



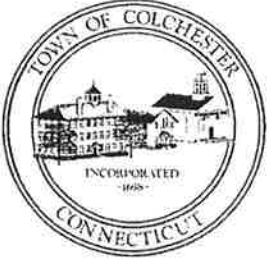
Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting
Thursday, October 3, 2019 @ 7:00 PM
Colchester Town Hall**

RECEIVED
COLCHESTER
2019 SEP 27 PM 1:41
TOWN OF COLCHESTER
127 NORWICH AVENUE
COLCHESTER, CT 06415

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
 - a. Approve Minutes of the September 19, 2019 Board of Selectmen Meeting
 - b. Economic Development Commission – Reappointment of Sean Nadeau as alternate member for a five-year term to expire 10/31/2024
 - c. Approve Emergency Management Performance Grant for FFY 2019
 - d. Tax Abatements
5. Discussion and Possible Action on Acceptance of Conservation Easement on 42 Prospect Hill Rd
6. Discussion and Possible Action on Senior Center Building Committee Charge
7. Discussion and Possible Action on Purchase Request of 129 Westchester Road
8. Discussion and Possible Action on Norton Park Committee Charge
9. Discussion and Possible Action on White Oak Tree Seedling donation by The CT Tree Protective Association
10. Wrap Up Report on 57 Fest by Recreation Director
11. Discussion and Possible Action on National Prescription Opiate Litigation
12. Discussion on Contract with Assembly of God for Elections
13. Citizen's Comments
14. First Selectman's Report
15. Liaison Reports
16. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Meeting Minutes
Thursday, September 19, 2019
Colchester Town Hall @ 7:00pm

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman Denise Turner

MEMBERS ABSENT: none

OTHERS PRESENT: Registrar D Mrowka, CFO M Cosgrove, BOE B Bernier & M Bylone, BOF A Migliaccio, T Rudko, S Schuster, D Gesiak, M Rudko and clerk T Dean

1. Call to Order

A Shilosky called the meeting to order at 7:00 pm.

- 2. Additions to the Agenda** – A Shilosky removed #4.a. Approve Minutes of the August 15, 2019 Board of Selectmen meeting from the Consent agenda and moved to #5 on the regular agenda, and added #6 Discussion and Possible Action on Sale of Bonds and Bond Anticipation Notes for WJJMS Project, and renumber remaining items.

R Coyle moved to approve changes to the agenda as presented, seconded by D Turner. Unanimously approved. MOTION CARRIED.

- 3. Citizen's Comments** – Steven Schuster letter attached.

4. Consent Agenda

- a. Open Space Commission – Reappointment of Mary Stevens for a three-year term to expire 10/1/2022
- b. Economic Development Commission – Reappointment of Bruce Goldstein for a five-year term to expire 10/1/2024
- c. Conservation Commission – Reappointment of Falk von Plachecki for a three-year term to expire 10/31/2022
- d. Approve Business Associate Agreement with RSM LLP for Auditing Services Provided for the Fiscal Year Ended June 30, 2019
- e. Approve Youth Services Bureau 2019-2021 Enhancement Grant Funding
- f. Tax Abatements

R Coyle moved to approve the consent agenda, seconded by S Soby. Unanimously approved. MOTION CARRIED

5. Approved Minutes of the August 15, 2019 Board of Selectmen Meeting

R Coyle made the following corrections; 4.a. strike out nine candidates interviewed to 11 candidates interviewed.

R Coyle moved to approve the minutes of the August 15, 2019 Board of Selectmen meeting, as amended, seconded by S Soby. Unanimously approved. MOTION CARRIED.

6. Discussion and Possible Action on Sale of Bonds and Bond Anticipation Notes for WJJMS Project

R Coyle asked M Cosgrove to explain page #3 regarding use of bond and BAN proceeds. M Cosgrove explained each Column (attached). M Cosgrove stated that the town will go before S&P on Monday. Sale date is Oct 8th and Settlement date is Oct 16th.

D Mizla moved to authorize the sale of bonds and bond anticipation notes for WJJMS project as presented, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

7. Discussion and Possible Action on OpenGov Invoice

A Shilosky stated the invoice for the last year is \$12,100. The second part of the program was not available to the town to use, because of this OpenGov is offering a \$5,000 credit on the bill. Department Heads will have a training on the second part of the program and will be able to upload reports starting in October.

R Coyle moved authorize paying the revised OpenGov bill, seconded by S Soby. Unanimously approved. MOTION CARRIED.

RECEIVED
TOWN OF COLCHESTER
2019 SEP 20 11:11:33

8. Transfers

A Shilosky stated that these two transfers are to close out the end of the year.

S Soby moved to approve the transfer requests, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

9. Citizen's Comments –none

10. First Selectman's Report

A Shilosky reported the WJJMS Building Project has come in under budget and on time, the Committee has done an outstanding job. The FEMA grant the town applied for due to the storm damage in October has been approved for \$46,000. Natural Gas line is on its way via Rte. 354 to Norwich Ave. Senior Center Building Committee and Norton Park Committee members have been appointed, they will receive a charge at their first meeting. The town has asked the State to look at a potential Rte. 2 west bound off ramp onto Old Hartford Road due to safety concerns. Paper Mill Bridge riprap repairs have been completed and signed off by Fuss & O'Neill. Met with Superintendent Burt who presented a long term personnel plan that includes a human resources shared position. Discussed emails sent to the Board members regarding 5G.

11. Liaison Reports

D Turner reported on Ethics Commission – continue to review code of ethics.

Conservation Commission – approved proposed renovations for Valero station on Old Hartford Rd. Approved request for permit extension for Settlers Green for another four years. That will bring the permit to the 14 year cap. Approved request to table a mini store on Hartford Rd. Solar facility proposal tabled. Two permits issued for Chestnut Hill for a pool and shed addition.

D Turner reported on Friends of Cragin – great success with book sales, revenue of \$2,500 for the June sale. Sent out membership brochures. Will hold a reusable bag sale at the book sales and the library.

