



One Town, One Future



Town of South Windsor
2013-2014 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, Andrew Paterna, Elizabeth Pendleton, Matthew Riley, Janice Snyder, Stephen Wagner	
Town Manager:	Matthew B. Galligan	

Cover Design

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.

Contributors: Town Departments, Boards & Commissions

Editor: Vanessa Perry, Director of Human Resources

Designer: Ashley Summers, Executive Secretary to the Town Manager

Cover Designer: Drew Guild, J.T. Technician

Printer: Minuteman Press, Hartford, CT

Table of Contents

2	General Information
4	Town Manager
5	Town Council
7	Town Board of Education
12	Public Works
23	Police Department
29	Emergency Management
31	Fire Department
33	Fire Marshal
34	Registrar of Voters
35	Historic District Commission
36	Town Clerk
37	Health Department
39	Human Services
50	Human Relations Commission
51	Library
53	Parks & Recreation Department
60	Park and Recreation Commission
62	Planning Department
64	Planning and Zoning Commission
66	Inland Wetlands Agency/Conservation Commission
66	Agricultural Land Preservation Advisory Commission
67	Zoning Board of Appeals
67	Housing Authority
68	Human Resources Department
68	Building Department
69	Public Building Commission
70	Information Technology Department
72	Water Pollution Control Authority
74	Patriotic Commission
76	Finance Department
78	Five Year Summary
79	Auditor's Report
82	Services
85	Hours of Operation
86	Meeting Schedules
87	Organizational Chart

Town Manager's Report



Matthew B. Galligan
Town Manager

Fiscal Year 2013-2014 was another positive year for the Town of South Windsor. We were able to increase the fund balance and keep our financials stable. Standard and Poor's and Moody's ratings remained the same at AA+ and AA2, respectively. As the economy is slowly recovering, we are still facing many hardships when trying to provide the level of services that residents are accustomed to while keeping costs and taxes down.

The Town continues to look for expansion of existing businesses as well as looking for new businesses to move to the Town to provide much-needed jobs and tax relief so we can continue to providing the same level of services to Town residents. Through our strategic planning process, we are constantly monitoring our municipal operations to determine the best possible price or reduce costs to provide the same level of services with a lesser cost.

Our municipal employees have been trained in the philosophy to look for better ways to serve the community while researching new revenue sources that can help bring down expenditures. Due to staff efforts, we are under budget and increased the fund balance. This puts the Town in a better financial position for bonding purposes, and hopefully this will continue to make South Windsor an enticing community for residents and businesses.

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 2013-2014 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 Governments on important issues that affect the Town of South Windsor. We have been successful with the help of our State Senator Gary LeBeau and State Representatives Bill Aman and 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.

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 levels Town residents are accustomed to and at the lowest and most effective cost.

Town Council



M. Saud Anwar
Mayor

The purpose of the Town's Annual Report is to give the reader a snapshot of what decisions and actions took place in the Town during Fiscal Year 2013-2014. This information will allow the reader to understand some of the significant events that happened during the year that makes our community even stronger.

As the community is well aware, the Connecticut Studios project has moved very slowly during the last few years due to economic downturns as well as the Council's unwillingness to work with the two original developers on the project. During this period of time, there has been a change in ownership, as Connecticut Studios is now owned by two different equity partners in a major construction firm out of Pittsburgh, Pennsylvania. They have kept us up to date during this process. We are hopeful that this project will come to fruition. There is a fuel cell associated with this project that will provide a very strong economic benefit to the Town while simultaneously helping our emergency management efforts when power is an issue during critical storms. We will continue to monitor this situation, and hopefully the new equity partners will be forthcoming and provide the much-needed jobs that we anticipate from this project.

During Fiscal Year 2013-2014, the Town Council went to referendum for the voters regarding the planning, design, acquisition, construction, and furnishing of the new Orchard Hill Elementary School. This referendum passed with overwhelming support and has been forwarded to the Public Building Commission to develop the structural plans and to move the project forward as expeditiously as possible while staying under budget and on time. The Public Building Commission will be working with the Board of Education as well as the Superintendent so that

we can meet the needs of our elementary children.

The Town Council has also approved recreation projects which include: the renovation and rehabilitation of the Little League Shack on Ayers Road, and the collaboration with the Town and Board of Education for the planning, design, and funding for a turf field at the South Windsor High School. These projects will help benefit the recreation needs of our community in a safe and appropriate environment.

The Town also continued to search for open space. We were successful in acquiring the property at 491 King Street as well as the Jones Farm so we can continue to keep open space as a high priority in the Town of South Windsor. I want to thank the Open Space Task Force for its recommendations and hard work on these projects.

In order to maximize the protection of our citizens and state of emergencies, the State of Connecticut Department of Emergency Management and Homeland Security received all documentation from the Town of South Windsor for Region 3 regarding our Emergency Management Plans. These Plans were accepted by the Department and are fully compliant with both the State and the Federal Governments. We also hired a part-time position for emergency management. This position has been fundamental in the management of our CERT team, and additional volunteers have been accepted in case of an emergency.

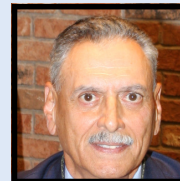
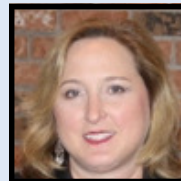
During Fiscal Year 2013-2014, the Town Council has also worked with the Water Pollution Control Authority to look at implementing new financial management systems for the operations of the

Town Council

Town Council Members

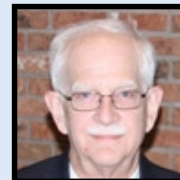
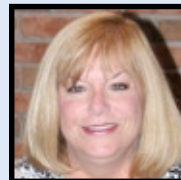
Top Row:

Councilor Thomas Delnicki
Deputy Mayor Edward Havens
Councilor Carolyn Mirek
Councilor Andrew Paterna



Bottom Row:

Councilor Elizabeth Pendleton
Councilor Cary Prague
Councilor Janice Snyder
Councilor Stephen Wagner



Sewer Fund for Fiscal Year 2015-2016. This Fund will now be an enterprise fund which hopefully will be more transparent in its financial reporting so that residents can see our expenditures and revenues and understand the operations of our Water Pollution Control Facility.

I have also tried to focus on regional cooperation between various towns east of the Connecticut River. I have met with various town managers, mayors, and first selectman to see what cooperative efforts can bring jobs to our communities as well as recreational facilities. We would share in some of these endeavors to reduce the cost to the taxpayers. I will continue in this process, as I feel there are some valuable relationships that need to be established.

As Mayor, I have continued my monthly reports to keep the community informed regarding the operation of the Town and any special events.

I will continue to work hard in representing the Town of South Windsor, make sure that the environment is safe, keep a close eye on our financial policies, and implement our strategic goals that will provide quality service to all residents of our community.

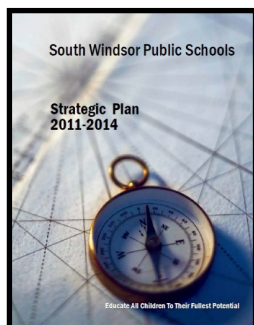
Board of Education

Dr. Kate Carter
Superintendent of Schools



Back Row (L/R): Michael Gonzalez, Richard Stahr, Matthew Riley, Phil Koboski and Craig Zimmerman (Secretary)

Front Row (L/R): Diane Behler, David Joy (Chair), Lisa Maneeley (Vice Chair) and Joseph Durette



Strategic Planning

On September 13, 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 2013-2014 school year:

- Implementation of full-day kindergarten
- Implementation of K-5 early release professional development model
- Adoption of a Ten-Year Elementary Facilities Master Plan
- Implementation of the newly mandated Educator Evaluation and Support System Plan
- Phase One of Master Facility Plan approved at referendum
- Designed & Proposed Alternative High School Education Program

Elementary Facilities Ten-Year Master Plan

The 2011-2014 Strategic Plan called for the

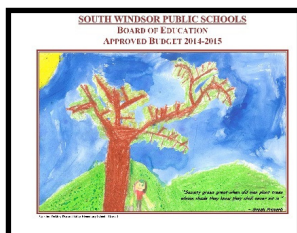
development of a long-range elementary facilities plan as well as a timeline for bringing the question of school construction to referendum. A great deal of work toward these goals occurred during the 2013-2014 academic year. The superintendent of schools worked with a variety of professionals and community stakeholders to develop a Ten-Year Elementary Facilities Master Plan. The Board of Education approved the proposed plan in October 2013 and was presented to the Town Council in December 2013. The plan was widely publicized through a variety of print documents and community outreach initiatives. On March 25, 2014, the citizens of South Windsor voted in favor of constructing a new PK-5 elementary school on the Orchard Hill campus. The support was by a large margin, with 75% of those who went to the polls voting "yes" in favor of the proposal. The construction of the new school represents Phase One of a three-phase, ten-year elementary facilities plan.



Board of Education

Budget

The 2014-2015 Board of Education budget was approved by the Board of Education on February 25, 2014. The proposed budget represented an increase of 1.94%. Further reductions were proactively offered by the Board of Education at a subsequent Joint Budget Work Session in response to favorable health insurance claims, lowering the Board's proposed increase to 1.29%. On May 5, 2014 the Town Council imposed further reductions, resulting in a final budget increase of 0.63%. Thus, the Board of Education Budget adopted in May of 2013 was \$68,555,567.



