensions of not more than an additional sixty-five days or may withdraw such application.
(c) A municipality shall not (1) condition the approval of an accessory apartment on the correction of a nonconforming use, structure or lot, or (2) require the installation of fire sprinklers in an accessory apartment if such sprinklers are not required for the principal dwelling located on the same lot or otherwise required by the fire code.

(d) A municipality, special district, sewer or water authority shall not (1) consider an accessory apartment to be a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless such accessory apartment was constructed with a new single-family dwelling on the same lot, or (2) require the installation of a new or separate utility connection directly to an accessory apartment or impose a related connection fee or capacity charge.

(e) If a municipality fails to adopt new regulations or amend existing regulations by January 1, 2023, for the purpose of complying with the provisions of subsections (a) to (d), inclusive, of this section, and unless such municipality opts out of the provisions of said subsections in accordance with the provisions of subsection (f) of this section, any noncompliant existing regulation shall become null and void and such municipality shall approve or deny applications for accessory apartments in accordance with the requirements for regulations set forth in the provisions of subsections (a) to (d), inclusive, of this section until such municipality adopts or amends a regulation in compliance with said subsections. A municipality may not use or impose additional standards beyond those set forth in subsections (a) to (d), inclusive, of this section.

(f) Notwithstanding the provisions of subsections (a) to (d), inclusive, of this section, the zoning commission or combined planning and zoning commission, as applicable, of a municipality, by a two-thirds vote, may initiate the process by which such municipality opts out of the provisions of said subsections regarding allowance of accessory apartments, provided such commission: (1) First holds a public hearing in accordance with the provisions of section 8-7d on such proposed opt-out, (2) affirmatively decides to opt out of the provisions of said subsections within the period of time permitted under section 8-7d, (3) states upon its records the reasons for such decision, and (4) publishes notice of such decision in a newspaper having a substantial circulation in the municipality not later than fifteen days after such decision has been rendered. Thereafter, the municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, by a two-thirds vote, may complete the process by which such municipality opts out of the provisions of subsections (a) to (d), inclusive, of this section, except that, on and after January 1, 2023, no municipality may opt out of the provisions of said subsections.

(P.A. 21-29, S. 6.)
AN ACT CONCERNING THE ZONING ENABLING ACT, ACCESSORY APARTMENTS, TRAINING FOR CERTAIN LAND USE OFFICIALS, MUNICIPAL AFFORDABLE HOUSING PLANS AND A COMMISSION ON CONNECTICUT'S DEVELOPMENT AND FUTURE.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 8-1a of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2021):

(a) "Municipality" as used in this chapter shall include a district establishing a zoning commission under section 7-326. Wherever the words "town" and "selectmen" appear in this chapter, they shall be deemed to include "district" and "officers of such district", respectively.

(b) As used in this chapter and section 6 of this act:

(1) "Accessory apartment" means a separate dwelling unit that (A) is located on the same lot as a principal dwelling unit of greater square footage, (B) has cooking facilities, and (C) complies with or is otherwise exempt from any applicable building code, fire code and health and safety regulations;

(2) "Affordable accessory apartment" means an accessory apartment that is subject to binding recorded deeds which contain covenants or
restrictions that require such accessory apartment be sold or rented at, or below, prices that will preserve the unit as housing for which, for a period of not less than ten years, persons and families pay thirty per cent or less of income, where such income is less than or equal to eighty per cent of the median income;

(3) "As of right" means able to be approved in accordance with the terms of a zoning regulation or regulations and without requiring that a public hearing be held, a variance, special permit or special exception be granted or some other discretionary zoning action be taken, other than a determination that a site plan is in conformance with applicable zoning regulations;

(4) "Cottage cluster" means a grouping of at least four detached housing units, or live work units, per acre that are located around a common open area;

(5) "Middle housing" means duplexes, triplexes, quadplexes, cottage clusters and townhouses;

(6) "Mixed-use development" means a development containing both residential and nonresidential uses in any single building; and

(7) "Townhouse" means a residential building constructed in a grouping of three or more attached units, each of which shares at least one common wall with an adjacent unit and has exterior walls on at least two sides.

Sec. 2. Section 8-1c of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2021):

(a) Any municipality may, by ordinance, establish a schedule of reasonable fees for the processing of applications by a municipal zoning commission, planning commission, combined planning and zoning commission, zoning board of appeals or inland wetlands commission.

Public Act No. 21-29
Substitute House Bill No. 6107

Such schedule shall supersede any specific fees set forth in the general statutes, or any special act or established by a planning commission under section 8-26.

(b) A municipality may, by regulation, require any person applying to a municipal zoning commission, planning commission, combined planning and zoning commission, zoning board of appeals or inland wetlands commission for approval of an application to pay the cost of reasonable fees associated with any necessary review by consultants with expertise in land use of any particular technical aspect of such application, such as regarding traffic or stormwater, for the benefit of such commission or board. Any such fees shall be accounted for separately from other funds of such commission or board and shall be used only for expenses associated with the technical review by consultants who are not salaried employees of the municipality or such commission or board. Any amount of the fee remaining after payment of all expenses for such technical review, including any interest accrued, shall be returned to the applicant not later than forty-five days after the completion of the technical review.

(c) No municipality may adopt a schedule of fees under subsection (a) of this section that results in higher fees for (1) development projects built using the provisions of section 8-30g, as amended by this act, or (2) residential buildings containing four or more dwelling units, than for other residential dwellings, including, but not limited to, higher fees per dwelling unit, per square footage or per unit of construction cost.

Sec. 3. Subsection (j) of section 8-1bb of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2021):

(j) A municipality, by vote of its legislative body or, in a municipality where the legislative body is a town meeting, by vote of the board of selectmen, may opt out of the provisions of this section and the [provision] provisions of subdivision (5) of subsection [(a)] (d) of section
8-2, as amended by this act, regarding authorization for the installation of temporary health care structures, provided the zoning commission or combined planning and zoning commission of the municipality: (1) First holds a public hearing in accordance with the provisions of section 8-7d on such proposed opt-out, (2) affirmatively decides to opt out of the provisions of said sections within the period of time permitted under section 8-7d, (3) states upon its records the reasons for such decision, and (4) publishes notice of such decision in a newspaper having a substantial circulation in the municipality not later than fifteen days after such decision has been rendered.

Sec. 4. Section 8-2 of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2021):

(a) (1) The zoning commission of each city, town or borough is authorized to regulate, within the limits of such municipality; [the] (A) the height, number of stories and size of buildings and other structures; (B) the percentage of the area of the lot that may be occupied; (C) the size of yards, courts and other open spaces; (D) the density of population and the location and use of buildings, structures and land for trade, industry, residence or other purposes, including water-dependent uses, as defined in section 22a-93; [and] (E) the height, size, location, brightness and illumination of advertising signs and billboards, [Such bulk regulations may allow for cluster development, as defined in section 8-18] except as provided in subsection (f) of this section.