Conservation Commission – two pending applications; Hartford Road storage facility and solar facility. Permits that were tabled; New London Rd parking lot, Lake Hayward Road lot, Windham Ave development, and Rudden lane lot. One permit issued to Mill Hill Rd. Discussed a commission member absentee issue.

R Coyle reported on Commission on Aging – report attached

WJJMS Building Committee – project is under budget. Wooden bench issue has been resolved. Kitchen has been revised.

S Soby reported on Agriculture Commission – Farmers Brochure has been complete and available at several locations throughout town. This project was a collaboration between Katherine Kosiba, Gigi Liverant and the Land Trust who funded the printing. R Coyle suggested an email blast go out announcing both the farm brochure and COA brochure.

Chris Bourque will have a meeting with the school regarding keeping the Farm to School program sustaining.

Zoning Board of Appeals – bulk of the meeting was regarding a hearing on a proposed subdivision. Conservation easement concerns present, which granted a 20ft variance on frontage requirement.

Planning and Zoning Commission – approved proposal for subdivision approved by the ZBA. Commercial operation approved on Old Hartford Road.

D Mizla reported on Youth Services Advisory Board – working on LPC grant. Open House 9/11. 52 6th graders attended the first Youth Center. Community Conversation on 10/17 regarding vaping.

12. Adjourn

D Mizla moved to adjourn at 7:46 p.m., seconded by D Turner. Unanimously approved. MOTION CARRIED.

BOS Minutes 9/19/19

Page 3

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tricia Dean', written in a cursive style.

Tricia Dean, Clerk

Attachment:

S Schuster correspondence

RSM Business Associate Agreement

Youth Services Enhancement Grant

Sale of Bonds and Bond Anticipation Notes for WJJMS Project

Transfers (2)

Commission on Aging liaison report



E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT

**FFY 2019 APPLICATION
Due: September 30,
2019**



State of Connecticut

**Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security**

SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET

All Forms Must Be Original - Copies Will Not Be Accepted

Mail Completed Applications To:
 DEMHS Regional Coordinator (See Page 2 of this application for contact information)

SPCP Unit Use Only

1. Name of Municipality or Agency Applying for Subgrant: Town of Colchester	2. Period of Award for this Subgrant: 10/1/19 – 9/30/20 10/1/19 - 9/30/20
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3. Emergency Management Director Name & Address Name: Richard Peruta Title: EMD Organization: Colchester Emergency Management Address Line 1: 52 Old Hartford Road Address Line 2: City/State/Zip: Colchester, CT 06415 Phone: 860-537-2512 Fax: 860-537-3332 E-mail: rperuta@colchesterct.gov	4. Official Authorized to Sign for the Applicant: Name: Art Shilosky Title: First Selectman Organization: Town of Colchester Address Line 1: 127 Norwich Avenue Address Line 2: Suite 201 City/State/Zip: Colchester, CT 06415 Phone: 860-537-7220 Fax: E-mail: ashilosky@colchesterct.gov
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5. Municipal/Agency Financial Officer Name: Maggie Cosgrove Title: CFO Organization: Town of Colchester Address Line 1: 127 Norwich Avenue Address Line 2: Suite 203 City/State/Zip: Colchester, CT 06415 Phone: 860-537-7229 Fax: 860-537-7231 E-mail: mcosgrove@colchesterct.gov	6. Fiscal Point of Contact: (If Different than Financial Officer) Name: Jean Walsh Title: Admin Organization: Town of Colchester Address Line 1: 52 Old Hartford Road Address Line 2: City/State/Zip: Colchester, CT 06415 Phone: 860-537-2512 Fax: 860-537-3332 E-mail: firedepartment@colchesterct.gov
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7. Applicant FEIN: 06-60001974	8. Applicant DUNS #: 177899317
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9. Applicant Fiscal Year End: June 30	10. Date of Last Audit: In process - estimated 12/31/19
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11. Dates Covered by Last Audit: 7/1/18 to 6/30/19	12. Date of Next Audit: 12/31/20
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13. Dates to be Covered by Next Audit: 7/1/19 to 6/30/20

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION

14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Initial to indicate that this requirement has been read and understood: INITIAL

15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

Initial to indicate that this requirement has been read and understood: INITIAL

16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

Authorized Signatory: X **Date:** SIGN & DATE

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, _____, the _____ of _____,
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by
_____ at its duly called and held meeting on _____, 20____,
(name of governing body) *(Month, Day)*

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the _____ may enter into with and deliver
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that _____, as _____ of
(name and title of officer)

(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that _____
(name of officer)

now holds the office of _____ and that he/she has held that office since _____.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of _____, 20____.

(Name and title of record keeper)

The Chief Executive Officer has not changed since the previous resolution was authorized on _____
(Date)



Emergency Management Institute - Independent Study Program

16825 South Seton Avenue, Emmitsburg, MD 21727 (301) 447-1200

OFFICIAL TRANSCRIPT



FEMA

Last Name SHOEMAKER **First Name** SEAN **MI** C **Student ID** 0000125930

Issued: August 13, 2019

<u>Course Code and Title</u>	<u>Completed</u>	<u>IACET CEUs*</u>
IS-00100 Introduction to the Incident Command System, ICS-100	03/12/2007	0.3
IS-00120.a An Introduction to Exercises	01/04/2016	0.5
IS-00200.a ICS for Single Resources and Initial Action Incidents, ICS-200	06/17/2010	0.3
IS-00230.d Fundamentals of Emergency Management	01/06/2016	0.6
IS-00235.c Emergency Planning	01/08/2016	0.5
IS-00240.b Leadership and Influence	01/11/2016	0.3
IS-00241.b Decision Making and Problem Solving	01/11/2016	0.2
IS-00242.b Effective Communication	01/14/2016	0.8
IS-00244.b Developing and Managing Volunteers	01/12/2016	0.4
IS-00700 National Incident Management System (NIMS), An Introduction	09/22/2005	0.3
IS-00700.a National Incident Management System (NIMS) An Introduction	05/18/2014	0.3
IS-00800.b National Response Framework, An Introduction	05/22/2014	0.3
IS-00800.c National Response Framework, An Introduction	08/01/2019	0.3

***** End of Transcript *****

Michael J. Sharon
Deputy Superintendent
Emergency Management Institute

* One Continuing Education Unit (CEU) is equal to ten (10) student contact hours using the guidelines of the American National Standards Institute (ANSI) / International Association for Continuing Education and Training (IACET) 1-2007 Standard.

SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2019, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to Congress.

1. What is your total emergency management budget: \$ 18,858 7/1/19 - 6/30/20
Please provide your total budget even if these costs exceed your EMPG allocation.

2. Is your Emergency Management Director?:
(Check One)
 Full-Time
 Part-Time
 Volunteer

3. Which official (if any) has the authority to issue a mandatory evacuation order?:
(Check One)
 Mayor
 First Selectman
 Town Manager
 Other

EMPG Subgrant Budget (Fill in Green Cells Only)			2019		Sub-grantee Name: Colchester		Sub-Grant Number: 019E028A		QUARTERLY FINANCIAL REPORT /CLOSEOUT REPORT		
PER CAPITA AWARD		DATE PREPARED		PERIOD COVERED		THROUGH		FEDERAL QUARTER		FISCAL USE ONLY	
Total:	Federal Per Capita Share:	Federal Share:	DATE PREPARED	FROM	THROUGH	FEDERAL QUARTER	DATE OF PAYMENT	COMBINED OUTLAYS	ALLOCATION BALANCE	BUDGET DELTA	
\$16,061.00	\$8,030.50	\$8,030.50									
<p>SUBGRANT ALLOCATION</p> <p>Federal Per Capita Share: \$8,030.50</p> <p>Local Match (Includes In-Kind): \$8,030.50</p>											
<p>Personnel:</p> <p>\$5,347.00</p> <p>Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.</p> <p>Line Item Descriptions (Required) Please Provide a 2-line Description of the Item being Requested for Reimbursement</p> <p>100.00% Personnel Costs & Benefits (Includes Planning, Training and Exercises) Emergency Management Director (EMD) Salary Percentage of Salary Fringe Benefits: Emergency Management Director (EMD) Stipend Percentage of Stipend Fringe Benefits: Deputy EMD or Support Staff Salary Percentage of Salary Fringe Benefits: Deputy EMD or Support Staff Stipend Percentage of Stipend Fringe Benefits:</p> <p>Total: 100.00%</p>											
<p>Organization:</p> <p>\$4,536.00</p> <p>Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WiFi etc. Please note that all services must be concluded and paid before seeking reimbursement.</p> <p>100.00% Organizational Costs (Phone, Fax, Internet, Cable TV etc.)</p> <p>Total: 100.00%</p>											
<p>Equipment:</p> <p>\$6,178.00</p> <p>Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.</p> <p>100.00% Equipment Costs (IT, Radios, Computers, Printers Etc.)</p> <p>Total: 100.00%</p>											
<p>In-Kind:</p> <p>\$0.00</p> <p>Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at http://www.mass.gov/demhs/forms/2015-2016-11-13-13</p> <p>All Other: \$0.00</p> <p>Allocate (Enter) the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.</p> <p>100.00% All In-Kind Costs (Volunteers, Donated New Equipment) Volunteer EMD Enter Total Hours Here: Deputy/Support Staff Enter Total Hours Here: Donated New Equipment Donated New Equipment</p> <p>Total: 100.00%</p>											
<p>Unallocated:</p> <p>\$0.00</p> <p>TOTAL QUARTERLY AMOUNT EXPENDED (100%) FOR GRANTS/FISCAL USE ONLY</p> <p>Total: 100.00%</p>											
<p>Certification: I hereby certify that the information contained herein is based on official accounting records, and that project outlays shown have been made in accordance with applicable grant terms and conditions, and that documentation is available to support these project outlays.</p> <p>Signature: _____ Date: _____</p> <p>Emergency Management Director <input type="checkbox"/> Check here if this is the final request for the current subgrant.</p> <p>Signature: _____ Date: _____</p> <p>Financial Officer of Record in charge of Sub-Grant By signing above the Financial Officer has confirmed the eligibility status (via Sam.gov) of all vendors/contractors included in this reimbursement. The vendors and contractors do not appear on the SAM's Exclusion List.</p> <p>Chief Elected Official Regional Coordinator</p>											

* Please do not exceed the total Federal Share of your award. ** In-Kind Service Require Double the Match.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Website: www.colchesterct.gov

September 26, 2019

To: Colchester Board of Selectmen

From: Jay Gigliotti, Wetlands Enforcement Officer 

RE: Acceptance of Conservation Easement associated with 42 Prospect Hill Road Lot Development

In December 2018, Joshua Stark, the property owner of 42 Prospect Hill Road, received an approval from the Colchester Conservation Commission, to cross a watercourse with a driveway in order to construct one single family residence. The commission approved the application with a condition that a deed restricted Conservation Easement be placed in the area of the watercourse. The purpose of the Conservation Easement is to protect the environmental integrity of the watercourse.

The property is located on Prospect Hill Road, approx. 530ft. south of the bridge over Route 2 and approx. 1,500 ft. northwest of the Prospect Hill/ Williams Road intersection.

The Conservation Easement has been approved in favor of the Town of Colchester and the applicant has submitted all of the required documents, in the Town's standard formats, which have been utilized by the town for the acceptance of many previous Conservation Easements. The Town has other Conservation Easements in the immediate area and in order to move forward, the town must accept the Conservation Easement through a motion by the Board of Selectmen.

The Colchester Planning and Zoning Department staff has reviewed and approved the Conservation Easement deed language and recommends the Colchester Board of Selectmen accept the Conservation Easement on 42 Prospect Hill Road.

Recommended Motion: The Colchester Board of Selectmen motion to accept the Conservation Easement on 42 Prospect Hill Road, Assessor's Map 05-12 Lot 044-000, as shown on the Plan entitled "Plot Plan prepared for Joshua Stark".