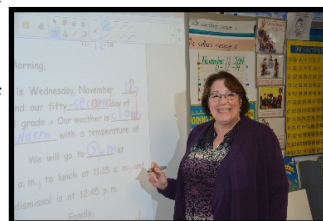
The cover of the 2014-2015 Board of Education Budget Book includes a student illustration accompanied by the following quotation: "*Society grows great when old men plant trees whose shade they know they shall never sit in.*" The administration and board of education take great effort to deliver a fiscally responsible budget that also meets the needs of students and families in South Windsor. Despite the historically low budget increase, the board and administration were successful in securing notable investments for students:

- Restoration of Art Instruction in Grade 6
- Mathematics Enrichment Teacher for High Performing Students in Grades 3-5
- Math Interventionist at Timothy Edwards Middle School
- Enhanced Technology Support
- New Mathematics Textbooks for Grade 5
- Funding for one new middle school course and five high school courses that are not reliant upon additional staff
 - ◊ Pre-Engineering Program - Grade 8
 - ◊ Printmaking
 - ◊ Zoology
 - ◊ Myth, Movies & History
 - ◊ Dance/Movement Course
 - ◊ Italian III

- Improvements to Athletics Program
 - ◊ TE Baseball Team
 - ◊ SWHS Assistant Wrestling Coach
 - ◊ SWHS Assistant Cheerleading Coach

South Windsor's 2014 Teacher of the Year

"The best teachers model a passion for learning and ignite the curiosity of their students. Teachers help students develop a sense of who they want to be in the world and to find their own passions and directions for future learning." Michele Saidi, a 2nd grade teacher at Philip R. Smith Elementary, is the embodiment of this quote and was thus selected as South Windsor's 2014 Teacher of the Year. Michele was recognized by her colleagues as "a master educator respected by parents, colleagues and students" who "works countless hours to construct amazing lessons that encourage her students to have a love for learning." The children in her class develop a true love of learning, noting that "she makes school fun... you don't even know you're learning!" Years after they've been in her class, students still remark on their magical experience in "Mrs. Saidi's world." In addition to classroom teaching, Michele actively participates on the district-wide Technology Committee, sharing her knowledge and hands-on suggestions for technology integration with fellow teachers.



South Windsor's 2014 Support Staff Employee of the Year

Jamie Langevin was named as South Windsor's 2014 Support Staff Employee of the Year. Jamie was recognized for her contributions as a special education paraprofessional at South Windsor High School, where she provided a combination of academic, behavioral and emotional support to students with and without disabilities in resource and regular education classroom settings. She also served as a job coach in school - and



Board of Education

community-based vocational settings. Jamie was recognized for “uniquely possessing a keen sense of how to strike a balance between providing students the right amount of support and giving them the tools to learn independently.” Her knowledge, temperament, attention to detail, humility and leadership are just a few of the many characteristics celebrated by her colleagues.

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 226th nationally and 6th at the Connecticut state level in *Newsweek* magazine’s annual Top 1,000 Best High Schools in America
- Ranked nationally in *U.S. World and News* annual Best High Schools Report
- The Science Olympiad team won the New Hampshire Invitational, came in 2nd in the Connecticut State competition and placed 8th in the Yale Invitational National Tournament
- The Bobcats Robotics team won the New England Regional and Connecticut State competitions
- The Model U.N. team at the University of Hartford competition won Best Delegates for the Historical Security Committee
- 16 students qualified for Eastern Regionals, 4 were named All State Musicians, and 9 were named All New England Musicians
- 52 All Conference Athletes
- 6 All State Athletes
- 39 AP Scholars with Distinction (earned 3 or higher on five or more AP exams) and 9 National AP Scholars



Timothy Edwards Middle School

Principal, Nancy Larson

- Emphasized community-building efforts through *Tribes* implementation, an “End Meanness” campaign and implementation of “Strive for Five” core values of respect, caring, responsibility, honesty and kindness.
- “Out of the Blue” Literary Magazine earned distinction from the National Council of Teachers of English.
- Thirty-three students participated in the American Mathematical Competition exam. As a result TEMS earned “School of Distinction.” Six students placed in the top 5% of approximately 155,000 students taking the exam. One student earned a perfect score, the highest score in the State of Connecticut, and placed in the top 1/10 of 1% of all students taking the exam. A 6th grade student placed in the top 5% of all 6th grade students taking the exam.
- Seventy-five students participated in the Math Counts program. Fifteen students represented TEMS at the regional Math Counts competition where a team of students placed 5th in the Hartford Regionals and 2nd in the New England Regionals.
- Twenty-four students participated in the state Future Problem Solvers Competition.
- Fifteen students participated in State Connecticut History Day Competition and one placed third.
- Twenty-three students participated in the Mock Trial Competition.
- Forty-four students participated in Science Olympiad where numerous students won gold, silver and bronze medals.
- Twenty-four students participated in the stock market game.
- Forty-five students successfully auditioned for Eastern Regionals Music



Board of Education



Festival. Grade 8 Chorus, Grade 8 Orchestra and Chamber Orchestra earned gold medals in the Great East Music Festival. Grade 8 Band earned a platinum medal in the Great East Music Festival.

- Girls' and Boys' Cross Country teams each had a 13-0 record, and both were Connecticut River Athletic League Champions. The Boys' Cross Country team also placed third in the Connecticut State Cross Country meet.
- Girls' Track had a 4-0 season, earned Connecticut River Athletic League Championship title, and placed seventh in the Connecticut State Track meet.

Our Elementary Schools

Eli Terry – Principal, Marilyn Sevic
Orchard Hill – Principal, Mike Tortora
Philip R. Smith – Principal, Michelle Dixon
Wapping – Principal, Laura Hickson
Pleasant Valley – Principal, Tiffany Caouette

The learning opportunities for South Windsor's elementary school students 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. School climate and diversity is supported and celebrated through cultural fairs, arts-integrated programs such as "HOT Schools," and school-wide community service projects.

The South Windsor elementary curriculum covers the subjects of English/language arts, mathematics, science, social studies, health and physical education, music and the visual arts. The curricula for English/language arts and mathematics are now aligned with the Common Core State Standards adopted by the Connecticut State Department of Education in July 2010. Regardless of the subject, the goal of each

learning experience focuses on engaging, rigorous, and meaningful work matched to the abilities and developmental stage of each learner. Families are encouraged to learn more about the student learning experiences by participating in curriculum nights, student assemblies and other academic-based activities throughout the school year.

All of our elementary school communities 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.

STUDENT PERFORMANCE DATA

The State of Connecticut is transitioning from the Connecticut Mastery Test (CMT) system to the Smarter Balanced Assessment (SBAC) for English/language arts and mathematics. In spring 2014, students in grades 3 – 8 and grade 11 participated in the SBAC field test; for which no data will be released by the state; students will take the first official Smarter Balanced Assessment in the spring of 2015.

In 2014, students in grades 5 and 8 took the CMT for Science, and students in grade 10 took the Connecticut Academic Performance Test (CAPT) for Science. This cohort of students will continue to take the Science CMT and CAPT for the foreseeable future.

Both the CMT and the CAPT have five student performance levels: Advanced, Goal, Proficient, Basic, and Below Basic. The Goal level is the state target for all students. The tables on the following page compare the percentages of grade 5, 8 and 10 students against the state average relative to two performance bands: (1) percentage of students at or above the state Goal, and (2) percentage of students of students at or above Proficiency.

Board of Education



Unity Day at Philip R. Smith



Bike Safety at Orchard Hill

CMT Science - 2014	% of Students at or above Goal	% of Students at or above Proficient
South Windsor Grade 5	80.4%	95.3%
State Average	59.6%	83.4%
South Windsor Grade 8	81.0%	91.9%
State Average	62.5%	78.3%
CAPT Science - 2014	% of Students at or above Goal	% of Students at or above Proficient
South Windsor Grade 10	79.4%	95.2%
State Average	46.8%	78.7%

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 year busy with many projects, responses to natural disasters, and recognition. Hats off to the men and women of Public Work for again taking on the challenge of a snowy and cold winter 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 where underway throughout town. In July the Water Pollution Control Division of Public Works also participated with the South Windsor Volunteer Fire Department in the First Annual Confined Space Exercise. This exercise was of great benefit to all and is another example of the spirit of cooperation between the towns's various agencies. Further information can be found about this event under the Water Pollution Control's section of this report.

National Public Works Week, was May 19 through May 23, 2014 and was a celebration of the 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. This Year also marked the 60th Anniversary of the New England Chapter of the American Public Works Association! The South Windsor Public Works Department celebrated Public Works Week by holding the 18th Annual Equipment and Job Demonstration for Grades K – 2 at the Wapping Elementary School on May 22, 2014. In addition, members of the Public Works Department made a presentation on May 21ST at Wapping Elementary School as to the work performed by Public Works.

On Monday, May 19, 2014 at 7:00 p.m., there were award presentations made before the Town Council Meeting recognizing: the 2014 Public Works Community Service Award to FISH; the 2014 Public Works Business Partnership Awards to Jimmy and Howard Slater of Slater Construction; the 2014 Richard Boudreault

Employee Award to Gary Schacht, Maintainer II Streets Services Division.

Friends In Service Here-F.I.S.H., this year's Community Service Award recipients, have been an active participant since 1997 in our Adopt-A-Road Program never seeking recognition for what they do to improve the quality of life here in South Windsor. FISH takes the initiative three to four times a year to cleanup Nutmeg Road North .

This years Business Partnership Award recognized Jimmy and Howard Slater of J & H Slater Construction of South Windsor. Throughout the years, J & H Slater Construction has been the construction firm we call when we have had an infrastructure emergency. They have responded to and successfully restored service when we have had broken pipes at VMP, a broken force main at the Benedict Drive Pump Station, a broken force main on Clark Street, a collapsed sewer on Chapel Road, and many, many more – usually difficult problems' the Slaters also helped the Town with emergency snow plowing during the Blizzard of 2013. Jim and Howard's integrity, value-added expertise, honesty and fairness are unparalleled. When they show up to the site with their crew we know the job will get done right!