(2) Such zoning commission may divide the municipality into districts of such number, shape and area as may be best suited to carry out the purposes of this chapter; and, within such districts, it may regulate the erection, construction, reconstruction, alteration or use of buildings or structures and the use of land. All [such] zoning regulations shall be uniform for each class or kind of buildings, structures or use of land throughout each district, but the regulations in one district may
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differ from those in another district. [and]

(3) Such zoning regulations may provide that certain classes or kinds of buildings, structures or [uses] use of land are permitted only after obtaining a special permit or special exception from a zoning commission, planning commission, combined planning and zoning commission or zoning board of appeals, whichever commission or board the regulations may, notwithstanding any special act to the contrary, designate, subject to standards set forth in the regulations and to conditions necessary to protect the public health, safety, convenience and property values. [Such regulations shall be]

(b) Zoning regulations adopted pursuant to subsection (a) of this section shall:

(1) Be made in accordance with a comprehensive plan and in [adopting such regulations the commission shall consider] consideration of the plan of conservation and development [prepared adopted under section 8-23; [. Such regulations shall be]

(2) Be designed to (A) lessen congestion in the streets; [to] (B) secure safety from fire, panic, flood and other dangers; [to] (C) promote health and the general welfare; [to] (D) provide adequate light and air; [to prevent the overcrowding of land; to avoid undue concentration of population and to] (E) protect the state's historic, tribal, cultural and environmental resources; (F) facilitate the adequate provision for transportation, water, sewerage, schools, parks and other public requirements; [. Such regulations shall be made] (G) consider the impact of permitted land uses on contiguous municipalities and on the planning region, as defined in section 4-124i, in which such municipality is located; (H) address significant disparities in housing needs and access to educational, occupational and other opportunities; (I) promote efficient review of proposals and applications; and (I) affirmatively further the purposes of the federal Fair Housing Act, 42 USC 3601 et
seq., as amended from time to time:

(3) Be drafted with reasonable consideration as to the [character] physical site characteristics of the district and its peculiar suitability for particular uses and with a view to [conserving the value of buildings and] encouraging the most appropriate use of land throughout [such] a municipality; [. Such regulations may, to the extent consistent with soil types, terrain, infrastructure capacity and the plan of conservation and development for the community, provide for cluster development, as defined in section 8-18, in residential zones. Such regulations shall also encourage]

(4) Provide for the development of housing opportunities, including opportunities for multifamily dwellings, consistent with soil types, terrain and infrastructure capacity, for all residents of the municipality and the planning region in which the municipality is located, as designated by the Secretary of the Office of Policy and Management under section 16a-4a; [. Such regulations shall also promote]

(5) Promote housing choice and economic diversity in housing, including housing for both low and moderate income households; [, and shall encourage]

(6) Expressly allow the development of housing which will meet the housing needs identified in the state's consolidated plan for housing and community development prepared pursuant to section 8-37t and in the housing component and the other components of the state plan of conservation and development prepared pursuant to section 16a-26; [. Zoning regulations shall be]

(7) Be made with reasonable consideration for [their] the impact of such regulations on agriculture, as defined in subsection (q) of section 1-1; [. ]

(8) Provide that proper provisions be made for soil erosion and
Substitute House Bill No. 6107

sediment control pursuant to section 22a-329;

(9) Be made with reasonable consideration for the protection of existing and potential public surface and ground drinking water supplies; and

(10) In any municipality that is contiguous to or on a navigable waterway draining to Long Island Sound, (A) be made with reasonable consideration for the restoration and protection of the ecosystem and habitat of Long Island Sound; (B) be designed to reduce hypoxia, pathogens, toxic contaminants and floatable debris on Long Island Sound; and (C) provide that such municipality's zoning commission consider the environmental impact on Long Island Sound coastal resources, as defined in section 22a-93, of any proposal for development.

(c) Zoning regulations adopted pursuant to subsection (a) of this section may; [be]

(1) To the extent consistent with soil types, terrain and water, sewer and traffic infrastructure capacity for the community, provide for or require cluster development, as defined in section 8-18;

(2) Be made with reasonable consideration for the protection of historic factors; [and shall be made with reasonable consideration for the protection of existing and potential public surface and ground drinking water supplies. On and after July 1, 1985, the regulations shall provide that proper provision be made for soil erosion and sediment control pursuant to section 22a-329. Such regulations may also encourage]

(3) Require or promote (A) energy-efficient patterns of development; [ ] (B) the use of distributed generation or freestanding solar, wind and other renewable forms of energy; [ ] (C) combined heat and power; and [ ] (D) energy conservation; [ The regulations may also provide]
(4) Provide for incentives for developers who use [passive solar energy techniques, as defined in subsection (b) of section 8-25, in planning a residential subdivision development. The incentives may include, but not be] (A) solar and other renewable forms of energy; (B) combined heat and power; (C) water conservation, including demand offsets; and (D) energy conservation techniques, including, but not limited to, cluster development, higher density development and performance standards for roads, sidewalks and underground facilities in the subdivision; [. Such regulations may provide]

(5) Provide for a municipal system for the creation of development rights and the permanent transfer of such development rights, which may include a system for the variance of density limits in connection with any such transfer; [. Such regulations may also provide]

(6) Provide for notice requirements in addition to those required by this chapter; [. Such regulations may provide]

(7) Provide for conditions on operations to collect spring water or well water, as defined in section 21a-150, including the time, place and manner of such operations; [. No such regulations shall prohibit]

(8) Provide for floating zones, overlay zones and planned development districts;

(9) Require estimates of vehicle miles traveled and vehicle trips generated in lieu of, or in addition to, level of service traffic calculations to assess (A) the anticipated traffic impact of proposed developments; and (B) potential mitigation strategies such as reducing the amount of required parking for a development or requiring public sidewalks, crosswalks, bicycle paths, bicycle racks or bus shelters, including off-site; and

(10) In any municipality where a traprock ridge or an amphibolite ridge is located, (A) provide for development restrictions in ridgeline
setback areas; and (B) restrict quarrying and clear cutting, except that
the following operations and uses shall be permitted in ridgeline setback
areas, as of right: (i) Emergency work necessary to protect life and
property; (ii) any nonconforming uses that were in existence and that
were approved on or before the effective date of regulations adopted
pursuant to this section; and (iii) selective timbering, grazing of
domesticated animals and passive recreation.

