



The Town of
South Windsor
Connecticut

2012-2013 Annual Report

General Information

Website:	http://www.southwindsor.org	
Telephone:	Main	(860) 644-2511
	Town Manager	(860) 644-2511 ext. 200
	Mayor	(860) 644-2511 ext. 206
	Town Clerk	(860) 644-2511 ext. 226
	Fax	(860) 644-3781
County:	Hartford	
Area:	28.5 sq. mi.	
Population:	25,709 as of 2010 Census	
Government:	Council/Manager	
Election Date:	Biennially, odd years, Tuesday after 1st Monday in November	
Date Officials Take Office:	1st Monday after Election	
Mayor:	M. Saud Anwar (D)	
Town Council:	M. Saud Anwar (Mayor), Edward Havens (Deputy Mayor), Thomas Delnicki, Carolyn Mirek, Elizabeth Pendleton, Cary Prague, Janice Snyder, Keith Yagaloff, Stephen Wagner	
Town Manager:	Matthew B. Galligan	

Cover Design

Raymond Family Farm—1837 Main Street

In 1835, this farm on Main Street was bought by Erastus Ellsworth, a founder of the Theological Seminary which was located down the street at the current site of the Board of Education and is now the Hartford Seminary. A descendant of Mr. Ellsworth, William Wood, built the Wood Memorial Library in 1934 at the corner of Main Street and Pleasant Valley Road. Mr. Wood's niece Hildred Sperry Raymond, a pioneer of women's aviation, brought sheep to the farm in the 1960s. Descendants of those pioneering sheep graze there to this day.

Photo used with permission given by Mr. David Raymond

Contributors: Town Departments, Boards & Commissions

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Printer: Minuteman Press, 1 Anngina Drive, Enfield, CT 06082

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Town Manager's Report



Matthew B. Galligan
Town Manager

In Fiscal Year 2012-2013, the economy was slowly moving in a positive direction, but it was still uncertain how Federal, State, and Local revenues would meet the Town's expectations. Many municipalities throughout the State were facing the same hardships when trying to provide the level of service that citizens were accustomed to while simultaneously keeping costs and taxes down.

Again, for the third year in a row, the Town was forced to implement spending freezes and cut back on Capital expenditures so that the effect on residents of our community would be minimal while still providing the level of services that the residents of South Windsor have been used to. Due to the spending freeze and enhancing our revenue structure, the Town of South Windsor finished the year with over \$1.2 million in fund balance. This enhancement on our financial statements allowed the Town to increase its ratings from Standard and Poor's from AA to AA+. This rating is just shy of a AAA rating. Although this is great news, we must continue to monitor our fiscal policies in order to maintain this rating and possibly increase and enhance our financial capabilities in order to meet the challenges before us. I do feel that the economy will be coming back in the coming years which will help us revive Town programs to keep our infrastructure in good condition.

I would like to thank the Town Council for their support in making sure that our financials are still strong and for supporting the initiatives that took place to ensure that our community is safe and financially sound.

I want to thank my entire Staff as they continued to work with less over the past few years but still have maintained an excellent level of service. It is

because of their expertise and technological aptitude that we have been able to manage the budget for Fiscal Year 2012-2013 in the most cost-effective manner. As always, our Staff and volunteers are constantly looking for ways to improve the delivery of services.

I want to thank the Board of Education and all Staff members for their diligence in monitoring their spending plan. In monitoring the budget, they have provided surpluses which have improved upon their pension plan and their health management programs.

We continue to lobby the State and Federal Government on important issues that affect the Town of South Windsor. We have been successful with the help of our State Senator Gary LeBeau, State Representatives Bill Aman, and Representative Timothy Larson. With their continued support and knowledge, we managed to avoid negative impacts. I also want to thank the entire Town Council as they have supported my efforts at the Capitol.

The Staff and I continue to focus our efforts in the Community on our strategic planning process. We continue those initiatives which affect residential, business, open space, and recreational needs to maintain a balanced community.

My sincere thanks to the Town Council, Boards and Commissions, Volunteers, and Staff for providing a strong management team that helps to serve the residents of South Windsor by providing a quality environment to live, work, and play. I would, of course, like to thank our residents for the support they have given to the Town Government. This allows us to keep services at the levels Town residents are accustomed to and at the lowest and most effective cost.

Town Council



M. Saud Anwar
Mayor

This Annual Report consists of information related to Fiscal Year July 1, 2012 through June 30, 2013. The purpose of the Town's Annual Report is to give the reader a snapshot of what took place in the Town in the fiscal year mentioned above. Using this report gives the reader a glimpse of what has happened in this year and using the information from the previous annual reports can allow the reader to reflect on some of the significant events.

It is with great honor that I as your Mayor report on the activities of the Fiscal Year 2012-2013. Following are some of the highlights of the past fiscal year.

The Connecticut Studios project has slowly moved forward and required an extension for the reverter clause deadlines. The Town Council continued to provide Connecticut Studios short extensions with ongoing opportunities that were provided to them to update the community on key questions and public reports on the various steps and stages of the studio project.

Referendum questions for the Town electors were requested for the renovations and improvements to Town schools including information technology systems and education technology equipment. There was a request for referendum of Town electors for planning designed acquisition and construction of various road paving and drainage improvements as well.

Trying to make our Town pedestrian friendly, a public hearing was held and an amendment to the South Windsor Code of Ordinance was made to identify ways to maintain sidewalks throughout Town. In an effort to increase support and a business friendly environment, the Town Council approved tax assessment agreements for Radius

Hospitality for a hotel, LCB Senior Living for an assisted living facility and American Eagle Federal Credit Union.

In an effort to continue to protect the community, funds were transferred from the contingency account of Fire Marshal's part time account to cover costs associated with the Smoke Alarm Campaign Program.

In an effort to also try and control the cost of Town spending, a hiring freeze was initiated. The Town was also able to fortunately acquire and accept a STEAP grant from the State of Connecticut for \$500,000 for the improvement of the Town Hall Annex for an Emergency Operation Center and Business Center in the Town of South Windsor.

The Town's surplus equipment was appropriately sold and/or disposed of to keep the cost of storage down and also get some of the funding back to help the tax payers.

As a part of the Town Council's effort to respect the services of community members, the Water Pollution Control Facility was named after Mr. Joseph Carino, the "Joseph J. Carino Water Pollution Control Facility".

Mr. Charles Margolis was reappointed as a Poet Laureate for the Town of South Windsor.

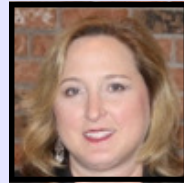
In an effort to work on the replacement of the roofs on Town owned buildings, the Town Council authorized the Board of Education to proceed with the necessary schematic drawings and outline specifications for each project. The projects included Pleasant Valley Elementary School roof replacement, Orchard Hill Elementary School roof replacement and South Windsor High partial roof replacement. The other project that the Town

Town Council

Town Council Members

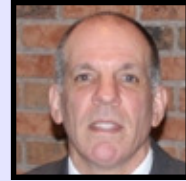
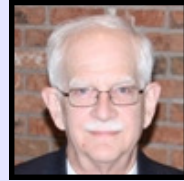
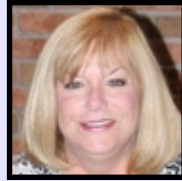
Top Row:

Councilor Thomas Delnicki
Deputy Mayor Edward Havens
Councilor Carolyn Mirek
Councilor Elizabeth Pendleton



Bottom Row:

Councilor Cary Prague
Councilor Janice Snyder
Councilor Stephen Wagner
Councilor Keith Yagaloff



Council wanted included was the Pleasant Valley Elementary School kitchen floor replacement.

In summary, economic development, advancement in public safety, maintenance of infrastructure, focus of the Town's regional cooperation and recreation projects were moved forward.

Hopefully as your Mayor, I have done an accurate job in filling this report. Hopefully, this report would allow us to be better prepared for future planning and strategy development.

Board of Education

Dr. Kate Carter
Superintendent of Schools



Board of Education Members (membership as of September 2012)

Front Row: (left to right) Mark Abrahamson, Lisa Maneeley (Vice Chair), Diane Behler, Carol Driscoll (Secretary), Sheila Appleton

Back Row: (left to right) Rich Mabey, Phil Koboski, David Joy (Chair), Rick Stahr

Board membership changed during the 2012-2013 school year. Following Mark Abrahamson's resignation in January, 2013, Michael Gonzalez joined the board. Following Rich Mabey's resignation in March 2013, Matthew Riley joined the board.

Strategic Planning

On September 12, 2011 the South Windsor Board of Education adopted the *South Windsor Public Schools 2011-2014 Strategic Plan*. The following are highlights of initiatives that were accomplished during the 2012-2013 school year:

- Revision of South Windsor's *Vision for Learning*
- Approval of full-day kindergarten
- Approval of K-5 early release professional development model
- Preparation for the development of a long-range elementary facilities plan
- Development of the newly mandated Educator Evaluation and Support System Plan

Budget

The Board of Education's budget for 2013-2014 was \$68,123,940 representing an increase of 3.97% over 2012-2013.

There were six notable factors allowing for the relatively small increase to the Superintendent's proposed budget. The proposed budget:

- Excluded \$229,898 of requests for new staff and programs submitted by our administrative team
- Excluded \$1.5 million of requests to support existing programs
- Represented a variety of cost-saving measures, including personnel reductions due to retirements and declining enrollments
- Contained cost avoidance through last year's action of directing FY 2012 surplus funds to the pension account
- Reflected last year's effort to adequately fund the Board of Education's health care reserve which allows for a more conservative health care line item in this current budget proposal
- Reflected the outcomes of favorable negotiations with bargaining units

Board of Education

Despite the historically low increase, there were some notable investments within the budget. Many of the following investments align with the 2011-2014 Strategic Plan:

- Full-day Kindergarten
- New Mathematics textbooks for grades three and four
- Funding for new high school courses that are not reliant upon additional staff
 - AP Spanish Language and Culture
 - Engineering Design
 - Italian II
 - Consumer Chemistry
 - Meteorology
 - Piano Keyboard
 - Computer Programming
- Improvements to Athletics Program
 - Boys and Girls Swim Teams
 - Boys JV Volleyball

South Windsor's 2013 Support Staff Employee of the Year

In August 2012 Mrs. Sandra Charbonneau was named South Windsor's Support Staff Employee of the Year. Mrs. Charbonneau, a reading paraprofessional at Orchard Hill Elementary School, has been employed with South Windsor since 1999. Her colleagues describe her as a person who works tirelessly, instills the joy of reading in South Windsor students, is extremely organized and very reliable. Colleagues also noted that when she works with students she anticipates their needs and is ready to offer support, always wears a smile and radiates



positivity. In addition to her duties, Sandra serves on the Shared Leadership Team, the school's Steer and Cheer committee, and is a true asset to the school community, teachers and, most importantly, the students.



South Windsor's 2013 Teacher of the Year

In August 2012 Mrs. Elizabeth Rafalowsky was named South Windsor's Teacher of the Year. Mrs. Rafalowsky joined South Windsor Public Schools in 1997, serving in the role of special education resource teacher for seven years and as special education transition coordinator since 2005. Liz's teaching style is reflective of her philosophy that public education for students needs to be both inclusive and personalized, and that by creating real-world experiences, students can not only set long and short term goals, but also build bridges between the school and the greater community. Her colleague, Ms. Epps, described her as "...a master teacher, one who knows her craft and will do the district proud in representing those qualities for which we, as educators, hold so dear and aspire to, year after year." She continued to describe her as "...a multi-tasker, someone who can juggle various duties in and outside the classroom with a smile and grace that is unique and special." In addition to being selected as South Windsor's Teacher of the Year, Mrs. Rafalowsky was also selected as a semi-finalist for the Connecticut Teacher of the Year. Liz's professional experiences are reflective of her goal for all students to be excited about their learning and we are proud to have her represent South Windsor Public Schools as Teacher of the Year.

Board of Education

Spotlight on Our Schools

The following summaries highlight student accomplishments and building initiatives associated with each of our seven schools.

South Windsor High School

Principal, Daniel Sullivan

- Ranked in *Newsweek* magazine's annual Top 1,000 Best High Schools in America for the third consecutive year.
- Included in *U.S. News and World Report* Inaugural List of America's Best High Schools.
- The Science Olympiad team won the New Hampshire Invitational and came in 2nd in the Connecticut State competition at UCONN. They earned 8 gold, 5 silver and 9 bronze medals.
- 15 students were named All New England Musicians.
- 16 students qualified for Eastern Regionals.
- 82 All Conference Athletes.
- 6 All State Athletes.
- 41 AP Scholars with Distinction (earned 3 or higher on five or more AP exams).

Timothy Edwards Middle School

Principal, Nancy Larson

- Continued community building efforts through *Tribes* implementation, "End Meanness" campaign and implementation of "Strive for Five" core values of respect, caring, responsibility, honesty and kindness.
- Two students placed in the top 5% of approximately 155,000 students from 13 countries who took the American Mathematical Competition exam. Sixteen students placed in the top 25%.
- Sixty-two students participated in the Math Counts program. Fourteen students represented TEMS at the Regional Math Counts competition where a team of students placed 2nd in the Hartford Regionals and 8th in the State Regionals.
- Eight 7th grade students participated in the state Future Problem Solvers Competition.
- Students involved in the Regional Connecticut History Day competition earned first, second

and third place standings out of eleven participating towns.

- TEMS Festival Jazz Band earned Best Trumpets, Best Trombones, Best Rhythm Section...winning three of five awards at the Waterford Jazz Festival.
- Forty-seven students successfully auditioned for the Eastern Regional Music Festival.
- TEMS Festival Jazz Band, Grade 8 Chorus, Grade 8 Orchestra, Chamber Orchestra and TE Singers earned gold medals in the Great East Music Festival.
- Grade 8 Band earned a platinum medal in the Great East Music Festival.
- Girls' Track had a 3-1 season, earned CT River Athletic League Championship title and competed in the Connecticut State Track Meet.
- Girls' Cross Country 2012 had an 8-2 record placing 14th out of 41 teams at the Wickham Park Middle School Cross Country Championship Meet.
- Boys' Cross Country had an 8-2 dual meet record and placed 8th out of 42 teams at the Wickham Park Middle School Cross Country Championship Meet.
- Girls' Basketball earned 15-0 in the CT River Athletic League regular season and were Tournament Champions.
- Boys' Basketball had a 10-5 record season and were CT River Athletic League Champions.

Our Elementary Schools

There are many commonalities among our five elementary schools which provide learning opportunities for children that are founded on the belief that children learn best through interactive, personally relevant and rigorous learning experiences. We believe that children learn best in a caring, inclusive, and respectful environment. All of our schools have adopted the *Tribes* Learning Communities process as a way to ensure the healthy development of every child so that each has the knowledge, skills, and resiliency to be successful in a rapidly changing world. The South Windsor elementary curriculum includes health, language arts, mathematics, music, physical education, science, social studies, and the visual

Board of Education

arts. Our elementary schools are supported by enthusiastic and active Parent Teacher Organizations which plan enrichment activities for students, offer fun family events, and provide additional resources for our schools.

Eli Terry Elementary School

Principal, Marilyn Sevick

- Students wrote a new vision statement describing their vision of our school. This vision is proudly displayed in the front foyer of the school.
 - Participated in the Safe Routes to School program for the fifth year promoting safe walking to school and an active lifestyle.
 - Implemented *Tribes* throughout the school, building classroom communities with explicit teaching of collaborative skills, accepting and celebrating diversity, and problem solving.
 - Celebrated the fourth annual Cultural Fair, honoring the rich cultural diversity that defines the Eli Terry community.
 - Worked collaboratively with the Eli Terry PTO to celebrate holidays such as Halloween and Valentine's Day during evening events rather than during school hours.
 - Utilized student committees such as School Ambassadors and Safe School Climate, giving students a role in creating a safe and friendly community of learners.
 - The Pre-School Outreach Program for the district is housed at Eli Terry School and serves children ages three through five who have been identified as needing special education services. Non-disabled peers from the community are included to provide age-appropriate modeling of play, language, and social skills.
- Partnered with South Windsor High School students to offer an after-school French Club. Over 50 fourth and fifth-grade students participated in the program.
 - Cultural Committee planned and organized our annual Cultural Fair with a – “My Family Tree” theme. Families learned about their background and shared this information with other families in unique ways.
 - Held a K-2 Family Math Night in which parents learned about the new Common Core State Standards and where students demonstrated their skills through different math games and activities.

Philip R. Smith Elementary School

Principal, Michelle Dixon

- Promoted school's theme of *Build Relationships, Quality Instruction, High Expectations*.
- Continued commitment to being a *Tribes* school. PRS utilizes school-wide daily classroom morning meetings and monthly celebrations of learning at assemblies.
- Students demonstrate good character through service projects that focus on reaching out to the community to support those in need. PRS is committed to supporting students to actively participate within and beyond the school community.
- Participated in the first annual Walk to School Day. The students, teachers and several parents joined in on the fun. In addition, PRS offered a Bike Safety Program for Grade 4 students; two offerings that promoted health and safety.

Pleasant Valley Elementary School

Principal, Tiffany Caouette

- Continued its commitment to *Tribes* throughout the school, building, and classroom communities with explicit teaching of collaborative skills and problem solving.
- Continued its commitment to the HOTs philosophy through arts-integrated learning and democratic practice. A student-run Editorial Board, Art Selection Board, and Student Council are three examples of

Orchard Hill Elementary School

Principal, Mike Tortora

- Partnered with the South Windsor Community Center and had senior citizen guest readers in to read to each of our classrooms.
- National first place winner in the InvestWrite Stock Market Essay Contest. In addition the team placed first in the Elementary Division of Connecticut's Stock Market Contest.

Board of Education

student involvement that demonstrate democratic practice at the school.

- Blue and Gold Assemblies were held bi-weekly throughout the year. These student-led assemblies highlight student performances and provide an opportunity for families to connect with students' learning experiences on a regular basis.
- Artist in residence, Thomas Mezzanote, worked with fifth grade students to complete a week-long project on cameras. The artist collaborated with staff to support arts integrated learning. During the week, students experienced the science of pin-hole cameras and assembled their own cameras using a shoe box. Students took self-portraits using their pin-hole cameras and developed the pictures into positives and negatives.
- A Curriculum Night was held for parents and students which highlighted changes to the English, language arts and mathematics curricula. Parents and children worked together on sample lessons and activities which addressed the Common Core State Standards.
- Sixty-two students participated in an after-school Lego Club that taught the foundations of engineering and building. This multi-week program was supported by PTO and parent volunteers.

Wapping Elementary School

Principal, Laura Hickson

- The Positive School Climate Committee organized the first annual Open School Curriculum Night. Parents and students participated in a *Tribes* activity. Parents experienced Common Core State Standards based lessons in reading, math, and health. Student work was on display throughout the school, and fourth and fifth grade students provided musical entertainment. This committee also supported a student-led

Tribes Assembly focused on anti-bullying and our "If It's Mean, Intervene" theme. Students presented persuasive essays, student-created songs, plays, and artwork focused on the *Tribes* Agreements and bullying prevention.

- The Wapping on-line school newspaper continued to publish articles and video productions written and created by fourth and fifth grade students.
- Peer mediators participated in a Ropes course and skills training in order to serve fellow students in the peer mediation process.
- Teachers worked in professional learning communities to develop instruction units aligned with the Common Core State Standards in math and language arts.
- All classrooms were equipped with smart board technology and a group of Wapping teachers provided training to staff.
- Staff and students supported UNICEF, the Hockanum Valley Community Food Pantry, Relay for Life and several other local charities.
- Wapping School continues its commitment to the community through the annual Veterans Day assembly and Senior Readers program.

STUDENT PERFORMANCE DATA

The Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT) assess students on their application of skills and knowledge in the four academic content areas of Mathematics, Reading, Writing and Science. Both the CMT and the CAPT have five student performance levels for each content area tested: Advanced, Goal, Proficient, Basic and Below Basic. The Goal level is the state target for all students.

The CMT is administered to students in grades 3 through 8 (the Science content test is administered only to students in grades 5 and 8). The CAPT is administered to students in grade 10, and is a performance test intended to

CAPT 2013	% of Students at or above Goal				% of Students at or above Proficient			
	Math	Science	Reading	Writing	Math	Science	Reading	Writing
South Windsor Grade 10	70%	70%	69%	83%	93%	94%	94%	97%
State Average	53%	49%	49%	62%	79%	82%	81%	89%

Board of Education

measure the knowledge accumulated by tenth graders since kindergarten. The CAPT not only measures what students know, but it also measures their ability to apply this knowledge. In addition, the CAPT focuses on how well students apply what they have learned in school to situations they may face throughout their lives.

In spring 2014, the Smarter Balanced Field Test will be administered to all South Windsor students in grades 3 – 8 and grade 11. This new assessment will focus on the areas of English/ language arts and mathematics. The CMT and CAPT will still be administered to grade 5, 8 and 10 students in the area of Science.

Connecticut Mastery Test (CMT) Results

The table below compares the percentage of grade 3 – 8 students against the state average relative to two achievement bands: (1) percentage of students at or above the state Goal, and (2) percentage of students of students at or above Proficiency.

<i>CMT 2013</i>	<i>% of Students at or above Goal</i>				<i>% of Students at or above Proficiency</i>			
	<i>Math</i>	<i>Science</i>	<i>Reading</i>	<i>Writing</i>	<i>Math</i>	<i>Science</i>	<i>Reading</i>	<i>Writing</i>
South Windsor Grade 3	77%		74%	66%	92%		86%	86%
State Average	62%		57%	60%	83%		72%	80%
South Windsor Grade 4	81%		78%	75%	94%		89%	94%
State Average	65%		63%	63%	84%		78%	84%
South Windsor Grade 5	88%	83%	83%	75%	96%	94%	95%	95%
State Average	69%	63%	67%	66%	84%	82%	79%	88%
South Windsor Grade 6	72%		87%	74%	95%		95%	94%
State Average	67%		73%	65%	86%		85%	84%
South Windsor Grade 7	80%		91%	77%	95%		96%	96%
State Average	66%		79%	65%	85%		87%	83%
South Windsor Grade 8	78%	74%	89%	77%	95%	90%	95%	95%
State Average	65%	61%	76%	67%	86%	77%	86%	86%

Department of Public Works

Michael J. Gantick, P.E., P.W.L.F.
Director of Public Works

ADMINISTRATION

As you will read from the Divisional reports that follow, you will find that it was again a year of many projects, response to natural disasters, and recognition. Hats off to the men and women of Public Work for again taking on the challenge of Hurricane Sandy and the Great Blizzard of 2013 and keeping the citizens of South Windsor safe! The hours they all spent away from their own families to insure the Town got back to normalcy is a testament to the spirit and dedication of our First Responders know as Public Works. The number and scope of projects accomplished this past year is indicative of the effort of all the men and women of Public Works. Numerous road and drainage projects were underway throughout town. We continued to make progress on other GIS initiatives including deployment of the iPhone App for Service Requests. Read the GIS section of this fiscal year's report for further details.

The Department's innovative implementation of the "Dashboard" Program to help manage Public Work's operations resulted in Public Works Director Michael J. Gantick, P.E., P.W.L.F., GIS Analyst Dawn Mulholland, and Information Technology Director Scott Roberts being asked to present this new technology to a number of audiences including the American Public Works Association (APWA) Annual Congress, and before representatives from many other towns and government agencies. The Town of Newtown signed an Agreement to share our Dashboard Code with many other towns and Regional Planning Agencies seeking to do the same.

National Public Works Week was held May 20 through May 24, 2013 as a celebration of tens of thousands of men and women in North America who provide and maintain the infrastructure and services and are First Responders and are collectively known as Public Works. The South Windsor Public Works Department celebrated Public Works Week by holding the 17th Annual Equipment and Job Demonstration for Grades K – 2 at the Pleasant Valley Elementary School on May 22, 2013. In addition, members of the Public Works Department made a presentation on May

21st at Pleasant Valley Elementary School regarding the work performed by Public Works.

On Monday, May 20, 2013 there was an awards presentation made before the Town Council Meeting recognizing: the 2013 Public Works Citizen Award to Joe Carino; the 2013 Public Works Business Partnership Awards to two businesses—to ESRI and employees Alison Moore, Josh Williams and Chris Milack; and to Lloyd Folsom and Folsom Construction, LLC; the 2013 Richard Boudreault Employee Award to Dawn Mulholland, GIS Analyst and Ian MacGregor, Maintainer III.

Joe Carino, this year's Citizen Award recipient, has consistently provided the Public Works Department with both positive and constructive feedback on many of the Department's programs and projects. His feedback has raised staff awareness of issues facing the public and has helped the Public Works staff better appreciate program and project issues in the community. Joe routinely provided staff with kind words of encouragement and has taken the time to provide constructive feedback on a variety of public works projects. As the former Chair of the Water Pollution Control Authority, Joe provided a guiding hand in shaping the future of the Town's critical wastewater collection and treatment systems in South Windsor.

This year two businesses have been recognized for the Business Partnership Award. The first ESRI and their employees Alison Moore, Josh Williams, and Chris Milack have helped the Public Works Department deliver quality services to the citizens of South Windsor via GIS (Geographical Information Systems). ESRI has taken interest in South Windsor' creative GIS solutions and helped design some of the Town's cutting edge GIS applications including the Town's Citizen Service Request Dashboard and its associated iPhone app. The Town's EOC Dashboard has been recognized statewide as a possible Emergency Management Operations solution.