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 recipient was Gary Schacht Maintainer II in the Street Services Division of Public Works. Gary has been very involved in the Board of Educations South Windsor Academy, where he works with students in the Town's Sign shop. His initiative, enthusiasm and pride shown in taking a lead on the projects were an example to all.

As Director of Public Works, I was honored by being appointed as Chairman of the Advisory Board for the Connecticut Transportation Institute (CTI) at UCONN. CTI provides valuable training and information outreach to the state DOT and

Department of Public Works

towns for both Public Works functions and Legal Traffic Authorities. I was also appointed to the advisory board for the Connecticut Safety Circuit Rider program at UCONN which helps promote road safety programs throughout the state. Both these appointments are a direct result of the statewide recognition of the professionalism and leadership of the South Windsor Public Works Department Staff.

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, Storage Facilities, Municipal Buildings and out buildings totaling approximately 200,000sq/ft. The major facilities include; 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.

The Public Buildings Divisions primary focus is to support each sites critical 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.

Work Order Statistics

The Chart below shows the number of workers received each month over the last Fiscal Year (2013-2014). The chart also indicates the number of Work Orders completed each month as well as the number completed in later months. The data in this chart is also a key performance indicator enabling to better manage our work load month to month.

Preventive Maintenance Activities

At different times throughout the year the Building Maintainers complete a wide variety of Preventative Maintenance activities. The list below consists of both activities related to code compliance and Preventive Maintenance tasks that our department undertakes to maintain the expected useful life of the equipment and those activities that we've deemed necessary to eliminate repetitive emergency calls. These activities take up approximately forty percent of our time.

- Annual Door and Lockset Lubrication
- Annual Gutter Cleaning
- Annual Above Ground Tank Inspections
- Annual Main Electrical Distribution Panel Inspections
- Annual Ansul Systems Inspections
- Annual Overhead Door Maintenance
- Annual Fire Alarm Systems Inspections
- Monthly Fire Extinguisher Inspections
- Annual Water Cooler Inspections
- Annual Oven Hood Cleaning and Inspections
- Seasonal Sites Openings and Closings
- Monthly Emergency Light and Exit Sign Inspections
- Quarterly Fleet Vehicle Cleanings

Work Orders Analysis

<i>Fiscal Year 2013-2014</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>
Total W/O Requested	141	125	100	123	113	115	135	98	109	133	109	138
W/O Completed Same Mo	66	59	40	59	50	66	63	34	47	52	52	62
W/O Completed Later Mo	71	65	57	59	60	47	68	48	45	76	55	59
W/O Outstanding	4	1	3	7	3	2	4	16	17	5	2	17

Department of Public Works

Energy Analysis

The Public Buildings Division is committed to lowering utility cost and use throughout the year. One of the ways this is accomplished is by using the latest proven technology in HVAC, lighting and plumbing that controls cost and reduces overall energy use. In addition, controlling and maintaining consistent building temperatures is a key component to managing the costs associated with heating and cooling our Public Buildings. Overall utility costs were down 10.2 % over last year. In addition to the above, savings are also due in part to lower electrical generation costs and lower costs for water.

Energy Use Intensity (EUI)

EUI is an industry standard for measuring how efficiently a facility uses its energy based on its size and total energy costs associated with the facility. The overall costs are then divided by the square footage of the building yielding an overall cost per square foot measurement.

The chart below indicates that the Police Department, Town Garage and Library cost per sq/ft were lower than the previous year while the Community Center, Town Hall and Wapping Community House cost per sq/ft were higher than the previous year. This chart is just another Key

Performance Indicator that's useful in determining which buildings have the most opportunities for improvement.

Contracts

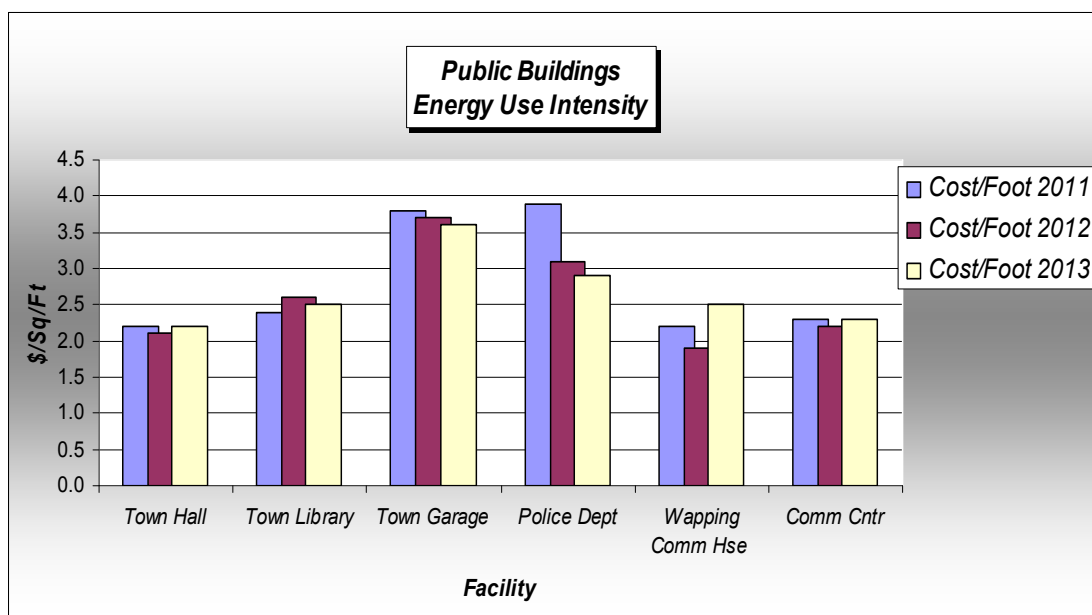
The Public Buildings Division administers and manages the services related to the contracts listed below. Most contract terms whether they are in-house or State contract have multi-year terms. This enables us to evaluate the current and future cost of each contract and to make decisions based on a number of criteria including cost and quality of service.

Leaseholds

The Public Buildings Division administers and manages nine Agricultural, Farmland, and Tobacco farming leases. The lease terms vary with each lease although like the service contracts above, most are long term contracts. This is done due to the nature of the lease. Most farmers need a longer term lease agreements to recoup their upfront costs for fertilizing, sowing and maintaining the land for their specific use.

Financial Performance

Financial performance and responsibility is the cornerstone of the Public Buildings Division. Of the 1.3 million dollar budget last Fiscal Year



Department of Public Works

(2013-2014) 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

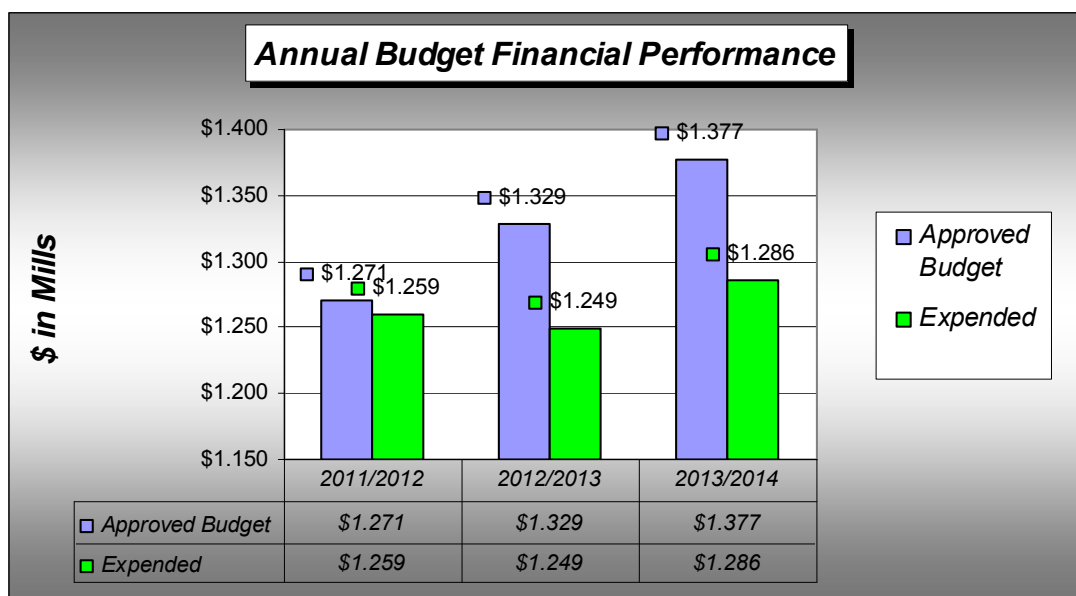
The Maintenance Department Staff consists of three well equipped and experienced Building Maintainers that maintain contracted services such as HVAC, Janitorial Services, Fire Protection Services, Elevator and Electrical Services. The Building Maintainers also complete a host of daily routine, emergency, and project requests from various staff members including department heads, division managers and the general workforce. The staff works three shifts, 7-3pm, 10-6 pm and 3-11 pm 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 nine 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



Department of Public Works

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, and sidewalks. 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 have managed and inspected milling and paving of about 4.65 miles of local roads including most of Chapel Road (from Rugby Ln to 1100 ft west of Rte 5),

Nutmeg Road South (from Pleasant Valley Rd to South Satellite Rd), Belden Rd, Rosemary Ln, Christine Ln, Berle Rd, Fairview Dr (from Ellington Rd to Clearview Dr), Herman Way, Meadow Rd, Orchard Hill Dr, and Newmarker Rd.



Milling old pavement on Berle Rd

Engineering personnel also managed the design of road and drainage improvements to a portion of Dart Hill Road (from Ellington Road to Neiderwerfer Road), a portion of Foster Street (from Ellington Road to Beelzebub Road), the reconstruction of a part of Avery Street (from Beelzebub Road to Gray Road), improvements to a section of Nevers Road (from Lake St to the Community Center Driveway) including replacement of the old culverts by Ayers Road, The Rehabilitation of the Main Street Bridge over the Podunk River, and the Eli Terry Safe Routes to School project. Most of these projects will go to construction in 2014-2015. These projects were paid for with funds from the 2006 bond referendum, 2012 bond referendum, Town Capital Projects budget, State and Federal grants.