(d) Zoning regulations adopted pursuant to subsection (a) of this
section shall not:

(1) Prohibit the operation of any family child care home or group
child care home in a residential zone; [. No such regulations shall
prohibit]

(2) (A) Prohibit the use of receptacles for the storage of items
designated for recycling in accordance with section 22a-241b or require
that such receptacles comply with provisions for bulk or lot area, or
similar provisions, except provisions for side yards, rear yards and front
yards; [. No such regulations shall] or (B) unreasonably restrict access to
or the size of such receptacles for businesses, given the nature of the
business and the volume of items designated for recycling in accordance
with section 22a-241b, that such business produces in its normal course
of business, provided nothing in this section shall be construed to
prohibit such regulations from requiring the screening or buffering of
such receptacles for aesthetic reasons; [. Such regulations shall not
impose]

(3) Impose conditions and requirements on manufactured homes,
including mobile manufactured homes, having as their narrowest
dimension twenty-two feet or more and built in accordance with federal
manufactured home construction and safety standards or on lots
containing such manufactured homes, [which] including mobile
manufactured home parks, if those conditions and requirements are
substantially different from conditions and requirements imposed on (A) single-family dwellings; [and] (B) lots containing single-family dwellings; [ ]. Such regulations shall not impose conditions and requirements on developments to be occupied by manufactured homes having as their narrowest dimension twenty-two feet or more and built in accordance with federal manufactured home construction and safety standards which are substantially different from conditions and requirements imposed on] or (C) multifamily dwellings, lots containing multifamily dwellings, cluster developments or planned unit developments; [ ]. Such regulations shall not prohibit]

(4) (A) Prohibit the continuance of any nonconforming use, building or structure existing at the time of the adoption of such regulations; [or] (B) require a special permit or special exception for any such continuance; [ ]. Such regulations shall not] (C) provide for the termination of any nonconforming use solely as a result of nonuse for a specified period of time without regard to the intent of the property owner to maintain that use; [ ]. Such regulations shall not] or (D) terminate or deem abandoned a nonconforming use, building or structure unless the property owner of such use, building or structure voluntarily discontinues such use, building or structure and such discontinuance is accompanied by an intent to not reestablish such use, building or structure. The demolition or deconstruction of a nonconforming use, building or structure shall not by itself be evidence of such property owner's intent to not reestablish such use, building or structure; [ ]. Unless such town opts out, in accordance with the provisions of subsection (j) of section 8-1bb, such regulations shall not prohibit]

(5) Prohibit the installation, in accordance with the provisions of section 8-1bb, as amended by this act, of temporary health care structures for use by mentally or physically impaired persons [in accordance with the provisions of section 8-1bb] if such structures
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comply with the provisions of said section, unless the municipality opts out in accordance with the provisions of subsection (j) of said section;

(6) Prohibit the operation in a residential zone of any cottage food operation, as defined in section 21a-62b;

(7) Establish for any dwelling unit a minimum floor area that is greater than the minimum floor area set forth in the applicable building, housing or other code;

(8) Place a fixed numerical or percentage cap on the number of dwelling units that constitute multifamily housing over four units, middle housing or mixed-use development that may be permitted in the municipality;

(9) Require more than one parking space for each studio or one-bedroom dwelling unit or more than two parking spaces for each dwelling unit with two or more bedrooms, unless the municipality opts out in accordance with the provisions of section 5 of this act; or

(10) Be applied to deny any land use application, including for any site plan approval, special permit, special exception or other zoning approval, on the basis of (A) a district's character, unless such character is expressly articulated in such regulations by clear and explicit physical standards for site work and structures, or (B) the immutable characteristics, source of income or income level of any applicant or end user, other than age or disability whenever age-restricted or disability-restricted housing may be permitted.

(e) Any city, town or borough which adopts the provisions of this chapter may, by vote of its legislative body, exempt municipal property from the regulations prescribed by the zoning commission of such city, town or borough, but unless it is so voted, municipal property shall be subject to such regulations.
[(b) In any municipality that is contiguous to Long Island Sound the regulations adopted under this section shall be made with reasonable consideration for restoration and protection of the ecosystem and habitat of Long Island Sound and shall be designed to reduce hypoxia, pathogens, toxic contaminants and floatable debris in Long Island Sound. Such regulations shall provide that the commission consider the environmental impact on Long Island Sound of any proposal for development.

(c) In any municipality where a traprock ridge, as defined in section 8-1aa, or an amphibolite ridge, as defined in section 8-1aa, is located the regulations may provide for development restrictions in ridgeline setback areas, as defined in said section. The regulations may restrict quarrying and clear cutting, except that the following operations and uses shall be permitted in ridgeline setback areas, as of right: (1) Emergency work necessary to protect life and property; (2) any nonconforming uses that were in existence and that were approved on or before the effective date of regulations adopted under this section; and (3) selective timbering, grazing of domesticated animals and passive recreation.]

[(d)] [(f) Any advertising sign or billboard that is not equipped with the ability to calibrate brightness or illumination shall be exempt from any municipal ordinance or regulation regulating such brightness or illumination that is adopted by a city, town or borough, pursuant to subsection (a) of this section, after the date of installation of such advertising sign or billboard, pursuant to subsection (a) of this section.]

Sec. 5. (NEW) (Effective October 1, 2021) The zoning commission or combined planning and zoning commission, as applicable, of a municipality, by a two-thirds vote, may initiate the process by which such municipality opts out of the provision of subdivision (9) of subsection (d) of section 8-2 of the general statutes, as amended by this act, regarding limitations on parking spaces for dwelling units,
provided such commission: (1) First holds a public hearing in accordance with the provisions of section 8-7d of the general statutes on such proposed opt-out, (2) affirmatively decides to opt out of the provision of said subsection within the period of time permitted under section 8-7d of the general statutes, (3) states upon its records the reasons for such decision, and (4) publishes notice of such decision in a newspaper having a substantial circulation in the municipality not later than fifteen days after such decision has been rendered. Thereafter, the municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, by a two-thirds vote, may complete the process by which such municipality opts out of the provision of subsection (d) of section 8-2 of the general statutes, as amended by this act.