The second Business Partnership Award goes to Lloyd Folsom and Folsom Construction. Folsom

Department of Public Works

Construction has successfully completed a number of critical Infrastructure Projects including reconstruction of the culverts on Miller Road, Foster Street Extension, and Felt Road and recently Folsom rehabilitated the Main Street Bridge over Stoughton Brook in 2012. Although the Main Street Bridge is a small bridge, the rehabilitation was challenging. This project had a tight schedule because the DOT approved the permits and construction award in late May and the bridge rehabilitation had to be substantially completed so the road could be reopened at the end of September. Folsom Construction and their subcontractors worked diligently on this project and did complete the bridge in 109 days and reopened the road by the end of September 2012 in time for the October running of the Hartford Marathon. Folsom has also helped the Town with snow plowing for several winters and for some big winter storms, and made emergency repairs when there was a collapse in the sanitary sewer pipes on Chapel Road.

The Richard Boudreault Public Works Award is given to an employee or group of employees who have best exemplified the qualities of the late Richard Boudreault, Facilities Manager/Assistant to the Director of Public Works – dedication, innovation, cost consciousness and enthusiasm for their work. This year's recipients are Dawn Mulholland, GIS Analyst and Ian MacGregor, Maintainer III in the Highway Department. Ms. Mulholland has been instrumental in bringing about the ongoing success of our Dashboards. Many of her behind-the-scenes innovations and efforts have been critical to the success of the Departments Operations. She has helped guide the staff through the learning curve of our new technology. She also has become the First Woman to hold the post of President of the CT GIS User-to-User Group and also continued to be a mentor at the Timothy Edwards Middle School.

Ian MacGregor stepped forward to lead a field crew during several critical drainage projects last year. The scope of the projects and his willingness to make things happen were critical to the projects being completed successfully. His initiative,

enthusiasm and pride shown in taking a lead on the projects were an example to all.

And finally, Karl Reichle, our Superintendent of Operations and Tree Warden retired in July after more than 38 years of dedicated service to the Town. Through Karl's vision, hard work and customer service he advanced and improved the level of service to the citizens. Karl was instrumental in overseeing many of the Town's premiere sports field during his career. He also gave up many nights, holidays and weekends to be part of the Public Works First Responders Team when dealing with snow storms, hurricanes, floods and anything else that came our way. His planning and leadership during these many emergency events helped bring normalcy back to South Windsor sooner than most towns. As Tree Warden, Karl set the standard on tree care not only in South Windsor but on a statewide stage as well, as he served as President Of the CT Tree Warden's Association and is one of the founding members of the Tree Warden's School which provides educational support and certification for Tree Wardens. He also served on the Governor's Task Force for after storm utility and tree issues. We wish Karl and his wife Jayne the best on their next chapter in life.

As always, please feel free to contact me should you have a question or a concern as we remain committed to being attentive to the service needs of the community.

The **PUBLIC BUILDINGS DIVISION** is responsible for long and short term maintenance, safety, and reliability for a combination of assets including recreational facilities, municipal buildings, storage, and outbuildings totaling approximately 200,000sq/ft. The major facilities include the Town Hall, Veterans Memorial Park, Charles N. Enes Community Center, Police Department, Little League Concession Stand, Rotary Pavilion, Rotary Press Box Concession Stand, Public Library, Wapping Community House, Rye St Concession Stand, Tyler Regional Animal Care Facility and the Public Works Maintenance Garage.

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The Public Buildings Division's primary focus is to support each site's critical facility safety and emergency systems such as HVAC, Fire, Water, Electrical and Emergency back up systems. The Facilities Department also recognizes the importance and criticality each division's goals and objectives and works closely with them to help meet those goals. The Public Buildings staff provides timely, courteous and professional support services on three shifts that cover sixteen hours of the day. Planning, and organizing work schedules and activities are accomplished out of the Town Hall. The building maintainer's offices are located on the ground level.

Contracted Projects

Highlights Include:

- Replaced exterior kitchen door at the Community Center
- Refurbished Salt Shed on Burgess Rd. Rotted wood was replaced, gutters and leaders were installed and the entire building was repainted.
- Replaced the magnetic door operating system at the Town Hall. The original design no longer met code and was a serious safety concern.
- Installed new exit door crash bars in the Banquet Hall exterior doors at the Community Center.
- Installed Video Camera systems at VMP and Rye St Concession Stand
- Replaced the security system at the Community Center
- Replaced rotted fascia trim on the filter building at VMP and wrapped it with aluminum trim
- Replaced obsolete fire alarm radio dialers at all sites.
- Cleaned the HVAC Ductwork at the Police Department.

- Completed thermal scan of all electrical panels at Town Hall
- Contracted with The Lawrence Associates to redesign the Town Hall Annex for use as an EOC with offices for the Small Business Administration as well as I.T. and Facilities Headquarters.

Projects In-House

Highlights Include:

- Installed new dead bolts and locksets on all doors at Rye St Concession Stand
- Assisted with Probate office relocation. Staff rewired phones, fax and data lines and added outlets for computers, copiers and fax machines.
- Assisted the Police Department with wiring and cable pulling during the renovation of the dispatch area
- Installed and set up analog video camera and monitor in the Tax Collectors office
- Installed new video recording equipment in the Council Chambers. Configured data and power wiring for control panel operations
- Installed new flat screen TV, pulled all cabling and installed outlets in Public Works Dept
- Installed new flat screen TV at the Brian Aselton Fitness Center
- Installed two new flat screen TV's in the town garage lunch and training rooms.
- Refurbished electrical shed behind the Community Center
- Built and installed shelving and closet doors for the TRAC'S facility.
- Repainted the activity room in the Community Center

Training

The Building Maintainers are required to complete several hours of training each year. Most of the training is mandated by either the State of

Work Orders Analysis

<i>Fiscal Year 2012-2013</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>
Completed in later month	50	57	65	72	62	34	48	58	59	54	51	18
Completed same month	64	60	55	52	67	43	92	44	53	51	23	48
Outstanding	6	1	8	2	5	0	12	6	4	4	6	5
Total W/O's Requested	120	118	128	126	134	77	152	108	116	109	80	71

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Connecticut or the Occupational Safety and Health Administration (OSHA). In-house training is conducted stay current with software systems updates, web based applications, energy management software revisions and Standard Operating Procedure (SOP) refresher training for Emergency Operations and Preparedness. The goal for each employee is 40 hours/year.

Energy Analysis

Energy Use Intensity (EUI)

EUI is an industry standard for measuring how efficiently facilities use energy based on their size and quantity of electricity and fuel used. The chart below demonstrates that of the six buildings all of them except the Library have trended lower since the base year of 2010. The decreases are attributed comprehensive lighting upgrades, HVAC equipment replacements and building automation updates. Next year we will be able to benchmark our energy use amongst 35,000 other buildings across the nation using the EPA's Portfolio Manager. Comparing how well our buildings stack up against others of similar size and use is a measuring stick that shows how well our buildings are performing against other similar buildings.

Leases

The Public Buildings Division administers and manages nine agricultural, farmland, and tobacco farming leases. The lease terms vary with each lease but, most are long term contracts. This is

done due to the nature of the lease. Most farmers need long term lease agreements to recoup their upfront costs for fertilizing, sowing and maintaining the land for their specific use.

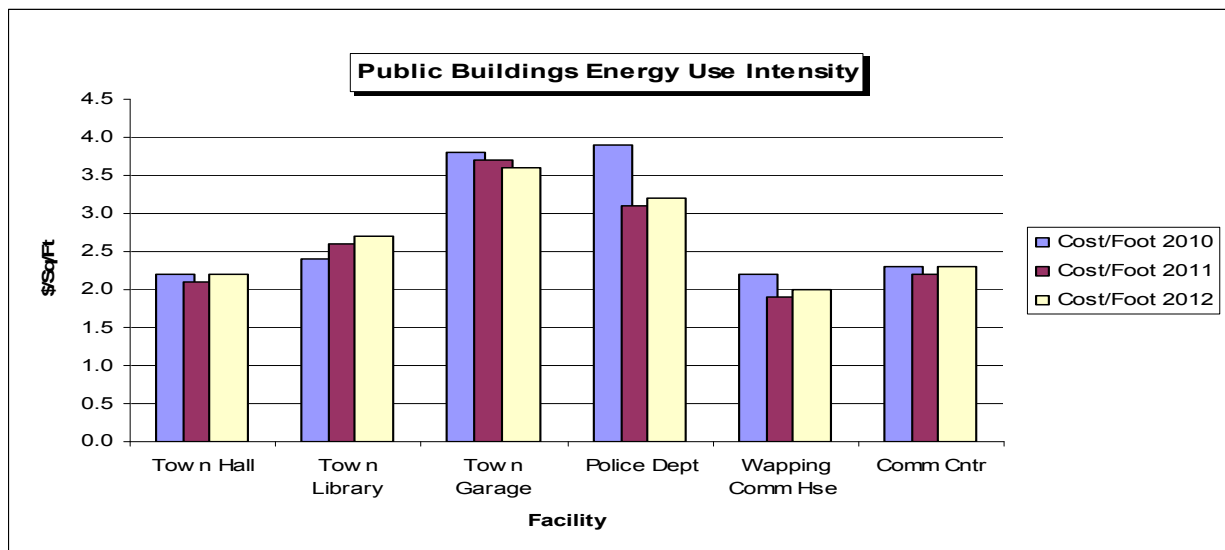
Financial

Financial performance is the cornerstone of the Public Buildings Division. Of the 1.3 million dollar budget last fiscal year (2012/2013) approximately half of it was allocated to utility and contracted services. The remainder of the budget was used for full-time salaries, repair of facilities and repair of major facility equipment like alarm system equipment, valves and pumps, appliances, security equipment, HVAC equipment and telecommunications equipment alike.

The Public Buildings Division continually looks for ways to reduce costs. One way we've been able to do this is through the use of energy efficiency programs for HVAC and lighting upgrades, frequent review of contracted service costs and monitoring utility usage.

Staff Profiles

The Maintenance Department Staff consists of three well equipped and experienced Building Maintainers that maintain contracted services such as HVAC, Janitorial Services, Fire Protection Services, Elevator and Electrical Services. The Building Maintainers also complete a host of daily routine, emergency, and project requests from various staff members including department



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heads, division managers and the general workforce. The staff works three shifts, 7-3 p.m., 10-6 p.m. and 3-11 p.m. five days a week. Each employee is qualified to complete work on various trade levels but each also specializes in a construction trade of their own. The hours and skills of the staff enable them to take on work that might normally have to be outsourced.

Chris Gargano has been with the town for eight years and works first shift from 7 - 3:30 p.m. Chris is a dedicated employee who takes pride in his work. Chris specializes in electrical repairs and installations; he handles most of the electrical requests that come our way. Chris' last employer was Pratt & Whitney where he worked for over twenty years.



Mike Costa has been with the Town since October 2007 and works 10-6 p.m. Mike is one of the kindest people you'll ever meet, and like Chris, he also specializes in a construction trade. Mike is a skilled Carpenter who owned his own business for over thirty years. Mike handles most of our requests relating to structural repairs including custom woodworking and repairs to doors and wall systems. Mike is also involved in our inventory management system and orders most of the parts we use throughout the year.



Rich Swain, has been with the Town since July 2008 and currently works the evening shift 3:00-11:00 p.m. Rich is a multifaceted person who responds to plumbing, carpentry and light electrical requests for repairs. His workload consists mostly of projects that can only be completed after hours when rooms and buildings are



vacated. Rich has an infectious smile and is always willing to give a helping hand to anyone who needs it. Rich worked for the State of CT as a building maintainer prior to working for the Town. He is an experienced plumber and has many plumbing projects including bathroom remodeling projects under his belt.

Maintenance Department Mission Statement

To provide a healthy, clean and safe environment for all stakeholders through the use of LEAN practices, Continuous Improvements, and Customer Service that's second to none.

Clay Major
Facilities Manager

The **ENGINEERING DIVISION** is responsible for the design and construction management of public infrastructure projects, including roads, storm water drainage, sanitary sewers, sidewalks, and parks. We also provide technical services, engineering reviews, and infrastructure records to residents, developers, consultants, Town Boards and Commissions and all Town Departments.

This year, the Engineering Staff managed and inspected the reconstruction of Kelly Road, about 2400 feet of Strong Road (from Route 5 east past Tomel Drive), the northern 1000 feet of Long Hill Road and about 340 feet of Pleasant Valley Road (from Ellington Rd to just east of Long Hill Road), drainage improvements to Foster Street Extension, and the Orchard Hill Safe Routes to School project. We worked with the Streets Department to develop and prioritize a list of local roads to be milled and repaved. A contract was awarded for this work and it began but it was not completed until the fall of 2013.

Engineering personnel also managed the design of Eli Terry Safe Routes to School project, Avery Street reconstruction (from Beelzebub Road to Gray Road) and replacement of the Nevers Rd culvert by Ayers Road.

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Realignment of Kelly Road at the top of the Hill by Gerber Rd

South Windsor Engineering continues to take the lead in GIS with our dashboard technology. This year, we have gone mobile with our dashboard application for Apple I-phones and I-pads. Combining ESRI's Collection Application and our mobile app, has allowed this technology to spread to other departments to collect GIS data. The Fire Marshall was able to collect and verify fire hydrant locations as well as create a maintenance log of the hydrants. The Public Works department was able to use the same GIS technology to create roadside mowing areas showing fixed hazards to the mower (such as culverts and utility pedestals) along these paths and roadside spraying locations for our yearly spraying program. We intend to use this same technology to inform snow plow trucks drivers of where bus stops are located so they can avoid piling snow in those areas. We have also been able to update our, GIS Website, sanitary sewer system, snow and salting routes, school



Long Hill Road – Stone base and first course of asphalt pavement

districts and acquire the 2012 aerial flight done from the state of Connecticut.

GIS has been very helpful for Emergency Management. Our EOC dashboard was used to record and report utility lines and trees that came down along roads during Storm Sandy. Staff also ran a disaster scenario responding to a mock tornado here in South Windsor in June 2013. These exercises have helped the Town to add relevant data to our GIS, such as the locations of CL&P utility poles.

Visit our Town Website (www.southwindsor.org) for more information on GIS and Engineering projects.

The Division provides comprehensive technical reviews of proposed subdivisions and commercial/ industrial site plans for the Planning and Zoning



Strong Road - constructing a new drainage catch basin



Foster Street Extension – Removing old pipes and installing new drainage pipes

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Commission, the Inland Wetland Agency/Conservation Commission, and the Water Pollution Control Authority. We interface daily with residents providing a wide variety of services such as locations of utilities, assistance with sanitary laterals, stormwater drainage, and other inquiries.



Orchard Hill SRTS includes raised cross walks in front of the school

This year the Engineering Division has issued and inspected 51 Drain Layers Permits for sanitary sewer connections and 288 Street Excavation Permits. We also handled over 1600 Call Before You Dig requests. We reviewed 49 plans for new developments that were submitted to PZC and IWA/CC. In addition, we reviewed 15 building permit requests and performed site inspections for 23 requests for Certificates of Occupancy to ensure that they met Town regulations and the requirements of the Planning and Zoning approved plans.

Jeffrey Doolittle, P.E.
Town Engineer

The ***STREET SERVICES DIVISION*** of the Public Works Department maintains the Town's road and drainage infrastructure. There are approximately 140 miles of roadway in Town. Some of the Division's maintenance responsibilities include street sweeping, pothole repairing, snow removal, leaf pick up, line

painting, sign repair and roadside vegetation mowing. There are over 4400 catch basin drainage structures to inspect for condition, clean and maintain. In addition to those responsibilities the Division also preps roads for resurfacing maintenance projects and improvements which consume much of the spring, summer, and fall months. There are 20 full time employees in the Street Services Division and we strive to find more efficient ways to complete these tasks and deliver quality, cost effective services to the Residents of South Windsor.

The Street Services Division also had some changes to its management structure in July. Karl E. Reichle, Superintendent of Town Garage Operations retired after 38 years of dedicated service. Karl became the Superintendent of Operations in 2006 after serving as the Superintendent of Park's from 1985 to 2006. Karl also served as the Town's Tree Warden for 27 years. Karl was respected by many organizations involved in the tree industry and well known throughout the State of Connecticut for his work with the Tree Warden's Association of CT. He was very active with the Tree Warden's Association of CT and served as its President for several years. Karl started his career in 1974 as an Assistant Mechanic and worked his way up through the ranks. We wish him well.

This was the second year in a row that we experienced significant weather related emergencies that required a great deal of time, resources and effort from the Department.

The first major weather event to cause a disruption was the arrival of Hurricane Sandy on October 29th, a date that continues to haunt us and coincidentally was the same date that Storm Alfred occurred a year earlier and left 85% of our residents without power. Fortunately we were spared the destruction that some of our shoreline communities, the State of New York and the Jersey Shore endured with Storm Sandy. We had some tree damage and a few road closures to deal with. A lot of planning and preparation has been done since Storm Alfred. We have a standard operating procedures manual and we

Department of Public Works

along with other departments and agencies are better prepared. Our response to Sandy was well planned and executed. We e-mailed photos of each hazardous site or incident location and the reporting and tracking was channeled to the Dashboard System in the Emergency Operations Center. This provided for a very organized response.

Then the second major weather event occurred on February 8th and 9th in the form of a Blizzard. Storm Charlotte dumped as much as 27 inches of snow on us. When the Storm ended on Saturday morning we had quite a few roads with 4 to 5 foot snow drifts, particularly in the north eastern corner of Town where the largest accumulations occurred. Our trucks had a difficult time trying to push the heavy wind packed snow. We ended up using a pay loader and bucket in some of the worst areas. By Sunday morning every road had

at least one lane open for emergency vehicles, which was our first priority.

We worked diligently for five straight days widening streets and addressing site line issues at major intersections. The Crew for both of the Public Works Streets and Fleet Division's along with the Parks and Recreation Department's personnel united in a team effort and delivered the service. The men had very minimal rest periods, working almost continuously around the clock from Friday the 8th to Sunday night the 10th when they finally got to go home for the first time in three days. We hired several local contractors to help move snow and open up roads for two lane travel. Damage to utility services was kept to a minimum in the process of widening up the roads or in the clearing of site lines. This was largely due to a decision we made after the winter of 2011 to print and catalog several books containing aerial pictures of every intersection in Town. The

<i>ACTIVITY</i>	<i>09-10</i>	<i>10-11</i>	<i>11-12</i>	<i>12-13</i>
Total Road Resurfacing Miles	.27	4.13	1.04	multi year projects – work not completed
Crack Sealing Road Miles Maintained	0.00	20.07	21.97	19.74
Street Sweeping Days with 1 Sweeper Unit	30 days with Town's one unit	38 days with Town's one unit	27 days with Town's one unit	28 days with Town's one unit
Cut and Patch Road Repairs not including Street Cut Per-	12,600 square feet	8,200 square feet	4,365 square feet	14,000 square feet
Drainage Facilities Repaired or Rebuilt	98	70	93	90
Leaf Collection Cubic Yards / Vacuum Days	24,674 / 21 collection days	21,124 / 24 collection days	15,386 / 24 collection days	15,497 / 18 collection days
Roadside Mowing Passes	4	4	4	4
Miles of Road Plowed	139	139	139.5	140.0
Number of Snow & Ice Events / Annual Snow Fall	15 / 22.50" inches of snow	14 / 64.25" Inches of snow	9 / 18.25 " Inches of snow	16 / 65.25 " Inches of snow
Total Tons of Salt Used for Winter Operations	2183	2544	815	2427
Total Catch Basins Cleaned	2,831	292	2896	1677
Total Street Tree Issues tracked with the Dashboard	Not tracked	Not tracked	Not tracked for entire year / 57	95

Department of Public Works

information was obtained by the use of our GIS System. The aerial picture books proved to be a valuable resource in helping us to safely clear tall snow piles that were creating dangerous site line problems.

On a final note about the recent weather related emergencies, I have to say as a first responder I am very concerned that over the last three years we have broken several weather related records and have witnessed several catastrophic weather events such as the record snow month of January 2011, Hurricane Irene, Storm Alfred's tree destruction, Hurricane Sandy, and the Blizzard of 2013, Storm Charlotte. One must take note of the tornado that touched down in several nearby Towns in Massachusetts in June of 2011, and how flood waters from Storm Irene blew out entire sections of roads and bridges in Vermont. Will the Jersey shore ever be fully restored? We can't really have a true understanding of the importance of being prepared until such travesties touch us personally. We also had the wettest, the driest, and the warmest years on record. I don't know what tomorrow will bring, but I know that we as an organization and as a Town must continue to assess and re-assess our abilities, our strengths, and our weaknesses in order to be better prepared in providing an appropriate adequate response to emergency situations. Will there be a next time? It is not a question of will there be, but when?

Due to the severe winter season we had a tremendous amount of snow plow damage. We were out repairing broken curb and lawn damage from the beginning of April well in to the month of June. The winter plow damage had an impact on our spring and early summer schedule, but we did however manage to prep Meadow Road, Joseph La., Beldon Road and Newmarker Road for pavement rehabilitation and resurfacing. We installed some new drainage and rebuilt or repaired existing systems for the paving contractor who was scheduled to resurface several Town Roads in the summer. The paving project was made possible by the 2012 Bond Referendum voted on and approved by the citizens of South Windsor.

We went out to bid on a 19.74 mile road crack sealing project based on three different bid areas, versus the traditional process of basing the estimated costs on single unit pricing by the linear foot or by the pound. This was the third year we bid the project out by area and it has proved to be cost effective. Over the last three years we crack sealed 61.78 miles of road accounting for 44% of our total road inventory. Our crack sealing efforts have proved to be beneficial and our pavements serviceable life expectancy has out performed the typical New England pavement model.

The Annual Leaf Harvest Program was accomplished by the Street and Fleet Division's of Public Works and the Park and Recreation Department. It took 17 full crew collection days to collect 15,500 cubic yards of leaves which were vacuumed up from the curb side and hauled to the compost site. Prior to Storm Alfred in October of 2011 the previous five year curb side pick up average was 22,261 cubic yards of leaves. We believe at least part the 29% reduction in volume is due to the loss of many trees as a result of Storm Alfred. We also have noticed an increase in the amount of leaves that is brought in at the resident drop site. The pile accounts for at least one sixth of the leaves at the composting site and is not figured into our curb side collection data.

The Division is managing street tree concerns for trimming and for hazardous tree assessment, to include removals and trimming for all trees growing within the Town's Street Right of Way with a new system. All street tree concerns and complaints are being logged into the Citizen Dashboard Request System where the concern is assigned, investigated or assessed. The request is assessed by the Tree Warden and information regarding the action taken is added in the comments. When the final work is done or a decision is made the request is updated and then closed out. Trees that have been posted for removal are posted for ten days as required by law and stay open in the system until the time limits have been met and the tree has been removed. One thing we can see from mapping the concerns over the last year and a half is that tree concerns or problems are pretty evenly spread out

Department of Public Works

over the Town. The program is tied to our GIS Mapping System and we are now using it for many other types of resident service requests. Potholes, street signs, drainage problems or failures and damaged mailboxes are some of the things we now manage through the Dashboard system.

Mark Owens
Street Services Manager

The **FLEET SERVICES DIVISION** of Public Works continues supporting Town departments by maintaining their vehicles and equipment. Those departments are Street Services, Parks and Recreation, Building Department, Engineering Department, Building Maintenance, Human Services, Police Services, Town Hall motor pool vehicles, Pollution Control and Fire Department with the exception of Heavy Fire apparatus which the Town Garage shop is not equipped to handle or service. Fleet Services continue to strive to keep vehicles safe and to prolong longevity by providing routine services and road service when necessary. There are over \$3 million worth of equipment and vehicles that are maintained by three trained and qualified technicians.

Fleet Services also provides fuel for vehicles of the above-mentioned departments excluding Police services that provide their own fuel for their fleet at their facility. Technicians work during Town emergencies such as hurricanes and winter storms to ensure that the Town's equipment and vehicles continue to perform to serve the public's emergencies.

Fleet Services continues to improve its capabilities by taking the initiative of applying new ideas and techniques to maintain aging equipment to extend the life of the equipment. For example, the technicians salvaged and rebuilt the quick hitch attachment for one of the Town's pay loaders at a savings of approximately \$11,000 dollars. The shop also repaired our aging plows and then sent them out for sandblasting and paint to prolong their life.

For Fiscal Year 2012-2013, maintenance activity based on work orders submitted by the Maintenance Shop were as follows:

Scheduled maintenance or repairs	814
Unscheduled repairs	81
Road Calls	13

Leon Clough
Associate Manager

The **DIVISION OF WATER POLLUTION CONTROL** is responsible for the collection, treatment, and discharge of wastewater. Activities include: wastewater treatment, sludge disposal, laboratory analysis, sewer line cleaning and inspection, and pump station maintenance. This Division is also responsible for the operation of the Veteran's Memorial Park swimming pool pump and filtration system and for the test/adjustment of water chemistry for the maintenance of pool water quality.