South Windsor Engineering continues to use and improve our Town wide Geographical Information System (GIS). The GIS is used by all Town departments and many citizens and businesses. This year the Sanitary Sewer GIS has been updated with field data collected to provide accurate information for more than 90% of the Sanitary Sewer System. GIS was used to provide maps to the Planning Department and Planning and Zoning Commission for use in updating the

Department of Public Works

Plan of Conservation and Development. The Recreation Department used GIS to map the October trail run at Nevers Park. The Fire Department used it to map the parade route and event locations for their 75th Anniversary celebration. The tree Canopy over Town Roads has been mapped using GIS. Police use GIS mapping for many incidents and Town events. Snow plow routes have updated GIS maps showing bus stop locations so plow drivers can avoid piling snow in those areas.

Town Staff continue to lead the GIS community by providing leadership roles on state and regional GIS committees and presentations at state, regional and national GIS conferences. Visit our Town Website (www.southwindsor.org) to access the Town GIS, Citizen Service Request Dashboard and for information on Engineering capital projects.

The Division provides comprehensive technical reviews of proposed subdivisions and commercial/industrial site plans for the Planning and Zoning 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, storm water drainage, and other inquiries. This year the Engineering Division has issued and inspected 55 Drain Layers Permits for sanitary sewer connections and 350 Street Excavation Permits. We also handled over 1600 Call Before You Dig requests. We reviewed 68 plans for new developments that were submitted to PZC and IWA/CC. In addition, we reviewed 28 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 Dashboard Request System was implemented into our operations last year and has helped us manage all requests for service from our Residents as well as our internal customers. Our service delivery has been greatly improved and it is truly a team effort. The system is capturing information for many things that we do. Many times a call for service comes in and a work order doesn't get issued and those requests never get tracked or accounted for. The time is lost in the day to day operations. Reported potholes are now logged in and tracked. They have the potential to cause liability claims against the Town. Potholes receive and get a priority response from us. Information about the hole is captured and the follow up and repair action is well documented. Damaged regulatory signs as well as street signs are managed by the system, drainage problems or failures, damaged to mail boxes from snow removal operations; lawn damage, dead animal pick up and disposal are some of the things we now manage through the Dashboard system. The system has dramatically improved our operations and has had a positive impact with our overall service delivery.

The winter season was filled with numerous snow and ice events. We along with the entire north east part of the country saw salt shortages that were reminiscent of the winter of 1993-1994. We almost ran out of road salt. There were 25

Department of Public Works

recorded winter storm events. Some of them required town wide salting treatments and some were full blown snow storms. Fortunately we missed several major snow storms that went just to the south of us, and the month of March was mild. Residents had their roof snow rakes out and many of the roof tops at our Town Buildings were cleared off.

Three out of the last four winter seasons were challenging. We have gained some valuable experience and knowledge over the last few years. We endured some major storms and severe weather events that presented us with some real operational challenges. We have made it a priority to plan for the unplanned and develop up to date standard operating procedures, as well as a written procedures for special or unique weather related events.

We did all of the drainage prep work for the paving of Meadow Road, Joseph La., Beldon Road as part of the pavement rehabilitation and resurfacing

project made possible by the 2012 Bond Referendum voted on and approved by the Citizens of South Windsor. We also assisted the Engineering Division with inspection of the work and some of the project management. We installed new catch basin tops on the above listed roads and rebuilt or repaired all existing structures prior to the arrival of the paving contractor who was awarded the project. Berle Road, Christine Lane, Rosemary La, a large section of Chapel Road, Orchard Hill Drive, Newmarker Road, a section of Nutmeg Road South, and a section of Fairview Drive were all completed as part of the 2012 Referendum Project.

We also repaired and rebuilt some catch basins, performed extensive cut and patch work, crack sealed and prepped Niederwerfer Road, Windsorville Road and the Pleasant Valley Road section between Route 5 and Main St. for a 2.68 mile chip seal resurfacing project.

We went out to bid on a 15.99 mile road crack

<i>ACTIVITY</i>	<i>10-11</i>	<i>11-12</i>	<i>12-13</i>	<i>13-14</i>
Total Road Resurfacing Miles	4.13	1.04	multi year projects – work not completed	7.32
Crack Sealing Road Miles Maintained	20.07	21.97	19.74	15.99
Street Sweeping Days with 1 Sweeper Unit	38 days with Town's one unit	27 days with Town's one unit	28 days with Town's one unit	29 days with Town's one unit
Cut and Patch Road Repairs not including Street Cut Permit	8,200 square feet	4,365 square feet	14,000 square feet	Not Measured
Drainage Facilities Repaired or Rebuilt	70	93	90	57
Leaf Collection Cubic Yards / Vacuum Days	21,124 / 24 collection days	15,386 / 24 collection days	15,497 / 18 collection days	18,087 / 18 collection days
Roadside Mowing Passes	4	4	4	4.5
Miles of Road Plowed	139	139.5	140.0	140.0
Number of Snow & Ice Events / Annual Snow Fall	14 / 64.25" Inches of snow	9 / 18.25 " Inches of snow	16 / 65.25 " Inches of snow	25 / 43.5" Inches of snow
Total Tons of Salt Used for Winter Operations	2544	815	2427	3500
Total Catch Basins Cleaned	292	2896	1677	2048
Total Street Tree Issues tracked with the Dashboard System	Not tracked	Not tracked for entire year / 57	95	85
Dead Animal Carcasses Picked Up and Disposed of	Not Tracked	Not Tracked	Not Tracked	55

Department of Public Works

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 fourth year we bid the project out by area and it has proved to be cost effective. Over the last four years we have crack sealed 77.77 miles of road accounting for 56% 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 18 full crew collection days to collect 18,087 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 of the reduction in volume is due to the loss of so many trees as a result of Storm Alfred. We also have noticed an increase in the amount of leaves that is brought in to 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 for the second year in a row. 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 State 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 two years is that tree concerns or problems are pretty evenly spread out

over the Town. The program is tied to our GIS Mapping System. Documentation of a tree concerns is a critical aspect of managing the Town's urban forest. Hazardous trees complaints or concerns, tree removal within the limits of the Town's Street Right of Way have to be managed.

We also removed over 150 defective trees along Strong Road as part of a 2 mile tree assessment project that identified weaken, bent, cracked and damaged trees as a result of Storm Alfred in 2011. The crew also performed many other tree removals, site line visibility issues and tree clearance trimming throughout the Town. The Town's tree Contractor, Distinctive Gardens and Tree Care also worked on the project and pruned over a mile of dense, damaged tree canopy and removed several trees that required their expertise. CL&P also assisted with the project and removed at no cost to the Town several trees that were damaged and had a high potential to fail over their wires and our road. This project was a 2 mile section of dense roadside forest and I am pleased with the job the crew did and we will continue to take a pro-active approach in managing the Town's Roadside Urban Forest.

Roadside mowing efforts have increased in the rural areas that are not maintained by property owners and also along some Town owned property. We have been mowing and clearing back brush to the street R.O.W. limits. The Roadside Mowing Program has been improved over the last couple years and our goal is to reclaim the Street Right Of Way and keep it maintained. Trees with low hanging branches are also being pruned to provide 14' of ground clearance. Motor vehicle site line issues and complaints have decreased and our efforts have improved roadside aesthetics. We are investing our time, improving and expanding our vegetation management control plan which will ultimately avoid costly succession tree and brush growth in the future. This program is a core function of the Division.

Mark D. Owens
Street Services Division Manager
Tree Warden

Department of Public Works

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 909 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, 1,558,962 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.

On June 15, 2012, Public Act 12-155, "An Act Concerning Phosphorus Reduction in State Waters" was approved. During this past year, there have been numerous discussions between the Department of Energy and Environmental Protection, the U.S. Environmental Protection Agency and stakeholders over a strategy to reduce phosphorus loadings to non-tidal surface waters from municipal wastewater treatment plant discharges.

The topics discussed included:

- A state-wide response to address phosphorus nonpoint source pollution.
- Approaches for municipalities to use in order to comply with standards established by the U.S. Environmental Protection Agency for phosphorus, including guidance for treatment and potential plant upgrades.
- The proper scientific methods by which to measure current phosphorus levels in inland non-tidal waters and to make future projections of phosphorus loading in such water.

A report shall be prepared by the State by October 1, 2014 addressing each of these topics.

Based upon recent information it is unlikely that South Windsor will need to upgrade its Water Pollution Control Facility (WPCF) to comply with phosphorus regulations. The Town's WPCF was last upgraded in 2012, to include a capability to reduce nitrogen discharges. This new treatment process also has a capability to reduce phosphorus. In discussions with State officials during this year, it has been stated that municipal treatment plants like South Windsor's would not have additional phosphorus removal requirements beyond current performance levels.

During 2014, the Town completed a sewer manhole rehabilitation project to eliminate about 100,000 gallons per day of ground and storm water entering the collection system. This problem was identified in a previous study financed through a State Department of Energy and Environmental Protection planning grant.

During the past year, the Water Pollution Control Division of Public Works participated in a coordinated effort with the Town's fire Department to plan and execute a confined space rescue field training exercise at the Town's Benedict Drive Pump Station. The exercise involved a mock recreation of a response to a 911 call for assistance for an injured worker at the bottom of an underground pump chamber. The members of the Fire Department rescue team performed well,

Department of Public Works

and the exercise provided an opportunity for the Department to train its members and to assess their performance for the purpose of improving their standard operating procedures. Annual field exercises of this type will be an ongoing event for the two departments.