Sec. 6. (NEW) (Effective January 1, 2022) (a) Any zoning regulations adopted pursuant to section 8-2 of the general statutes, as amended by this act, shall:

(1) Designate locations or zoning districts within the municipality in which accessory apartments are allowed, provided at least one accessory apartment shall be allowed as of right on each lot that contains a single-family dwelling and no such accessory apartment shall be required to be an affordable accessory apartment;

(2) Allow accessory apartments to be attached to or located within the proposed or existing principal dwelling, or detached from the proposed or existing principal dwelling and located on the same lot as such dwelling;

(3) Set a maximum net floor area for an accessory apartment of not less than thirty per cent of the net floor area of the principal dwelling, or one thousand square feet, whichever is less, except that such regulations may allow a larger net floor area for such apartments;
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(4) Require setbacks, lot size and building frontage less than or equal to that which is required for the principal dwelling, and require lot coverage greater than or equal to that which is required for the principal dwelling;

(5) Provide for height, landscaping and architectural design standards that do not exceed any such standards as they are applied to single-family dwellings in the municipality;

(6) Be prohibited from requiring (A) a passageway between any such accessory apartment and any such principal dwelling, (B) an exterior door for any such accessory apartment, except as required by the applicable building or fire code, (C) any more than one parking space for any such accessory apartment, or fees in lieu of parking otherwise allowed by section 8-2c of the general statutes, (D) a familial, marital or employment relationship between occupants of the principal dwelling and accessory apartment, (E) a minimum age for occupants of the accessory apartment, (F) separate billing of utilities otherwise connected to, or used by, the principal dwelling unit, or (G) periodic renewals for permits for such accessory apartments; and

(7) Be interpreted and enforced such that nothing in this section shall be in derogation of (A) applicable building code requirements, (B) the ability of a municipality to prohibit or limit the use of accessory apartments for short-term rentals or vacation stays, or (C) other requirements where a well or private sewerage system is being used, provided approval for any such accessory apartment shall not be unreasonably withheld.

(b) The as of right permit application and review process for approval of accessory apartments shall require that a decision on any such application be rendered not later than sixty-five days after receipt of such application by the applicable zoning commission, except that an applicant may consent to one or more extensions of not more than an
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additional sixty-five days or may withdraw such application.

(c) A municipality shall not (1) condition the approval of an accessory apartment on the correction of a nonconforming use, structure or lot, or (2) require the installation of fire sprinklers in an accessory apartment if such sprinklers are not required for the principal dwelling located on the same lot or otherwise required by the fire code.

(d) A municipality, special district, sewer or water authority shall not (1) consider an accessory apartment to be a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless such accessory apartment was constructed with a new single-family dwelling on the same lot, or (2) require the installation of a new or separate utility connection directly to an accessory apartment or impose a related connection fee or capacity charge.

(e) If a municipality fails to adopt new regulations or amend existing regulations by January 1, 2023, for the purpose of complying with the provisions of subsections (a) to (d), inclusive, of this section, and unless such municipality opts out of the provisions of said subsections in accordance with the provisions of subsection (f) of this section, any noncompliant existing regulation shall become null and void and such municipality shall approve or deny applications for accessory apartments in accordance with the requirements for regulations set forth in the provisions of subsections (a) to (d), inclusive, of this section until such municipality adopts or amends a regulation in compliance with said subsections. A municipality may not use or impose additional standards beyond those set forth in subsections (a) to (d), inclusive, of this section.

(f) Notwithstanding the provisions of subsections (a) to (d), inclusive, of this section, the zoning commission or combined planning and zoning commission, as applicable, of a municipality, by a two-thirds
vote, may initiate the process by which such municipality opts out of the provisions of said subsections regarding allowance of accessory apartments, provided such commission: (1) First holds a public hearing in accordance with the provisions of section 8-7d of the general statutes on such proposed opt-out, (2) affirmatively decides to opt out of the provisions of said subsections within the period of time permitted under section 8-7d of the general statutes, (3) states upon its records the reasons for such decision, and (4) publishes notice of such decision in a newspaper having a substantial circulation in the municipality not later than fifteen days after such decision has been rendered. Thereafter, the municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, by a two-thirds vote, may complete the process by which such municipality opts out of the provisions of subsections (a) to (d), inclusive, of this section, except that, on and after January 1, 2023, no municipality may opt out of the provisions of said subsections.

Sec. 7. Subsection (k) of section 8-30g of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2021):

(k) The affordable housing appeals procedure established under this section shall not be available if the real property which is the subject of the application is located in a municipality in which at least ten per cent of all dwelling units in the municipality are (1) assisted housing, (2) currently financed by Connecticut Housing Finance Authority mortgages, (3) subject to binding recorded deeds containing covenants or restrictions which require that such dwelling units be sold or rented at, or below, prices which will preserve the units as housing for which persons and families pay thirty per cent or less of income, where such income is less than or equal to eighty per cent of the median income, (4) mobile manufactured homes located in mobile manufactured home parks or legally approved accessory apartments, which homes or
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apartments are subject to binding recorded deeds containing covenants or restrictions which require that such dwelling units be sold or rented at, or below, prices which will preserve the units as housing for which, for a period of not less than ten years, persons and families pay thirty per cent or less of income, where such income is less than or equal to eighty per cent of the median income, or (5) mobile manufactured homes located in resident-owned mobile manufactured home parks. For the purposes of calculating the total number of dwelling units in a municipality, accessory apartments built or permitted after January 1, 2022, but that are not described in subdivision (4) of this subsection, shall not be counted toward such total number. The municipalities meeting the criteria set forth in this subsection shall be listed in the report submitted under section 8-37qqq. As used in this subsection, "accessory apartment" [means a separate living unit that (A) is attached to the main living unit of a house, which house has the external appearance of a single-family residence, (B) has a full kitchen, (C) has a square footage that is not more than thirty per cent of the total square footage of the house, (D) has an internal doorway connecting to the main living unit of the house, (E) is not billed separately from such main living unit for utilities, and (F) complies with the building code and health and safety regulations] has the same meaning as provided in section 8-1a, as amended by this act, and "resident-owned mobile manufactured home park" means a mobile manufactured home park consisting of mobile manufactured homes located on land that is deed restricted, and, at the time of issuance of a loan for the purchase of such land, such loan required seventy-five per cent of the units to be leased to persons with incomes equal to or less than eighty per cent of the median income, and either [(i)] (A) forty per cent of said seventy-five per cent to be leased to persons with incomes equal to or less than sixty per cent of the median income, or [(ii)] (B) twenty per cent of said seventy-five per cent to be leased to persons with incomes equal to or less than fifty per cent of the median income.

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Sec. 8. Subsection (e) of section 8-3 of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2021):

(e) (1) The zoning commission shall provide for the manner in which the zoning regulations shall be enforced, except that any person appointed as a zoning enforcement officer on or after January 1, 2023, shall be certified in accordance with the provisions of subdivision (2) of this subsection.

(2) Beginning January 1, 2023, and annually thereafter, each person appointed as a zoning enforcement officer shall obtain certification from the Connecticut Association of Zoning Enforcement Officials and maintain such certification for the duration of employment as a zoning enforcement officer.