During the past year, the Division treated 926 million gallons of wastewater at a treatment efficiency of 99%. The Town is required to maintain a treatment efficiency of 85% under the current discharge permit issued by the Connecticut Department of Energy and Environmental Protection. In treating the wastewater, 1,494,223 pounds of wastewater solids were removed and transported to the Hartford Metropolitan District Facility (MDC) for final processing in accordance with the Town's participation in a cooperative regional sludge management program. Wastewater service is provided to more than 8,100 residential homes and to more than 345 industrial and commercial businesses in South Windsor, East Windsor, Vernon, and Manchester. Service is provided to out of town properties in accordance with the provisions of intertown sewer agreements; through such agreements communities are benefited by limiting the number of expensive pump stations which would otherwise have to be constructed and operated.

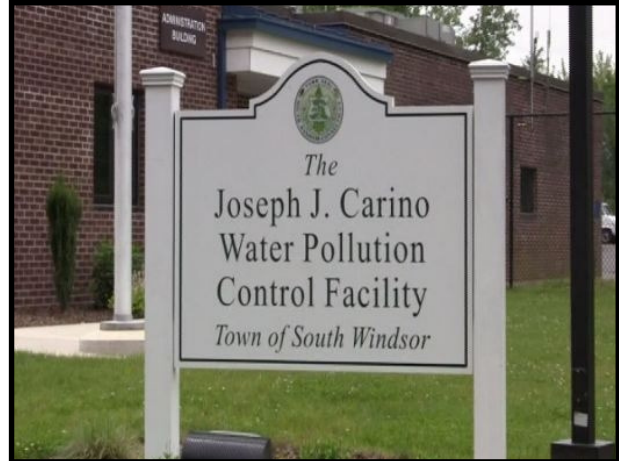
Department of Public Works

This year was the first complete year in which the Pollution Control staff operated the newly upgraded (\$37 million) Water Pollution Control Facility. With the completion of these improvements, the Town was able to reduce the amount of nitrogen discharged to the Connecticut River, and in so doing, contributed to the statewide efforts to reduce pollution of the Long Island Sound. These improvements will increase the efficiency, cost effectiveness and safety in the treatment of wastewater. These improvements to this forty (40) year old facility will allow it to meet future Town growth needs and will provide the means necessary to achieve the Town's strategic objectives of economic development, environmental protection, infrastructure maintenance, and the promotion of public safety and quality of life.

The new treatment processes have been put into operation with excellent results. The quality of the treated wastewater discharged to the Connecticut River approaches the quality of potable water supplies.

The Town also completed construction of improvements to upgrade pump stations on Rye Street, Pleasant Valley Road and Route 5. These improvements represent the final completion of a program to upgrade all eleven pump stations in Town as recommended in the Town's 2002 Facility Plan.

During 2013, the Town completed a sewer system evaluation study, financed through a State Department of Energy and Environmental Protection planning grant. This study identified areas of the collection system where ground water and storm water were entering the underground pipes thereby reducing the capacity of the system to treat wastewater and increasing operational costs. The study also identified pipes and manholes requiring rehabilitation. As a result, a capital improvements project schedule was prepared for planning future work to ensure the continued and reliable operation of the sanitary sewerage system. Specific recommendations included the relining of concrete pipes, manhole rehabilitation, and Clark Street Pump Station



forcemain improvements. This project improvements schedule anticipates the future expenditure of funds - \$225,225 in 2015, \$537,206 in 2018, \$564,368 in 2019, \$1,670,685 in 2020, \$1,754,169 in 2021, \$561,830 in 2022, \$590,668 in 2023, \$1,241,703 in 2024, and \$1,302,936 in 2025.

In planning to meet these future system needs, the Water Pollution Control Authority has adopted a Reserve Fund Policy the purpose of which is to mitigate the economic consequences of current and future risks, to ensure sound fiscal management and stabilization of annual sewer user rates, and to allow for greater flexibility with long term planning. Planning for these future needs requires a consideration of the system's complex and widespread components and a degree of unavoidable uncertainty, including, among other things, exposure to unforeseen natural events, accidents, revenue fluctuations, and unplanned facility repair, maintenance and improvement needs.

REFUSE/RECYCLING COLLECTION AND DISPOSAL

– The Town has been a member of the Mid – Connecticut Project since 1984 which is a regional cooperative organization of Hartford area communities established for the purposes of refuse disposal and recycling. Refuse from member communities is processed at a Hartford energy recovery facility operated by the

Department of Public Works

Connecticut Resources Recovery Authority (CRRRA) where it is converted to electricity for use in the Hartford area.

During the past year, the Town has reviewed alternative means of disposing of refuse and recyclables. The Town, together with other area municipalities and the Capitol Regional Council of Governments, have worked together to solicit new proposals from firms engaged in the business of refuse disposal and marketing of recyclables. The Town became a member of the Central Connecticut Solid Waste Authority (CCSWA) to review and select from among qualified firms, those who could provide the most cost effective means for refuse disposal and recycling services.

As a result of this process, it was determined that the most cost effective option for the Town of South Windsor involved contracting with CRRRA for Tier II Services for the disposal of refuse, and to contract separately with Murphy Road Association for the marketing of recyclables. Agreements were executed with CRRRA and Murphy Road Associates and refuse and recycling services commenced in November 2012.

The Town shared in the proceeds from marketing the recyclables, and received \$37,845.23 in rebates during this fiscal year.

The Town adopted a recycling ordinance in September 1990 and implemented a residential curbside recycling program the following month. The program has subsequently been expanded to include recycling of the following items: newspaper, corrugated cardboard, cereal boxes, glass and metal food containers, plastics, storage and rechargeable batteries, scrap metal, magazines, and junk mail, clothes, aseptic packaging, leaves, and Christmas trees. The Town also collects and recycles antifreeze, and used oil filters at the Public Works Garage on Burgess Road. More information concerning the recycling and refuse programs may be on the Town's website (www.southwindsor.org).

The Town has sought to increase the number of recyclables and has been involved this past year,

in cooperative efforts with the Central Connecticut Solid Waste Authority to add textiles to this list. The Town will also increase recycling efforts by adding paint recycling later in 2013.

During fiscal year 2010/2011, the Town began a new program to collect and recycle electronic wastes. The program provides a site at the Town Hall for residents to drop-off covered electronic devices (CED) free of charge. CEDs include computers, laptops, monitors, printers, peripherals, TVs, cell phones, stereo equipment, DVD players, fax machines, digital cameras, VCRs, Modems, iPods and PDAs, copiers, microwave ovens, and speakers. In fiscal year 2012/2013, the Town recycled 70.51 tons of CEDs; this represents a disposal cost avoidance benefit to the Town of \$4,548.

As electronic equipment becomes faster, more efficient and less expensive, CEDs will end up as waste. In 2005, EPA estimated that 26 to 37 million computers became obsolete resulting in 1.9 to 2.2 million tons of waste requiring disposal. Careful disposal of these items is important because most electronic devices contain hazardous components. Computer monitors and televisions contain leaded glass. Materials like beryllium, mercury, nickel, cadmium, zinc, silver and gold are present in printed circuit boards. Cadmium can also be found in batteries and mercury can be found in relays and switches. If not collected for recycling, these materials will probably end up in waste-to-energy facilities, like the one in Hartford, where the Town's refuse is disposed of. Incineration of e-waste can produce dioxin and contribute to heavy metal contamination in the air.

The use of the price system to allocate resources continues to improve the overall rate of recycling within the Town (South Windsor has the highest rate of recycling within the Hartford area). This process involves charging residents for additional refuse containers while providing recycling containers free of charge. In this way, residents who put out more refuse pay correspondingly more for this service than those who waste less. The objective was to provide a more equitable

Department of Public Works

distribution of program costs and to create an incentive for residents to increase their recycling efforts. The Town of South Windsor has the highest recycling rate in the Hartford capital region.

In the past year, household hazardous wastes (HHW) from 313 South Windsor households were collected and safely disposed of through a regional cooperation effort.

This year was the final year of involvement with the Metropolitan District (MDC) regional program for collection of HHW which dates back to 1991. The MDC chose to limit this program to MDC member Towns. As a consequence, the Town of South Windsor entered into discussions with the Capital Regional East Operating Committee (CREOC) for the future collection and proper disposal of HHW. An agreement for such services was executed and services are expected to commence in July 2013. CREOC membership includes the towns of Glastonbury, Hebron, Manchester, Marlborough, Somers, Stafford, Vernon, and South Windsor.

Through the recycling programs, the Town has been able to reduce the quantity of solid waste that would otherwise have to be disposed of at a landfill: this cost avoidance represented cost savings to the Town during the past year of \$509,826.

The following table compares Town residential recycling efforts of this past year with those of the year before.

C. F. Shaw
Superintendent of Pollution Control

The following table compares Town residential recycling efforts of this past year with those of the year before.

Recycled Items

<i>Recycled Items</i>	<i>2010 - 2011</i>	<i>2011 - 2012</i>	<i>2012 - 2013</i>
Commingled recyclables			
Newspaper/cardboard (tons), food and beverage containers	2,775.14	2,780.40	2,673.40
Batteries (tons)	1.34	0.20	1.10
Leaves (tons)	5,899	4,447.70	5,125
Scrap Metal (tons)	61.95	40.06	34.27
Christmas Trees (cubic yards)	153	24.15	200
Antifreeze (gallons)	110	455	300
Waste Oil (gallons)	4,363	3,911	4,048
Electronics (tons)	0	32.03	70.51
Disaster Debris	0	35,972	0

Police Department

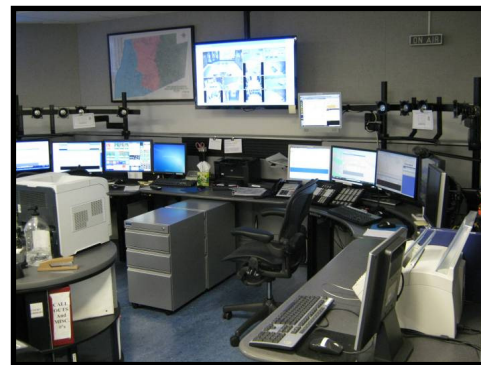
Matthew D. Reed
Chief of Police

The South Windsor Police Department was established in 1968 under the authority of Chapter 6, Section 601 of the Town Charter by Town Ordinance 62-31. In accordance with the Town Charter, the Police Department shall be responsible for the preservation of the public peace, prevention of crime, apprehension of criminals, regulation of traffic, protection of rights of persons and property and enforcement of the laws of the state and the ordinances of the Town and all rules and regulations made in accordance therewith. All members of the Police Department shall have the same powers and duties with respect to the service of criminal process and enforcement of criminal laws as are vested in police officers by the general statutes.



Communications Center Before Renovation

Renovation of Public Safety Communications Center
In January of 2013, South Windsor Police communications personnel moved into a newly renovated communications center. The renovation included the expansion of the room by over 200 square feet, installation of new touch screen radio consoles, ergonomically comfortable furniture, new intercom system, upgraded security cameras and a kitchenette area. The communications staff had been working in original communications area that had not undergone any significant renovations since the building was first constructed in 1984. When first opened, the communications center was staffed by one person and had one main radio console and a back up



Communications Center After Renovation

<i>Annual Statistical Comparison</i>	2008	2009	2010	2011	2012
Total Calls for Service	40,581	36,210	35,073	35,186	44,701
Traffic Accidents	438	459	582	459	410
Citations	3,242	2,838	2,719	1,912	2,330
Medical Assist	1,899	1,922	1,923	2,290	2,198
Animal	803	655	676	769	642
Alarms	1,330	1,161	1,163	1,208	1,237
Criminal Arrests	822	900	861	690	6,45
Penal Code Offenses Reported (Title 53a)	1,149	1,120	1,015	1,018	9,38
Penal Code Offenses Reported (Title 21a)	172	215	165	113	78
Burglary	129	156	122	131	49
Larceny	457	418	374	280	3,40
Domestic	243	263	241	243	2,18
Assault	27	27	21	19	4
Sexual Assault	6	15	12	11	7

Police Department

console. The new center has three work stations with the capability of expanding to four as our future needs change. The communications center is staffed around the clock with two public safety dispatchers. The \$400,000 project was funded in part with local capital improvement project funds (LoCIP) provided by the State of Connecticut. The remaining cost was funded through a lease program approved by the Town Council.

Tyler Regional Animal Care Shelter (TRACS)

In April 2013, South Windsor joined with the towns of Manchester and East Hartford in a celebration of the completion of the new regional animal shelter known as TRACS – Tyler Regional Animal Care Shelter. The shelter is located at 124 Sullivan Avenue, South Windsor. The site formerly housed Company 3 of the South Windsor Fire Department.

TRACS serves as a regional animal shelter for the towns of South Windsor, Manchester and East Hartford. For years each of the three communities contracted with outside organizations to house stray and injured animals found in their towns, as required by state law.

In 2008, South Windsor received a grant from the State of Connecticut in the amount of \$515,000 for the purchase of land for an animal control shelter. The towns then commissioned a study that looked at the feasibility of constructing a shelter in one of the three communities. The study concluded that a facility built to handle animals from the three communities would cost between 4.7 and 5.2 million dollars to construct.



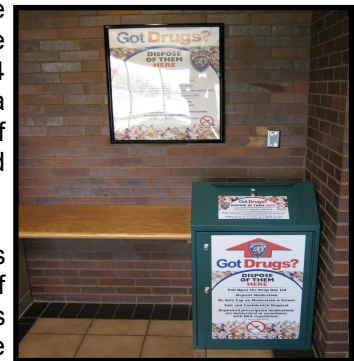
With no hope for funding of that magnitude the towns continued to look for more feasible options. In mid 2011 the South Windsor Fire Department moved into a new firehouse on West Road in South Windsor. This move left the old Company 3 firehouse on Sullivan Avenue vacant. Chief Reed suggested that the Sullivan Avenue facility could be re-purposed for use as an animal care shelter.

Town Manager Matthew Galligan received approval from the South Windsor Town Council. Mr. Galligan and Chief Reed presented the idea to the towns of Manchester and East Hartford. They agreed that use of the former firehouse would be feasible and committed to the project.

Using the funds from the state grant, construction began in spring 2012, and was completed by the end of that year. The three towns began to use the facility on January 1, 2013.

Medication Disposal Box installed at Police Headquarters:

In May 2013, South Windsor Police completed the installation of a medication disposal drop box in the headquarters lobby. Residents wishing to dispose of prescription or over-the-counter medications are able to access the secure collection box, 24 hours a day, 7 days a week, in the lobby of the Sand Hill Road police facility.



This program is offered as part of South Windsor's efforts to reduce the supply of unused or unwanted medications, especially those with a potential for abuse and misuse. The proper disposal of medication keeps them out of landfills and waterways, lessening the harmful effect on our environment. The process is confidential, there are no forms or questions posed to citizens and the medication is incinerated under the supervision of police personnel.

Police Department



Personnel

Chief Matthew Reed congratulates Officer Sarah Hill after being sworn in June 26, 2013. Officer Hill is a graduate of Ithaca College and has attended Quinnipiac University School of Law. She started her police academy training on July 3, 2013.

Awards

During the year, the South Windsor Police had the opportunity to recognize many employees for their achievements. Some of those recognitions follow. Officer Timothy Hankard, Officer Kyle LaPorte and Community Service Officer Robin Bond were the recipients of the **Life Saving Award**. The three performed CPR on an unconscious 50-year old female. Their actions resulted in the survival of the patient.

Agent Michael Russotto and Officer Timothy Hankard were also the recipients of the **Life Saving Award**. The two are credited with saving the life of a 54-year old man who was found unresponsive.

Agent Ronald Littell was the recipient of the **Chief's Award** in recognition of his tireless and extraordinary efforts on behalf of the Connecticut Special Olympics. As a result of his efforts throughout the years he has raised more than \$186,000 to benefit the organization. His fundraising efforts made South Windsor the top fundraising law enforcement agency in the state for 2011 and 2012.

Several officers were the recipients of the **Physical Fitness Award**. Sergeant Kristian Lindstrom, Sergeant Glenn Buonanducci and

Dispatcher Rachel Buonanducci received the award in recognition of their participation in a half marathon held in Quincy, Massachusetts.

Sergeant Glenn Buonanducci was recognized for his participation in two "Go Ruck Challenges" within one year. These demanding physical challenges required him to travel approximately 26 miles while carrying a 75 pound rucksack. During this time, other tasks, such as carrying logs, carrying other participants, and participating in calisthenics were required.

Sergeant Michael Dobler was recognized for his athletic achievements in completing a number of triathlon events since 2011, including a half-Ironman event in 2012 and a full-Ironman event in May 2013.

Officer Timothy Hankard and Officer Joseph Futtner received a **Certificate of Commendation** in recognition of their efforts to locate a female who had threatened to commit suicide. Because of their actions the woman was located in a Manchester motel room in a semi-conscious state. It was determined that she had overdosed on prescription medications.

Lieutenant Timothy Edwards received a **Certificate of Commendation** in recognition of his work while performing dispatch duties. Lt. Edwards provided instructions on how to perform CPR via the telephone to a distraught wife whose husband had suffered a seizure or a possible heart attack.



SW officers participate in the Special Olympics Law Enforcement Torch Run.

Police Department

Honorable Mentions

Lieutenant Timothy Edwards was recognized for his work coordinating the communications center renovation project. Officer Kevin Geraci was recognized for his training as South Windsor first participant in the drug recognition expert (DRE) program. Officers Stephen Hoover and Kevin Geraci both received the 2012 Mothers Against Drunk Driving (MADD) award for their efforts in DUI enforcement. Both Hoover and Geraci received the award again in 2013 along with Officer Kyle LaPorte.

Each of the officers below was recognized for their successful completion of a specialized department assignment. Officers have the opportunity to serve 3 to 5 years in a specialized assignment. At the completion of the assignment, the officer transfers back to the patrol section. Sergeant Elsie Diaz-Duchesne (Manager, Youth & Victim Services); Agent Michael Prescher (Criminal Investigator); Officer David Gesualdi (Criminal Investigator); Officer Brian Eckblom (Traffic Officer); Officer Caleb Lopez (SRO – Middle School); Officer Charlie Bowes (SRO – High School); Officer Christina Mazzoccoli (Canine Handler).

Community Outreach

The Police Department's community outreach programs led by Sgt. Tom Field include the Child Passenger Safety Seat Program, Driver Improvement Program, Drug Disposal Program and Triad Alliance.

Child Passenger Safety

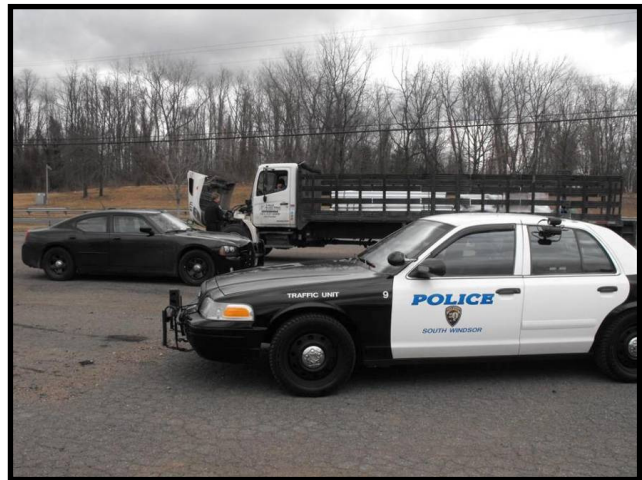
Sgt. Field continues to check Child Passenger Safety Seats. He was among the first two police officers in the state of Connecticut to be trained as a Child Passenger Safety Technician. The South Windsor Police Department hosts a Child Passenger Safety Seat clinic every Wednesday morning at fire headquarters on Ellington Road. Parents and caregivers are able to stop in and have their child safety seats properly installed.

During the year over 1100 car seats were inspected, and 50 new seats were given out to those who needed them. The costs of this

program are funded by grants and private donations.

Driver Improvement Training Classes

Sgt. Field continues to train older residents with the AAA Driver Improvement Classes. The two-day classroom training program refreshes the older driver's knowledge of good driving practices and qualifies some for a reduction in insurance premiums. Eight classes were held last year with 160 students taking the class.



Traffic Safety Enforcement Unit

The Traffic Safety Enforcement Unit is comprised of two officers who investigate motor vehicle accidents and conduct proactive traffic enforcement. Their goal is the reduction of accidents and correcting unsafe driving practices. The unit is also part of a regional traffic unit, Metro Traffic Services (MTS), which is made up of 8 area police departments.

In March of 2013, Metro Traffic Services conducted commercial truck inspections on John Fitch Boulevard near Pleasant Valley Road. The regional traffic team members inspected 12 trucks which resulted in 7 vehicles receiving "out of service" violations. Those violations were for four brake violations, and the other three were for other equipment violations. Infractions assessing a total of \$1,316 in fines were issued. These checkpoints are conducted to insure that

Police Department

commercial vehicles are being operated in a safe manner and to remove unsafe vehicles from the roadways.

Metro Traffic Services officers took a tractor trailer unit out of service for multiple equipment violations, including this tire.



Regional Initiatives

The South Windsor Police Department participates in numerous regional initiatives that reduce the costs to the town of training and equipment, while giving us access to highly trained officers and resources from other towns that we would not otherwise have to accomplish our mission of public safety. Some of those regional groups include the Capitol Region Emergency Services Team (CREST). This group has Tactical (SWAT) Officers, Crisis Negotiators, and Rescue Divers available to respond to emergencies. Metro Traffic Services (MTS) assists our accident reconstruction personnel with serious accident investigations, in addition to periodic, proactive enforcement programs.

The Police Department supplies an investigator to the East Central Narcotics Task Force (ECN) whose mission is to investigate vice and narcotics violations in the area. The Task Force is based out of Manchester and investigates narcotics violations locally and coordinates with State and Federal agencies to arrest violators of state drug laws. ECN is comprised of officers from the South Windsor, Vernon, Glastonbury and Manchester police departments.

As part of our on-going regional efforts, utilizing Federal grants and funds provided by the Capitol Region Council of Governments (CRCOG), we were able to procure a new Mobile Command Post. This vehicle was designed by officers from the South Windsor and Manchester Police Departments. The \$330,000 vehicle is available to be utilized by any town in the Capitol Region. The vehicle is equipped with an on board generator, radios to communicate with any of our Capitol Region partners, computers, 40 foot telescoping camera tower and a conference room.

The South Windsor Police Department is a customer-driven, service-oriented organization. The department devotes significant resources and efforts to recruit, test, select and train highly qualified men and women. Our personnel are among the best in the state. Our department will continue to strive for excellence. We pride ourselves in our community involvement and never-ending pursuit of customer satisfaction.

Law enforcement is everybody's business.



Fire Department

Kevin Cooney
Fire Chief



The South Windsor Volunteer Fire Department has had a very busy year! In many ways we are still adjusting to the new Leadership team under Chief Kevin E. Cooney. Much of what we do day in and day has not changed. We are still very proud to remain an all volunteer Fire Department with over 130 dedicated and well trained members from our Community.

The year 2013 is HUGE for South Windsor! It marks the 50th Anniversary of our High School and more specifically to the SWFD it is our 75th Anniversary of serving our Community!!! We were established in 1938 and look forward in celebrating with the Community! A number of years ago, a Committee was formed to start the planning of the 75th Anniversary. The Committee is lead by Fire Fighter ANDREW HILDEBRAND and has been working very hard in preparing the Department for the up-coming celebrations.

During the past year, this Committee has spearheaded numerous fund raising events to help celebrate. We are planning a HUGE weekend of Celebrations for September 2013 with a Town Wide Picnic as well as hosting the 130th CT State Fire Fighters Convention and Parade.



Much of this year's activities have centered around the 75th Anniversary.

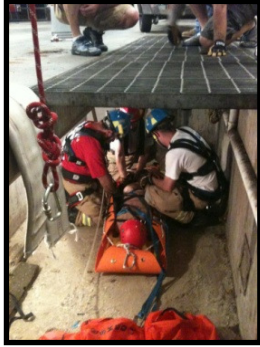
Each year at our Annual Dinner we are pleased to invite the Town Council, Chiefs from neighboring agencies and our Life Members to join us in celebrating the past year with a few awards as well as a great meal and stories! Some of the highlights from this year include: JEFF FUTTNER as the Fire Fighter of the Year!



Lt. CRAIG PIACENTINI with the Doug Warren Spirit Award!, TOM PEDERZOLI with the President's Award, SHAUN BOTHA with the Excellence in Exploring Award! We recognized many dedicated members for their years of service in five year increments. Members with 25 years – Lt. Mike Giroux, 30 years – Chief Kevin Cooney, Jay Murtha and Jerry Ferguson, 45 years – William Mitchell and Walter



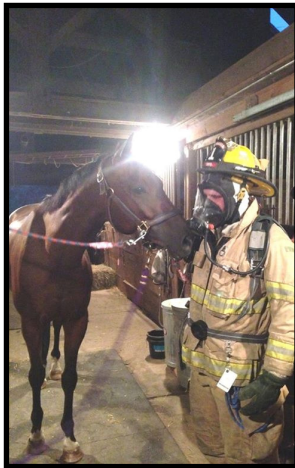
Fire Department



Moriarty...and with 50 years – Retired Chief WILLIAM LANNING and RAYMOND ZAUGG!!!! Chief Lanning announced his formal retirement from the SWVFD after 50 Years of Dedicated Service to the SWFD – he was honored with a special award! Thanks Chief Lanning!!!