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

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 has increased recycling efforts by adding paint recycling during the past year.

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 2013-2014, the Town recycled 67.6 tons of CEDs; this represents a disposal cost avoidance benefit to the Town of \$4,394.

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 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.

Solid Waste Disposal to Change

During the 1970s, Connecticut officials recognized the risk of landfills to public health, and the environment. Waste-to-energy facilities provided a better method of waste disposal which produces electricity by burning solid wastes. Although waste-to-energy technology was successful in recent years in reducing landfilling solid wastes, other methods of diverting wastes such as source

Department of Public Works

reduction and recycling have produced mixed results.

Recycling grew during the 1990s, but has since leveled off at 24 percent of waste diverted from the waste stream. In 2006, the State Department of Energy and Environmental Protection called for greater efforts to increase resource reuse or recycling, and set as a goal the achievement of 58 percent diversion from landfill disposal.

During Fiscal Year 2013-2014, Public Act 13-285 established a task force to study the future viability of energy resource recovery facilities operating within the state. The findings of this task force were as follows:

Market Assessment

- Connecticut's waste policy ranks source reduction and recycling higher than waste-to-energy, and lists land disposal as the least desirable method.
- Connecticut's current primary method of disposing of solid waste is through waste-to-energy.
- Although recycling and source reduction are the preferred options, there will be a continued reliance upon waste-to-energy.
- The waste-to-energy market is challenged by

a decline in the price of electricity, a decrease in available wastes, and out-of-state competition.

- Because tip fees can be increased to offset electricity price decreases, operation of waste-to-energy facilities can significantly impact municipal budgets.

Task Force Recommendations

In consideration of the uncertain sustainability of the waste-to-energy option, the state should increase efforts to promote diversion, product stewardship, and create a regulatory environment that will reduce the state's dependency on waste-to-energy.

Through the recycling program, 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 \$472,452.

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>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Commingled recyclables Newspaper/cardboard, food and beverage containers (tons)	2,780.40	2,673.40	2,649.86
Batteries (tons)	0.20	1.10	0.27
Leaves (tons)	4,447.70	5,125	4,522
Scrap Metal (tons)	40.06	34.27	29.0
Christmas Trees (cubic yards)	161	200	235
Antifreeze (gallons)	455	300	160
Waste Oil (gallons)	3,911	4,048	3,517
Electronics (tons)	32.03	70.51	67.6
Disaster Debris	35,972	0	0
Bulky Waste (tons)	427.57	414.2	480.8

Police Department

Matthew D. Reed
Chief of Police



This year's Police Department annual report is dedicated to the memory of Lt. Richard A. Bond. Lt. Bond died on January 8, 2014, after a 2-year battle with cancer. A

lifelong resident of South Windsor, Lt. Bond was just 54 years old. He graduated from South Windsor High School in 1977 and attended Stonehill College in North Easton, MA. He was hired by the South Windsor Police Department in 1980, between his junior and senior year of college. He graduated from Connecticut's Municipal Police Training Council Academy on September 25, 1980. He graduated sixth in his class of 35 recruits.

Through the years, Lt. Bond held many positions within the Police Department. He served as a Patrol Officer, Criminal Investigator and Traffic Officer as well as a Patrol Supervisor and Field Training Officer. Lt. Bond excelled in the field of traffic accident investigation and reconstruction. He was the leader of the Police Department's traffic safety enforcement unit for many years and

served as the commander of the regional Metro Traffic Services (MTS) unit.

Lt. Bond was promoted to the rank of Lieutenant in February, 2007, and was assigned as the Commander of the Department's Special Services Division. In that role he was responsible for the Department's Criminal Investigations Unit, Youth and Victim Services Unit and the Traffic Safety Enforcement Unit. Lt. Bond held this position until his passing.



Throughout his career, Lt. Bond received numerous awards and commendations. He was recognized as South Windsor's Police Officer of the Year in 1995. In 1990, Bond was assigned to investigate an armed robbery at the CBT bank on Route 5. As he arrived he encountered the robbers as they got into their car to flee. Lt. Bond pursued the robbers into Hartford as the robbers

<i>Annual Statistical Comparison</i>	2009	2010	2011	2012	2013
Total Calls for Service	36210	35073	35186	44701	34562
Traffic Accidents	459	582	459	410	586
Citations	2838	2719	1912	2330	1400
Medical Assist	1922	1923	2290	2198	2176
Animal	655	676	769	642	640
Alarms	1161	1163	1208	1237	1221
Criminal Arrests	900	861	690	645	569
Penal Code Offenses Reported (Title 53a)	1120	1015	1018	938	831
Penal Code Offenses Reported (Title 21a)	215	165	113	78	111
Burglary	156	122	131	49	62
Larceny	418	374	280	340	358
Domestic	263	241	243	218	153
Assault	27	21	19	4	6
Sexual Assault	15	12	11	7	12

Police Department

fired several shots at Bond from their moving car. The money was recovered and the robbers were eventually arrested. For his actions, Lt. Bond received the Department's highest award for valor.

During his youth, Lt. Bond was a long time member of the South Windsor Volunteer Fire Department as was his brother John. Both followed in the footsteps of their father, Jack Bond, who served as a Firefighter and Officer in the Fire Department and later as a Fire Commissioner.



Among the many he leaves to mourn his passing are his wife, Robin Bond, his parents, Linda and Jack Bond, along

with his brother John Bond and wife Alison, his two sisters Margaret Duffy and husband Robert, and Amy Riggs and husband Richard, and his stepson, Michael Myers.

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.

This year marked the first full year of operation of the new Tyler Regional Animal Care Shelter (TRACS). The shelter, located at



124 Sullivan Avenue in South Windsor, is shared by the Towns of South Windsor, Manchester and East Hartford. Each participating community contributes funds to the shelter in direct proportion to the number of dogs from their community that are housed at the shelter. During the year, the shelter housed more than 400 dogs. South Windsor's Chief of Police, Matthew Reed, serves as the director of the shelter. The facility was created and named in honor of long-time chief of police Gary K. Tyler. Chief Tyler served South Windsor for twenty-three years from 1987 until his retirement in 2010.

Deputy Chief Richard A. Riggs retired on August 9, 2013, after 34 years with the Department. Deputy Chief Riggs served as the South Windsor Police Department's Executive Officer and was second in command of the department. Prior to his promotion in 2011, he served as Division Commander of patrol operations. Deputy Chief Riggs had been a member of the South Windsor Police Department since 1979. Through the years, he has served as a Patrol Officer, Patrol Agent, Sergeant and Lieutenant. He was assigned as a criminal investigator, manager of the public information and technology section, and coordinator of the department's field training and evaluation program. Deputy Chief Riggs also served as aide to former Chief of Police Gary K. Tyler, where he was charged with the research and writing of Department policies. He served as the Department's Public Information Officer and was one of the first leaders of the Department's Honor Guard.



Deputy Chief Riggs was the longest serving Field Training Officer (FTO), training more recruit officers than any other Department FTO under the San Jose Model. Many of the recruit officers he trained are now tenured and ranking officers within the Department. He is the recipient of a

Police Department

Special U.S. Congressional Recognition Official Certificate, Connecticut General Assembly Official Citation, a Unit Citation, a Life-Saving Award and Red Cross Award, 3 Chief's Commendation Awards and a Proclamation from the Town Council.

On Wednesday, September 25, 2013, Chief Matthew Reed swore in Benjamin White. Officer White is a graduate of the University of Connecticut with a degree in Sociology and Criminal Justice. Benjamin was working for Community Solutions Inc. and participated in an internship, with the federal U.S. Probation Office in Hartford prior to being hired by the South Windsor Police Department.



Members of the South Windsor Police Department in conjunction with the Department of Parks and Recreation presented a "Haunted Torch Walk" on October 19, 2013, at Nevers Road Park. The event featured a series of Halloween themed displays along the trails in the park as well as hayrides. Thanks to the hard work of the volunteer staff and the generosity of the participants and supporters in the business community, the event raised \$10,000 for Special Olympics Connecticut.

Several Department members also participated in the annual Penguin Plunge at Crystal Lake in Ellington. This event is yet another fundraiser for Special Olympics Connecticut. Participants are challenged to dive into the icy lake water. This event combined with several other fundraisers made the South Windsor Police Department the top fundraiser in the State for the second year in a row having raised more than \$52,000 in 2013.



On November 6, 2013, the Department held an awards and promotion ceremony to honor the accomplishments of a number of officers. During the ceremony four members of the Department were promoted.

Timothy M. Edwards was promoted to the rank of Deputy Chief of Police. Scott P. Custer was promoted to the rank of Lieutenant, Christopher Duchesne was promoted to the rank of Sergeant and Mark Halibozek was promoted to the rank of Agent.

Deputy Chief Edwards was hired in 1988 and has served the South Windsor Police Department in many roles throughout the years. Most recently, he held the rank of Lieutenant and served as Commander of the Department's Support Services Division. Deputy Chief Edwards holds a bachelor's degree from Central Connecticut State University and an associate's degree from Manchester Community College. He is a graduate of the FBI National Academy and a graduate of Connecticut's Criminal Justice Command Institute Supervisory Leadership Program.



Lieutenant Custer is a 24-year veteran of the South Windsor Police Department and will serve as commander of the Support Services Division. He holds a bachelor's degree from Charter Oak State College, and an associate's degree from Manchester Community College. He is a graduate of Connecticut's Criminal Justice Command Institute Supervisory Leadership Program and is a master's degree candidate at the University of New Haven.

Sergeant Duchesne is a 17-year veteran of the South Windsor Police Department and serves as a Patrol Supervisor. He has served as a Criminal Investigator, Field Training Officer, Honor Guard member and Traffic Officer. Sergeant Duchesne has served as the Traffic Unit supervisor and is a Traffic Accident Reconstructionist. He has served on the regional traffic unit, Metro Traffic Services, and also serves as a motor officer, operating one

Police Department

of the Department's motorcycles during special events. Sergeant Duchesne holds a bachelor's degree from Charter Oak State College.