Attachments:

- Conservation Easement Language
- Plot Plan

September 25, 2019

Colchester Board of Selectmen
Norwich Avenue
Colchester, CT. 06415

I would like to offer the Town of Colchester a piece of property at 129 Westchester Road, Colchester, Ct. with existing building, for the price of \$1.00. I would hope this property might be added to the already approved, and in the progress of development, to Norton Park, to which it is adjacent.

I enclose a map of said property.

Sincerely,

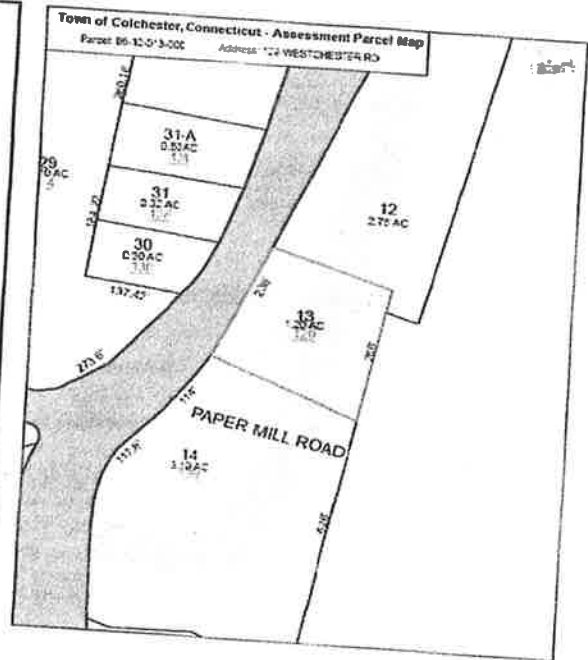


Nan Wasniewski

167 Marvin Road
Colchester, Ct. 06415

Address	129 Westchester Road
Property Description	Finley House
Owner/Title	WASNIEWSKI NANCY N
Grantor	
Sale Date	12/31/1985
Acreage	1.2
Appraised Value	\$110,600.00
Assessed Value	\$77,500.00
Annual Taxes	\$2,508.68
Monthly Rental Income	\$0.00
Zoning	R60
490 Property	NO
Parcel ID	06-12/D13-000
Account Number	W0253700
Transferred to IW-NW Trust	NO
Insurance	Landlord's
Insurance Carrier	Gerhardt - Travelers
Coverage	\$0.00
Premium	\$0.00
Premium Due	N/A
Last Update:	7/10/2017

2014 Taxes	\$2,659.97
2015 Taxes	\$2,696.28
2016 Taxes	\$2,716.26
2017 Taxes	\$2,508.68



Tricia Dean

From: Art Shilosky
Sent: Wednesday, September 25, 2019 2:43 PM
To: Tricia Dean
Subject: Fw: White Oak Tree Sapling for the Town

From: Turner, Jenna M <jenna.turner@eversource.com>
Sent: Wednesday, September 25, 2019 2:18 PM
To: selectman <selectman@colchesterct.gov>
Subject: White Oak Tree Sapling for the Town

Hello First Selectman Shilosky,

I am the Eversource Arborist assigned to the town of Colchester, CT. I'm reaching out about a statewide tree planting initiative where the town of Colchester is going to be provided a White Oak tree sapling to plant. The Connecticut Tree Protective Association (CTPA) is donating a White Oak tree seedling to every town in CT to plant in honor of the 100th Anniversary of the CT Arborist Law this October.

As a member of CTPA, I have volunteered to assist with this tree planning for Colchester. The town will need to pick out a spot on town property to plant the white oak sapling. It's only about 3-4 ft tall. A small plaque commemorating the anniversary will also be supplied to place near the new tree. Ideas for the planting could include town parks, schools, greens, etc. A location with ample sunlight will be best and I would recommend mulching around the newly planted tree to protect it. I currently have the tree sapling at my house where I am keeping it healthy until the town has selected a spot to plant it. Once you decide where the tree should be planted, we can work out the logistics for delivering and planting the tree. I could also reach out to your Tree Warden if you would like his input on the placement.

Please reach back out once you've had a chance to brainstorm planting locations. Thanks!

Jenna Turner
Arborist
Eversource Energy
860-665-6149
jenna.turner@eversource.com
CT S-6546
ISA NE-7245A

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Tricia Dean

From: James Paggioli
Sent: Wednesday, September 25, 2019 3:20 PM
To: Tricia Dean
Subject: Re: White Oak Tree Sapling for the Town

The best location would be either 1) town green as a replacement for some of the dying trees (maples that replaced the elms that were prevalent on the green in the 1950's) . It meets the deed restriction on the green for deciduous trees only. OR 2) here at the Town Hall to replace the dead tree on the hill side on the "police" side of the building.

jim

From: Tricia Dean <tdean@colchesterct.gov>
Sent: Wednesday, September 25, 2019 2:44 PM
To: James Paggioli <JPaggioli@colchesterct.gov>
Subject: FW: White Oak Tree Sapling for the Town

Art is putting this on the next BOS agenda. Can the Tree Warden, I think Dean, weigh in on location?
Thanks

Tricia Dean

Executive Assistant to the First Selectman
Town of Colchester
127 Norwich Avenue
tdean@colchesterct.gov
P: (860) 537-7220

From: Art Shilosky
Sent: Wednesday, September 25, 2019 2:43 PM
To: Tricia Dean <tdean@colchesterct.gov>
Subject: Fw: White Oak Tree Sapling for the Town

From: Turner, Jenna M <jenna.turner@eversource.com>
Sent: Wednesday, September 25, 2019 2:18 PM
To: selectman <selectman@colchesterct.gov>
Subject: White Oak Tree Sapling for the Town

Hello First Selectman Shilosky,

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**IF YOU WANT TO EXCLUDE YOUR COUNTY OR CITY
YOU MUST ACT BY NOVEMBER 22, 2019**

EXCLUSION REQUEST FORM

Read this page carefully then turn to Page 2 if you want to sign and send

Complete this form ONLY if your County or City does NOT want to remain a Class Member and does not want to share in any potential negotiated Class settlement. If your County or City does not complete and submit this form, it will be deemed to be a Class Member so long as it is a County or City in the United States as those terms are described in the Class Notice and is on the list of Class Members found at www.OpioidsNegotiationClass.info.