Sec. 9. (NEW) (Effective from passage) (a) On and after January 1, 2023, each member of a municipal planning commission, zoning commission, combined planning and zoning commission and zoning board of appeals shall complete at least four hours of training. Any such member serving on any such commission or board as of January 1, 2023, shall complete such initial training by January 1, 2024, and shall complete any subsequent training every other year thereafter. Any such member not serving on any such commission or board as of January 1, 2023, shall complete such initial training not later than one year after such member's election or appointment to such commission or board and shall complete any subsequent training every other year thereafter. Such training shall include at least one hour concerning affordable and fair housing policies and may also consist of (1) process and procedural matters, including the conduct of effective meetings and public hearings and the Freedom of Information Act, as defined in section 1-200 of the general statutes, (2) the interpretation of site plans, surveys, maps and architectural conventions, and (3) the impact of zoning on the environment, agriculture and historic resources.
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(b) Not later than January 1, 2022, the Secretary of the Office of Policy and Management shall establish guidelines for such training in collaboration with land use training providers, including, but not limited to, the Connecticut Association of Zoning Enforcement Officials, the Connecticut Conference of Municipalities, the Connecticut Chapter of the American Planning Association, the Land Use Academy at the Center for Land Use Education and Research at The University of Connecticut, the Connecticut Bar Association, regional councils of governments and other nonprofit or educational institutions that provide land use training, except that if the secretary fails to establish such guidelines, such land use training providers may create and administer appropriate training for members of commissions and boards described in subsection (a) of this section, which may be used by such members for the purpose of complying with the provisions of said subsection.

(c) Not later than March 1, 2024, and annually thereafter, the planning commission, zoning commission, combined planning and zoning commission and zoning board of appeals, as applicable, in each municipality shall submit a statement to such municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, affirming compliance with the training requirement established pursuant to subsection (a) of this section by each member of such commission or board required to complete such training in the calendar year ending the preceding December thirty-first.

Sec. 10. Section 7-245 of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2021):

For the purposes of this chapter: (1) "Acquire a sewerage system" means obtain title to all or any part of a sewerage system or any interest therein by purchase, condemnation, grant, gift, lease, rental or otherwise; (2) "alternative sewage treatment system" means a sewage treatment system serving one or more buildings that utilizes a method
of treatment other than a subsurface sewage disposal system and that involves a discharge to the groundwaters of the state; (3) "community sewerage system" means any sewerage system serving two or more residences in separate structures which is not connected to a municipal sewerage system or which is connected to a municipal sewerage system as a distinct and separately managed district or segment of such system, but does not include any sewerage system serving only a principal dwelling unit and an accessory apartment, as defined in section 8-1a, as amended by this act, located on the same lot; (4) "construct a sewerage system" means to acquire land, easements, rights-of-way or any other real or personal property or any interest therein, plan, construct, reconstruct, equip, extend and enlarge all or any part of a sewerage system; (5) "decentralized system" means managed subsurface sewage disposal systems, managed alternative sewage treatment systems or community sewerage systems that discharge sewage flows of less than five thousand gallons per day, are used to collect and treat domestic sewage, and involve a discharge to the groundwaters of the state from areas of a municipality; (6) "decentralized wastewater management district" means areas of a municipality designated by the municipality through a municipal ordinance when an engineering report has determined that the existing subsurface sewage disposal systems may be detrimental to public health or the environment and that decentralized systems are required and such report is approved by the Commissioner of Energy and Environmental Protection with concurring approval by the Commissioner of Public Health, after consultation with the local director of health; (7) "municipality" means any metropolitan district, town, consolidated town and city, consolidated town and borough, city, borough, village, fire and sewer district, sewer district and each municipal organization having authority to levy and collect taxes; (8) "operate a sewerage system" means own, use, equip, reequip, repair, maintain, supervise, manage, operate and perform any act pertinent to the collection, transportation and disposal of sewage; (9) "person" means any person, partnership,
corporation, limited liability company, association or public agency; (10) "remediation standards" means pollutant limits, performance requirements, design parameters or technical standards for application to existing sewage discharges in a decentralized wastewater management district for the improvement of wastewater treatment to protect public health and the environment; (11) "sewage" means any substance, liquid or solid, which may contaminate or pollute or affect the cleanliness or purity of any water; and (12) "sewerage system" means any device, equipment, appurtenance, facility and method for collecting, transporting, receiving, treating, disposing of or discharging sewage, including, but not limited to, decentralized systems within a decentralized wastewater management district when such district is established by municipal ordinance pursuant to section 7-247.

Sec. 11. Subsection (b) of section 7-246 of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2021):

(b) Each municipal water pollution control authority designated in accordance with this section may prepare and periodically update a water pollution control plan for the municipality. Such plan shall designate and delineate the boundary of: (1) Areas served by any municipal sewerage system; (2) areas where municipal sewerage facilities are planned and the schedule of design and construction anticipated or proposed; (3) areas where sewers are to be avoided; (4) areas served by any community sewerage system not owned by a municipality; (5) areas to be served by any proposed community sewerage system not owned by a municipality; and (6) areas to be designated as decentralized wastewater management districts. Such plan may designate and delineate specific allocations of capacity to serve areas that are able to be developed for residential or mixed-use buildings containing four or more dwelling units. Such plan shall also describe the means by which municipal programs are being carried out.
to avoid community pollution problems and describe any programs wherein the local director of health manages subsurface sewage disposal systems. The authority shall file a copy of the plan and any periodic updates of such plan with the Commissioner of Energy and Environmental Protection and shall manage or ensure the effective supervision, management, control, operation and maintenance of any community sewerage system or decentralized wastewater management district not owned by a municipality.

Sec. 12. Section 8-30j of the general statutes is repealed and the following is substituted in lieu thereof (Effective from passage):

(a) (1) [At] Not later than June 1, 2022, and at least once every five years thereafter, each municipality shall prepare or amend and adopt an affordable housing plan for the municipality and shall submit a copy of such plan to the Secretary of the Office of Policy and Management, who shall post such plan on the Internet web site of said office. Such plan shall specify how the municipality intends to increase the number of affordable housing developments in the municipality.

(2) If, at the same time the municipality is required to submit to the Secretary of the Office of Policy and Management an affordable housing plan pursuant to subdivision (1) of this subsection, the municipality is also required to submit to the secretary a plan of conservation and development pursuant to section 8-23, such affordable housing plan may be included as part of such plan of conservation and development. The municipality may, to coincide with its submission to the secretary of a plan of conservation and development, submit to the secretary an affordable housing plan early, provided the municipality's next such submission of an affordable housing plan shall be five years thereafter.

(b) The municipality may hold public informational meetings or organize other activities to inform residents about the process of preparing the plan and shall post a copy of any draft plan or amendment.
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to such plan on the Internet web site of the municipality. If the municipality holds a public hearing, such posting shall occur at least thirty-five days prior to the public hearing. [on the adoption, the municipality shall file in the office of the town clerk of such municipality a copy of such draft plan or any amendments to the plan, and if applicable, post such draft plan on the Internet web site of the municipality.] After adoption of the plan, the municipality shall file the final plan in the office of the town clerk of such municipality and [if applicable,] post the plan on the Internet web site of the municipality.