Agent Halibozek is a 6-year veteran of the South Windsor Police Department. He is a Field Training Officer, Traffic Accident Reconstructionist and serves on the regional Emergency Services Team as a Tactical Operator. Agent Halibozek holds a bachelor's degree from Assumption College and is a master's degree candidate at Central Connecticut State University.

Officer Tina Roy was presented with the Department's **Life Saving Award** as the result of her actions while off duty in Avon, CT. On September 28, 2013, Officer Roy was attending a youth soccer game in Avon when she was summoned to assist with a man who was unconscious. Officer Roy calmed the gathered crowd and performed CPR on the man with the help of a bystander. The man recovered and his survival is attributed to Officer Roy's quick actions.

Also receiving the **LifeSaving Award** were Sgt. Chris Duchesne, Agt. Michael Prescher, Ofc. Scott Madore and Dispatcher Krista Jeski. The four received the award after a May 24, 2013, incident in which they worked together to locate a despondent woman who was attempting to take her own life. The woman was rescued and recovered.

Several members of the Police Department received the **Distinguished Unit Medal**. They



were all involved in the investigation and ultimate arrest of an armed robbery suspect. The robbery of a Sullivan Avenue liquor store occurred on September 20, 2013. The Dispatchers were recognized for their excellent conduct by having obtained and relayed vital suspect information to the Officers. The officers were awarded for their prolonged search for the discarded weapon and their capture of the suspect. Those who received the award are Sgt. Michael Dobler, Sgt. Elsie Diaz-Duchesne, Agt. Michael Thompson, Agt. Michael Prescher, Ofc. Scott Madore, Ofc. Daniel Cain, Ofc. Stephen Hoover, Ofc. Kyle LaPorte and Ofc. Joseph Futtner. The Dispatchers who were awarded are Krista Jeski and Gary Rossignol.

Several of South Windsor's female officers are members of The Connecticut Association of Women Police. On December 14, 2013, The Association held a donation drive to benefit area shelters. The event took place at the K-Mart store in Vernon. The group collected over \$250.00 in cash donations along with a truck full of home comfort items for use at the shelter.



Sergeant Tom Field retired on Friday, February 14, 2014, after 37 ½ years on the job. Eugene Thomas Field, widely known simply as Tom, was hired on August 16, 1976, and graduated from the Police Academy on October 19, 1976. He worked as a Patrol Officer and Patrol Supervisor and in 1997 was assigned as the Supervisor of the Traffic Enforcement Unit. He was the first to lead the newly formed regional Metro Traffic Services (MTS) traffic safety enforcement and investigation team.



During his time in the traffic unit, Sgt. Field became certified as a Child Passenger Safety Seat Technician. This provided him with the

Police Department



training and skills necessary to instruct others on the proper installation of automotive child safety seats. In addition he also conducted weekly free child safety seat inspections and installations. Sgt. Field is recognized throughout the State and New England for his expertise in child safety.

In 2003, Sgt. Field was transferred into the Department's Community Outreach office and instituted the Senior Safe Driving program. Over the years, he has conducted safe driver instruction for the Town's seniors.

During the month of May, 2014, three members of the Department participated in the Police Unity Tour. The Tour is a national event held in



conjunction with the annual Police Week celebration in Washington D.C. Officers Timothy Hankard and Joseph Futtner and retired Sergeant Paul Taft participated in the Police Unity Tour. Participants from around the country participate in the three day bicycle ride into Washington D. C. The ride culminates in a service of remembrance at the National Law Enforcement Officer's Memorial and Museum.

On Thursday, May 8, 2014, South Windsor Police Officers and staff participated in the Special Olympics Tip-A-Cop event at the Red Onion Restaurant. The event was held from 11:00 a.m. to 9:00 p.m. Police officers and other staff served as waiters and waitresses throughout the day. All of the tips received by the officers and restaurant staff were donated to the Special Olympics Connecticut. This year's event raised over \$8,000. The event was coordinated by Agent Ron Littell.

On Tuesday, May 27, 2014, the South Windsor Police Department and the Metro Traffic Services



2014 Click It or Ticket high visibility safety belt campaign. Between May 19 and June 1, officers statewide conducted safety checkpoints. Two checkpoints were conducted in South Windsor resulting in officers issuing 38 seatbelt citations, 32 cell phone citations, 2 narcotic citations, and removing 3 unregistered vehicles from the roadway.



Metro Traffic Services is a regional partnership for traffic safety that includes police officers from South Windsor, Manchester, Windsor, Enfield, East Windsor, Vernon, Glastonbury, Windsor Locks, and Bloomfield.

On Monday, June 16, 2014, Chief Matthew Reed swore in Officer Christopher J. Poehnert as South Windsor's newest Police Officer. Officer Poehnert joined the South Windsor Police Department

following seven years of service with the Granby, CT, Police Department. While in Granby, he served as an investigator and was part of the Regional Emergency Services Team there. Officer Poehnert has been recognized twice for his efforts to combat drunken driving and received a merit award from Granby Police. He is a graduate of Keene State College in Keene, NH, with a degree in Safety Studies and Sociology.



During the summer, South Windsor PD hosted two sessions of the Police Summer Youth Academy. This free, week-long program introduces students to the operations of the Police Department. Students get the opportunity to get up close and personal with various pieces of police equipment and emergency

Police Department

vehicles. Additionally, they get the chance to test their skills and confidence on the Town's ropes course at Nevers Road Park.

Throughout the year the South Windsor Police Department provided support to the South Windsor Patriotic Commission during their memorial celebrations. The Memorial Day parade on Pleasant Valley Road and the accompanying memorial service at Veterans Memorial Park are always well attended. The Police Department's Honor Guard marches in the parade and participates in the memorial salute during the ceremony. The Honor Guard also marches along with



veterans and other dignitaries in the annual Veterans Day parade in Hartford. In addition to these parades, the Department provides support to the May Armed Forces Day celebration and fireworks at Nevers Road Park.

The South Windsor Police Department participates in numerous regional initiatives that reduce the costs to the Town for training and equipment, while providing access to highly trained officers and resources from other towns that we would not otherwise have available. Those regional groups include the Capitol Region Emergency Services Team (CREST), which is comprised of a tactical response unit crisis negotiators, and rescue divers available to respond to emergencies; Metro Traffic Services (MTS) which assists our accident reconstruction personnel with serious accident investigations, in addition to periodic, proactive enforcement programs; and the East Central Narcotics Task Force (ECN) which provides a team of investigators trained in the conduct of vice and narcotics investigations.



The look and style of South Windsor police cars shifted dramatically this year. Ford halted production of their Crown Victoria Police Interceptor at the end of 2011. The "Crown



Vic" was the most widely used automobile in police operations throughout the United States. Ford replaced the Crown Victoria with two new Police Interceptors in a sedan and SUV model similar to the Ford Taurus and Ford Explorer. The new model has a fuel efficient 3.7 liter V6 engine and the safety and utility of all-wheel drive. We began to take delivery of these new vehicles in 2013 and anticipate our entire fleet will be turned over to the new patrol platform by the end of 2017.

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.



Emergency Management

Jubenal Gonzalez
Assistant Director of Emergency
Management



The South Windsor Office of Emergency Management is designated as the Town's Civil Preparedness Agency and was established under the authority of Chapter 26 of the Town Charter by

Town Ordinance 26-2. In accordance with the Town Charter, the Civil Preparedness Agency shall ensure the complete and efficient utilization of all the Town's facilities to combat disaster resulting from enemy actions or other disasters and will be responsible for coordinating all activity in connection with civil preparedness.

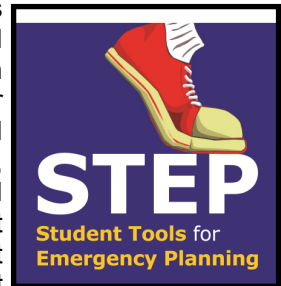
The Office of Emergency Management operates based on the principals set forth within the FEMA document entitled, "A Whole Community Approach to Emergency Management." This approach enables our first responders, emergency management team members, and other governmental agencies the ability to collaborate with and work alongside of non-governmental organizations, the public and private sectors, civic groups, and other local stakeholders within our community to formulate a comprehensive emergency management program. This enables South Windsor to simultaneously plan for all phases of emergency management: prevention, preparedness, mitigation, response, and recovery. The goal is to develop a comprehensive and efficient overall program. From this, South Windsor will become more resilient.



Outreach Programs

In January 2014, the Town's first Community Emergency Response Team (CERT) was formed. CERT is a volunteer force of community members who, after completing appropriate training and receiving the appropriate equipment, are available to provide effective volunteer service for the community in the event of a disaster.

Several other programs have been implemented which include: Outreach programs for the Chamber of Commerce, faith based organizations, farmers, seniors, medically and physically dependent persons; an oversight committee; the Student



Tools for Emergency Planning (STEP) Program for 5th graders which is taught by South Windsor Police Department personnel in cooperation with South Windsor Public Schools, the issuance emergency preparedness kits to town employees, and community-wide public service announcements.

Preparedness Training

During the year, the Town of South Windsor participated in two formal exercises: one, a tornado exercise with the Capital Region Council of Governments, and the other an exercise with the Connecticut Department of Emergency Management and Homeland Security (EPPI-2014). Informal exercises also occurred involving the Emergency Operations Center and a second exercise where the Blue Plan, a police emergency response plan, was tested.