Our Training Division has been very busy with new and improved means of keeping the training up-to-date and very worthwhile as well. We worked together for the first time with the Town's Water Pollution Control Division under the cooperation with Public Works Director, Michael Gantick and conducted a joint training exercise with confined spaces.

Some other specialized training is mixed in with all the other required fire fighter training requirements:



This year we also obtained the official certification from the State of CT, Department of Public Health, and Office of Emergency Medical Services (EMS) as a SUPPLEMENTAL FIRST RESPONDER. As part of that certification, we held an in-house training class for our Rescue Squad and a few others members to be medically certified to the



EMR, Emergency Medical Responder level. Thanks to the efforts of Lt. Deb Burch!

We continue to provide Fire Prevention / Fire and Life Safety education to the Town – lead by Lt. Kathy Scanlon – She and other dedicated members visit each elementary school as well as numerous other events throughout the year.



Paws in the Park ~ Fireworks in the Park!!



Fire Department



Our Honor Guard serves not only our in-house needs but also Represents the SWFD in numerous other events in and out of our Community by leading Parades, Presenting the National Colors and assisting at Funerals. Commander Don Marchesseault does an outstanding job with the help of Deputy Commander

Robin Pendleton. This year another Honor Guard member – Fire Fighter Greg Roberts attended the week long certification course from the National Honor Guard Academy.



In addition, we also had three members attend the National Fallen Fire Fighters Memorial Service in Maryland. They were FF's Don Marchesseault, Robin Pendleton and Chief Cooney who is also an Advisory Board member for the NFFF.



We are very appreciative of our professional relationship and support from the Fire Marshal's Office, the Police Department, South Windsor EMS, ASM and all the Town Department's and mutual aid Fire Departments.

We are always looking for new members – even for non-fire fighting support roles. Visit our FACEBOOK Page / Twitter / Web Site www.southwindsorfire.org



Fire Marshal

Walter Summers
Fire Marshal

Mission Statement

"It is the mission of the Fire Marshal's Office to prevent and/or reduce the incidence of fire by increasing the awareness and knowledge of the residents and businesses respecting fire safety, and by ensuring compliance with the Connecticut Fire Safety Code and applicable regulations of the State of Connecticut."

The staff of the South Windsor Fire Marshal's Office consists of a full-time Fire Marshal, a part-time Deputy Fire Marshal, and two part-time Fire Inspectors. Our staff is charged to perform various duties, many of which are mandated by the Connecticut General Statutes. These duties include inspection of all properties, with the exception of one and two-family homes. The Fire Marshal is required to perform investigations as they pertain to the cause and origin of fires that are in the Town of South Windsor. Our staff is mandated to issue permits for hazardous operations, which include but are not limited to the installation of permanent propane tanks and piping, heating fuel storage tanks, gasoline and diesel fuel storage tanks, blasting permits, and commercial fireworks displays.

This past year, our time was dedicated to getting new projects opened for use including the FedEx, Hartford Medical, CREC Elementary School, Carla's Pasta expansion, Metal's Testing, Dairy Queen, Revolutions Bowling Center and condominium inspections. Some of the new projects in the planning stages were Evergreen Walk Hotel and The Residence at Deming. We continue to work with developers to understand Fire Code requirements and assist in completing their projects on time.

The Fire Marshal's Office continued to concentrate on apartment inspections and smoke alarm compliance within these occupancies. We



continue to conduct apartment inspections, required licensing inspections, blasting permits, fireworks demonstrations, and hazardous material truck inspections. In Fiscal Year 2012-2013, inspections totaled 1,975 with a total of 9 fire investigations for origin and cause. We continue to work closely with the South Windsor Police services to investigate and prosecute all arson cases.

The members of the Fire Marshal's Office continue to keep up with current Code and fire investigation techniques by attending advanced classes at the National Fire Academy and Connecticut Fire Academy. The total training hours for Fiscal Year 2012-2013 was 549 hours.

For service please call 860-644-2511 extension 217.

Fire Marshal Walter Summers
Deputy Fire Marshal David Mauldin
Police Agent/Fire Investigator Michael Thompson
Fire Inspector Gregory Roberts
Fire Inspector Marc Devanney



Registrar of Voters

Sue Burnham

Republican Registrar of Voters

Sue W. Larsen

Democratic Registrar of Voters

The Office of the Registrar of Voters (ROV) is governed by Connecticut State General Statutes. The responsibilities are to register eligible US Citizens to vote and to administer and conduct all elections, primaries and referenda in an accurate and impartial manner. The ROV Office maintains voter registration cards and records, compiles monthly reports of all activities concerning the voters in South Windsor and is responsible for the hiring and training of all official election poll workers.

The use of the Tabulator Machines continues to accurately expedite the entire voting process.

During the Fiscal Year 2012-2013, the ROV Office received and implemented 5,967 changes to the voter records. The total number of changes includes new registrations and removals, as well as name, address and party affiliation changes.

The ROV Office held special voter making sessions required by the Connecticut State General Statutes prior to the Presidential and Judge of Probate Elections and the Republican and Democratic Senatorial Primaries to accommodate the number of new electors.

We had a voter turnout of 84% for the Presidential Election and 15% for the Judge of Probate Election held on August 21, 2012. The Republican and Democratic Senatorial Primaries were held on August 14, 2012 with 26% of the registered Republicans and 18% of registered Democrats voting.

Election results following each election are posted on the Town website (www.southwindsor.org) on the face page.

The ROV Office conducted the annual state required canvass of all voters in South Windsor from January 31st through May 1, 2013.

A Special Voter Enrollment Session was held at South Windsor High School on June 7, 2013.

Sue Burnham is serving as Treasurer of the Hartford County Registrar of Voters Board of Directors. She is continuing to serve as the representative on the Education Committee for the State Registrar of Voters (ROVAC) Board. Sue W. Larsen is continuing to serve on the State ROVAC Board as Treasurer and is serving as Chair of the ROVAC Legislative Committee.

Registration Figures

As of June 30, 2013

<i><u>District</u></i>	<i><u>Republican</u></i>	<i><u>Democratic</u></i>	<i><u>Unaffiliated</u></i>	<i><u>Other</u></i>	<i><u>Total</u></i>
I	204	362	406	10	982
II	620	1,052	1,177	22	2,871
III	1,009	1,750	1,842	24	4,625
IV	662	790	1,083	16	2,551
V	999	1,706	1,763	32	4,500
TOTAL	3,494	5,660	6,271	104	15,529

Historic District Commission

Virginia Macro
Chairperson

The Historic District Commission, passed with a majority vote of residents in 1970, is charged with the oversight of alterations to any exterior architectural feature or structure within the District's boundaries, visible from a public street, way or place. Working in cooperation with property owners, the Commission strives to maintain the precious historical character of the individual properties and of the District as a whole. The Commission reviews proposed work at a public hearing and, if approved, issues a Certificate of Appropriateness. In 2012-2013, in addition to our eight regular meetings and one special meeting, the Commission consulted with nine homeowners, held hearings and issued six Certificates to allow work to proceed and denied three applications.

In December 2012, Phase IIIa of the Historic Resources Inventory was completed, covering approximately 65 houses in the Northern section of South Windsor. In July a grant from the Historic Preservation Division of the Department of Community and Economic Development provided the funds to move forward with the final Phase of the Historic Resources Inventory of South Windsor. Buildings to be inventoried are selected based on the same criteria used for inclusion in the National Register of Historic Places: i.e., structures should retain their original integrity, have historical associations or represent important historical themes in the community, or be good representations of architectural styles. The three phases of the



***The Watson House, Georgian/Federal, 1789
at 1876 Main Street***

Inventory will complete the review of South Windsor's historic structures and will be helpful in planning future development. The identified properties will be located on the GIS system and will allow the planning process to take the preservation of historic buildings into consideration. Many historically significant buildings in the Inventory are worthy of protection.



***A Connecticut River
Doorway, Grant
House, Georgian
1757/58 at 1653
Main Street***

The Demolition Delay Ordinance, which was originally passed by the Town Council in February of 2011, was amended and passed in September of 2012. The Committee delayed one application for demolition of an historic building for 180 days, though no buyer was identified within that period. The Ordinance is designed to "encourage

the preservation of buildings or structures within the town of South Windsor." Once a building is designated "Significant" by the Demolition Delay Committee (and after a Public Hearing), a delay of up to 180 days will allow time to seek alternatives to demolition such as: adaptive reuse of the building, moving the structure, or, if all else fails, photo-documentation of the building prior to demolition. To fall into the Significant category, a structure must be at least seventy-five years old and meet one or more criteria documenting its historic significance to the town. The measure provides for public notification of a proposed demolition, but does not prohibit the demolition of an historic building or structure, only a delay.



***Moses Wells House, Georgian, 1780,
1712 Main Street***

Town Clerk

Lori Trahan
Town Clerk

Theresa G. Samsel
Assistant Town Clerk

James E. Krupienski
Assistant Town Clerk

The Town Clerk's Office is the records management and information center for the Town. The Connecticut General Statutes and Town Charter charge the staff with hundreds of functions. Responsibilities include recording, reporting and maintaining land records, vital statistics and maintaining all Town Council, Boards and Commissions agendas, minutes and records; recording and maintaining election results, issuing absentee and presidential ballots, various licenses and permits; and maintaining financial records for the collection of various fees and taxes for the Town and State.

We provide information on all property transfers and sales to the Assessor and Tax Collector. The staff issues and/or maintains records for marriage, fish & game, dog and liquor licenses. Photocopies of agendas, minutes, land records and surveys are available for a fee, as are certified copies of birth, marriage, death and veteran discharge records. Copies of the Town Charter and Ordinances are also available for a fee. Duties also include processing all town notary appointments, appointment of unaffiliated Justices of the Peace, accept for filing lawsuits

and claims, record cemetery deeds, maintain burial records, process and publish town ordinances and the annual audit report.

The office and land records vault are used daily by title searchers, attorneys, bankers, appraisers, civil engineers, surveyors, real estate agents and the general public.

Fiscal Year totals include \$992,152.00 collected for various State of Connecticut licenses and fees, and \$580,069.00 in Revenues for the Town's General Fund for a total collection of \$1,572,221.00.

<i><u>Activity Summary</u></i>	
Land Records	7,759
Fish & Games Licenses	227
Dog licenses	2,645
Kennel tags	16
Births (2012)	217
Marriages (2012)	252
Deaths (2012)	213

Health Department



Public Health
Prevent. Promote. Protect.

Dr. Gerald Schwartz
Director of Health

Sherry McGann
Environmental Health Officer

The South Windsor Health Department is responsible for protecting the community from potential health hazards by creating and maintaining conditions that keep people healthy. The public health mission is to *Prevent Illness*, *Promote Wellness*, and to *Protect Health*. In South Windsor, we strive to fulfill this mission by preventing the onset and transmission of disease, promoting awareness through education, and protecting the public through environmental health investigations and inspections. We work with other local, state, and governmental agencies to protect the public and the environment so that people within our community can enjoy safe and healthy living conditions.

The principal services provided by the department are:

- Inspections of various establishments to ensure safety and sanitation, including: restaurants, food stores, mobile food vendors, temporary events where food is served, assisted living facilities, long term care facilities, day cares, schools, and public pools.
- Environmental health plan reviews, permitting, and inspections; of food service establishments, subsurface sewage systems, and water supply wells.
- B100a reviews for building additions, building conversions, changes in use, or accessory structures.
- Investigation of a wide range of environmental complaints that affect the health and safety of residents in the community.
- Dissemination of health information and brochures.
- Administration of immunization clinics for community members.

In addition, the health department serves to:

- Enforce public health and safety regulations per Connecticut Public Health Code.
- Advocate for changes in public policy relating to health.
- Prepare for and develop response strategies for natural disasters and other public health emergencies.
- Protect the public against the spread of

communicable diseases.

- Promote healthy living and disease prevention strategies.
- Educate residents about the benefits of nutrition and exercise.
- Gather and analyze data on the community's health to determine risks and problems.

The Health Department initiated several programs in the Fiscal Year 2012-2013. We were excited to have residents participate in our Radon Awareness Program which occurred in January, as part of the Connecticut Department of Public Health initiative to educate homeowners about the dangers of radon. We distributed educational materials and free radon test kits to individuals interested in testing their homes for radon. Another program offered by the Health Department was the "Putting on Airs" program which provides asthma education services to residents and information on healthy homes. As part of our public health outreach efforts we participated in community events and conducted public health presentations. In addition, we were the recipients of two grants; the Cities Readiness Initiative Grant for emergency preparedness activities, and the Lead Poisoning Prevention Grant for outreach efforts to prevent childhood lead poisoning.

The Health Department was one of twelve selected from nearly 200 applicants for a scholarship presented by the National Association of City and County Health Officials to attend the 2013 Public Health Preparedness Summit in Atlanta, Georgia. The summit provided a forum for conversations amongst public health professionals, emergency managers and other leaders, providing the opportunity to collaborate, learn and share best practices in the areas of food safety and emergency preparedness. As far as local efforts, the Health Department participated in a statewide emergency preparedness drill in July and updated the town Emergency Operating Procedures with health department roles and responsibilities.

In October, we attended local emergency operations meetings and conference calls with the

Health Department

state Department of Public Health to prepare for Hurricane Sandy and conducted post storm inspections of food service establishments. Continued efforts to ensure quick and effective responses to emergencies prompted us to update our Public Health Emergency Response Plan and Environmental Surety Plan. In addition, the Department was involved in emergency preparedness planning through participation in Mass Dispensing Area (MDA) #31 meetings and events. MDA #31 evaluates and prepares for public health threats such as pandemic flu, as well as preparation for emergency events related to bioterrorism, natural disasters and other events.

The Health Department conducted inspections of food service establishments, and temporary food events such as the South Windsor Farmers Market, Strawberry Festival and Wapping Fair. In addition, we inspected pools, daycare facilities, on-site subsurface sewage disposal systems, wells, and responded to environmental complaints. The Health Department reviewed and followed up on communicable disease reports and provided information to individuals regarding screening, treatment, and vaccinations. We educated the public on health topics and disease prevention by distributing educational materials and health and wellness information to residents.

Environmental Health Activities **FY2012 -2013**

Food Protection:

Food Est. Inspections	147
Food Est. Re-inspections	18
Temporary Events	24
Vendors	47
Plan Reviews	11
Consultations/Construction Insp.	19
Foodborne Investigations	6
Fire inspections	1

Health Inspections:

Daycare Facilities	11
Motel/Hotel	2
Public Pools	17
Public Pool Re-inspections	10
Cosmetology	1
Lead Poisoning Investigations	1
Day Camp	1

Subsurface Sewage Disposal

Site inspections	11
Deep Test Holes	10
Percolation Tests	10
Permits – New Construction	0
Permits – Repair	12
Septic Plan Reviews	12
B100 Applications	7

Private Wells

Well Site Inspections	2
Well Permits	6

Laboratory Activities

Potable Water	1
Rabies	1
Ticks	1

Complaints:

Food Protection	4
Housing	4
Refuse/Garbage	1
Insects	5
Water Quality	10
Air Quality	7
Mold	6
Other	3

Department of Human Services

Dennis D. Sheridan
Director of Human Services

The **DEPARTMENT OF HUMAN SERVICES** is a multi-generational service agency whose mission is to enable South Windsor youth, families, adults and seniors to achieve and maintain personal and social well being by providing a variety of services, programs and resources that are both proactive and responsive to the community's needs.

The Department is comprised of three divisions:

Human Services Administration

Dennis Sheridan, Director
Nancy Aborn, Administrative Assistant
Cindy Malone, Transportation Coordinator

Adult and Senior Services

Andrea Cofrancesco, Coordinator

Youth and Family Services

Joann Moriarty, Coordinator

Highlights for the year:

For the first time, Senior Services provided a Thanksgiving meal on Thanksgiving, for seniors who have no family, whose family is not in the area or who would otherwise be alone for the holiday. Fifty seniors were served and seven homebound meals were delivered. Special thanks the Andrea Cofrancesco and Mickey Kozikowski and their respective families for conceiving the project and volunteering their time at the event! Also thanks to Maneeley's Catering for their part in preparing the donated turkeys for this dinner and to the many volunteers who assisted in preparation and serving.

Youth and Family Services sponsored a family dinner to benefit UCONN's Sandy Hook Memorial Scholarship Fund. 88 residents attended this meal, funded by local businesses. Music was provided by talented high school and middle school students. The event raised \$850 for the scholarship fund. Many thanks to Joann Moriarty and her Y&FS staff for their efforts in putting this moving event together!

Senior Services, working through the Senior Advisory Council, coordinated another very successful Reading in the Schools program! Volunteers read to classrooms in all five elementary schools. 36 volunteers were involved in reading. 105 books were donated for this project from DST Output.

The Human Services Department continues to work hard to meet the needs of our clientele in increasingly challenging times. A brief glimpse of activity this year:

- The Senior Center offered 330 programs, events and trips attended by 4,625 participants
- The Department processed 413 energy assistance applications; 186 families impacting over 500 people utilized the food bank; 222 received income tax form preparation assistance
- 68 individuals received youth / family counseling services; an additional 408 individuals received parent education and support services; 2,431 youth participated in positive youth development programs, including 94 middle and high school students who participated in the Jump Start Tutoring program and 22 students who were beneficiaries of the Mentoring Program.
- Our senior / disabled transportation buses logged 56,319 passenger miles, transporting a total of 500 senior / disabled passengers throughout the year to various destinations, including 690 medical appointments.
- 248 individuals benefitted from the Fuel Bank; 196 Thanksgiving baskets were distributed, benefitting 468 people
- 373 youth attended the teen center; teen center youth provided upwards of 1,300 hours of community service projects to town and region; 67 middle school and high school youth participated in our Rising Stars Summer Enrichment program
- Over 180 volunteers assist our Department in meeting its mission

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I am grateful for the tremendous work of our division coordinators, case workers, counselors, our parent educator, programmers, administrative assistants and bus drivers who work tirelessly to provide client support, assistance, education, creative social / recreational opportunities and transportation in these challenging times.

Community Center

We continue working with the Recreation Department and Building Maintenance to coordinate building usage and continued maintenance needs in increasingly challenging space restrictions.

The **ADULT AND SENIOR SERVICES DIVISION** of Human Services consists of two integrated components; Social Services and The Senior Center. This report reflects the activities and accomplishments of both components of this division for Fiscal Year 2012-13.

SOCIAL SERVICES OVERVIEW

Social services encompasses **case management, advocacy and referral** services for South Windsor adults and older adults in response to their economic, recreational, social and emotional needs. This service allows for comprehensive assessment, service provision, the avoidance of service duplication, and premature institutionalization. Agencies with whom we work closely include local businesses, Visiting Nurse & Health Services of Connecticut, Inc., Police, Courts, Adult Day Care, Assisted Living Facilities, Local Housing Authority, Community Renewal Team of Greater Hartford, area towns and hospitals; mental health groups, state agencies, local civic and religious groups, etc.

The Division administers several programs that benefit Human Services clientele. These include the private **Food & Fuel Bank** and **Special Needs Fund**, the processing of **Fuel Applications** for the **State Energy Assistance Program**, **Operation Fuel** Program, **United Way Shelter Grant**, **Home Management Grant** (funded by the State Department of Social Services), **Salvation Army Funds**, and **Holiday**

Basket Programs which includes gifts in December.

Other services provided by the Division include **family meetings, service coordination, Outreach home visits, information and referral services, Meals on Wheels, Friendly Shopper Program, Community Restitution Program, Recreation Subsidies, CHOICES Medicare Counseling and more.**

The Adult and Senior Services Coordinator serves as South Windsor's state mandated **Municipal Agent for the Elderly.**

SOCIAL SERVICES PROGRAMS

SOCIAL SERVICES

Social workers are available to assist residents in applying and advocating for local, state and federal programs. Social Services programs include but are not limited to the following:

Advocacy	AARP Income Tax Assistance
Case Management Services	Driver Improvement Classes
Special Needs Fund	Food & Fuel Bank
CEAP Fuel Program	Renter's Rebate
Property Tax Relief	Caregivers Support
ConnPace Applications	Title XIX
CRT Meals-On-Wheels	Flu Clinic / Safety Fair
Operation Fuel (Warm Thy Neighbor)	Recreation Therapist (CARES)
Home Management Program *	Grocery Delivery Program
Holiday Food/Gift Baskets Program	Friendly Shopper Program

* (Funded by the State Department of Social Services)

A brief overview of numbers of South Windsor residents served is as follows:

- **413** CEAP Energy Assistance Applications Processed
- **265** contacts for assistance with Medicare Part C & D

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- Intake **166** Homeowners Tax Relief and **183** Renter's Rebate Applications
- **99** applications totaling **248** persons used the private Fuel Bank
- **28** applications totaling **76** persons were assisted through Operation Fuel
- **186** families used the Food Bank serving over **500** people
- **196** thanksgiving baskets were distributed benefiting **468** people
- **97** families with **199** children received Holiday gifts along with **40** Seniors
- **29** families with 65 children received backpacks and shoes from a cooperative program with Salvation Army
- **AARP Tax Preparer's** did **222** returns

OUTREACH

Social Work with multigenerational older adult family caregivers, extended support and professional caregivers and affordable housing are of primary concern to those seeking help from Senior Services. Cases are managed with an intergenerational approach. **Advocacy and/or a coordination of services** for these clients coupled with applications for **entitlement programs, short-term crisis intervention & social contact in the continuum of care** is the primary focus of the outreach component of Human Services. During this fiscal year, a total of **363 home visits** were made by social services staff. An increased effort was made to hold presentations at senior housing complexes to provide information on services. Almost **75** people were in attendance. In addition, caseworkers went to the housing complexes to assist with applications for energy assistance to make it easier for those with physical limitations. An **At Risk List**, which consists of names of residents with chronic health issues, are homebound, or have little to no family in the area is maintained so that residents can be alerted when a shelter is open in town. Almost 80 names are included on this list.

Recreation Therapy is offered to a special population of older and frail elderly through the '**CARES**' (Center Activity, Recreation, Education and Socialization) Program. This program is

offered 3 hours a day 3 days a week providing services for older residents with physical or cognitive losses. This program has proven to be a primary community support service that prolongs one's ability to remain in the community and provides respite for caregivers. For this fiscal year, we were able to increase the program to include **15 participants** by being creative with room limitations.



Myra and Spencer with the CARES program make chocolate pops for Peter's Retreat

SENIOR CENTER

The North Central Area Agency on Aging has designated the multi-purpose Senior Center as a Focal Point for Older Adults, as it is a multi-purpose center, providing a program of health, recreational and educational activities for residents aged 55 and over. The Senior Center offers programming during the day, evenings and weekends each month.

My Senior Center, a web-based program for management of program sign-ups, started July 1, 2012 allowing staff to maintain computerized lists for ease in registering seniors for activities and tracking statistics. For Fiscal Year 2012-2013, this program tracked **32,017 swipes and almost 1200 regular users**. **309** people participated in physical fitness activities and almost **8,000 hot meals** were served to **seniors** 60 years of age and older every day except holidays and weekends. A hot lunch provides much needed

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socialization as well as nutritional value. The center offered **on-going and special programs** with more than **4,625 attendees** throughout the year in a variety of social, educational, health, recreational and/or supportive programs.

Much of the information regarding programs at the Senior Center is delivered in the monthly **newsletter** that goes out to approximately **1,700 households**, including distribution via email, using the town's Everbridge system. In addition, the newsletter is on the town's website. A second annual Open House was held in September to celebrate Senior Center month with special events to draw in new people. A mass mailing went out to **5,000** people using the registrar of voters list.

Senior Center Programs include 130 day, evening and weekend **trips to museums, theaters, and restaurants**, with a total of **2,562 people partaking (657 unduplicated)**. Travel opportunities continue to provide a resource for the 'active' seniors. Overnight trips were provided to California and New York. Additionally on-going cards and games such as **dominoes, cribbage, setback, poker, bridge, hand and foot, mah jong, and rummykub** are offered, with over **300** participating weekly. In addition, the senior center has a group of women involved in the Red Hat Society which does community service projects throughout the year. The Senior Center provides a staff person to act as a liaison for the **Super 60's Sportsmen Club**, a group of active older men who assist with many community service projects benefitting the town.



Seniors play games in the gazebo

The Senior Center fundraised in Fiscal Year 2011-12 for a 10x20 screened in **gazebo**. This has resulted in an additional **50 programs** in Fiscal Year 2012-2013 with almost **500 people attending**. Programs were held in the gazebo as well as the back patio.



A variety of themed events were also held in the gazebo... strawberry shortcake day!

New chairs were purchased for the senior lounge, which is the only designated senior space in the community center. The Rotary Club donated **\$2880** to purchase chairs with arms and without wheels. The chairs that were in use for several years were mismatched office chairs on wheels. The various card groups, together with the Senior Center, donated **20** new card tables at the cost of \$1,000.

HEALTH, WELLNESS AND SAFETY

Health and Wellness

A major health emphasis continues to be made to provide wellness clinics each week as well as **health care screenings** and informational talks. The Town of South Windsor contracts the **Visiting Nurses & Health Services of Connecticut, Inc.** to staff weekly Elder Wellness clinics at the senior center and monthly at low income senior housing sites. A registered nurse provides **blood pressure, blood sugar and cholesterol screenings** with a total of **912 visits yearly**. For 2nd annual **Flu Clinic/Health and Safety Fair** had **20 vendors** providing services and information to almost **250 attendees**, and **217 seniors** and

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people with chronic health conditions were given the flu vaccine. Seminars on safety issues and health related topics such as **vision and hearing and skin cancer screenings** were held. A **dietitian** provided talks on informational topics as well. A monthly **Foot Care Clinic** is held at the senior center, **serving 250 people annually**. **Therapeutic massage** is offered twice weekly, with over 350 hours of massage provided to senior citizens at a lower cost than a massage therapy spa.