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO**

_____	X	
	:	
In re NATIONAL PRESCRIPTION	:	1:17-md-2804 (DAP)
OPIATE LITIGATION	:	
_____	X	

Class Notice Administrator
NPO Litigation
P.O. Box 6727
Portland, OR 97228-6727

Dear Class Notice Administrator:

My County or City does **NOT** want to be a member of the Negotiation Class certified in the *In re National Prescription Opiate Litigation*. I understand that by completing the information requested on page 2, signing, and submitting a copy of this form by email (to the email address on page 2) sent on or before **November 22, 2019** OR by first-class U.S. mail (to the mailing address on page 2) post-marked on or before **November 22, 2019**, I am opting my County or City out of the Negotiation Class and it will **NOT** be a Class Member. I understand that by timely submitting this form, my County or City is foregoing the right to share in any Class settlement that may be obtained. I understand that my County or City is **NOT** guaranteed an opportunity to opt back in if there is a Class settlement, so this is our final decision. I also understand that by opting out, my County or City will not be bound by any judgment entered as part of any Class settlement.

I understand that if my jurisdiction is a Class Member and wants to remain a Class Member, it does not need to do anything now. I understand that I should **NOT** return this Exclusion Request Form if my jurisdiction wants to remain a Class Member.

I understand that, if I have any questions, I may contact Class Counsel at **1-877-221-7468**, or visit www.OpioidsNegotiationClass.info **BEFORE** I mail this form to you and **BEFORE November 22, 2019**.

**TURN TO PAGE 2 IF YOU WANT TO SIGN EXCLUSION/OPT-OUT FORM
AND FOR EMAIL AND MAILING ADDRESSES**





**IF YOU WANT TO EXCLUDE YOUR COUNTY OR CITY
YOU MUST ACT BY NOVEMBER 22, 2019**

EXCLUSION REQUEST FORM
Read Information on Page 1 carefully before signing

Having read and understood the information on page 1, the County or City **(circle one)** entitled _____ in the State of _____ hereby excludes itself from the Negotiation Class certified by the United States District Court in the Northern District of Ohio in *In re National Prescription Opiate Litigation*, MDL 2804. Under penalty of perjury and in accordance with 28 U.S.C. § 1746, I declare that I am an official or employee authorized to take legal action on behalf of my County or City.

Signature: _____

Print name: _____

Title: _____

City or County Represented: _____ (Circle one): City / County

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Date: _____

BY NOVEMBER 22, 2019

EMAIL TO:

**OR SEND BY
FIRST CLASS MAIL TO:**

info@OpioidsNegotiationClass.info

NPO Litigation
P.O. Box 6727
Portland, OR 97228-6727

YOUR LEGAL RIGHTS AND OPTIONS IN THIS LAWSUIT

<p>STAY IN THE CLASS</p> <p>REQUIRES NO ACTION</p>	<p>Stay in the Class. Await the negotiation outcome, but retain the right to pursue your own lawsuit in the meantime. Give up certain rights if a Class settlement is reached and approved by the Class and Court, but get a share of any Class settlement.</p> <p>By taking no action in response to this Notice, you remain in the Class. As a Class Member, you will still retain your right to pursue your own case unless and until any possible Class settlement is approved by the Court. As a Class Member, you have the right to vote on any settlement proposed to the Negotiation Class. A settlement will not be accepted unless supported by 75% of the voting Class Members, counted by number, population, and allocation, for both litigating and non-litigating entities, and approved by the Court. Settlement funds will be distributed at the county level and each county's share – and city's suggested share – can be viewed now by utilizing the Allocation Map at the Class website, www.OpioidsNegotiationClass.info. If the Court approves any settlement, that judgment will prohibit Class Members from suing the settling Defendant(s) about the claims and issues in the litigation.</p>
<p>REMOVE YOURSELF FROM THE CLASS</p> <p>REQUIRES ACTION BY NOVEMBER 22, 2019</p>	<p>Get out of the Class. Get no portion of any settlement. Keep rights.</p> <p>Those who exclude themselves from the Class cannot vote on, will not have the right to be paid under, and will not be bound by, any Class settlement. You keep any rights to negotiate separately about the same legal claims in this lawsuit, even if the Court approves a settlement for the Class. Class Members may exclude themselves from ("opt out" of) the Class by having an authorized officer or employee complete and sign the Exclusion Request Form enclosed here and submit it on or before November 22, 2019 by email or mail in accordance with the instructions in FAQ 26 below.</p>

- Class representatives and Class counsel will represent the Class in negotiations with Defendants who choose to do so. You may enter an appearance through an attorney (at your own expense) if you desire, but it is not required. Class Membership does not eliminate existing agreements with individual counsel. The procedure for payment of Class/common benefit attorneys' fees/costs in connection with any Class settlement must be approved by the Court. Details of the proposed options and procedures for fees and costs are posted on the Class website.
- For complete information on the Class, the settlement allocation formulas, the Class certification motion and Order, the list of included Class Members, the voting process to be used by the Class in accepting or rejecting any Class settlement offer, and an Allocation Map determining your allocation of any proposed settlement, go to www.OpioidsNegotiationClass.info. Important information on the Opioids-related litigation, including all pertinent Orders and Schedules, and Frequently Asked Questions, will be available on the Class website on an ongoing and current basis.

Your rights and options are further explained below.

Any questions? Read on and visit www.OpioidsNegotiationClass.info.