The Office of Emergency Management worked diligently throughout the year with the Town Manager and the Town Council along with other emergency response organizations to design an emergency operations



Emergency Management

center (EOC). To date, the Town has used a training space in the police facility to coordinate the Town's response to critical incidents. A formal proposal for the Town Council and the community will be presented later in 2014 in hopes of proceeding with the development of a formal EOC to suit the communities needs into the future.

"The only thing harder than preparing for a disaster, is explaining why you didn't."



Fire Department



Kevin Cooney
Fire Chief

The South Windsor Fire Department had a very busy end to 2013 as we continued to celebrate our Department's 75th Anniversary as well as hosting the 130th CT State Firefighters Convention and Parade.

Even with all the planning, hard work, long hours, and celebrating...we still continued to serve our Community! Our 125+ members still found time to train and respond to incidents. Each member dedicates numerous hours every week with our Officers adding more hours for the administrative responsibilities they share...saving millions of dollars in salary's / taxes!



On behalf of the 75th Committee and all the Officers and members of the SWFD... **THANK YOU!** Words cannot express how successful the

celebrations / parade were. The efforts of Chairman Andy HILDEBRAND, the sub-committee Chairs and each member that worked so hard, gave up so much to make this all happen. You out did yourselves. You all should be very proud of a job well done!

The SOUTH WINDSOR COMMUNITY... business, residents and Town Staff... **THANK YOU!** Whether you provided financial support, a function attended, or provided any one of the



hundreds of other support methods... **know how appreciative we are for all you did for us!**

As part of our celebrations, we partnered with St. Margaret Mary Church and it's new Priest, Father Dolan in hosting the Annual Hartford County Memorial service.

The Honor Guard was busy throughout the year, representing our Department in many, many events, such as: CT Fire Academy Cadet Graduation, St. Patrick's Day Parade, Memorial Services, SW High School Graduation, Wreaths Across America, Banquets, and even traveled to the National Fire Academy in MD to take part in the National Fallen Firefighters Memorial Weekend. Many thanks to Commander Don Marchesseault and all the members that make us look so good.



Training continues to be a huge part of what our members spend time on. Between Captains Tim Papp and Dan Katzbek, we have some of the best trained Fire and Rescue Firefighters! Thanks to the donation of a house that was being torn down, we were able to have hands on training.



One of the year's worst events was a fire in a home on Sally Drive just prior to Christmas and immediately after a death in the family. The Fire Department, with the support of our Community held a Fund Raising Dinner for the Gness Family and raised over \$7,000.00.



The Department has an Apparatus Committee lead by FF Paul Soderburg that worked very hard with many extra hours in drafting specifications and seeing the process through in the purchase of a new Fire Engine – Engine 4! This is a process that takes 9 to 12 months from start to finish. We



Fire Department

very much appreciate the support of the Town Council and our Community.

The SWFD once again participated, as we have for over 30 years, in the Hartford St. Patrick's Day Parade. The South Windsor contingent was led by Town Honoree – Bruce Maneeley and Town Marshal – Fire Chief Kevin Cooney.

The Fire Department continues to partner with Town Departments and have enhanced our relationships, especially with the Fire Marshal's Office, the Police Department, Town Council, Town Manager's Office, Public Works, Fleet Division, and hosted the first CERT Graduation.

Our membership is made up of approximately 75 Firefighters, 10 Chief Officers, Company Officers, Support Members, Photographers and our Explorer Post (Young Adults) and many Life Members. Totaling over 125 dedicated, talented and professional members from all walks of life. But even more amazing than our members are their families that support them in all they do to serve YOU!

We are always looking for new members – we have a job for anyone! Stop by any fire station any Tuesday evening or contact us via phone 860-644-8547 / 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 3 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 Residence at South Windsor, Anixter, Bonefish, Apple Store, and CREC School. 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 2013-2014 inspections totaled 1704 with a total of 19 investigations. We continue to work closely with the South Windsor Police services to investigate and prosecute all arson cases. We would like to welcome Police Officer Kyle LaPorte to the investigation unit.

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 2013-2014 was 289 hours.

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

Fire Marshal Walter Summers
Deputy Fire Marshal David Mauldin
Fire Inspector Gregory Roberts
Fire Inspector Erik Maziarz
Fire Inspector Karen Lipinski
Police Agent/Fire Investigator Michael Thompson
Police Officer Kyle LaPorte

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 and provide accuracy as proven by the state audits the Secretary of the State conducts following each State and Federal Election.

During the Fiscal Year 2013-2014, the ROV Office received and implemented 2,970 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 to properly accommodate the number of new electors prior to the Republican Town Council Primary, the Municipal Election and the Referendum for the new construction of Orchard Hill Elementary School.

The voter turnout for the three elections is as follows: 31% for the Republican Town Council Primary held on September 10, 2013, 32% for the Municipal Election held on November 5, 2013 and 24% for the Referendum for the new construction of Orchard Hill School on March 25, 2014.

Election results following each election are posted on the Town website www.southwindsor.org

South Windsor was a test town for the Secretary of the State's End of Night Reporting System for the Municipal Election in November, 2013. While the initial test proved to be cumbersome, South Windsor will continue to be a test town in the development of a more efficient system.

Online Voter Registration was initiated in January, 2014. This system allows people to register to vote, change their address, name or political affiliation at www.sots.ct.gov

During the March 25th Referendum, South Windsor implemented Electronic Poll Books with the checkers using laptops in all of our 5 polling places. Voters were checked in as having voted electronically on a laptop rather than using a pen to manually cross off a voter on the paper voter list. This provides immediate access as to who has voted throughout the election and after. The paper list continues to be available should there become a need.

The ROV Office conducted their Annual State required Canvass of all Voters in South Windsor from March 26, 2014 through May 1, 2014.

A Special Voter Enrollment Session was held at South Windsor High School on May 28, 2014.

Both Registrars have remained active in the Registrar of Voters Association of CT (ROVAC). Sue Burnham continues to serve on the ROVAC Education Committee and as Treasurer of the Hartford County Registrar of Voters. Sue W. Larsen serves as ROVAC Treasurer and Chairman of the Legislative Committee.

Registration Figures

As of June 30, 2014

<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	197	337	389	7	930
II	607	1,012	1,164	22	2,805
III	985	1,663	1,770	31	4,449
IV	648	763	1,050	15	2,476
V	957	1,644	1,746	38	4,385
TOTAL	3,394	5,419	6,119	113	15,045

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 2013-2014, in addition to our ten regular meetings and three special meetings, the Commission consulted with seven homeowners, held hearings and issued six Certificates to allow work to proceed.

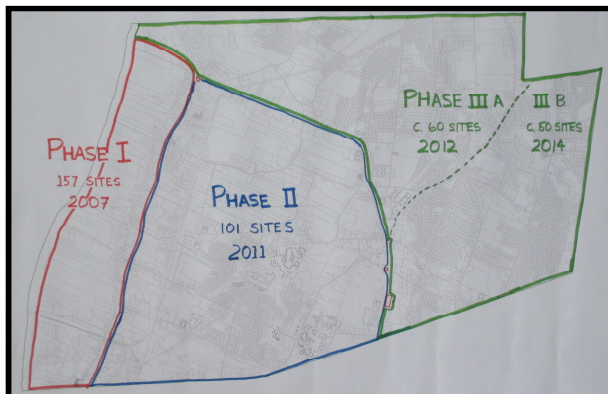
In February a grant from the Historic Preservation Division of the Department of Community and Economic Development provided the funds to move forward with the final Phase (IIIb) of the Historic Resources Inventory of South Windsor. Buildings to be inventoried are selected based on the same criteria 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 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.



520 Rye Street, built c. 1735, documented in Phase III of the Historic Resources Inventory

In April, the Town Council approved the submission of an application to the U. S. Department of Interior for designation as a Certified Local Government, confirming the Town's commitment to support and promote historic preservation. CLG status will make the town eligible for grants to further education and preservation goals through funds administered by the Connecticut Commission on Culture and Tourism. South Windsor will be one of 50 communities in Connecticut to attain CLG status and we look forward to a successful application.

The Commission has also taken care of some administrative duties by updating the Commission By Laws and by sending an outline of application procedures for obtaining a Certificate of Appropriateness to Historic District Residents.



Map of South Windsor showing phases of the Historic Resources Survey

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 \$1,154,041.00 collected for various State of Connecticut licenses and fees, and \$506,784.00 in Revenues for the Town's General Fund and LOCIP funds for a total collection of \$1,660,825.00

<i>Activity Summary</i>	
Land Records	7,462
Fish & Games Licenses	192
Dog licenses	2,512
Kennel tags	9
Births (2013)	204
Marriages (2013)	544
Deaths (2013)	227

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.

In Fiscal Year 2013-2014, the Health Department was involved in many environmental health activities. We participated in the Connecticut Department of Public Health (DPH) well water survey. Twenty homes with private wells representing a large geographical area of town were selected and tested for arsenic and uranium levels. This survey was part of a bigger statewide initiative to determine what parts of the state have elevated levels of arsenic and uranium. In addition, we participated in the Radon Action Month Campaign, a Connecticut DPH 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. The Health Department was also 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. Finally, we were the recipients of two grants; the Cities Readiness Initiative Grant for emergency preparedness activities, and the Connecticut DPH Lead Poisoning Prevention Grant for outreach efforts to prevent childhood lead poisoning.