Elaine Cooley gets her flu shot from nurse Mary Pelletier at the Health and Safety Fair

Weekly exercise programs provide older adults with a safe, non judgmental location to stay healthy including **yoga, tai chi, zumba, strength training and pilates** with 4,654 swipes and almost 500 people participating. Pickleball, a cross between badminton and tennis is held at Timothy Edwards Middle School and the Board of Education building and has over **25 active participants** with an email distribution of over 50 and has attracted people of all physical abilities. Surrounding towns are joining in for regional play. A group of seniors meet four times a week for **morning walks** in Nevers Road Park. This group consists of over **20 participants** who have walked over **2,000 miles** during the walking season. These activities provide opportunities for exercise, socialization and fun.

Safety

The **South Windsor TRIAD**, which consists of local law enforcement, the business community,

and the senior center, continues with the focus on senior safety. A 2nd annual Tour of Safety Services was offered to residents, providing a tour of the Police Department, Fire House and Ambulance Corp. Two Medication Disposal Days occurred, resulting in **almost 1,000 pounds** of medications being disposed of safely. We continue to enroll seniors in the **Yellow Dot program**, which is designed to provide police information on a senior driver in the event of an accident. A shredding day was held and resulted in over **125** people dropping off items to be shredded. An educational talk on "Avoiding Scams" had over **50** attendees.



The Triad hosted a "Shredding Day" with over 100 people dropping off items to be shredded

TRANSPORTATION

Transportation is provided for the Senior and Handicapped population via four lift equipped buses. The Center, through its transportation system, offers two local shopping opportunities per week, three mornings per week for errands, and twice weekly mall/Vernon trips. Rides to medical appointments, including dialysis, five times a week is offered to various towns and was expanded during this fiscal year to meet the demand for transportation to Hartford and East Hartford.

Almost 56, 319 passenger miles for the year were provided for Seniors & Disabled residents which also included daily trips to Manchester Sheltered Workshop. **690 rides to medical appointments** occurred which is *almost double* from last fiscal year. A total of **18,256 trips** were made, and a total of **500 unduplicated** people used the service.

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SPECIAL ACTIVITIES AT THE SENIOR CENTER

Special events are held to correspond with holidays such as Memorial Day, Veteran's Day, Mother's and Father's Day, Halloween, Christmas and more. Special events draw from **75 to 150 participants** and are limited to available space. Our first ever Winter Wonderland event was held with music and a variety of games with **almost 100 people** in attendance.



Students from Timothy Edwards Middle School perform at the annual holiday luncheon.

The Senior Center takes part in a variety of **Intergenerational community activities** including visits by local school classes and regular cooperative planning with the **High School Interact Club**. During this fiscal year, the **Senior Advisory Council**, which is a group of seniors who represent different groups within the Senior Center, continued their **Reading in the Schools** Program for a second year in a row. Each classroom in all five elementary schools were read to throughout the school year, totaling 1700 students. A total of 36 volunteers were involved, and 105 books were donated for this project from DST Output.

The Senior Center continues to offer classes on **Safe Driving** for older adults utilizing the **community police officer** through the Police Department. A total of **seven sessions** were held with **143 people** taking part. The center has a partnership with the Timothy Edwards Middle

School to use their **Computer Lab** twice each week during the school year to teach seniors how to use computers and the Internet. Almost **70 seniors** took part.

Staff and volunteers hosted the first annual **Thanksgiving dinner** on Thanksgiving Day to provide a meal to seniors who have no family, whose family is not in the area, or whom would otherwise be alone for the holiday. A total of **50 seniors** were served, including 7 to those who are homebound. Staff and volunteers who assisted totaled **20**.



Volunteers delivered a turkey dinner on Thanksgiving Day to homebound seniors

VOLUNTEERS

Volunteer opportunities are available throughout the Human Services Department. Our goal is to utilize the valuable skills of the senior community in the Senior Center, local schools and as Health Screening volunteers. Over **180 volunteers** took part throughout the year in a wide range of capacities ranging from Meals on Wheels drivers, Friendly shoppers, Flu clinic volunteer staffers, newsletter collators, activity coordinators at the Senior Center and trip captains. The Community Service Group, in it's second year, has over 35 volunteers providing services and projects for South Windsor and the surrounding towns. Some of the projects undertaken were: making sandwiches for the homeless, baking for homebound seniors, hosting a blood drive, adopting a family and more.

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Volunteers with the Community Service Group pose with their cookies, which were delivered to 30 homebound senior citizens.

Andrea Cofrancesco
Adult and Senior Services Coordinator

The **YOUTH AND FAMILY SERVICES DIVISION** provides services and programs for youth and families of South Windsor. These services include crisis intervention, short term counseling and referral services, juvenile justice programs, parent education and support, prevention initiatives and positive youth development programs.

2012-2013 Statistics

2,431 youth participated in our positive youth development programs
373 youth attended the Teen Center
68 individuals received counseling services
408 individuals received parent education / parent support services

In 2012, South Windsor Youth and Family Services successfully secured **\$ 42,068** in **federal, state and local grants PLUS, \$7,158** in **DONATIONS and FUND RAISING EFFORTS**

- **\$22,574** State of CT. Department of Education, Youth Service Bureau Grant
- **\$6,250** State of CT. Department of Education, YSB Enhancement Grant

- **\$4,999** SAMHSA, Drug-Free Communities Grant.
- **\$4,245** State of CT. Department of Mental Health & Addiction Services, LPC Grant
- **\$1,500** Savings Bank of Manchester, Rising Stars Grant
- **\$2,500** New Alliance Foundation, Jump Start Grant

SWAN – South Windsor And Neighbors **Parent Education and Support** <https://swan.southwindsor.org>

The South Windsor and Neighbors Program (SWAN) provides parenting information and support programs to families in



South Windsor and surrounding communities. The goal of the program is to promote positive parenting and awareness of issues facing today's families and children. SWAN programs follow the National Extension Parent Education Model which emphasizes care for self, understanding, guiding, nurturing, motivating and advocacy.

Youth and Family Services offers a myriad of parenting workshops, programs and support groups to meet the complex and varied needs of parents today.

SWAN Programs and Groups:

- **Grandparents Raising Grandchildren Support Group**
- **ADHD Support Group**
- **Co-Parenting Support Group**
- **Lively Learning** – strategies for infusing homework and fun
- **1,2,3 Magic** – discipline program for young children
- **Mother-Daughter Circle** – exploring, encouraging and inspiring the bond between mothers and daughters
- **Brain Balance** – holistic program for parents of children struggling with ADHD, Asperger's, Dyslexia and other neurobiological disorders

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- **Living with Teens and Tweens**
- **Stepfamily / Blended Family Living**
- **Kids with Incredible Potential – support and education for parents of children with ADHD**
- **Mind Patterns at Play – asset focused approach to understanding differences in the way we think, learn and communicate**
- **ADD Tips for an Organized Life**
- **Future Planning for Special Needs Children**
- **Women At Work – empowerment group for working mothers**
- **Smart \$\$ for Kids – program for 7th and 8th graders taught by branch managers from First Niagara Bank.**

In the Spring of 2013 SWAN hosted two free workshops, presented by Connecticut Parent Advocacy Center for students with disabilities and the parents and educators. The first workshop, “**Exploring the Tools of Self –Advocacy**” was to give information and tools to help students with disabilities learn self-advocacy skills. The second, “**Getting and Keeping the First Job**” was a discussion on how to prepare to get and maintain a job.

Ginny Molleur is our SWAN Parent Education and Support Coordinator.

The South Windsor Teen Center

The South Windsor Teen Center is a safe, supervised and substance-free environment where youth can socialize and engage in healthy activities. The Teen Center serves youth from Timothy Edwards Middle School and South Windsor High School. The Teen Center is open Monday through Thursday from 2:00 p.m. to 5:00 p.m. for high school students and Friday and Saturday evenings from 6:00 p.m. to 9:30 p.m. for middle school students. Activities include billiards, foosball, air hockey, arcade games, guitar hero, rock band, dance machine, themed activities, snacks and lounge area. Additionally, youth have an opportunity to become involved in the Teen Center Youth Council which provided opportunities for youth leadership and community

service. This group of young adults puts in an average of 1,000 hours of community service per year. Some of the many on-going projects are: Peter’s Retreat in Hartford, which is an AIDS Residential Facility, the Cornerstone Soup Kitchen in Rockville, Enfield Loaves and Fishes, and many, many inter-generational activities with our senior citizens in town. They also volunteer for civic groups in town when they are called upon. They are a dedicated group of kids that the Teen Center is very proud of. The Teen Center hosted the 7th annual Senior Barbeque for 75 seniors in town in April of 2013.

The Teen Center celebrated its 25th year!

Rising S.T.A.R.S. (South Windsor Teens Assisting, Respecting, Sharing) is a program offered for youth ages 13 – 18 who are considered “at risk”, or in need of positive youth development and/or socialization, or a youth that needs supervision while the parent is not in the home. The program provides a **structured, supervised setting** with opportunities for many different kinds of community service projects.

For the 8th year we were very fortunate to secure a grant from the Savings Bank of Manchester Charitable Foundation to facilitate our Rising Stars summer community service program. There were 67 kids enrolled in this program, with 31 middle school and 36 high school kids. Activities included working for the Parks Department pulling weeds at town buildings, spreading dust on the trails, and maintenance at the Boundless Playground by pulling weeds and sweeping sand and mulch. The kids worked on the patio at the Community Center by clearing weeds and debris. They also worked on Varney Farm which grows vegetables for Food share. They volunteered at the Tyler Animal shelter cleaning cages, pulling weeds, washing animal dishes, constructing a flower bed, and cutting up blankets for the animals. Some of the parents wrote letter in support of the program and how much their kids enjoyed it and learned about their community!

JoAnn Ciccaglione is our Teen Center Program Coordinator.

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School Outreach

Youth and Family Services shares a long-standing, collaborative relationship with South Windsor High School and Timothy Edwards Middle School. In addition to the programs described here we also provide positive youth development programs, support groups and counseling services. We also provide support to the School CHOICE students from Hartford, who attend Timothy Edwards Middle School.

The **Jump Start Tutoring Program** continues to be tremendously successful program. SW High School students come to TEMS after school every Wednesday for two hours, to help the younger students with homework and studying. This year 94 South Windsor High School and Middle School students participated in the program!

The **South Windsor Mentoring Program** is a partnership between Youth and Family Services, the South Windsor Board of Education, and the Chamber of Commerce.

The South Windsor Mentoring Program matches adults from local businesses and the community with students at Timothy Edwards Middle School. This year 22 students participated in the program.

SADD - Students Against Destructive Decisions

SADD is co-advised by Dr. Mike Bombara of South Windsor High School and Kathy Reed, Youth and Family Services' School Outreach Specialist. The group was very busy this year with several great projects. SADD completed a seatbelt check at the high school, organized "Sock it to the Cold" and collected 350 pairs of socks for local shelters, attended a state-wide PAWS (Peers Are Wonderful Support) youth leadership conference, sponsored the I-Promise Program at the high school which is an educational campaign to warn Connecticut drivers of the dangers of driving while distracted. They also lead an anti-tobacco forum for 6th grade students at Timothy Edwards Middle School and put lawn signs around town congratulating graduates and reminding them to "celebrate sober". SADD's activities are completely grant-funded.

Smoking/Drug Prevention was held in April at Timothy Edwards Middle School. All sixth graders participated in a variety of activities during the week. A poster contest, sponsored by (South Windsor Alliance for Families, SWAFF), was held and students were asked to create a poster with an anti-smoking message. Posters will be judged and awards will be handed out to the top 3 posters in each team. Robert Rivest visited T.E.M.S. on Thursday, May 2 to captivate the audience with engaging mime and stories about the choices that we make every day. He will focus on saying no to alcohol and drugs. Also, on the last day, 8th grade students, SRO Officer Lopez and Kathy Reed from Youth and Family Services will present a trivia game to review all the information the students have learned during the course of the week.

Kathy Reed is our School Outreach Specialist.

Youth Counseling & Positive Youth Development Programming

Bereavement Support for Teens— ongoing group at SWHS

Moving On Up – a transitional group for girls entering 6th grade

Funtastic Fridays, Building Bonds & Friendship Circle – social skill development groups for ages 8-12

Changing Families – support for teens in transitional living/family situations

N-O-T Smoking Cessation Group

Teen to Teen- A group for high schoolers addressing self-esteem, communication, time management skills and relationship concerns.

PALS Care- community service program for 4th and 5th graders.

April Vacation Program – activity group for 5th through 7th graders.

Resiliency Group- group for high schoolers to help students develop skills to manage obstacles they face in life.

Girl Talk - group for girls ages 11 to 14 to give girls an opportunity to discuss issues of self-esteem, peer relationships and school challenges.

Eileen Adler is our Youth and Family Counselor

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GRANDPARENT & GRANDCHILD PANCAKE BREAKFAST And BINGO

On April 17, Youth and Family Services sponsored The 10th Annual Grandparent & Grandchild Pancake Breakfast and Bingo! This event was a great success! Over 90 grandparents and grandchildren attended and enjoyed a delicious pancake breakfast followed by an enjoyable game of bingo. Friends were made, smiles were shared and a grand time was had by all! All proceeds benefit the Boundless Family Care Fund.

Sandy Hook School Memorial Scholarship Fundraiser

On Friday, March 1, 2013 South Windsor Youth and Family Services hosted dinner to benefit UCONN's Sandy Hook School Memorial Scholarship Fund. This fund was created to help support the college costs for any siblings of those killed in the Sandy Hook School assault, the dependants of the adults who lost their lives, as well as students currently enrolled at the elementary school, who are accepted to attend the University.

88 residents attended this function and enjoyed pizza, salad, beverages and desert **all donated by local businesses**. In addition, we had terrific music entertainment by some very talented high school and middle school students. This benefit dinner **raised \$850** for the Memorial Scholarship Fund. We would like to extend our deepest appreciation to all of the residents, students and volunteers who participated in this worthy event, including Mayor Delnicki and Deputy Mayor



Bazzano for attending. We are blessed to live in such a caring, nurturing community like South Windsor and hope that in some small way we have contributed to the healing process for the families of Newtown.



Bundles of LOVE Baby Item Collection

For the second year, Sgt. Tom Field and Officer Peggy Clouser of the South Windsor Police Department and Joann Moriarty of South Windsor Youth & Family Services collaborated to collect baby care items for those in need. We held a collection event on Saturday, February 16th, at Stop & Shop (1739 Ellington Road) and Geissler's Market (955 Sullivan Ave.) **The volunteers at the two stores received enough donations to fill the cargo bed of a pickup truck plus an SUV and a cruiser. We also received over \$650.00 in cash donations!** Deliveries of the donated items were made to local residents, as well as to The Network Against Domestic Abuse Women's Shelter, St. Agnes Home, Interval House, KidSafe CT and 1st Way Life Center. Each facility received several hundred diapers, two crates of baby wipes, baby food, clothes, lotions, soaps and powders and various miscellaneous items (pacifiers, bottles etc). Also, a large donation of food went to the South Windsor Food Bank.

The South Windsor Juvenile Review Board is a Juvenile Court diversion program. The JRB has representation from Youth and Family Services, South Windsor Police Services, South Windsor Fire Marshall's Office, Timothy Edwards Middle School, South Windsor High School and Rockville Juvenile Court Office of Probation. This year the

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JRB reviewed 19 juvenile cases which otherwise would have been referred to juvenile court. Youth who come through the JRB can be required to complete community service hours, write an essay on their choices and consequences, write a letter of apology or attend counseling sessions. Parent education and support are also made available to parents.

South Windsor Alliance For Families, “Healthy Families = Healthy Community”



Our mission is to encourage positive development of South Windsor's youth and families through assessing needs, developing solutions to those needs and coordinating programs and activities the promote a healthy, substance-free lifestyle. For details about SWAFF as well as substance abuse prevention information for parents, please log on to www.southwindsor.org/SWAFF

On Monday, September 24, Youth and Family Services and South Windsor Alliance for Families (SWAFF) hosted their 1st annual **National Eat Dinner with Your Children** Event. Statistics show that children who do NOT have regular dinners with their families are four times more likely to use tobacco, two times more likely to use alcohol and four times more likely to use marijuana. Regular family dinners make a difference!

Our event was **completely grant funded** and included a delicious catered dinner, a kids craft, a healthy dinner demonstration by Williams Sonoma and a great goodie bag filled with giveaways, valuable prevention information for parents and gift cards from local businesses.

SWAFF and Youth and Family Services staff provided bag checks and parking lot escorts during South Windsor High School's annual **Operation Graduation**, helping to ensure that all graduates had a safe and substance-free evening.

Liz Langevin
Youth and Family Services Coordinator

Human Relations Commission

Charles Margolis
Chairperson

Mission: The South Windsor Human Relations Commission fulfilled its mission of providing educational opportunities, promoting positive interpersonal relations and encouraging community cooperation. This was accomplished through a series of diverse events and activities.

Activities -7/1/12-6/30/13

“What Every Parent Needs to Know about Bullying:” The HRC sponsored a seminar about bullying and cyber bullying for parents, November 8, 2012. Speakers were Dr. Bill Howe, State Department of Education and Michelle Pincince, Anti-Defamation League. Following this highly informative presentation, Councilor Dr. Saud Anwar, and Emma Richardson, a student at South Windsor High School, discussed the topic and shared personal experiences. The event was taped for Community Access TV.

HRC Photo Contest: The Human Relations Committee sponsored a photography competition for residents of all ages. The theme was: “Portraits of South Windsor”. In March, an opening reception was held in the library. Awards were presented to first, second, third place winners and the top twelve place finishers. Judging was done by the staff of the CT Art School. All entries were exhibited at the library throughout the month.

HRC Foreign Film Festival: On March 3, 10, 17, 2013, The HRC sponsored a Foreign Film Festival in the Library’s Friend’s Room. Each of the outstanding films explored cultural perspectives. The festival was well attended, averaging more than 25 viewers per showing. Popcorn was enjoyed by all. An audience discussion of each film was led by a member of the HRC, following the presentation. Another Film Festival was requested for the coming year.

“The Psychology of Violent Extremism:” On May 9, 2013, HRC sponsored a panel discussion called, “The Psychology of Violent Extremism.” Panel members, Aliya Saceed, MD, Steven A. Johnson, PhD and Dr. Saud Anwar discussed research, patterns and solutions related to violent extremist behaviors, throughout the world. An au-

dience of over 40 persons participated in a lively question and answer period following the panel’s presentation.

Voices II: Schools of Thought...Thoughts of School: The HRC continued to support the publication of a book of short stories about the educational experiences of town and former town residents.

Generations: The Generations Program involves high school students as one-on-one computer/technology tutors for senior citizens. This program arose from a discussion of available resources with town senior citizens. Tutors and senior citizens meet at the senior center or library, where computers are available. Students often bring personal computers to assist the seniors. The program has proven to be extremely popular.

HRC Members:

Charles Margolis, Chair
Mary Etter, Library Liaison
Dr. Saud Anwar, Town Council Liaison
Nilofer Haider
Karen Patterson
Karen Wagner
Carolyn Carey

Did you come to the Library last year for a good book to bring to the beach, to find resources for a term paper, or to learn about job possibilities in an unfamiliar area? Did you come to a meeting of the Charter Oak Romance Writers, the Coast Guard Auxiliary, or the Target Archery Judges? Maybe you're a school bus driver who came for safety training or a member of a condo association who came for a Board meeting or someone who came to meet a favorite author in person. If you came for those or the hundreds of other reasons people visit the Library on any given day, you're in good company: we posted 213,093 individual visits during 2012 – 2013, hosted 6,214 bookings in our meeting rooms, sponsored 494 programs, and loaned 272,280 items (another 22,728 were used here but not borrowed).

Our local collection of 138,861 is extended by several thousand books available electronically, as well as traditional interlibrary loan (9,794 processed) and the Statewide reciprocal borrowing system Connecticard, which allows our residents to borrow directly from any other public library in CT. Use of museum passes, which provide discounted or free admission to over two dozen area venues, increased by more than 17% to 625 loans.

Programs addressed topics as diverse as organic gardening and art theft, and visiting speakers included performer Dave Ehlert, whose presentation "Mark Twain for President!" started our fall programming with great good humor; authors B.A. Shapiro, Stephen Puleo, Robert Steele, Jerry Labriola, and a diverse group of self-published local authors; sportscaster Joe D'Ambrosio, and Roxanne Coady, President and founder of R.J. Julia Books. Nearly a dozen local residents shared book reviews in our programs, while dozens more participated in book clubs organized by the library. Students in our public schools shared their talents in the 35th Annual Scholastic Art Exhibition, while adults shared their skills in the First Annual South Windsor Photo Contest sponsored by the Human Relations Commission.

Partnerships in the community were a key to our activities. Generous grants from the South Windsor Community Foundation and the Friends of the Library allowed us to sponsor the South Windsor Spelling Bee (a part of the Scripps National Spelling Bee) won by fourth-grader Keshav Ramesh; a grant from the South Windsor M.O.M.S. Club added unique resources to our Children's Library. We co-sponsored programs and events with the Human Relations Commission, Down to Earth Garden Club, Rotary, Historical Society, and South Windsor Voices II. Friends of the Library once again provided dictionaries for all South Windsor third graders and scholarships for three high school Seniors.

With the passing of South Windsor resident Ray Alexander in June, the Library lost an extraordinarily kind and generous friend. Over an eleven year period, Mr. Alexander organized gifts from family and friends that have added over seven hundred books to our Children's Library: the Ila Barbanell Alexander Selection, a memorial to his wife. Our present staff never had the pleasure of meeting Mrs. Alexander, but generations of children will benefit from her thoughtful husband's "good idea" for making a difference in the community.

Parks & Recreation Department

Ray Favreau, CPRP
Director of Parks & Recreation

***"Caring for South Windsor's
Growing Needs"***
Parks Division

"Feel Great – Recreate!"
Recreation Division

"Discover the Benefits!"



**SOUTH WINDSOR
Parks & Recreation**

PHONE NUMBER: 860-648-6355

HOTLINE: 860-648-6349

FAX: 860-648-5048

www.recreation.southwindsor.org

Fiscal year **2012-2013** marked our third year as the re-structured Parks & Recreation Department, and as such we continued our efforts to better connect the programming component and the care and control of the park maintenance operation. Our ultimate goal across both divisions remains providing enhanced customer service and quality programs and facilities. In addition to the 300+ recreation programs delivered by the Recreation Division annually, we were responsible for the regular care of all public parks, athletic fields, school grounds, open spaces and public properties (like the grounds of Town Hall, Library, Police Department, etc) through the Parks Division. We hope we have successfully displayed pride in people, parks and programs!

The following is a recap of our highly successful third highly successful fiscal year of joint operations. Once again we survived a trying relationship with Mother Nature as we battled a

third major storm in 14 months, appropriately labeled "Super Storm Sandy" – on the heels of Tropical Storm "Irene" August 28 and winter Storm "Alfred" October 29 in 2011. As in 2011 "Sandy" required pre-storm preparations, during storm emergency response, post storm damage assessment, serious tree work and debris clean up monopolizing much of the parks crew time and effort, while programming modifications demanded recreation division staff energy. Some highlights of our accomplishments that exemplify our renewed commitment to parks and recreation to benefit our residents are outlined below. Once again, we hope you have experienced and appreciate at least one of a number of changes or improvements to *your* parks & recreation operation over the past year.

- Purchase and installation of two new water features and entrance ramp hand rails at Veterans Memorial Park.
- In-house installation of an in-ground irrigation system at the Nevers Park soccer/lacrosse fields with assistance from Liberty Landscaping accomplished a \$125,000 project had it been out-sourced for \$35,215 resulting in a savings of \$89,785!
- With on-going web site up grading our on-line registrations broke the 60% mark for the very first time (10 points above last year)! It is apparent that folks like the convenience of registering from the comforts of home 24/7.
- Complete renovation of the all-purpose athletic fields at the high school to improve turf and drainage issues.
- Enhanced the Youth Basketball experience by offering individual and team photos through Positive Images Photo
- We continued with our "Employee + Equipment = Efficiency" initiative focusing on combining staff skills and strengths with the right equipment to get the job done better and faster. A Redexim Aerator, Vicon Fertilizer Spreader, Poly-cast truck bed sander/top-

Parks & Recreation Department



42nd Annual Egg Hunt, proudly sponsored by Imperial Oil & Plumbing at the SWHS stadium

dresser, snow bucket for our Bobcat, and Hustler Z ride-on landscape mower were added to our inventory and success rate on the job!