(c) Following adoption, the municipality shall regularly review and maintain such plan. The municipality may adopt such geographical, functional or other amendments to the plan or parts of the plan, in accordance with the provisions of this section, as it deems necessary. If the municipality fails to amend and submit to the Secretary of the Office of Policy and Management such plan every five years, the chief elected official of the municipality shall submit a letter to the [Commissioner of Housing] secretary that (1) explains why such plan was not amended, and (2) designates a date by which an amended plan shall be submitted.

Sec. 13. (Effective from passage) (a) There is established a Commission on Connecticut’s Development and Future within the Legislative Department, which shall evaluate policies related to land use, conservation, housing affordability and infrastructure.

(b) The commission shall consist of the following members:

(1) Two appointed by the speaker of the House of Representatives, one of whom is a member of the General Assembly not described in subdivision (7), (8), (9) or (10) of this subsection and one of whom is a representative of a municipal advocacy organization;

(2) Two appointed by the president pro tempore of the Senate, one of whom is a member of the General Assembly not described in
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subdivision (7), (8), (9) or (10) of this subsection and one of whom has expertise in state or local planning;

(3) Two appointed by the majority leader of the House of Representatives, one of whom has expertise in state affordable housing policy and one of whom represents a town with a population of greater than thirty thousand but less than seventy-five thousand;

(4) Two appointed by the majority leader of the Senate, one of whom has expertise in zoning policy and one of whom has expertise in community development policy;

(5) Two appointed by the minority leader of the House of Representatives, one of whom has expertise in environmental policy and one of whom is a representative of a municipal advocacy organization;

(6) Two appointed by the minority leader of the Senate, one of whom has expertise in homebuilding and one of whom is a representative of the Connecticut Association of Councils of Governments;

(7) The chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to planning and development;

(8) The chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to the environment;

(9) The chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to housing;

(10) The chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters
relating to transportation;

(11) Two appointed by the Governor, one of whom is an attorney with expertise in planning and zoning and one of whom has expertise in fair housing;

(12) The Secretary of the Office of Policy and Management;

(13) The Commissioner of Administrative Services, or the commissioner's designee;

(14) The Commissioner of Economic and Community Development, or the commissioner's designee;

(15) The Commissioner of Energy and Environmental Protection, or the commissioner's designee;

(16) The Commissioner of Housing, or the commissioner's designee; and

(17) The Commissioner of Transportation, or the commissioner's designee.

(c) Appointing authorities, in cooperation with one another, shall make a good faith effort to ensure that, to the extent possible, the membership of the commission closely reflects the gender and racial diversity of the state. Members of the commission shall serve without compensation, except for necessary expenses incurred in the performance of their duties. Any vacancy shall be filled by the appointing authority.

(d) The speaker of the House of Representatives and the president pro tempore of the Senate shall jointly select one of the members of the General Assembly described in subdivision (1) or (2) of subsection (b) of this section to serve as one cochairperson of the commission. The Secretary of the Office of Policy and Management shall serve as the other
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cochairperson of the commission. Such cochairpersons shall schedule the first meeting of the commission.

(e) The commission may accept administrative support and technical and research assistance from outside organizations and employees of the Joint Committee on Legislative Management. The cochairpersons may establish, as needed, working groups consisting of commission members and nonmembers and may designate a chairperson of each such working group.

(f) (1) Except as provided in subdivision (2) of this subsection, not later than January 1, 2022, and not later than January 1, 2023, the commission shall submit a report to the joint standing committees of the General Assembly having cognizance of matters relating to planning and development, environment, housing and transportation and to the Secretary of the Office of Policy and Management, in accordance with the provisions of section 11-4a of the general statutes, regarding the following:

(A) Any recommendations for statutory changes concerning the process for developing, adopting and implementing the state plan of conservation and development;

(B) Any recommendations for (i) statutory changes concerning the process for developing and adopting the state's consolidated plan for housing and community development prepared pursuant to section 8-37t of the general statutes, and (ii) implementation of such plan;

(C) Any recommendations (i) for guidelines and incentives for compliance with (I) the requirements for affordable housing plans prepared pursuant to section 8-30j of the general statutes, as amended by this act, and (II) subdivisions (4) to (6), inclusive, of subsection (b) of section 8-2 of the general statutes, as amended by this act, and (ii) as to how such compliance should be determined, as well as the form and
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manner in which evidence of such compliance should be demonstrated. Nothing in this subparagraph may be construed as permitting any municipality to delay the preparation or amendment and adoption of an affordable housing plan, and the submission of a copy of such plan to the Secretary of the Office of Policy and Management, beyond the date set forth in subsection (a) of section 8-30j of the general statutes, as amended by this act;

(D) (i) Existing categories of discharge that constitute (I) alternative on-site sewage treatment systems, as described in section 19a-35a of the general statutes, (II) subsurface community sewerage systems, as described in section 22a-430 of the general statutes, and (III) decentralized systems, as defined in section 7-245 of the general statutes, as amended by this act, (ii) current administrative jurisdiction to issue or deny permits and approvals for such systems, with reference to daily capacities of such systems, and (iii) the potential impacts of increasing the daily capacities of such systems, including changes in administrative jurisdiction over such systems and the timeframe for adoption of regulations to implement any such changes in administrative jurisdiction; and

(B) (i) Development of model design guidelines for both buildings and context-appropriate streets that municipalities may adopt, in whole or in part, as part of their zoning or subdivision regulations, which guidelines shall (I) identify common architectural and site design features of building types used in urban, suburban and rural communities throughout this state, (II) create a catalogue of common building types, particularly those typically associated with housing, (III) establish reasonable and cost-effective design review standards for approval of common building types, accounting for topography, geology, climate change and infrastructure capacity, (IV) establish procedures for expediting the approval of buildings or streets that satisfy such design review standards, whether for zoning or subdivision
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regulations, and (V) create a design manual for context-appropriate streets that complement common building types, and (ii) development and implementation by the regional councils of governments of an education and training program for the delivery of such model design guidelines for both buildings and context-appropriate streets.

(2) If the commission is unable to meet the January 1, 2022, deadline set forth in subdivision (1) of this subsection for the submission of the report described in said subdivision, the cochairpersons shall request from the speaker of the House of Representatives and president pro tempore of the Senate an extension of time for such submission and shall submit an interim report.

(3) The commission shall terminate on the date it submits its final report or January 1, 2023, whichever is later.

Approved June 10, 2021
The Town Clerk and Tax Collector have collected $826 to benefit the Watertown Dog Pound. I am asking that these funds be appropriated to account number 010-50410-014-000 (building maintenance supplies) to purchase a stainless-steel counter and sink to be used by the Animal Control Officers at the dog pound.