DO NOT WRITE OR CALL THE COURT OR THE CLERK'S OFFICE FOR INFORMATION

Questions? Visit www.OpioidsNegotiationClass.info

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WHO IS IN THE CLASS

9. What entities are included in the Negotiation Class?

The Negotiation Class is defined as:

All counties, parishes, and boroughs (collectively, “counties”); and all incorporated places, including without limitation cities, towns, townships, villages, and municipalities (collectively “cities”).

A complete current list of Class Members is available at www.OpioidsNegotiationClass.info. The list may be updated as the Court may order.

The terms “counties” and “cities” are used only as shorthand. The Class includes political subdivisions with other names, such as parishes, villages, towns, townships, etc. The list of Class Members was devised primarily from the U.S. Census Bureau lists of governmental entities that provide services to their residents. Check the Cities and Counties lists posted on the Class website to confirm whether you are a Negotiation Class Member.

10. Are counties and cities with state court-filed actions considered part of the Negotiation Class?

Yes. Counties and cities that sue in state court are Members of this Negotiation Class, with the option to opt out. However, nothing about Membership in the Negotiation Class interferes with the rights of any federal or state court plaintiffs to proceed with their own cases for litigation, trial, or individual settlement. Only if and when a Class settlement has been reached, has been approved by 75% of the voting Class Members as described in FAQ 19, and has been approved by the Court, would Class Members lose their ability to proceed on their own, in exchange for the settlement benefits that they would receive.

11. Will the Negotiation Class end the opioid litigation that my County or City has filed?

Not now and only if a Class settlement is later reached and approved. Your county’s or city’s Membership in the Negotiation Class will not immediately affect any opioid suit it has filed, whether in federal or state court. It also will not stop your county or city from filing or pursuing a lawsuit, and it will not affect any scheduled hearings or trials in any lawsuit. However, if there is a final Class settlement, approved by the required 75% of the voting Class Members and by the Court, the final settlement will likely end all other opioids-related litigation brought by Class Members. In the meantime, you do not need to opt out of the Class to file, continue to prosecute, or settle your own case, and you may keep any settlement or judgment you obtain. If any county or city obtains a judgment or settlement with a Defendant before the Negotiation Class does, however, it will not receive additional compensation through any later Negotiation Class settlement. But by remaining in the Class, your county or city does risk foregoing its own lawsuit (although it would obtain money from a Class settlement) if a Class settlement is reached and approved.

12. How does the Negotiation Class affect other types of opioid plaintiffs that are not counties or cities?

The Negotiation Class does not directly affect the litigation or settlement of the claims of other types of plaintiffs, such as Indian Tribes, third party payors, and others, that are proceeding in federal or state courts. These plaintiffs can organize themselves as groups or propose their own Classes, for trial or settlement purposes.

Questions? Visit www.OpioidsNegotiationClass.info

THE NEGOTIATION CLASS PROCESS

13. Now that the Court has approved this process, what will happen next?

The creation of the Negotiation Class has these next steps:

- On **September 11, 2019**, Judge Polster, the federal judge overseeing all of the national opioids litigation, certified the Negotiation Class to go forward.
- On or before **September 20, 2019**, Class Action Notice will be sent via First-Class mail and posted to the Class website www.OpioidsNegotiationClass.info to all Class Members.
- Class Members have until **November 22, 2019** to decide whether to participate or to opt out of the Class. This is the “opt-out period.” All Class Members are automatically included in the Class. If a Class Member wants to participate, it does not need to do anything at this point. Only Class Members that wish to exclude themselves (“opt out”) and not participate in the Class must act: they must submit a copy of the enclosed Exclusion Request Form on or before **November 22, 2019**, using the instructions in FAQ 26.
- After the close of the opt-out period, the Court will enter an order confirming the Membership of the Class, saying who is in and who is out of the Class.
- After that, the Class will operate if, and only if, one or more of the Defendants wishes to negotiate with the Class as a whole through the Negotiation Class mechanism.
- If a proposed Class settlement is reached, the proposal will be submitted to the entire Class Membership for its approval or rejection in accordance with the voting formula (described in FAQ 18 and 19 below). If no proposed settlement is reached, the Class will not vote and will have no other role.

14. If my County or City chooses to participate in the Negotiation Class, how will it know when there is a proposed Class settlement?

All Negotiation Class Members will be given advance notice of any Class settlement offer, including details on its terms and conditions, and they will have an opportunity to vote on each settlement offer. Class Members will be able to cast their vote securely, through the Class website, which will establish a voting identity and portal for each Class Member. Only Class settlements achieving 75% approval votes, by number, by allocation, and by population, of the litigating and non-litigating Class Members that vote (as described in FAQ 19) will be submitted to the Court, which will make the final determination of whether to approve the settlement.

15. If there is a proposed Class settlement, does the Court still have to approve it?

Yes. If there is a proposed settlement that is approved by 75% of the voting Class Members, as described in FAQ 18 and 19, the Court will review and decide whether to approve it, under the Class action settlement approval process set forth in Federal Rule of Civil Procedure 23(e). Generally, the Court will assess whether any settlement is fair, reasonable, and adequate. All applications for fees and costs also require court approval under Rule 23 procedures. (See https://www.law.cornell.edu/rules/frcp/rule_23.)

16. If there is a proposed settlement and my County or City is included in the Negotiation Class, but it disapproves of the settlement terms, can my County or City object to the settlement?

Yes. As a Negotiation Class Member, you will be entitled under Rule 23(e) to object to any settlement, even if it has received approval from the Class. However, as described in FAQ 27, you

Questions? Visit www.OpioidsNegotiationClass.info



will likely not be able to exclude yourself from the Class at that time. An objection explains your concerns to the Court for its consideration but does not remove you from the Class.

17. How long will the Negotiation Class last?

The Negotiation Class will last for 5 years from the date it is certified by the Court. The Court certified the Class on September 11, 2019 and the Negotiation Class will last until September 11, 2024. After that date, the Class will not exist as an entity with which a Defendant can negotiate. However, the Negotiation Class will continue to exist with regard to: (1) any Class settlements presented to the Negotiation Class for a vote before that date, to carry out the voting and approval process; and (2) any Class settlements reached before that date, to complete settlement administration and enforcement.