- Conducted a first-ever Parks & Recreation Job Fair in an attempt to attract potential candidates for seasonal part time employment opportunities on June 17, 2013.
- For the 2013 basketball season the traditional co-ed More Might Mites program was re-structured to separate boys' and girls' divisions.
- We are extremely proud to announce that all three of our summer-long day camp operations – Adventure Unit (ages 12-15), Camp Discovery (ages 5-12), and Little Explorers (ages 3-5) – were booked to capacity for the entire summer, with over 40, 180 and 40 campers weekly in each camp respectively.
- Connector path improvements between Tallwood Drive and Autumn Drive, Carriage Drive to Andreis Trail and Windshire Drive to the existing trails at Nevers Park were complete and open for public use.
- Back by popular demand, we ran our third Pooch Plunge allowing your canine companions an opportunity to enjoy the refreshing waters at VMP the day after closing to the general public.
- Beautification of the interior retaining wall at Veterans Memorial Park with faux stone façade and water fall was completed by the talented Parks crew.
- Site work and landscaping at the new Regional Animal Shelter.
- Completed installation of a new security and access control system at Rye Street & Veterans Memorial Parks.
- Assisted the South Windsor Walk & Wheel Ways sub-committee of the Park & Recreation Commission in their quest to improve our “Bicycle Friendly Community” status, implementing their bike rack deployment program throughout town, and partnered with them to clean up trails at the Neiderwerfer Wildlife Sanctuary in time for celebration of CT Trails Day in June.
- The 4th R Before & After School program enrollment was up 18% with a monthly average of 211 pupils per month. Previous years' monthly averages were: 178 in 2011-2012 ; 184 in 2010-2011 ; 179 in 2009-2010 ; 138 in 2008-2009 ; and 120 in 2007-2008.
- Painted boundary lines for “Pickle Ball” at the TEMS tennis courts for multi-use.
- Also offered the following new recreational programs: Rec+ Basketball (to bridge the gap between in-house and travel programs); Trail Blazer Camp (to absorb the growing wait list for Camp Discovery); Re-structured Adult Men's Basketball League from age driven to



First Annual Witch Way 5K Trail Run at Nevers Park, October 20th

Parks & Recreation Department

competition driven divisions; Witch Way 5K trail run; Jacob's Job kids fun run (in memory of Jacob Osit to benefit Golf Fore Kids foundation); Tot Learn to Skate; Adult Learn to Skate; Family Learn to Skate, Gingerbread House Decorating; Donny Marshall Columbus Day Basketball Clinic, Science Camps, Swim Camp, Let's Gogh Art Camps, Youth Hip Hop Dance, Ceramics for Kids, Biking & Hiking Events (Community Bike Rides, Bike-to-Work Day, CT Trails Day), Cartoon Character Breakfast/Hot Dog Roast Series, Halloween Cupcake Decorating,

- Presented nine deserving seasonal staff, part time staff & volunteers our annual "Above and Beyond the Call of Duty" awards.
- Spent long summer hours de-thatching, irrigating, aerating, over-seeding, and fertilizing all athletic fields in preparation for the Fall playing season.

We fully intend to maintain this momentum and as such we will focus on the following major initiatives and goals on for the 2013-2014 Fiscal Year:

- Maintain affordable recreational opportunities for all ages during tough economic times.
- Continue to address tennis courts in disrepair at the Ayers Road complex and Rye Street Park.
- Continue investigating and implementing enhancements to Veterans Memorial Park to



***First Annual Cartoon Character Breakfast/
Hot Dog Roast Series during February school
vacation.***



***At the Oct. 20, 2012 celebration, the Town of
Simsbury passes the "Bicycle Friendly
Community" torch to Mayor Delnicki as we
achieve bronze designation from the League
of American Bicyclist as only the second
municipality in the state to do so.***

add value to annual pass holders and to attract new visitors.

- Continue to develop a more aggressive athletic field renovation, maintenance & development schedule.
 - ◇ Plan to take two athletic fields "out-of-commission" for major over-haul and repairs.
 - ◇ Continue our "Employee + Equipment = Efficiency" initiative with lease purchase of a replacement pick up truck and wood chipper, boom sprayer and utility vehicle field line painter.
- Continue to whittle away at the Lawrence Road Park development and fence line clearing.
- Begin creating an Open Space Management Plan
- Facilitate the start of a major revision of the Park & Recreation Commission Master Plan of Development.

Our ultimate on-going purpose is to attract more participants, keep public recreation affordable, increase enrollment, provide better customer service, maintain revenue to support our Special Revenue Recreation Fund, and provide safe, attractive and inviting public parks & grounds.

Parks & Recreation Department

Frequently throughout the year, the Parks & Recreation Department joins forces with other town agencies and civic organizations to provide community activities and projects. Successful collaborative efforts included: Fishing Derby and Rising Stars Summer Teen Community Service Program (with Human Services and Super Sixties); Safe Routes to School initiative, Day Camp inclusion and Operation Graduation (with the Board of Education); Parks & Recreation facility maintenance (with the Rising Stars Volunteer program through Youth Services and the Friends of Bark Park); administration of the South Windsor Walk & Wheel Ways, South Windsor Food Alliance & Youth Sports Initiative (with the Parks and Recreation Commission); Benefits for Businesses (with the Chamber of Commerce); the Memorial Day & Veterans Day Ceremonies at Veteran's Memorial Park and Armed Forces Day at Rye Street Park (with the Patriotic Commission & VFW); Fall Family Fest (with South Windsor Police Dept. and the Junior Women's Club) and Wreaths Across America (with American Legion Post 133).

The Parks & Recreation Department is assisted by the Parks and Recreation Commission, an advisory group appointed by the Town Council. This ten member commission meets the second Wednesday of every month except August. The commission, either on its own initiative, or in response to specific requests from the Town Council or the Director of Parks & Recreation, makes recommendations concerning the development, maintenance and/or administration of parks & recreation programs and facilities for the community. The Commission's focus over the past year was to continue progress with the Town Council adopted master plan of development for parks and recreation facilities. The commission continued its work through the special sub-committee, "South Windsor Walk & Wheel Ways" (established in November, 2007) to pursue plans to connect critical areas in town (like neighborhoods to schools, sub-division to sub-division, neighborhoods to parks, etc) via bike routes and walking trails, and their second special sub-committee called the "South Windsor Food Alliance" chaired by Andy Paterna. This newest

committee will focus on supporting locally grown healthy foods and conservation efforts in town, and opened their very first Winter Farmer's Market at the Unity Church for 8 weeks in November and December. Both short term and long term development goals are now outlined in a completed master plan incorporated in the commissions' over all ten-year master plan for parks & recreation.

The administrative staff at the Parks & Recreation Department extends a sincere thank you to all the volunteers, young and old, who have contributed their time over the past twelve months. These volunteers are the very foundation of the department and crucial to the successful operation of its programming.

Residents who are interested in assisting with a program, have suggestions for programs or services, or wish to become a Parks & Recreation Sponsor are encouraged to call 860-648-6355. Those local individuals wishing to take a more active role are encouraged to submit for consideration to serve on our Parks & Recreation Oversight & Advisory Community Team (P.R.O.A.C.T). This small group began meeting in February, 2008 and convenes 2 or 3 times per year to assist the department in evaluating our programs and services for quality, safety, content and effectiveness.

We invite you to "discover the benefits" with "your" Parks & Recreation Department in Fiscal Year 2013-2014!



Parks & Recreation Department

PARKS & RECREATION AREAS

Lawrence Road Park: Located on Lawrence Road in the northeast corner of town, this 42.84 acre property is a work-in-progress and features passive opportunities for walking & hiking on a 1+ mile trail system, bird-watching, and fishing with ample parking. Future plans include a playground, fishing dock, small open spaces and picnic groves.

Linear Park: located at the end of Vibert Road on the banks of the CT River this 1,500 foot long section of shoreline was created by the granting of easements by local landowners and adjoins town-owned property with a public boat launch for small craft. Visitors may be lucky enough to observe foxes, great blue herons, kingfishers, rabbits, raccoons or ospreys. Limited public parking available. Please, no littering, hunting, or collecting allowed and remember to take only pictures and leave only footprints!

Little League Complex: 14 acre athletic complex at the corner of Ayers and Nevers Roads hosts 1 youth/women softball field; 3 little league baseball fields (one with lights); 1 regulation baseball field; 2 outdoor batting cages; one enclosed batting cage; concession/restroom/storage building; and paved parking for 70 vehicles.

Michael Donnelly Preserve: 115.5 acres located on Sullivan Avenue, this conservation area established in 2002 includes two small parking lots, 2.1 miles of trails connecting the main entrance to the east on Sullivan Ave. to a secondary access point to the west side of the property on West Road, an observation/picnic gazebo, fishing pond stocked with blue gill and large mouth bass and lots of wildlife to observe and enjoy from blinds provided on site. Please respect the resident wildlife and habitat and remember to take only pictures, leave only footprints!

Nevers Park: 137 acres located on the corner of Sand Hill and Nevers Road. Facilities include the Community Center with parking for 152 cars; Rotary Pavilion complete with kitchen and restrooms (available for rent); 2+ miles of hiking trails; softball area; 2 baseball fields (1, Rotary Field, with lights and a press box/concession/restroom facility); 1 Indoor Batting Facility with 2 tunnels; 2 horseshoe pits; sand volleyball court; 3 regulation soccer/lacrosse fields and 1 junior soccer field ; Team Building & Leadership Center outdoor ropes course, the 20,000 square foot “My Friend’s Place” Boundless Playground,, and the “Chief Gary K. Tyler Memorial Bark Park” – fully enclosed 1.1 acre off-leash exercise area for canines – complete with a 30,000 square foot area for large dogs and a separate area for small dogs with another 18,000 square feet, water fountains, benches, obstacles and lights allowing evening use up until 9pm.

Oak Street Neighborhood Park: 4.9 acres located on Oak Street, this neighborhood park features a full-size basketball court which seconds as an ice skating rink in the winter months. There are no provisions for public parking.

Frank Niederwerfer Wildlife Sanctuary (formerly Pudim Property): 117 town-owned acres adjoined by 42 acres of state land with access from Barber Hill and Niederwerfer Roads. Facilities include a hill for sledding, cross country skiing and a wildlife sanctuary with 2.5 miles of marked trails. Please respect the resident wildlife and habitat and remember to take only pictures, leave only footprints! Limited parking on Niederwerfer Road.

Rye Street Park: 161.5 acres located on Rye Street. Facilities include: 2 softball fields (1with lights), playground; picnic areas; 4 tennis courts (one with practice wall); basketball court; 3 intermediate soccer fields; 1 regulation soccer field; 2 combination lacrosse/football field (1 with lights), a concession/storage/restroom facility and parking for 126 vehicles.

Veterans Memorial Park: 16.3 acres located on Pleasant Valley Road, west of the intersection with Ellington Road. This seasonal facility includes: a large recreational pool with zero depth and stair entries, and a diving well; an 8 lane, 25 yard competitive pool with handicap lift; a toddler pool with zero depth entry and a maximum 2.5 foot depth; picnic tables; grills; concession stand providing a variety of beverages and snacks; ample restrooms; drinking fountains; showers; basketball court and open play field. Ample public parking.

Wapping Park: 180 acres located on Clark Street. A 2.5 mile trail system with bridges, boardwalks and bird blinds takes hikers through open meadows, pine and hardwood forests, shallow marshes, vernal pools and the Podunk River. Public parking available off Clark Street. Please respect the resident wildlife and habitat and remember to take only pictures, leave only footprints!

Park and Recreation Commission

Alan Larson
Chairperson

The Park and Recreation Commission (PARC) is working on projects, programs, and recreational facilities that will benefit our community and promote participation in healthy recreational activity for all residents.

The Commission works to develop new projects as we keep five important goals in mind:

- Enriching the quality of life for town residents
- Contributing to individual personal development
- Making the community a more attractive place to live
- Strengthening neighborhood and community ties
- Increase awareness of personal health and wellness through recreational activities

As we work to achieve these goals we have accomplished the following in the 2012-2013 Fiscal Year:

1. Continued to revise the Recreation Master Plan adopted by the Town Council.
2. Continued clearing of Lawrence Road Park using in house labor and equipment. A significant portion of additional land was cleared during the year.
3. The PARC sponsored South Windsor Food Alliance, is well established supporting local farms and healthy eating. Many initiatives have begun including summer and winter farmers markets, community gardens, planting projects in the schools.
4. The "South Windsor Walk & Wheel Ways" had another successful year sponsoring bike rides before the community concerts, starting a learn to ride program for fourth graders, and participating in and sponsoring several bike rides.
5. Several projects in the Capital Projects budget approved by the Town Council to proceed last year were completed including water play features and safety hand rails at Veterans Memorial Park and several neighborhood

connector paths. The first phase of the skate board park is in the planning stage.

6. The PARC is represented on the Town Council's Fields committee studying sports fields needs in town and a report is due to the council during the fall of 2013.

Commission projects on the horizon include: continued expansion of Walking/Biking Trails in town parks and neighborhoods; disc golf, a new scoreboard and paving at Rotary Field, fencing at My Friends Place playground and additional repairs to the Little League complex. We welcome any ideas for new programs.

The Park and Recreation Commission is an appointed body of ten regular members and two alternates. The Commission advises the Town Council on the active and passive recreational needs for the town. Regular meetings are held in the Sprenkel Room in Town Hall at 7:30pm on the second Wednesday of every month. We welcome your participation.

PARC Members:

George Caye
Katie Graham
Bill Nowak
Robert O'Connor
Sharon Parlapiano
Andrew Paterna
Jason Race
Dan Rezende
David Romejko
Dan VanHorn
Craig Zimmerman

Planning Department

Michele R. Lipe
Town Planner

During the 2013 Fiscal Year the state of the economy continued to be reflected in lower levels of building and economic development activity around South Windsor, particularly as it relates to residential development. Much of the remaining residential land in South Windsor has environmental constraints and is less conducive for larger subdivisions. There was, however, a recent approval for a new condominium complex, South Windsor Woods (formally known as Nutmeg Village), which includes 155 residential units with an entrance from Pleasant Valley Road. Also included in the plans is an industrial subdivision creating six industrial building lots along South Satellite Road. In the past year the Planning Department facilitated ongoing commercial development along Sullivan Avenue and industrial growth on Governors Highway, Pleasant Valley and Ellington Roads.

Staff worked with the Planning and Zoning Commission and their consultant on the Town Plan of Conservation and Development which was near completion at the close of this fiscal year. The Plan recognizes the tensions involved between residents who want the Town to retain the rural character it once had and the economic development necessary to maintain the quality services that those residents have come to expect. The same qualities that attracted the current residents also attract new residents continuing the need for residential development and further exacerbating the perception that our rural character is being lost. In response to these difficult issues, the Plan contains recommendations to allow conservation and development to harmoniously coexist. The next step is a comprehensive update of the zoning regulations, to implement many of the Plan recommendations. The Planning Department will be working on this important project with the Planning and Zoning Commission during the next fiscal year.

The CT Studios project is a mixed-use development that will be constructed on the north side of Ellington Road and east side of Route 5 which still includes the development of four sound stage buildings housing two sound stages in each

building, plus a mill and post-production facility. A second phase will include a mix of retail, restaurants, office space and a hotel.

Open space preservation continues to be a high priority in South Windsor. The Planning Department assists the Open Space Task Force by providing staff support for monthly meetings and coordination with public events. The Planning Department continues to work with youth and civic organizations that are willing to provide volunteer services at local parks and preserves.

Staff has developed and created new walking trails at Wapping Park, the Priest Property, Jacques Lane Open Space, and re-built trail structures at the Major Michael Donnelly Land Preserve with the able and enthusiastic assistance of four South Windsor Boy Scout troops. The Planning Department continues to update and print educational brochures for the various trail systems in Town.

The Environmental Planner worked with six Eagle Scout candidates who installed various components of the Town's trail system including building 60 feet of raised boardwalk at the Donnelly Preserve, 130 feet of raised boardwalk at Wapping Park, a walking trail and bridges at the Jacques Lane Open Space, and 150 feet of raised boardwalk at the Priest property. An "Open House" was held at the Major Michael Donnelly facility this past June on "CT Trails Day" and the public was invited to enjoy the new loop that was built in the trail system. Over 100 attendees from the public came to enjoy the day. We encourage citizens to contact us for volunteer opportunities.

The Planning Department worked in tandem with the Health Department to develop application strategies for mosquito control. Town staff applied larvicide in areas adjoining Town recreational facilities to reduce costs and improve mosquito population control.

The Environmental Planner assisted SWALPAC and the Open Space Task Force in the planning and administration of an Estate Planning workshop targeted to large land owners.

Planning Department

The Planning Department also continues to be involved in internal and external projects of community-wide interest. Our Department is integrally involved with the Town's Geographic Information System (GIS) planning efforts linking Town records from many departments into one easy-to-use database and map system.

In addition, this department continues to represent the town at Capitol Region Council of Governments Transportation and Pedestrian/Bikeway committees. Staff continues to be involved in local pedestrian/bikeway efforts including a Safe Routes to School (SR2S) program. The grant money awarded by the Federal Government for two elementary schools, Orchard Hill and Eli Terry, has resulted in projects for safety improvements including crosswalks, sidewalks, pathways, handicap ramps and signage. The work in and around the Orchard Hill campus was completed this past year. Final design work for improvements at Eli Terry Elementary School is being completed with the goal of construction during the summer of 2014.

Planning and Zoning Commission

Bart Pacekonis
Chairperson

The South Windsor Planning & Zoning Commission began Fiscal Year 2012-2013 with the approval of a zoning text amendment for the CT Studios project to aid the development's progress in the I-291 Corridor Development Zone. The Commission's aim to facilitate progress for this innovative commercial venture in South Windsor continued through the year with site plan and subdivision approvals.

Sullivan Avenue received commercial and retail expansion with the approval of clearing and access plans in anticipation of site plan approval of the new Sullivan Place Centers at 925 Sullivan Avenue. Dairy Queen also received enthusiastic site plan approval and returned to one of its original locations at 875 Sullivan Avenue.

The list of South Windsor Town Center financial institutions grew with site plan of development approval for American Eagle Federal Credit Union at 530 Buckland Road. Industrial use increased through resubdivision approval for GDS Estimating at 470 Governor's Highway and site plan approval for OFS Corporation at 260 Ellington Road. Superior Northeast, 24 Jeffrey Drive, and T's Auto Service, 718 Ellington Road, renewed their two year temporary & conditional permits and Musante Motorsports was granted a used car dealership license by way of special exception at 1257 John Fitch Boulevard. Amoun Pita LLC, 361 Pleasant Valley Road, received site plan approval from the Commission and is continuing their application process for an automotive repair license as they bring their site into compliance.

The South Windsor Food Alliance received temporary & conditional permit approval for the summer farmers market now located at the Enes Community Center at 150 Nevers Road. Businesses with an emphasis on healthy living and physical fitness received special exception permits. Group Fitness Studio opened at 405 Sullivan Avenue, Inner Light & Soul Yoga at 136 Commerce Way and Ring Warrior Entertainment at 1257 John Fitch Boulevard.

Numerous zoning text amendments were

approved. The sign amendment modified the provision related to free-standing signage for building identification signs in the Buckland Gateway Development zone. The Seasonal Outdoor Dining Amendment allows approval for seating of 6 tables or less to be done at staff level and for outdoor low level audio systems. As a result of another approved zoning text amendment for Outdoor Recreation as an Accessory Use to Indoor Recreation Uses in Industrial Zones, a special exception site plan modification application has been made for Revolutions Bowling and Lounge at 60 Bidwell Drive.

A new Travel Service zone (TS) was approved for approximately 4.3 acres of the northwest corner of Route 5 and Governor's Highway at signalized intersections to allow commercial development oriented towards serving the motoring public and adjacent neighborhoods.

The Commission continued their work updating the Town Plan of Conservation and Development working in tandem with Planimetrics, a land use planning and consulting firm based in Avon.

The Plan recognizes the tensions involved between residents who want the Town to retain the rural character it once had, and the economic development necessary to maintain the quality services that those residents have come to expect. Also, the same qualities that attracted the current residents also attract new residents, resulting in continued residential development, further exacerbating the perception that our rural character is being lost. In response to these difficult issues, the Plan contains recommendations to allow conservation and development to harmoniously coexist. To this end, the Plan is based on a set of Guiding Principles and Objectives:

1. Encourage compatible development...to maintain/expand the tax base while retaining and improving the Town's physical character.
2. Acknowledge the connection between our natural and built environments...to ensure long-term protection of resources, open space, and public health and safety.
3. Monitor external forces and other conditions

Planning and Zoning Commission

Bart Pacekonis
Chairperson

that are beyond our border...so that we can proactively assess the consequences and identify appropriate actions.

4. Foster communication with the public and other Town commissions...so that there is a better understanding of how planning and zoning decisions are made and how mechanisms to achieve our stated goals are set into motion.

An overview of the draft plan was presented at a Special Meeting on March 13, 2013 when the Commission received public feedback to use to develop the final draft plan. Adoption of the final plan is expected later this summer.

Chairman Patrick Kennedy, after serving as an important and valued member of the Planning & Zoning Commission since 2001 and as Chairman since 2005, submitted his resignation in June. The direct leadership and expertise of Chairman Kennedy will be missed by Commissioners and the Town.

Inland Wetlands Agency/Conservation Commission

Elizabeth Warren
Chairperson

During Fiscal Year 2012-2013, the Commission received sixteen applications which were approved with various conditions. Three violation notices were issued for unapproved activities within wetlands.

The Commission carried out its task with the assistance of Jeff Folger, Environmental Planner/Conservation Officer. The Commission was further assisted by staff in the Planning and Engineering Departments.

The IWA/CC sent representatives to the Open Space Task Force, and SWALPAC to aid these committees in addressing any wetland, conservation or land use planning issues.

In addition, the Commission oversees the management of the Wildlife Sanctuary. We are aided in this effort by a number of dedicated volunteers. The Commission gratefully acknowledges the support of the Parks and Recreation Department for their annual contribution of time spent in mowing the sledding hill, and interior meadows to control invasive, exotic plant species and maintain the hill as grassland habitat.

The Conservation Commission produces and updates a series of educational brochures on the Frank Niederwerfer Wildlife Sanctuary, The Maj. Michael Donnelly Preserve and Wapping Park which are available in the Planning department, the Town Clerks Office and at the Sanctuary. Eagle Scout applicants assisted the Commission by continuing to upgrade trail structures at Wapping Park, Maj. Michael Donnelly Preserve, and Nevers Rd Park. Six Eagle Scout candidates completed projects to enhance access to our open space properties.

In 2013, the South Windsor Town Council earmarked the proceeds from agricultural leases on Town owned land to be used to enhance and maintain its open space properties. The Council authorized the South Windsor Conservation Commission to administer the disbursement of those funds.

The Commission acknowledges the valuable assistance of the Open Space Task Force and the Walk and Wheelways Committee for their tireless contributions to open space projects and advocating open space protection and recreation.

Agricultural Land Preservation Advisory Commission

Elizabeth Warren
Chairperson

The Commission was appointed by the Town Council in 1987 to aid in the preservation of farmland and open space and to offer support to the agricultural community. The Advisory Commission is comprised of representatives from a broad spectrum of the professional community including farmers, local business people, realtors, town staff, and land use commissioners.

SWALPAC helped formulate and bring to referendum the Open Space Funding in 1987 and 1996. Several properties have been purchased with those funds: the Sluzkanis Property (Nevers Road Park), the Barton Property (Rye Street), Priest Farm (Sullivan Avenue), the Willard-

Waldron-Kelley Property (Wapping Park), the Mitchell Property (Sullivan Avenue and West Road), and a portion of the Foster Farm property.

The Commission provides comment on activities associated with agriculture on Town owned lands. The Commission continues to evaluate and comment on open space properties for possible purchase by the Town.

SWALPAC meets bi-monthly.

Zoning Board of Appeals

Thomas Berstene
Chairperson

Established in 1938, the Zoning Board of Appeals determines and varies the application of the zoning regulations on specific parcels of land where a literal enforcement of regulations would result in exceptional difficulty or unusual hardship.

The ZBA members attended a training session lead by the Town Attorney to orient new members and to help the commissioners expand their understanding of the applicable laws and regulations which govern the Board.

This year the Board granted one variance to a commercial applicant to allow a free-standing embellished sign sixteen feet in height. The Board denied one variance request to a commercial applicant to allow a third sign on a building. The Board denied two variance requests to a commercial applicant to allow zero foot side yard setbacks on two abutting properties.

Two variances were granted for residential properties. One variance was to allow an existing

building lot to have one hundred forty-two feet of frontage. One variance was to allow the conversion of an accessory building into a detached in-law/accessory apartment. Three variance requests by one applicant were denied regarding the expansion of a non-conforming structure to add an addition to an existing garage zero feet from the side property line. One variance request was denied to allow lot widths of one hundred sixty and eight tenths feet on two abutting properties.

The Zoning Board of Appeals hearings are held at the South Windsor Town Hall generally on the first Thursday of the month in the Madden Room. The start time for these meetings can be found on the Town's website. The public is always welcome to attend. Applications are available in the Planning Department at the Town Hall.

Building Department

Christopher J. Dougan
Chief Building Official

The Building Department enforces the State Building Code and ensures that properties are safe for residents and business owners in South Windsor. The Building Department is also responsible for enforcing the State Demolition Code and maintaining the appearance and integrity of structures and properties pursuant to the Town Blight Ordinance.

In addition to the issuance of building permits, this Department works to create an environment conducive to quality construction and development. We strive to make the permit application process friendly, educational and provide the best advice and inspection services possible.