Thank you for your consideration.
MEMORANDUM

To: Sue Zappone, Finance Director
    Megan Guiliano, Asst. Finance Director

From: Lisa Dalton, Town Clerk

Date: December 1, 2022

Re: Donations; Funds Collected for Dog Pound

The Town Clerk and Tax Collector have collected a total of $826 to date to benefit the Watertown Dog Pound. This money was generously donated by customers in collection jars placed on our counters which were labeled: WATERTOWN DOG POUND DONATIONS-For the Extras to Enrich Their Time at the Pound.

Please accept the $826 cash and deposit these funds earmarked for the Watertown Dog Pound.

Thank you.
JOB DESCRIPTION
SOCIAL SERVICES CLERK

JOB TYPE: FULL-TIME
STATUS: NONEXEMPT, HOURLY
COMPENSATION: PER UNION CONTRACT
REPORTS TO: DIRECTOR OF HUMAN, SOCIAL & LEISURE SERVICES
APPROVED BY: WATERTOWN TOWN COUNCIL
APPROVAL DATE:

POSITION SUMMARY: The Social Services Clerk is responsible for the delivery and administration of social services to Town residents.

SUPERVISION RECEIVED: Works under the direction of the Director of Human, Social & Leisure Services.

SUPERVISORY RESPONSIBILITIES: Provides no immediate supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides direct services to a wide variety of clients, such services including but not limited to identification of service needs, referral to other agencies for assistance, coordination of clients with community resources such as SNAP/food stamps, energy assistance - electrical and home heating fuel, and assistance with State and local administrative procedures.
- Makes referrals for use of the local community resources such as the Munson Fund Foundation.
- Completes a variety of forms and records related to results of service delivery.
- Investigates clients’ backgrounds for assistance eligibility and recommends assistance to be provided.
- Consults with Town and State officials, service providers and resources on a variety of social service matters.
- Generates and maintains client registration forms and monitors usage of services. Includes routine use of the Food and Fuel Banks.
- Provides monthly written reports to the Director of Human, Social & Leisure Services, with statistical information regarding clients, food and fuel bank use and interdepartmental interaction regarding the client’s wellbeing. This will include but is not limited to, interaction with State, Town and Board of Education agencies.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of local, State, and Federal Welfare/Social Services program rules, regulations and availability.
- Familiarity with individual and group behavior.
• Must demonstrate the ability to interact with empathy.
• Considerable ability to establish and maintain helpful relationships with individuals and groups from a wide variety of social backgrounds.
• Good ability to enforce regulations with firmness and tact.
• Must be able to interpret laws and regulations and compile reports.
• Ability to communicate orally and in writing.
• Good ability to compile reports. Ability to establish and maintain effective working relationships with Town and State officials, service providers, and the general public.

EDUCATION AND EXPERIENCE:

• Associates degree in human services and/or one (1) year of experience in human services/social services or similar work environment;
• Combination of training and experience which provides a demonstrated ability to perform the duties as described;
• Graduation from a recognized high school or GED.

SPECIAL REQUIREMENTS:
• Must be willing to work on a twenty-four hour a day call basis in cases of crisis.
• Must have a valid Connecticut driver’s license or be able to obtain one in five (5) days.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, and crawl.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

This job operates in a professional office environment, with occasional related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat and airborne particles. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

POSITION TYPE/EXPECTED HOURS OF WORK:

Social Services Clerk
Town of Watertown - Job Description
This position is a collective bargaining unit member.

This is a full-time position and hours of work and days are as stated in the collective bargaining agreement. This position occasionally requires hours beyond the normally scheduled hours, including evening and weekend work as job duties demand.

TRAVEL:
Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

OTHER DUTIES:
Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:
It is the policy of the Town of Watertown to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Watertown will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

____________________________________________________________________________________
Employee Signature                                                                 Date

REV.

Social Services Clerk
Town of Watertown - Job Description
Job Description
Director of Human Resources

JOB TYPE: FULL-TIME
STATUS: EXEMPT
DEPARTMENT: HUMAN RESOURCES
REPORTS TO: TOWN MANAGER
UNION / PAY GRADE: NON-UNION
APPROVED BY: WATERTOWN TOWN COUNCIL
APPROVED DATE:

ESSENTIAL DUTIES AND RESPONSIBILITIES
CLASSIFICATION OVERVIEW
The Human Resources Director is responsible for developing, managing, administering, supervising and directing the programs and activities of the Human Resource Department in the functional areas of recruitment, employee relations, labor relations, workers compensation, retirement, benefits and retirement administration, performance management, compensation and classification systems, human resources policies, procedures and human resource information systems. The Director of Human Resources is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

SUPERVISION RECEIVED: Works under the direction of the Town Manager.

SUPERVISORY RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES
The essential functions or duties described below are the primary functions and duties of the classification. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

Director of Human Resources
Town of Watertown - Job Description
The **Director of Human Resources** receives oral and written instructions from the Town Manager; plans and organizes work according to established or standard office procedures; determines priority of work tasks; prepares reports and correspondence as directed. The position also:

- Plans, organizes, administers and directs the operations of the Human Resource department which include: employee relations issues, recruitment, classification and compensation, labor relations issues, employee benefits, retirement benefits, workers compensation, human resource policies and procedures, etc.
- Develops, evaluates and administers human resource policies and procedures for all departments; reviews and evaluates the effectiveness of programs and services provided by the department.
- Supervises and oversees workers compensation claims by: Working with appropriate insurance company; follow up with employee and insurance company to ensure claims are closed quickly and employees are assisted with recovery to return to work; oversees and manages all paperwork related to a worker's compensation claim, maintains OSHA records and coordinate with the Safety Committee.
- Oversees, supervises and performs recruiting services including, but not limited to: posting openings internally and externally, revising job descriptions, receiving and recording applications, reviewing applications to ensure candidates meet the minimum qualifications of the position, conducts and/or monitors written or oral testing procedure for all town positions, schedules interviews, ensures background investigations are complete, informs applicants of their applications status through letters, set ups and schedules oral panel.
- Develops, supervises and conducts employee orientation sessions and enrolls employees for various employee benefits such as medical, dental and life insurance, retirement, flexible spending accounts, etc. Reviews, analyzes and monitors cost and the financial impact of benefit plan design and changes to the Town and employees. Works with various benefit vendors to manage costs and optimize benefit plans offered. Oversees Employee Assistance Program.
- Develops training programs for employees including management and supervisory personnel. Conducts human resource seminars on relevant topics or utilizing outside educational training resources.
- Supervises, administers and assists with paperwork for employees who resign, retire or are terminated such as: COBRA benefits, Medicare supplements, final compensation, etc. Conducts exit interviews and identify trends related to management practices.
- Processes and administers all employee pension and retirement requests. Provides figures and submits requests to the Town actuary for pension calculations.
- Administers classification and compensation systems; which includes conducting employee salary and benefit surveys as needed by contacting surrounding towns or overseeing consultants.
• Oversees payroll-related functions for regular full-time employees and part-time/seasonal employees. Develops or monitors and maintains the HR operating system.
• Manages personnel records and forms and gathers required information about personnel issues and tracks data for various reports.
• Assists other departments with resolving personnel issues or questions related to Town Personnel Policy or Union Contract Administration. Assists department heads and Town Manager with grievance and union negotiations. May serve as first or second chair for union negotiations. Consults with labor attorneys as appropriate.
• Advises department heads on such personnel actions as hiring, termination, and discipline action and obtains final approval from the Town Manager for such personnel actions.
• Ensures that the employees within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conducts accident and incident investigations within their area of responsibility, examines the root cause of all accidents and determines whether or not the incident or accident was preventable.
• Develops department policies and procedures and assigns, trains and supervises staff.
• Prepares, administers and monitors the Human Resources operating budget and presents budget to appropriate boards and commissions.
• Submits oral and written reports to the Town Manager, Boards and Commission, and State and Federal agencies as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES

• Other administrative and human resources office service tasks may be assigned as appropriate. The Human Resources Director is expected to continue with their professional training and develop and keep current trends within the field. Assists other department and Town staff as needed to promote team effort to serve the public.

QUALIFICATIONS

High School graduate or GED equivalent required. Associates Degree in Public Administration, Human Resources, or a related field preferred and over four years of increasingly responsible work experience, including 3-4 years in a senior-level management/supervisory capacity and 2-4 years of labor relations, workers compensation and benefits administration experience; or any equivalent combination of education, training, and work experience.

Criminal background, reference checks required prior to employment.

Knowledge/Skills/Abilities

• Thorough knowledge of the principles and practices of municipal human resources and recruiting methods; thorough knowledge of State Statutes and Federal laws related to
personnel administration, labor relations, union contracts, Workers Compensation/Heart & Hypertension laws and procedures, wage and hour laws, FMLA, OSHA, HIPPA, FOI, drug testing, unemployment, etc.; thorough knowledge of employee benefits; knowledge of appropriate computer systems; working knowledge of all municipal operations.

- Ability to deal effectively and maintain working relationships with applicants, Town employees and state and regional agencies, etc; ability to develop communicate and implement policies and procedures; ability to negotiate and represent the interest of the Town and the employees; ability to multitask and prioritize; ability to work independently and as part of a team; ability to maintain confidential records; ability to prepare reports in oral and written form; ability to utilize data processing applications as they relate to the functions of the Human Resources department; ability to assign, train, and supervise programs and staff; ability to prepare and administer an operating budget for the department; ability to establish and maintain effective and courteous customer oriented working relationships; ability to maintain a calm manner in stressful and/or emergency situations.

- Excellent verbal and written communication skills; aptitude for working with and explaining policies and procedures to people; problem solving skills; skill in using standard office equipment and computer systems; skills associated with the supervision and training of staff.

LICENSES & CERTIFICATIONS

Must have and maintain: Valid Driver’s License.

WORK ENVIRONMENT

While performing this position, the employee is exposed to normal business office environment working conditions. A major portion of work is done at desk and computer or on the phone. Occasionally needs to drive to meetings or offices to work with different departments, employees or for training.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time to view & operate computer equipment, and to stand for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The
employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.

TRAVEL:
Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

OTHER DUTIES:
Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:
It is the policy of the Town of Watertown to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Watertown will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

Employee’s signature below indicates an understanding of the requirements, essential functions and duties of the position.

--------------------------------------  --------------------------------------
Employee Signature                      Date

Director of Human Resources
Town of Watertown - Job Description
RESOLUTION

WHEREAS, expenses in the 2022-23 fiscal year require the transfer of funds:

NOW THEREFORE BE IT RESOLVED, by vote of the Watertown Town Council, that the following actions are taken relative to the transfer of funds.

GENERAL FUND - INFORMATION TECHNOLOGY
AMOUNT: $50,000
FROM: 010.50406.040.2946.9010 – Tyler Software
TO: 010.50406.028.1918.9010 - Software
REASON: Purchase of new software’s and ongoing upgrades.

Dated at Watertown, Connecticut this 19th day of December 2022.

__________________________
Jonathan Ramsay, Chairman
Watertown Town Council

At a regular meeting of the Watertown Town Council held on Monday, December 19, 2022 the foregoing resolution was moved for adoption by Councilman/Councilwoman___________________________. The motion was supported by Councilman/Councilwoman___________________________.

Motion declared adopted.

__________________________
Susan King, Clerk
Watertown Town Council
RESOLUTION

WHEREAS, taxpayers have applied for Tax Refunds pursuant to Section 12-129, Refund of Excess Payments; and

WHEREAS, the Tax Collector recommended that the refunds be made in accordance with the provisions of Section 12-129; and

WHEREAS, in order to refund taxpayers who have been approved for their refunds, monies must be appropriated into the budget line item to expend the funds.

NOW THEREFORE BE IT RESOLVED, that the Town Council appropriates $6,409.42 to line item 010-50341-043-0102 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 19th day of December, 2022

_________________________
Jonathan Ramsay, Chairman
Watertown Town Council

At a regular meeting of the Watertown Town Council held on December 19, 2022 the foregoing resolution was moved for adoption by Councilman/Councilwoman____________________. The motion was supported by Councilman/Councilwoman____________________.

Motion declared adopted.

_________________________
Susan King, Clerk
Watertown Town Council
RESOLUTION

WHEREAS, taxpayers have made applications for property tax refunds in accordance with C.G.S. Section 12-129 Refunds of Excess Payment:

WHEREAS, the Tax Collector recommends that the refunds be made in accordance with the provisions of Section 12-1298;

NOW THEREFORE BE IT RESOLVED, that the Town Council approves the attached listing of tax refunds.

Dated at Watertown, Connecticut this 19th day of December, 2022.

Jonathan Ramsay, Chairman
Watertown Town Council

At a regular meeting of the Watertown Town Council held on Monday, December 19, 2022 the foregoing resolution was moved for adoption by
Councilman/Councilwoman __________________________. The motion was supported by
Councilman/Councilwoman __________________________.

Motion declared adopted.

Susan King, Clerk
Watertown Town Council
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Reason</th>
<th>Tax Due</th>
<th>Penalty</th>
<th>refund of excess payments</th>
<th>Total</th>
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<td>355 NEW HAVEN RD</td>
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<tr>
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<td>39 MISTWALK WAY</td>
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