

Chapter 160 Article XII. [NEW]

Submission of Annual Income and Expense Information Applicable to Rental Income Real Property

160-29. Statutory Authority.

This ordinance is enacted pursuant to Conn. Gen. Stat. Sec. 12-63c.

160-30. Applicability.

This ordinance applies to the Grand List of October 1, 2023, and all subsequent assessment dates, and is applicable to owners of Rental Income Real Property as such is defined in Conn. Gen. Stat. Sec. 12-63b.

160-31. Annual Income and Expense Report Defined

The Annual Income and Expense Report shall be a report designed and provided by the Assessor and used for the reporting of the actual rental and rental-related income and operating expenses applicable to Rental Income Real Property. The information provided in such report may be used by the Assessor in determining the present true and actual value of such rental property.

160-32. Penalty for Failure to File.

The Assessor shall cause to be mailed or otherwise delivered no later than forty-five days before the first day of June each year, an Annual Income and Expense Report form. The owner of any Rental Income Real Property who fails to submit an Annual Income and Expense Report as required or when requested by the Assessor pursuant to Conn. Gen. Stat. Sec. 12-63c(a), by the first day of June, or who submits incomplete or false information, shall be subject to a penalty equal to a ten percent (10%) increase in the assessed value of such property for such assessment year pursuant to Conn. Gen. Stat. Sec. 12-63(d).

160-33. Waiver of Penalty.

The Assessor is authorized to waive the 10% penalty referenced in Sec. 160-32, above, upon application for such waiver by the owner of the Rental Income Real Property. Such waiver shall be granted provided the owner files a complete and accurate Income and Expense Report on or before December thirty-first following the assessment date. In the event the owner fails to so file a complete and accurate Income and Expense Report by said December thirty-first, the Assessor shall assess the 10% penalty, retroactive to June first of the year in which the Report was initially due and shall issue a Certificate of Correction for the same.

160-34. Appeal.

Any owner of Rental Income Real Property may appeal any penalty assessment placed in accordance with Conn. Gen. Stat. Sec. 12-63c(d) and this Article to the Board of Assessment Appeals for said assessment year in accordance with Conn. Gen. Stat. Sec. 12-111.

END

2. Consideration of Appointment – Ellington Democratic Town Committee Recommendation

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO APPOINT ELIZABETH NORD TO THE BOARD OF FINANCE, AS RECOMMENDED BY THE ELLINGTON DEMOCRATIC TOWN COMMITTEE, TO FILL AN UNEXPIRED TERM THROUGH DECEMBER 1, 2025, CREATED BY THE RESIGNATION OF JAMES FAY.

H. Draft Purchasing Policies and Procedures Manual

The following motion was made, but not seconded:

MOVED (TURNER) TO ADOPT THE PURCHASING POLICIES AND PROCEDURES MANUAL, AS RECOMMENDED BY THE FINANCE OFFICER TREASURER.

Ms. Cardin asked for background on this item. Ms. Pignataro started by thanking Felicia LaPlante, Assistant Finance Officer, who took this project on after discussions over the last few years about revamping the document to be more comprehensive. Ms. Pignataro shared that an exemplary sample document was found through the Government Finance Officers Association (GFOA), and this was utilized as a template for Ellington. The draft has been reviewed by Mr. Reed and Town Attorney Famiglietti. This manual, in conjunction with the related purchasing card (p-card) policy, will allow the Town to earn rebates on purchases as well as reduce banking fees. Mr. Turner shared that he read the draft over the weekend and recognized a lot of the memorialized processes and procedures that are included; he commented that this is a collective document that is needed and commended the efforts of those involved. Mr. Stavens echoed Mr. Turner's sentiments and added that the p-card policy is a good step. He asked about the basis behind the emergency purchases section; Mr. Reed commented that this language mirrors the related tenet of the Town Charter. Ms. Cardin would prefer more time to review and fully understand this document before action is taken. Mr. Boucher asked Ms. Pignataro if she had any idea on the potential return that this will bring back to the Town; Ms. Pignataro stated that with no historical spend data, it is difficult to anticipate the volume but she estimates that it may be around \$9,000 per year.

As the prior motion received no second, it was not considered by the BOS.

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO TABLE, UNDER NEW BUSINESS, ITEM H – DRAFT PURCHASING POLICIES AND PROCEDURES MANUAL.

I. Appropriation Request

1. Parking Lot Lighting – Tedford Park & Pinney Street Fields

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROPRIATE \$115,000 FROM THE CAPITAL RESERVE FUND TO FUND 5236 ATHLETIC FACILITIES LIGHTING PROJECT TO FUND THE PARKING LOT LIGHTING PROJECT FOR TEDFORD PARK AND THE PINNEY STREET FIELDS, AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION AND AS APPROVED BY THE BOARD OF FINANCE.

2. Set Town Meeting

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO SET A TOWN MEETING FOR MARCH 11, 2024 AT 6:30 PM IN THE NICHOLAS J. DICORLETO, JR. MEETING HALL, 55 MAIN STREET, TO ALLOW CITIZENS TO DISCUSS AND VOTE UPON THE APPROPRIATION OF \$115,000 FROM THE TOWN'S CAPITAL RESERVE FUND TO THE PARKING LOT LIGHTING PROJECT.