The Building Officials are licensed by the State of Connecticut to administer and enforce the current codes, regulations, ordinances and Statutes, by the Town of South Windsor and the State of Connecticut.

Fiscal Year 2012-2013 showed consistent activity in the commercial sector and residential renovations producing 1,971 permits, 1,991 inspections, \$44,063,148 in total construction value generating \$739,339.30.

We look forward to continued economic growth in South Windsor and will continue to regard good customer service and reliability as essential components of the South Windsor Building Department. We work closely with all Town departments, to benefit the interests of our community whom deserve a safe and secure quality of life.

Building Department Personnel

Dayshell Peart
Administrative Secretary

Michael Rose
Building Official

Human Resources Department

Vanessa Perry
Assistant to the Town Manager/
HR Coordinator

The Human Resources Department manages the recruitment, selection and new employee orientation for full and part-time positions. The Town remains committed to the principles of Affirmative Action and Equal Employment Opportunity, as outlined in the Town's policies. The Town of South Windsor's Personnel Rules and Regulations were revised effective February 2013. Copies were distributed to all employees for inclusion in their Employee Handbooks.

The Department is also responsible for all employee benefits plans. This includes health and dental coverage, pensions, compensation, disability and life insurance, and leaves. Other functions include the administration of the Employee Assistance Program, union contract management, and overseeing the Federal Transit Administration's mandated drug and alcohol program. This Fiscal Year the Department coordinated 12 employee training sessions on the

topics of Accident Investigation, Bloodborne Pathogens, Sexual Harassment Prevention, and Workplace Violence. The Sexual Harassment Prevention and Workplace Violence trainings were mandatory for all employees to attend.

During Fiscal Year 2012-2013 Human Resources filled six full-time positions and four part-time positions. During this Fiscal Year, the Town also had six long-term and extremely valued employees retire. We wish Linda Barker, Assistant Finance Director; Glenn Boglisch, Maintainer II; Robert Brown, Maintainer II; Karl Reichle, Superintendent of Operations; Gail Sadonis, Maintainer II; and John Tripp, Mechanic a very "Happy Retirement".

Providing comprehensive services and support to all Town departments and employees continued to be the main focus of the Human Resources Department for Fiscal Year 2012-2013.

Housing Authority

Joan Murphy
Chairperson

The Housing Authority of the Town of South Windsor (HASW) administers 70 single-bedroom apartments for the Elderly or Disabled. Person's eligible of Elderly Housing are individuals who have attained the age of sixty-two years or over. Also, Disabled Persons who have not attained the age of sixty-two years or older may apply by furnishing the required documentation verifying their Social Security Disability status. Income limits at this time are \$45,100/single and \$51,500/couple.

The HASW is "a public body corporate and politic" reporting to the Connecticut Housing Finance Authority (CHFA). The HASW does not expend any South Windsor tax dollars to operate and maintain its facilities. All maintenance is performed by Authority staff or contracted out to local companies. The Authority actually remits a payment to the Town of South Windsor. In July September 2013, a Payment in Lieu of Taxes (PILOT), in the amount of \$23,728, was sent to the Town by the Authority.

In the continuing effort to ensure the safety and well-being of our residents, The Authority continues the voluntary "I'm OK" program wherein residents have a doorknob hanger on the outside of their front door. Every morning the resident turns the card so that the "I'm OK" is displayed. Staff or a volunteer checks the cards daily to make sure that the participating residents are OK. When checked, the card is turned over to the "blank" side and so the process continues each day.

The Housing Authority continues to seek grant funds to construct an Assisted Living facility on the land next to our Flax Hill apartments. Such a facility will allow our present tenants, and other area seniors, to continue to live in South Windsor should they no longer be capable of independent living. Should you have any questions regarding the Housing Authority, you may contact our office at (860) 644-3082.

Information Technology Department

Scott E. Roberts, GISP, CGCIO
Director of Information Technology



One goal of the Information Technology Department's G-Media is to utilize the Government Television Station, Town Website and Social Media sites to deliver high-quality, diverse programming to its residents that are both informational and entertaining.

For the past several years, the Town has moved forward steadily in an attempt to improve the programming offered to the public. In 2003, the Town of South Windsor assumed control of the Government Television Station from Cox Communications. At this time, a video system with 3 cameras was installed in the Council Chambers along with an audio system. This equipment allows the Town to film and broadcast Town Council Meetings from a small control room located in Town Hall. Taking control of the station allowed the Town to manage their own broadcasts and opened the doors to diversification of programming. In 2007, a small, standard definition video camera was purchased along with a tripod and video editing software. These were used to produce the first videos that would later be termed, "Specialty Programs". These early programs included a video of the South Windsor Memorial Day Parade and a video highlighting the Police and Community Together Academy (PACT). The PACT class is a program that takes place over several weeks in which the South Windsor Police Department teaches a group of citizens about the entire Police organization from department structure to rules and procedures

including a demonstration involving the police K-9 team. These first programs also included a video of South Windsor Public Works Day. An event where the Public Works Department brings equipment and materials to one of the Elementary Schools in town and provides demonstrations for the groups of students who attend throughout the day.

After these programs were produced and broadcast, it became clear that they were valuable additions to the schedule of live Town Council Meetings and their replays. In 2008, servers were purchased that automated the scheduling and broadcast of our programs. At this time, the Town slowly began to increase the specialty programs being broadcast in addition to Town Council Meetings.



A few years ago, we began hearing complaints from the public that they had transferred from Cox Communications to AT&T U-Verse and could no longer view South Windsor's Government Station. At this time, we contacted AT&T in an effort to resolve the issue. We did not originally receive much help from them and in 2010 we began working with Granicus to provide streaming video from our station to our website. This allowed us to provide a live feed of our station to our website as well as providing a video archive of all Town Council Meetings as well as our specialty programs. This archive can be accessed any time of day or night right from our website. While we

Information Technology Department

completed the project with Granicus, we also began providing AT&T with our video stream so that they could broadcast our station to U-Verse customers. With this in place, we are now providing access to our government programming through two separate cable providers as well as streaming online.



That brings us to this past fiscal year. A problem with one of the cameras caused the video from that camera to be distorted. We researched our options for repairs or replacement and brought our findings to the Town Council. After presenting our research, we were instructed to send the camera out for repair. We were soon informed that because of the age of the camera system, a replacement part could not be located and therefore the camera could not be repaired. After bringing this to the Council again, we were instructed to purchase a used replacement camera because a new system was not in the budget. Upon receipt of the camera, we installed it to find that it did not work properly. We sent the camera back and awaited the arrival of the second replacement camera. In the meantime, we had an employee stand in the room with a video camera and a tripod, typically used for our specialty programs, to film in place of the missing camera.

In addition to a failing video system, the audio system was failing as well. The Clerk of the Council was recording the meeting audio on cassette tapes. Even if the device recorded correctly, it still required the Clerk to manually flip tapes over if the meeting went beyond a certain length. There were also several occasions where a high pitch squeal was emitted from the recorder for long stretches of time. On several other occasions, the device stopped recording in the middle of a meeting altogether. Oftentimes, these occurrences caused delays in the Council Meetings while the issues were addressed.

We also experienced difficulty with presentations being given during council meetings. Images, graphs, charts and figures are projected onto the large wall in the chambers and are often quite difficult to decipher.

Adding all of these things together, it was becoming more and more difficult to successfully produce an error-free Town Council Meeting. It was obvious that something needed to be done, but it was also obvious we did not have the funds to make the necessary upgrades. After weeks of research and writing, we submitted a grant application for the funds needed to make these purchases.

The Information Technology Department was awarded a grant in the amount of \$35,434. With these funds, we were able to install a completely new camera system, digital audio recorder and digital projection system for the recording and broadcast of Town Council Meetings in Town Hall. In addition, we were able to purchase additional equipment to aid in the production of our specialty videos.

In addition to large-scale projects such as the camera system upgrade, we continue to support the other departments in the Town. During Fiscal Year 2012-2013, we completed 2,013 work order tickets.

Water Pollution Control Authority (W.P.C.A)

Richard Aries
Chairperson

The Water Pollution Control Authority (W.P.C.A.) established in 1966 was originally known as the Sewer Commission. The Authority is made up of seven (7) members and two (2) alternates appointed by the Town Council for a term of six (6) years. Its members are citizens of the Town who volunteer their time to take on the responsibility and obligation of approving sanitary sewer construction plans and the operation of the sewerage system. The Authority levies benefit assessments, establishes fair and reasonable sewer user charges, awards contracts, selects engineers and applies for state and federal funds as authorized in the Connecticut General Statutes, Chapter 103 and the Town of South Windsor Ordinances 103 and 150.

The Water Pollution Control Authority is responsible for the proper functioning and continuous operation of South Windsor's sanitary sewage system which is essential for public health and safety, economic development, environmental protection, and the quality of life for those living and working in our Town. Therefore, Authority members take seriously their responsibility for this system, and as such, must establish fair and prudent fiscal policies to ensure adequate funding for proper maintenance, repair and replacement of the system's many components. Planning for future needs of this complex and widespread system entails a degree of unavoidable uncertainty, including, among other things, exposure to unforeseen natural events, accidents, revenue fluctuations, and unplanned facility repair, maintenance and improvement needs.

In planning for the future, recently completed engineering studies commissioned by the W.P.C.A. to evaluate different components of the sewerage system, have made recommendations for future work to ensure the continued and reliable operation of the system. Specific recommendations include the relining of concrete pipe, manhole rehabilitation, and Clark Street Pump Station forcemain improvements: \$225,225 in 2015, \$537,206 in 2018, \$564,368 in 2019, \$1,670,685 in 2020, \$1,754,169 in 2021, \$561,830 in 2022, \$590,668 in 2023, \$1,241,703 in 2024, and \$1,302,936 in 2025.

Representatives of the W.P.C.A. serve as members on a task force committee together with representatives of the Town Council, two citizen representatives, the Town Manager, and the Town Attorney. This committee is charged with the mission to explore opportunities to make the sewer user charge system more equitable. In fulfilling this mission, it is the goal of the W.P.C.A. to provide a user charge system that is equitable and capable of mitigating the economic consequences of current and future risks, to ensure sound fiscal management, stabilize annual sewer user rates, and to allow for greater flexibility with long term planning.

During 2012, the Town completed the \$37 million upgrade of the Water Pollution Control Facility. The improvements included new nitrogen removal treatment equipment in compliance with new State permit requirements, more cost effective treatment of pollutants, energy conservation improvements, and employee safety measures.

The W.P.C.A. made the decision to begin the early repayment of the Treatment Plant Improvements debt service, funded by the State Clean Water Fund. In this way, the Town will be able to save more than \$200,000 in interest expense.

Construction work was completed in 2012 for Phase I of the Sewer System Improvements Project (\$607,470) involving the replacement 1,100 feet of concrete pipe with PVC pipe, replacement of 80 feet of Clark Street Pump Station force main, and rehabilitation of 6 sewer manholes on Chapel Road. This project represents implementation of specific recommendations made pursuant to a Sanitary Sewer System Evaluation Study completed earlier in the year, which was funded by a planning grant awarded to the Town by the Connecticut Department of Energy and Environmental Protection.

Work continued during this year to complete the Sanitary Sewer System Evaluation Study. This study focused on the identification and elimination of sources of extraneous storm water and ground

Water Pollution Control Authority (W.P.C.A)

water entering the sewer collection system that reduces the capacity of the system to handle wastewater and increases system costs. This study involved an examination of the 130 miles of sewer pipe and 11 pump stations, using 14 flow meters to isolate those areas of probable infiltration for further study. Several areas were identified in this manner for further study – Phase II.

Phase II, which will be started in 2014, will involve additional flow monitoring, TV inspection, house lateral and manhole inspection in locating the exact sources of the extraneous flows.

The project to upgrade the remaining pump stations on Rye Street, Pleasant Valley, and Route 5, has been completed during this year. With the completion of this project, all 11 pump stations throughout the Town have been upgraded.

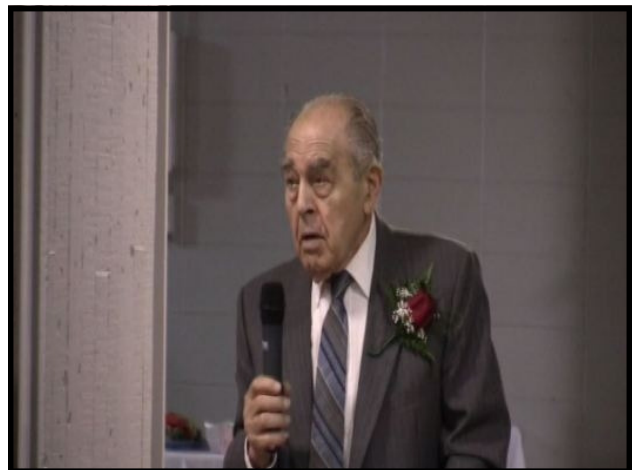
During this year, the W.P.C.A. finalized the Town's Sanitary Sewer Service Area Map thereby fulfilling the State requirement that such a map be consistent with the State's Office of Policy and Management's Plan of Conservation and Growth. This Map shall be a valuable tool in the future for land use planning purposes.

The W.P.C.A. completed its review of and offered comments on the draft of the South Windsor Plan of Conservation and Development which includes information concerning the potential for future sewer extensions throughout the Town.

The W.P.C.A. also approved and completed a project to update the Town's GIS sewer mapping. This project involves the field collection of data on the sewer system to fill in missing information in the Town's sewer as-built drawings.

The Future

The W.P.C.A. is involved in working together with other Boards and Commissions in cooperative efforts to meet Town Strategic Plan goals and objectives.



Patriotic Commission

Kent Carlson
Chairperson

“The purpose of the Patriotic Commission is to recognize, accommodate and foster pride and patriotism among the citizens of South Windsor in our nation, our state and our town, and demonstrate evidence thereof through the development and conduct of programs and activities as hereinafter described.”

(Ordinance #118, Section 3, Dated 6-1-87;
Ordinance #152, Section 3, Dated 9-22-98)

The South Windsor Patriotic Commission is involved in ten events every year.

In November, we participate in the Hartford Veterans Day Parade, the largest in New England. We have a van take veterans to the parade and those unable to march ride in the parade. The South Windsor Police Honor Guard leads our group.



On November 11 we hold a Veterans Day ceremony at Veterans Memorial Park. Wreaths are placed on the five monuments there. Our guest speaker was LTC Robert Feher, an A-10 pilot in the Connecticut Air National Guard and a South Windsor resident.

We sponsor a program called “Veterans in the Classroom,” which invites veterans to a service at the high school, and from there the veterans are brought into classrooms to speak and answer questions. This program is very well received by

students. Veterans attended programs at all the other schools in town, also. The programs at the other schools are designed by each of the schools and are quite unique.

In December, we support “Wreaths Across America,” a program that places Christmas wreaths on veterans’ graves in South Windsor. The program is organized by South Windsor’s American Legion Post 133. A formal ceremony is held at Veterans Memorial Park, followed by the placing the wreaths on the graves in town cemeteries by Boy and Girl Scouts.



In January, we start receiving our Patriotic Commission Essay Contest entries. The contest is available to all South Windsor students, in public and private schools, as well as home schooled students. The winners are awarded prizes, ride in the Memorial Day Parade and recognized at the Memorial Day Ceremony, as well as by the Town Council in June.

In May, we hold our Armed Forces day “Evening in the Park.” It is a large picnic type event for the entire family, with participation by civic groups, amusements for children, refreshments, and a patriotic concert by the South Windsor Community Band. This year the Community Band was joined by the First Company, Governors Foot Guard Band. A great concert was followed by a fantastic

Patriotic Commission

fireworks display. 2013 saw the largest participation ever for this event.



We celebrate Memorial Day with our annual parade and service. We invite all community groups, as well as military and veterans' organizations, to march. Wreaths are placed on the monuments at the Memorial Day service at Veterans Memorial Park, which includes guest speakers, music, the Police Department Honor Guard firing three volleys, and taps.



In June, the Commission wraps up the year with a flag retirement ceremony. Old and worn flags are collected throughout the year at the town library, and in June we have a formal retirement ceremony at the South Windsor Fire Department Headquarters on Ellington Road. This year four large trash bags full of flags were retired.

Twice a year the Patriotic Commission places memorial bricks in the walkway at Veterans Memorial Park. The bricks are purchased by individuals to honor a service member. Forms to order the bricks are available at the Patriotic Commission website.

There are photos and information about South Windsor residents currently serving in our Armed Forces hanging in the Town Hall, updated regularly by the Patriotic Commission. The photographs are provided voluntarily by the families.

The Commission has a link on the Town's website. Residents can find information regarding flag etiquette, Patriotic events, and other pertinent information on our site.

Finance Department

Melanie D. Crucitti
Director of Finance

The **Finance Department** provides quality service through a commitment to excellence, integrity, and teamwork. The Finance, Assessor's, and Collector of Revenue's Offices, which make up the Finance Department, are essential for the provision of services to the Town's residents. The operation of all Town departments is reliant on the Finance Department's collection of revenues, management of available cash balances, and payment of expenditures.

The Finance Office is responsible for handling the daily treasury operations, in accordance with Town policies and State statutes; administering the Town's payroll; processing accounts payable; and accounting for the financial activity of all Town funds. Information on the Town's financial position is reflected in the Town's Comprehensive Annual Financial Report, which is on file in the Town Clerk's Office and excerpts are included in this report.

Staff from the Finance Office participated in the Town's mentoring program, Health & Safety Committee and the annual United Way campaign.

Linda Barker, Assistant Director of Finance, retired in June after more than 12 years of dedicated service. Linda's friendly personality, positive attitude, and excellent work ethic helped to improve the Finance Office's level of customer service.

The **Assessor's Office** has the primary responsibility of valuing, for tax purposes, all taxable and tax exempt property located within the Town of South Windsor. Real estate property was revalued in 2012, as required by law. The next revaluation is scheduled for the 2017 Grand List. The 2012 Grand List assessments reflect 70% of the 2012 values, as required by Connecticut State Statutes. Listed below are totals for the October 1, 2012 Grand List:

	<u>GROSS ASMTS.</u>	<u>EXEMPTIONS</u>	<u>NET ASMTS.</u>
Real Estate	\$2,113,752,046	\$31,180,290	\$2,082,571,756
Per. Prop.	258,829,020	76,594,388	182,234,632
Motor Veh.	<u>207,156,730</u>	<u>3,570,080</u>	<u>203,586,650</u>
TOTALS:	\$2,579,737,796	\$111,344,758	\$2,468,393,038

This List reflects the application of the Town wide revaluation of all real estate account values. Overall, the total Grand List decreased by 10.93% compared to the 2011 Grand List. Personal Property was the only portion of the Grand List, compared to 2011, that experienced an increase. The 10.2% increase in value resulted from an increase in recorded assets.

Grand List assessments as a percentage of total net assessments:

	2011 Grand List	2012 Grand List
Real Estate	86.7%	84.4%
Per. Prop.	6.0%	7.4%
Motor Veh.	7.3%	8.2%

Finance Department

Town of South Windsor

Top Ten Taxpayers 2012 Grand List (Assessment Dollars)

Rank	Name	Real Estate	Per. Prop	Motor Vehicle	Grand Total List
1	CT Light & Power	1,995,400	55,039,810	0	57,035,210
2	Evergreen Walk Lifestyle Ctr. (Shoppes at Evergreen Walk)	30,801,300	0	0	30,801,300
3	Federated Retail Holdings (Macy's Warehouse)	11,407,900	3,726,680	58,560	15,193,140
4	Town Center of S.W.	13,057,600	0	0	13,057,600
5	DST Realty	9,664,120	2,073,330	0	11,737,450
6	Connecticut Water Co.	2,124,300	9,563,190	0	11,687,490
7	Evergreen Walk LLC	11,182,500	0	0	11,182,500
8	Target Corp.	9,694,900	1,345,150	0	11,040,050
9	Benchmark GPT Windsor LLC (Village at Buckland Court)	9,132,100	777,750	0	9,909,850
10	Lowes Home Centers Inc.	8,658,300	945,400	0	9,603,700

Charles Danna
Assessor

The *Collector of Revenue's Office* is responsible for billing and collecting all taxes and residential and commercial sewer user fees. For the 2011 Grand List, the collection rate was 98.66%.

Total collections equaled \$85,671,407. These collections consisted of \$80,625,635 for current year taxes; \$556,630 for prior year taxes; \$415,180 for interest charges; \$6,105 for warrant and lien fees; and \$4,067,857 for sewer user fees, interest charges, and liens.

Bonnie Rabin, CCMC
Collector of Revenue

Five Year Summary

FIVE YEAR SUMMARY OF GENERAL FUND REVENUE COLLECTED (BUDGETARY BASIS)

	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009
General Property Taxes	81,674,471	79,552,717	77,616,815	75,463,071	73,288,794
Intergovernmental	14,761,233	14,269,916	15,112,545	15,375,737	15,351,140
Services	1,641,788	1,605,477	1,099,445	1,254,313	1,168,736
Miscellaneous	<u>83,587</u>	<u>180,364</u>	<u>137,049</u>	<u>181,896</u>	<u>652,698</u>
Total Revenues	98,161,079	95,608,474	93,965,854	92,275,017	90,461,368

FIVE YEAR SUMMARY OF GENERAL FUND EXPENDITURES

	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009
General Government	3,116,597	3,029,057	3,153,837	3,077,213	3,213,797
Public Safety	7,274,344	7,329,109	6,954,760	6,309,243	6,347,407
Public Works	6,414,204	6,539,487	6,458,094	7,185,700	7,403,664
Human Services	920,099	945,792	868,297	848,175	825,013
Recreation & Library	2,560,609	2,639,491	2,341,109	1,330,068	1,321,692
Debt Service	4,418,905	4,858,835	5,031,659	4,938,502	4,660,999
Miscellaneous	6,981,595	5,851,236	5,601,532	5,322,359	5,016,922
Board Of Education	<u>65,510,166</u>	<u>64,000,027</u>	<u>62,998,921</u>	<u>60,254,002</u>	<u>59,999,670</u>
Total Expenditures	97,196,519	95,193,034	93,408,209	89,265,262	88,789,164

FIVE YEAR COMPARATIVE ASSESSOR GRAND LIST REPORT

	Oct. 1, 2012	Oct. 1, 2011	Oct. 1, 2010	Oct. 1, 2009	Oct. 1, 2008
Real Estate	2,113,752,046	2,437,543,960	2,428,826,870	2,416,295,961	2,412,076,680
Personal Property	258,829,020	246,646,610	231,536,430	237,208,005	218,994,377
Motor Vehicle	<u>207,156,730</u>	<u>208,122,550</u>	<u>194,075,430</u>	<u>184,651,916</u>	<u>186,016,297</u>
Grand Total	2,579,737,796	2,892,313,120	2,854,438,730	2,838,155,882	2,817,087,354
Less Exemptions	<u>111,344,758</u>	<u>121,055,339</u>	<u>113,816,134</u>	<u>106,764,294</u>	<u>95,123,559</u>
Net Grand List	2,468,393,038	2,771,257,781	2,740,622,596	2,731,391,588	2,721,963,795

Auditor's Report

TOWN OF SOUTH WINDSOR, CONNECTICUT BALANCE SHEET GOVERNMENTAL FUNDS JUNE 30, 2013

	General	Capital Projects Fund	Sewer Operating Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 15,010,269	\$	\$ 908,572	\$ 3,156,077	\$ 19,074,918
Investments				63,332	63,332
Receivables, net	4,194,156	4,260,390	482,010	220,652	9,157,208
Due from other funds	3,729,481	9,884,084	9,112,995	1,015,840	23,742,400
Other assets	17,508			33,293	50,801
Total Assets	<u>\$ 22,951,414</u>	<u>\$ 14,144,474</u>	<u>\$ 10,503,577</u>	<u>\$ 4,489,194</u>	<u>\$ 52,088,659</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts and other payables	\$ 2,028,412	\$ 165,895	\$ 114,466	\$ 101,786	\$ 2,410,559
Due to other funds	10,128,835	1,725,150	9,808,265	2,079,125	23,741,375
Notes payable		10,105,000			10,105,000
Deferred revenue	4,117,441		482,010	727,280	5,326,731
Total liabilities	<u>16,274,688</u>	<u>11,996,045</u>	<u>10,404,741</u>	<u>2,908,191</u>	<u>41,583,665</u>
Fund balances:					
Nonspendable	17,508			33,293	50,801
Restricted				760,375	760,375
Committed		2,148,429	98,836	835,353	3,082,618
Assigned	1,616,470				1,616,470
Unassigned	5,042,748			(48,018)	4,994,730
Total fund balances	<u>6,676,726</u>	<u>2,148,429</u>	<u>98,836</u>	<u>1,581,003</u>	<u>10,504,994</u>
Total Liabilities and Fund Balances	<u>\$ 22,951,414</u>	<u>\$ 14,144,474</u>	<u>\$ 10,503,577</u>	<u>\$ 4,489,194</u>	<u>\$ 52,088,659</u>

Auditor's Report

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS FOR THE YEAR ENDED JUNE 30, 2013

	<u>General</u>	<u>Capital Projects Fund</u>	<u>Sewer Operating Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
Revenues:					
Property taxes	\$ 81,674,471	\$	\$	\$	\$ 81,674,471
Intergovernmental	21,232,260	1,927,366		3,408,607	26,568,233
Charges for services	1,641,788	27,182	4,193,184	4,627,798	10,489,952
Investment earnings	34,714		81,652	8,678	125,044
Miscellaneous		110,418		200,254	310,672
Total revenues	<u>104,583,233</u>	<u>2,064,966</u>	<u>4,274,836</u>	<u>8,245,337</u>	<u>119,168,372</u>
Expenditures:					
Current:					
General government	3,113,808			47,948	3,161,756
Public safety	7,275,085			205,405	7,480,490
Public works	6,333,972		4,322,374	290,178	10,946,524
Human services	938,051			140,292	1,078,343
Culture and recreation	2,558,160			1,635,346	4,193,506
Insurance and sundry	6,090,641				6,090,641
Education	71,405,984			5,781,336	77,187,320
Debt service	4,418,905				4,418,905
Capital outlay		8,279,178			8,279,178
Total expenditures	<u>102,134,606</u>	<u>8,279,178</u>	<u>4,322,374</u>	<u>8,100,505</u>	<u>122,836,663</u>
Excess (Deficiency) of Revenues over Expenditures	<u>2,448,627</u>	<u>(6,214,212)</u>	<u>(47,538)</u>	<u>144,832</u>	<u>(3,668,291)</u>
Other Financing Sources (Uses):					
Issuance of notes		27,516,583			27,519,583
Proceeds from capital leases		363,951			363,951
Transfers in	63,367	1,219,605	23,000		1,305,972
Transfers out	(888,605)		(969,240)	(49,127)	(1,906,972)
Total other financing sources (uses)	<u>(825,238)</u>	<u>29,100,139</u>	<u>(946,240)</u>	<u>(49,127)</u>	<u>27,279,534</u>
Net Change in Fund Balances	1,623,389	22,885,927	(993,778)	95,705	23,611,243
Fund Balances at Beginning of Year, as Restated	<u>5,053,337</u>	<u>(20,737,498)</u>	<u>1,092,614</u>	<u>1,485,298</u>	<u>(13,106,249)</u>
Fund Balances at End of Year	<u>\$ 6,676,726</u>	<u>\$2,148,429)</u>	<u>\$98,836</u>	<u>\$ 1,581,003</u>	<u>\$ 10,504,944</u>

Auditor's Report

SCHEDULE OF DEBT LIMITATION FOR THE YEAR ENDED JUNE 30, 2013

Total tax collections (including interest and lien fees) received by Treasurer for the year ended June 30, 2013	\$ 81,734,565
Tax Relief for the Elderly	2,000

BASE	<u>\$ 81,736,565</u>
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	<u>General Purposes</u>	<u>Schools</u>	<u>Sewers</u>	<u>Urban Renewal</u>	<u>Pension Deficit</u>
Debt Limitation:					
2-1/4 times base	\$ 183,907,271	\$	\$	\$	\$
4-1/2 times base		367,814,543			
3-3/4 times base			306,512,119		
3-1/4 times base				265,643,836	
3 times base					245,209,695
Total debt limitation	<u>183,907,271</u>	<u>367,814,543</u>	<u>306,512,119</u>	<u>265,643,836</u>	<u>245,209,695</u>
Indebtedness:					
Bonds and notes payable	23,879,000	5,576,000			
CWF notes payable			28,465,648		
Authorized, unissued bonds	1,903,082	1,855,000	11,723,412		
Total indebtedness	<u>25,782,082</u>	<u>7,431,000</u>	<u>40,189,060</u>	<u>-</u>	<u>-</u>
Debt Limitation in Excess of Outstanding and Authorized Debt	<u>\$ 158,125,189</u>	<u>\$ 360,383,543</u>	<u>\$ 266,323,059</u>	<u>\$ 265,643,836</u>	<u>\$ 245,209,695</u>

Note 1: In no case shall total indebtedness exceed seven times annual receipts from taxation (\$572,155,955).