VOTING

18. If there is a proposed Class settlement, how will the voting be done?

Each Class Member will vote only once on any particular Class settlement proposal. The vote will simply be yes-or-no, in favor of or against the proposed settlement. Class Members that do not vote will not be counted as either yes or no votes; as with an election for government office in the United States, the only votes that are counted are those of the voters who actually cast votes. Class Members' votes will be tabulated mechanically within each applicable voting pool, to make sure that 75% of each pool is in favor of the proposed settlement before it is presented to the Court. The voting pools are described in FAQ 19. Voting tabulation does not require any effort by the Class Members. The requirement of 75% support of voting Class Members across the different voting pools ensures that no settlement will go forward without a wide cross-section of support from cities and counties of all sizes and interests.

19. If there is a proposed Class settlement, how many votes are needed to approve it?

The agreement to be bound by a supermajority vote means that no settlement can be reached that would bind the Negotiation Class without the approval of 75% of the voting Class Members, defined in several ways. To be binding, 75% of those voting in each of the following six categories must approve a proposed settlement:

- 75% of the total number of voting Class Members that had filed suit as of June 14, 2019 (“litigating entities”). This number is based on all individual Class Members who had suits on file regardless of size, so that each voting entity has one vote;
- 75% of the total number of voting Class Members that had not filed suit as of June 14, 2019 (“non-litigating entities”). This number is based on all individual Class Members who had not filed suit, regardless of size, so that each voting entity has one vote;
- 75% of the total population of all voting Class Members that had filed suit as of June 14, 2019. For this computation, the vote of the county or city is weighted according to its population, with each person in a voting city and each person in a voting county equal to one vote. Thus, by way of example, if a county votes yes and has a population of 20,000, and a city within the county votes yes and has a population of 10,000, the county’s vote is weighted as 20,000 votes in favor, and the city’s vote is recorded as 10,000 votes in favor. The population for each County or City will be based on current census data. The current data is presented on the Class website, www.OpioidsNegotiationClass.info. Individual residents in this category may be counted twice, once as a resident of a municipality, and once as a resident of a county;

Questions? Visit www.OpioidsNegotiationClass.info

- 75% of the total population of all voting Class Members that had not filed suit as of June 14, 2019. For this computation, the vote of the county or city is weighted according to its population, with each person in a voting city and each person in a voting county equal to one vote. Thus, by way of example, if a county votes and has a population of 20,000, and a city within the county votes yes and has a population of 10,000, the county's vote is weighted as 20,000 votes in favor, and the city's vote is recorded as 10,000 votes in favor. Again, the population for each County or City will be based on current census data. The current data is presented on the Class website, www.OpioidsNegotiationClass.info. Individual residents in this category may be counted twice, once as a resident of a municipality, and once as a resident of a county;
- 75% of the litigating Class Members casting votes, weighted by their settlement fund allocations as shown at the Allocation Map posted at opioidsnegotiationclass.info; and
- 75% of the non-litigating Class Members casting votes, weighted by their settlement fund allocations as shown at the Allocation Map posted at opioidsnegotiationclass.info.

For purposes of counting votes, only votes cast will be considered. In order for a proposed settlement to be binding on the Negotiation Class, 75% of those Class Members who cast votes in **each** of these six categories must be in favor. No settlement will be submitted to the Court for final approval unless 75% of those voting in **each** of the six categories are in favor. No county or city that is not a Class Member as of the deadline for a vote on a proposal will be allowed to vote on that proposal.

ALLOCATION OF CLASS SETTLEMENT FUNDS

20. If there is a Class settlement, how will my County or City's share of the settlement be determined?

Any Class settlement funds will be distributed in three steps:

Step 1: Each county's share of the settlement will be distributed in accordance with an "allocation model." The allocation model uses three factors, based on reliable, detailed, and objective national data, to determine the share of a settlement fund that each county will receive. These factors address the most critical causes and effects of the opioids crisis, and are each weighted equally (1/3-1/3-1/3): (1) the amount of opioids distributed within the county, (2) the number of opioid deaths that occurred in the county; and (3) the number of people who suffer opioid use disorder in the county. This model is designed not to favor either small or large counties based solely on population. Ultimately, the model allocates settlement funds in proportion to where the opioid crisis has caused actual harm.

Step 2: Counties and their constituent cities, towns, and boroughs may distribute the funds allocated to the county among all of the jurisdictions in any manner they choose. If the county and cities cannot agree on how to allocate the funds, the Class website reflects a default allocation that will apply. The default allocation formula uses historical federal data showing how the specific county and the cities within it have made opioids-related expenditures in the past. Any of the affected jurisdictions may ask a Special Master to apply a different formula.

Step 3: If the default allocation is used and a city's share is less than \$500, then that amount will instead be distributed to the county in which the city lies to allow practical application of the abatement remedy. Affected cities could seek recovery through intra-county allocation described in Step 2, or from the Class Members' Special Needs Fund (see FAQ 24). In the rare circumstance that a city with a share of less than \$500 lies in a county that does not have a county government, the amount would instead go to the Class Members' Special Needs Fund, and Class members could seek recovery from that Fund.

Further information about the allocation formulas and their data sources are available at the Class website.

Questions? Visit www.OpioidsNegotiationClass.info



21. What happens if a county and its constituent cities make different decisions about staying in the Class?

- If a county and all of its constituent cities remain in the Class, each entity's share will be determined as explained in FAQ 20.
- If a county remains in the Class, but one or more cities within the County are not in the Class, there are a variety of ways that a Class settlement might address that situation, but it is possible that a Class settlement would require that the County's allocation be reduced.
- If a county is not in the Class, but cities within that county remain in the Class, there are a variety of ways a Class settlement might address that situation. One possibility is that a city would receive no direct monetary allocation because its county has opted out, but that it could seek monetary relief through the Special Needs Fund (see FAQ 24). If a settlement provides a city no possibility of monetary relief because its county has opted out, Class Counsel anticipates the city would not be required to release its claims against the settling Defendant.