Services

SERVICE	DEPARTMENT	PHONE 860-644-2511	SERVICE	DEPARTMENT	PHONE 860-644-2511
A			F		
Abandoned Cars (on the street)	Police	860-644-2551	Fence Permit	Building Dept.	Ext. 330
Absentee Ballots	Town Clerk	Ext. 325	FIRE (EMERGENCY)		911
Accident Claims (on Town roads)	Town Clerk	Ext. 325	Fire Investigation/Reports	Fire Marshal	Ext. 217
Accounts Payable	Finance	Ext. 364	Fire Safety/Education	Fire Marshal	Ext. 217
Adult Community Restitution (18+)	Human Services	860-648-6361	Firearm Permit	Police	860-648-6202
Alarm System Information	Police	860-648-6221	Fireworks Permit	Fire Marshal	Ext. 217
AMBULANCE (EMERGENCY)		911	F.I.S.H. (Friends In Service Here)	Transportation Volunteers	860-647-3609
AMBULANCE (ROUTINE)		860-648-6246	Fishing License	Town Clerk	Ext. 325
Animal Control Officer	Police	860-648-6239, 860-644-2551	Flood Insurance Maps	Engineering	Ext. 344
Apartment Inspection	Fire Marshal	Ext. 217	Foundation Permit	Building Dept.	Ext. 330
B			G		
Bazaar Permit	Police	860-648-6202	Garbage Collection	Public Works	Ext. 343
Bid Packages	Town Manager	Ext. 303	Garbage Questions/Complaints	Public Works	Ext. 343
Bingo Permit	Police	860-648-6202	Grand List Information	Assessor	Ext. 312
Birth Certificates	Town Clerk	Ext. 325	Greater Hartford Tourism District		860-520-4480
Blasting Permit	Fire Marshal	Ext. 217	Ground Water Contamination	Health Dept.	Ext. 248
Blight Ordinance	Building Dept.	Ext. 330	H		
Blind Exemptions	Assessors	Ext. 312	Hazardous Waste Collection	Public Works	Ext. 343
Board of Assessment Appeals	Assessors	Ext. 312	Health Department (So. Windsor)		Ext. 248
Board of Education		860-291-1200	Historic District Map	Town Clerk	Ext. 325
Boat Launching	Parks & Recreation	860-648-6355	Historic District Minutes	Town Clerk	Ext. 325
Building Permit	Building Dept.	Ext. 330	House Liens	Town Clerk	Ext. 325
C			Housing Authority		860-644-3144, 860-644-3082
Cemeteries:			Hunting License	Town Clerk	Ext. 325
South Windsor Cemetery Assoc.	Jeffrey Virr, Leslie Clapp	860-416-4797, 860-967-1684	I		
Wapping Cemetery	Anne Sullivan	860-644-2528	Identification Cards (Senior)	Human Services	860-648-6361
Chamber of Commerce		860-644-9442	Information	Receptionist	Ext. 303
Community Center Room Reservations	Parks & Recreation	860-648-6355	Inland Wetlands Minutes	Town Clerk	Ext. 325
Community Service (Probation)	Human Services	860-648-6361	Insect Complaints	Health Dept.	Ext. 248
CT Transit Company	Public Transport	860-525-9181	J		
Conservation Commission	Wetlands Officer	Ext. 229	Junk Cars (on private property)	Zoning Enforcement	Ext. 251
Conservatorship	Probate Court	Ext. 371	Juvenile Work Restitution	Youth Services	860-648-6361
CRIME HOT LINE	Anonymous	860-648-6226	Juvenile Review Board	Youth Services	860-648-6361
Criminal Police Report	Police	860-648-6223	L		
Crisis Counseling (Adult/Family/Youth/Seniors)	Human Services	860-648-6361	Land Records	Town Clerk	Ext. 325
D			Land Use Information	Planning/Zoning	Ext. 329
Day Care/Nursery School Inspections	Health Dept.	Ext. 248	Leaf Collection Information	Town Garage	860-648-6371 (24-hr)
Death Certificates	Town Clerk	Ext. 325	Library	Main Library	860-644-1541
Deed Information	Town Clerk	Ext. 325	Library	Wood Memorial	860-289-1783
Demographic Information	Planning/Zoning	Ext. 329	M		
Demolition Permits	Building Dept.	Ext. 330	Marriage License	Town Clerk	Ext. 325
Development Bonds	Planning/Zoning	Ext. 329	Mayor	Town Council Office	Ext. 206
Disabled Transportation	Human Services	860-648-6361	Meals-On-Wheels (Daily & Weekends)	Human Services	860-648-6361
Drain Layer Permits	Engineering	Ext. 344	Medical Assistance Information	Human Services	860-648-6361
E			Medicare Claim Appeal	Medicare Advocacy	1-800-262-4414
Economic Development		Ext. 303	Metal Pick-Up/Recycling	Public Works	Ext. 343
Elderly Property Relief (homeowners)	Human Services	860-648-6361	Motor Vehicle Release Form	Tax Collector	Ext. 320
Elderly Rent Subsidy	Human Services	860-648-6361	Municipal Agent	Human Services	860-648-6361
Elections	Registrar of Voters	Ext. 377	N		
Emergency Food	Human Services	860-648-6361	Noise Complaint	Police	860-644-2551
Emergency Fuel (Home Heating)	Human Services	860-648-6361	Notary Public	Town Clerk	Ext. 325
Emergency Housing Information	Human Services	860-648-6361	Notary Public	Human Services	860-648-6361
Emergency Food/Fuel/Housing (After Hrs)	Police	860-644-2551	Nuisance Complaints	Health Dept.	Ext. 248
Employment Application	Human Resources	Ext. 280			
Energy Assistance (State & Local)	Human Services	860-648-6361			
Environmental Issues	Health Dept.	Ext. 248			
Explosives Permit	Fire Marshal	Ext. 217			

Services

SERVICE	DEPARTMENT	PHONE 860-644-2511	SERVICE	DEPARTMENT	PHONE 860-644-2511
O			S (Continued)		
Odor Complaints	Health Dept.	Ext. 248	Senior Outreach	Human Services	860-648-6361
P			Senior Social Activities	Human Services	860-648-6361
Parade Permit	Police	860-648-6202	Senior Support Groups	Human Services	860-648-6361
Parking Ticket Information	Police	860-644-2551	Senior Tax Assistance	Human Services	860-648-6361
Parks Information	Parks & Recreation	860-648-6366	Senior Transportation	Human Services	860-648-6361
Passports	Town Clerk	Ext. 325	Senior Wellness Program	Human Services	860-648-6361
Personnel	Human Resources	Ext. 280	Septic System Permit	Health Dept.	Ext. 248
Plan of Development	Planning/Zoning	Ext. 329	Sewage Complaints	Supt. of Pol. Control	Ext. 247
Planning & Zoning Minutes	Planning/Zoning	Ext. 329	Sewer Treatment Plant	1 Vibert Road	860-289-0185
Police Report (Criminal)	Police	860-648-6222	Sewer Assessment	Tax Collector	Ext. 320
Police Report (Motor Vehicle)	Police	860-648-6223	Sewer Emergency (Day)	Treatment Plant	860-289-0185
Pool INFO (Veteran's Memorial Pool)	Seasonal	860-648-6355, 860-289-1333	Sewer Emergency (Night/Weekend)	Police	860-644-2551
Pool Pass (Veteran's Memorial Pool)	Parks & Recreation	860-648-6355	Sewer Inspection/Testing	Engineering	Ext. 344
Pool Permit (for installation)	Building Dept.	Ext. 330	Sewer Permits	Engineering	Ext. 344
Pothole Complaints	Street Services	860-648-6366	Sewer Use Charge	Tax Collector	Ext. 320
Probate Court		Ext. 371	Sheds (residential or commercial)	Zoning/Bldg.	Ext. 329/330
Probation (Community Service)	Human Services	860-648-6361	Sidewalk Assessment	Tax Collector	Ext. 320
Property Assessment	Assessors	Ext. 312	Sidewalk Repairs (Town property)	Parks & Recreation	860-648-6355
Property Tax Bills	Tax Collector	Ext. 320	Sidewalk Repairs (residential)	Engineering	Ext. 344
Public Transportation	CT Transit	860-525-9181	Site Plan Application	Planning/Zoning	Ext. 329
Public Works Department			Snow Removal	Town Garage	860-648-6366
Administration		Ext. 343	Social Security Disability Programs	Social Service Admin.	1-800-772-1213
Building Maintenance		Ext. 378	Social Security Disability Exemptions	Assessor	Ext. 312
Engineering		Ext. 344	Social Services	Human Services	860-648-6361
Street Services		860-648-6366	Solicitor Permits	Police	860-648-6202
Parks		860-648-6366	Special Permit Application	Planning/Zoning	Ext. 329
Motor Equipment		860-648-6366	Storm Drain Locations	Engineering	Ext. 344
Waste Water Treatment Plant		860-289-0185	Street Excavation Permits	Engineering	Ext. 344
After Hours Emergency		860-644-2551	Street Light Out	Police	860-644-2551
Purchasing	Finance	Ext. 364	Street Maps, Town	Engineering	Ext. 344
R			Street Sign	Town Garage	860-648-6366
Raffle Permit	Police	860-648-6202	Street Sweeping	Town Garage	860-648-6366
Recreation HOTLINE	Parks & Recreation	860-648-6349	Student Work Permits	Town Garage	860-648-6366
Recycling Information	Public Works	Ext. 343	Subdivision Application	High School	860-648-5000
Register to Vote	Registrar of Voters	Ext. 377	Subdivision Regulations	Planning/Zoning	Ext. 329
Rental Assistance	Human Services	860-648-6361	Subsidized Housing	Planning/Zoning	Ext. 329
Restaurant/Cafeteria Inspections/Complaints	Health Dept.	Ext. 248	SWAN (So. Windsor Aid to Neighbors)	Housing Authority	860-644-3144
River Use Permits	Police	860-648-6202	T		
Roadkill	Town Garage	860-648-6366	Tax Information	Tax Collector	Ext. 320
Roadside Brush	Town Garage	860-648-6366	Town Attorney		Ext. 280
Rodent Complaints	Health Dept.	Ext. 248	Town Council Office		Ext. 206
Rotary Pavilion Reservations	Parks & Recreation	860-648-6355	Town Manager		Ext. 200
S			Trade Name Certificates	Town Clerk	Ext. 325
Schools:			Traffic Signs	Town Garage	860-648-6366
South Windsor High School	161 Nevers Road	860-648-5000	Traffic Survey	Police	860-648-6211
Timothy Edwards Middle School	100 Arnold Way	860-648-5030	Trash/Rubbish/Garbage Complaints	Public Works	Ext. 343
Eli Terry Elementary School	569 Griffin Road	860-648-5020	Tree Removal	Tree Warden	860-648-6366
Orchard Hill Elementary School	350 Foster Street	860-648-5015	Tree Trimming	Tree Warden	860-648-6366
Philip R. Smith Elementary School	949 Avery Street	860-648-5025	Tree Warden		860-648-6366
Pleasant Valley Elementary School	591 Ellington Road	860-291-1280	V		
Wapping Elementary School	91 Ayers Road	860-648-5010	Variance Application	Planning/Zoning	Ext. 329
School Bus Company	First Student	860-528-2234	Vendor Permit	Police	860-648-6202
Senior Citizens Center	150 Nevers Road	860-648-6361	Vendor Inspections	Health Dept.	Ext. 248
Senior Handyman Program	Human Services	860-648-6361	Veterans Memorial Park	Seasonal	860-289-1333
Senior Health Screening	Human Services	860-648-6361	Veterans Exemption	Assessor	Ext. 312
Senior Home Delivered Meals	Human Services	860-648-6361	Voter Information	Registrar of Voters	Ext. 377
Senior Legal Clinic	Human Services	860-648-6361	W		
			Water Company	MDC	860-278-7850

Services

SERVICE	DEPARTMENT	PHONE 860-644-2511
W (Continued)		
Water Company	CT Water Co.	1-800-286-5700
Water Company	Avery Heights Water District	860-644-1673
Water Pollution Control Authority (WPCA)	Supt. of Pol. Control	Ext. 247
Welfare Information	Human Services	860-648-6361
Well Complaints	Health Dept.	Ext. 248
Wetland Applications	Planning/Zoning	Ext. 329
Working Papers	High School	860-648-5000

Y

Youth Services	Human Services	860-648-6361
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Z

Zone Change Application	Planning/Zoning	Ext. 329
Zoning Board of Appeals Minutes	Town Clerk	Ext. 325
Zoning Complaints	Planning/Zoning	Ext. 329
Zoning Maps	Planning/Zoning	Ext. 329
Zoning Permits	Planning/Zoning	Ext. 329
Zoning Regulations	Planning/Zoning	Ext. 329

OTHER IMPORTANT NUMBERS:

American Red Cross	860-678-2700
Better Business Bureau	860-247-8700
Chamber of Commerce	860-644-9442
Connecticut Natural Gas	860-727-3000
Connecticut Humane Society	860-666-3337
Consumer Protection	860-566-2294
Day Care Providers (Info Line)	211
Dept. of Environmental Protection	860-674-1588
Fire Emergency	911
F.I.S.H. (Friends In Service Here (Volunteer Trans.))	860-647-3609
Info Line	211
Medicare Claim Appeal (Medicare Advocacy)	1-800-262-4414
Poison Control	911 or 1-800-343-2722
Police (Emergency)	911
Police (Routine)	860-644-2551
Post Office, 850 Clark Street	860-644-2451
Post Office, (Bissell Station) 831 Main Street	860-528-0832
Post Office, (E. Windsor Hill) 1865 Main Street	860-289-0044
Public Transportation (CT Transit)	860-525-9181
Small Claims Court	860-647-1091
Social Security Disability Program	1-800-772-1213
State of Connecticut Information	860-566-2211
Visiting Nurse & Community Care (Rockville/Vernon)	860-872-9163
Unemployment Office, 410 Center St., Manchester	860-649-3534

Hours of Operation

TOWN HALL - 1540 Sullivan Avenue
Mon, Tues, Wed, Fri 8 a.m. to 4:30 p.m.
Thurs 8 a.m. to 6 p.m.

COMMUNITY CENTER - 150 Nevers Road
Parks & Recreation
Mon-Fri 8 a.m. to 4:30 p.m.

Human Services
Mon & Fri 8 a.m. to 4:30 p.m.
Tues, Wed, Thurs 8 a.m. to 8 p.m.

Teen Center
Mon-Thurs 2 p.m. to 5 p.m. - High School
Fri-Sat 6 p.m. to 9:30 p.m. - Middle School
Youth

FIRE DEPARTMENT HEADQUARTERS -
1175 Ellington Road
Mon-Fri 8 am to 4:30 p.m.
Fire Station #2 - 2379 Ellington Road
Fire Station #3 - 232 West Road

POLICE DEPARTMENT - 151 Sand Hill Road
Administration - Mon - Fri 8 a.m. to 4:30 p.m.
Patrol - daily 24 hours/day

PUBLIC LIBRARY - 1550 Sullivan Avenue
Mon-Thurs 9 am to 9 pm
Friday 9 a.m. to 4:30 p.m.
Saturday 9 a.m. to 4:30 p.m. (9am to 1 p.m.
during the summer)
Sunday 1 p.m. to 4:30 p.m. (closed during the
summer)

HOUSING AUTHORITY
Wapping Mews - 50 Elm Street
Mon-Fri 9 a.m. to 11 a.m.
Flax Hill - 30 Foster Street
Mon-Fri 11:15 a.m. to 12:30 p.m.

PROBATE COURT - 1540 Sullivan Avenue
Mon-Fri 8 a.m. to 4 p.m.

BOARD OF EDUCATION - 1737 Main Street
Mon-Fri 8 a.m. to 4 p.m.
(Summer & Days of No School -
8 a.m. to 3:30 p.m.)

Eli Terry Elementary School
569 Griffin Road

Orchard Hill Elementary School
350 Foster Street

Philip R. Smith Elementary School
949 Avery Street

Pleasant Valley Elementary School
591 Ellington Road

Wapping School
91 Ayers Road

Timothy Edwards Middle School
100 Arnold Way

South Windsor High School
161 Nevers Road

Meeting Schedules

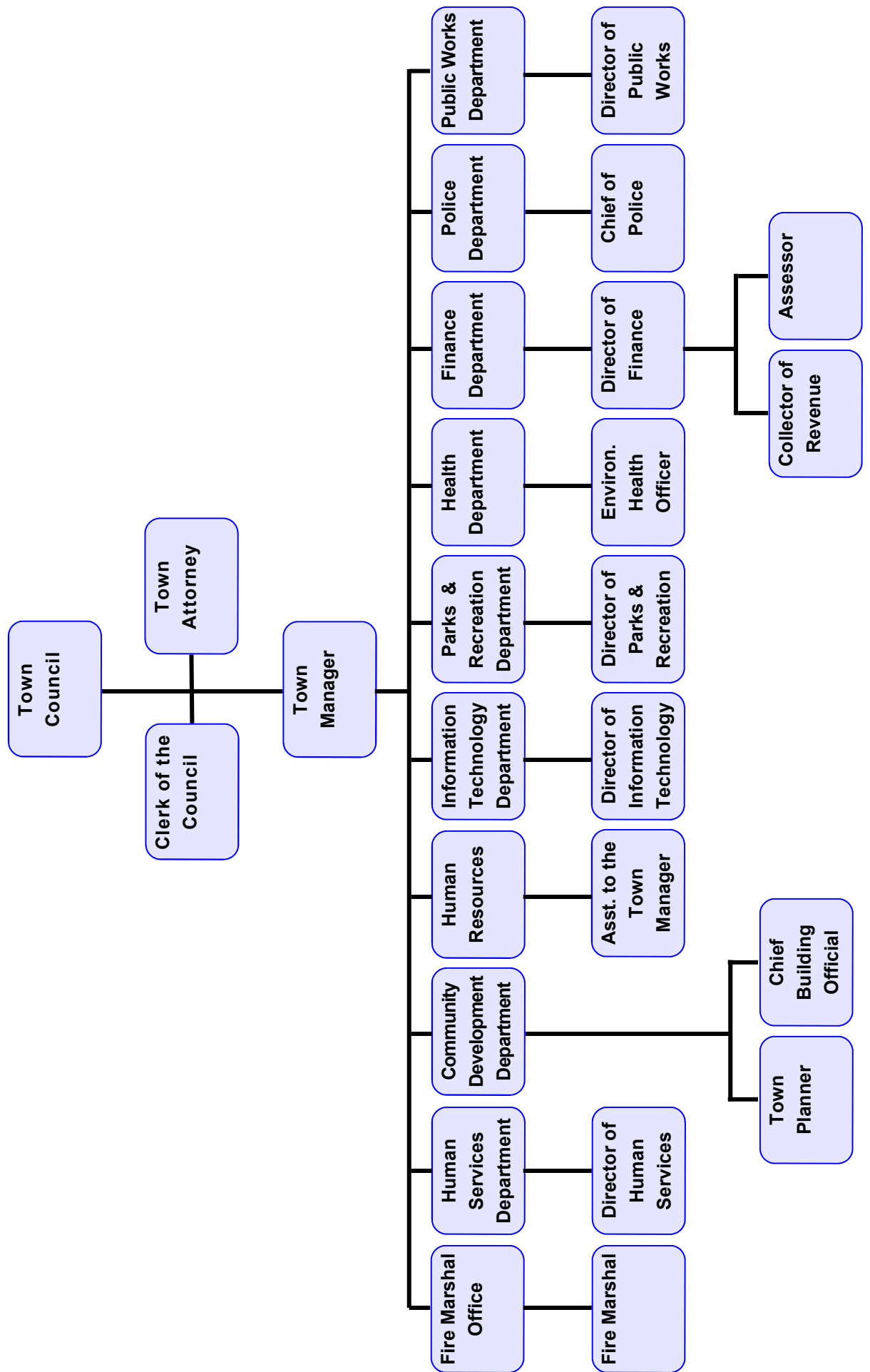
Boards and Commissions Meeting Schedule *

Agricultural Land Preservation	3rd Tues of every other month	Town Hall	7:30 p.m.
Alliance for Families	Contact Town Clerk's Office	Community Center	6:00 p.m.
Board of Education	2nd & 4th Tues	Middle School	7:00 p.m.
Economic Development Commission	4th Wed	Town Hall	7:30 p.m.
Historic District Commission	1st Tues	Town Hall	7:30 p.m.
Housing Authority	3rd Thurs	50 Elm Street	7:30 p.m.
Human Relations	2nd Wed	Town Hall	6:30 p.m.
Inland Wetlands	1st & 3rd Wed	Town Hall	7:00 p.m.
Library Board	4th Tues	Public Library	7:00 p.m.
Park & Recreation Commission	2nd Wed	Town Hall	7:30 p.m.
Patriotic Commission	3rd Mon	Town Hall	7:30 p.m.
Planning & Zoning Commission	2nd & 4th Tues	Town Hall	7:30 p.m.
Public Building Commission	2nd Wed	Public Library	6:30 p.m.
Town Council	1st & 3rd Mon	Town Hall Work Session Regular Meeting	7:00 p.m. 8:00 p.m.
Water Pollution Control	1st Tues	Town Hall	7:00 p.m.
Zoning Board of Appeals	1st Thurs	Town Hall	7:30 p.m.

NOTE: Please contact the Town Clerk's Office at 644-2511 ext. 325 to confirm dates, times and locations, as some schedules may change.

* Most Boards/Commissions do not meet in the month of August

Organizational Chart 2013





Town of South Windsor
1540 Sullivan Avenue • South Windsor, CT • 06074