22. If there is a settlement between a Defendant and a State or States, what impact will this Negotiation Class have on the division of monies between a State and the cities and counties within the State?

The Negotiation Class process does not interfere with a Defendant's ability to settle directly with one or more States. If a Defendant reaches a settlement directly with a State, nothing about this Negotiation Class process would affect the distribution of those settlement funds between the State and its own cities or counties. The Court has explicitly ordered that the Class's lawyers not involve themselves or the Class in the process of allocating monies secured by States between themselves and their counties and cities.

23. Will Negotiation Class Representatives receive anything more than other Class Members?

Negotiation Class Representatives do not receive preferential treatment under any settlement simply for serving as Class Representatives. Their allocation will be calculated in precisely the same manner as every other Class Member's. However, they can apply to the Court for reimbursement of costs and expenses incurred by reason of serving as Class Representatives. Also, courts often award a modest amount to Class Representatives, called an incentive or service award, so as to encourage Class Representatives to step forward on behalf of others. Any such awards are subject to Class notice and Court approval.

24. What is the Special Needs Fund?

Fifteen percent (15%) of any Class settlement fund will be put into the "Special Needs Fund." Any Class Member may apply for a distribution from the Special Needs Fund: (1) to recover its costs of litigating its own opioids lawsuit, if that case was filed before June 14, 2019; and/or (2) to obtain additional relief for any local impact of the opioids crisis that is not captured by the Class Member's allocation. Applications will be made to and approved by a court-appointed Special Master, on a case-by-case basis. Any unawarded amount remaining in this Special Needs Fund would revert to the Class.

YOUR RIGHTS AND OPTIONS

25. Can my county or city exclude itself from the Negotiation Class?

Yes. You have a **one-time** opportunity to exclude your county or city from the Class and you must do so before November 22, 2019. You must follow the procedure set forth in FAQ 26 below to

Questions? Visit www.OpioidsNegotiationClass.info

exclude your county or city. As explained in FAQ 27, you will likely **not** be given a second opportunity to exclude your county or city from the Class if a settlement is later reached and you should not count on such an opportunity being available at that time.

26. How does my county or city exclude itself from the Negotiation Class?

You may exclude your county or city (“opt out”) by signing and sending, either by email or by first-class U.S. mail, the enclosed Exclusion Request Form.

- If submitted by email, the form must be sent to info@OpioidsNegotiationClass.info on or before **November 22, 2019**.
- If submitted by mail, the form must be postmarked on or before **November 22, 2019** and sent by first-class U.S. mail to:

NPO Litigation
P.O. Box 6727
Portland, OR 97228-6727

The Exclusion Request Form must be signed by an **authorized** official or employee of the county or city itself, under penalty of perjury pursuant to 28 U.S.C. § 1746, and is subject to verification by the Court. If you exclude your county or city from the Negotiation Class, your county or city will not be bound by any Orders or Judgments regarding the Class, and it will have no right to share in any settlement reached by the Class.

27. If my county or city stays in the Negotiation Class, can it exclude itself later if it doesn't like a proposed settlement?

Not under the current Court Order. The Court's Order certifying the Negotiation Class provides only one opportunity for a county or city to exclude itself from the Class. The exclusion deadline ends on November 22, 2019. If a settlement is reached and proposed to the Class for its approval, Class Members who do not support the settlement may (1) vote against it and/or, (2) if the settlement is nonetheless approved by the Class votes, file objections with the Court. Rule 23 permits a court to offer a second opportunity for Class Members to opt out when a settlement is proposed, but the Rule does not require the Court to give Class Members a second opportunity to opt out. In this case, it is anticipated that the Court will not give Class Members a second opportunity to opt out. Therefore, Class Members should not rely on that possibility. Class Members should expect that there will be no opportunity to opt out of the Class after **November 22, 2019**.

THE LAWYERS REPRESENTING THE CLASS

28. Who are the Class Counsel?

The Court has authorized the following six lawyers to jointly represent the Negotiation Class: Jayne Conroy and Christopher A. Seeger are Co-Lead Negotiation Class Counsel and Gerard Stranch, Louise Renne, Mark Flessner, and Zachary Carter are Negotiation Class Counsel. Each of these six lawyers represents only cities or counties in Opioids-related litigation.

29. How do Class Counsel get paid?

Class Counsel will apply to the Court for approval of fees and costs under Rule 23(h). As a Class Member, you will receive notice and have an opportunity to object to any such application. The Court may appoint fee committees to make recommendations of any fee awards, to avoid duplication of payment, and to ensure appropriate compensation of those whose efforts provided a common benefit. The Court will make the final decision about all fees paid out of the Class's recovery to any lawyer.

Questions? Visit www.OpioidsNegotiationClass.info



30. Under this proposal, what happens to my County or City's current fee agreement with outside counsel?

The current fee agreement that a county or city has with its outside counsel remains in effect. Membership in the Negotiation Class does not change that. In the event of any settlement that achieves Class and Court approval, there would be a "Private Attorneys Fund" from which outside counsel for Class Members that had signed retainer agreements for opioid epidemic-related litigation before June 14, 2019 could apply for fees and costs in lieu of any current fee agreement. That would be a voluntary decision between the county or city and its outside counsel. A total of up to 10% (maximum) of any approved Class settlement amount will be held in the Private Attorneys Fund. Any unawarded amount remaining in this Fund would revert to the Class. The Court must approve all payments from this Fund.

GETTING MORE INFORMATION

31. How can my County or City keep up with what's going on in this case?

Pertinent news and information will be posted at the Class website, **www.OpioidsNegotiationClass.info** on an ongoing basis. As a Class Member, you also will have the opportunity to sign up, through the Class website, for email notices alerting you to the fact that new information has been posted to the Class website.

DO NOT WRITE OR CALL THE COURT OR THE CLERK'S OFFICE FOR INFORMATION

DATE: September 11, 2019.