Additional activities conducted by the Health Department staff included; inspections of food service establishments, temporary food events, mobile food vendors, pools, daycare facilities, motels, on-site subsurface sewage disposal systems, wells, and environmental complaint investigations. The Health Department reviewed and followed up on communicable disease reports and provided information to individuals regarding

Health Department

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 **FY2013 -2014**

Food Protection:

Food Est. Inspections	195
Food Est. Re-inspections	29
Temporary Events	32
Vendors	95
Plan Reviews	16
Consult/Construction Insp.	20
Foodborne Investigations	5
Flood Inspections	2

Health Inspections:

Daycare Facilities	13
Motel/Hotel	1
Public Pools	18
Public Pool Re-inspections	6
Lead Poisoning Investigations	6
DCF Residential/Day Facility	1
Scabies Outbreak	1

Subsurface Sewage Disposal

Site inspections	12
Deep Test Holes	11
Percolation Tests	11
Permits – New Construction	1
Permits – Repair	11
Septic Plan Reviews	12
B100 Applications	10

Private Wells

Well Site Inspections	4
Well Permits	7

Laboratory Activities

Potable Water	25
Surface Water	1
Radon	50
Ticks	3
Flies	1

Complaints:

Food Protection	4
Housing	4
Refuse/Garbage	5
Rodents	1
Insects	21
Water Quality	5
Air Quality	2
Sewage	1
Mold	4
Other	1

Department of Human Services

Andrea Cofrancesco

Director of Adult and Senior Services

Elizabeth Langevin

Director of Youth and Family 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:

- *Administration*
- *Adult and Senior Services*
- *Youth and Family Services*

Highlights for the year:

- For the 2nd year in a row, **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-five seniors were served and **fifteen** 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 **Maneely'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 organized the first ever Relieve the Stress Fest at South Windsor High School in March of 2014. **Over 100** high school students stayed after school to attend. The goal of this event was to demonstrate a variety of simple stress reduction techniques and that stress reduction can be done in creative and fun ways! The purpose of demonstrating these techniques was to help students learn how to relieve their stress in a healthy manner instead of engaging in risky behaviors. This event was made possible by the Drug Free Communities Grant, a federal grant through the Substance Abuse and Mental Health Administration.
- Youth & Family Services along with South Windsor Police Department and South

Windsor Public Schools developed a parent program called "**Cops, Coffee and Conversation**" that was held on three different occasions in the fall of 2013. These talks covered current issues with technology usage, teen driving laws, personal safety and alcohol/drug prevention. It was also an opportunity for parents to meet with the newest School Resource Officers. All three events brought in around **80 parents** with the feedback that the program was informative and helpful.

- Senior Services, working through the Senior Advisory Council, coordinated the 3rd Annual **Reading in the Schools** program! Volunteers read to classrooms in all five elementary schools. **35 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 Department processed **431 energy assistance** applications; **222** received **income tax form preparation assistance**
- 70 individuals received **youth / family counseling services**; an additional **462** individuals received **parent** education and support services; **2,797 youth** participated in **positive youth development** programs, including **85 middle and high school students** who participated in the **Jump Start Tutoring program** and 16 students who were beneficiaries of the **Mentoring Program**.
- Our senior / disabled **transportation** buses logged **62,173** passenger miles, transporting a total of **575 senior / disabled passengers** throughout the year to various destinations, including **830 medical** appointments.
- 263 families impacting **over 700** people utilized the **food bank**; **210 Thanksgiving baskets** were distributed, benefitting **437 people**

Department of Human Services

- 313 youth attended the **Teen Center**; Teen Center youth provided upwards of **1,300 hours of community service projects** to town and region; 63 middle school and high school youth participated in our **Rising Stars Summer Enrichment program**
- Almost **200 volunteers** assist our Department in meeting its mission

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 2013-2014.

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**, **Social Services Block Grant**, (funded by the State Department of Social Services), **Salvation Army Funds**, and **Holiday Basket Programs** which includes food baskets for Thanksgiving and toys and clothing items for children and senior citizens 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

Case 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
Title XIX	CRT Meals-On-Wheels
Flu Clinic/Health and Safety Fair	Friendly Shopper Program
Operation Fuel (Warm Thy Neighbor)	At-Risk List
CHOICES Counseling (Medicare Options)	Social Day Program (CARES)
Holiday Food/Gift Baskets Program	
Social Service Block Grant (homemakers services, funded by the State Department of Social Services)	

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

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

Department of Human Services

- Intake **286** Homeowners Tax Relief and **214** Renter's Rebate Applications
- **93** applications totaling **253** persons used the private Fuel Bank
- **39** applications totaling **115** persons were assisted through Operation Fuel
- **263** families used the Food Bank serving over **700** people
- **210** thanksgiving baskets were distributed benefiting **437** people
- **112** families with **226** children received Holiday gifts along with **40** Seniors
- **33** families with **71** children received backpacks and shoes from a cooperative program with Salvation Army and local businesses
- **AARP Tax Preparer's** did **222** returns and helped an additional **41** with questions, totaling **263**

OUTREACH

Social Services, 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 Fiscal Year 2013-2014, a total of **183 home visits** were made by social services staff. An increased effort was made to hold presentations at senior housing complexes to



Handmade bears were donated to the annual Adopt a Child Program

provide information on services; **90** 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. The program can accommodate **15 participants**.



CARES participant shows off her art work

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, allows staff to maintain computerized lists for ease in registering seniors for activities and tracking statistics. For Fiscal Year 2013-2014, this program tracked **30,000 swipes and almost 1,300 regular users**. Over **300** people participated in physical fitness activities and almost **7,000 hot meals** were served to **seniors** 60 years of age and older every day except holidays and weekends. A hot lunch provides much needed socialization as well as nutritional value. The center offered **on-going and special programs** throughout the year in a variety of social, educational, health, recreational and/or supportive programs.

Department of Human Services

Much of the information regarding programs at the Senior Center is delivered in the monthly **newsletter** that goes out to over **1,800 households**, including distribution via email, using the town's Everbridge system. In addition, the newsletter is on the town's website.

Senior Center Programs include day, evening and weekend **trips to museums, theaters, and restaurants, with a total of 2,929 people partaking (700 unduplicated)**. Travel opportunities continue to provide a resource for the 'active' seniors. Overnight trips were provided to the Mackinac Islands and Pennsylvania. During Fiscal Year 2013-2014 we also started a monthly **Art Class where 66 unduplicated people** were able to unleash their creative side. Additionally on-going cards and games such as **dominoes, cribbage, setback, poker, bridge, hand and foot, mah jong, LCR dice 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.



Ralph and Mary Hall celebrated their 60th anniversary at a gazebo event!

For the second year in a row, the Senior Center screened in gazebo and back patio was a great alternative location for programming, resulting in an additional **50 programs** in Fiscal Year 2013-2014 with **869 people attending**.

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 and blood sugar screenings**

with a total of **803 visits yearly**. The 3rd annual **Flu Clinic/Health and Safety Fair** had **20 vendors** providing services and information to almost **250 attendees**, and **222 seniors and people with chronic health conditions** were given the flu vaccine. Seminars on safety issues and health related topics were held. A monthly **Foot Care Clinic** is held at the senior center, **serving 288 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. A new health screening added during Fiscal Year 2013-2014 and by request was an **ear wax removal clinic with 40 people** receiving services. A **Livewell Workshop**, designed to provide support for those living with chronic health conditions, was offered with 10 participants meeting weekly for 8 weeks.

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 over 4,000 swipes and almost 300 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 **40 active participants** with an email distribution of over 100 and has attracted people of all physical abilities. Surrounding towns are joining in for regional play. A group of seniors meet twice per week for **morning walks** in Nevers Road Park. This group consists of over **15 participants** who have walked almost **2,500 miles** during the walking season. These activities provide opportunities for exercise, socialization and fun.



A couple gets information on Services for the Blind at our annual Health and Safety Fair

Department of Human Services

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. Two Medication Disposal Days occurred, resulting in **almost 1,300** pounds of medications being disposed of safely. We offered a Senior Safety Sign Up Day, where **22** seniors registered for the **Yellow Dot program**, which is designed to provide police information on a senior driver in the event of an accident. A 4th annual shredding day was held and resulted in over **175** people dropping off items to be shredded. An educational talk on "Medicare Fraud" and another one on "Scams" were offered and well attended with a combined total of **50** attendees.

TRANSPORTATION

Transportation is provided for the Senior and Disabled 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 Fiscal Year 2013-2014 to meet the demand for transportation to Hartford.

Almost 62,173 passenger miles for the year were provided for Seniors & Disabled residents which also included daily trips to Manchester Sheltered Workshop. **830 rides to medical appointments were provided**, (140 more from Fiscal Year 2012-2013). A total of **17,236 trips** were made, and a total of **575** unduplicated people used the service.

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. For the first time, we offered a game of "Jeopardy" with Town Council Members, staff and seniors making up teams of two with almost 100 people in attendance. **175** people attended the annual

senior picnic, which utilizes teens from the teen center to play games, and men from the Super 60's cooked.



Seniors posing and greeting Rocky the Rockcat at the annual senior picnic

The Senior Center takes part in a variety of **Intergenerational community activities** including visits by local school classes. During Fiscal Year 2013-2014, 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 third year in a row. Each classroom in all five elementary schools were read to throughout the school year, totaling 1700 students. A total of 35 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 **five sessions** were held with **111 people** taking part. The center has a partnership with 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 **60 seniors** took part.

Staff and volunteers hosted the 2nd 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 **55** seniors were served, including 15 to those who are homebound. Staff and volunteers who assisted totaled **20**.

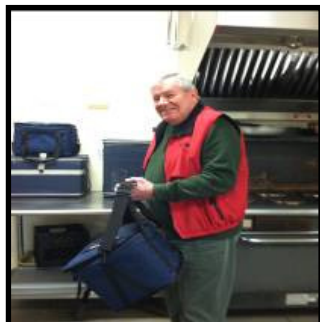
Department of Human Services



Volunteers pose at the annual volunteer recognition

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. Almost **200 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



Bob West gets ready to deliver meals on wheels

Senior Center and trip captains. The Community Service Group, in its third 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. A new volunteer program called “**Telephone Reassurance**” was started; volunteers call a senior once a day at the same time every day to be sure that person is okay.

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.

2013-2014 Statistics

2,797 youth participated in our positive youth development programs

313 youth attended the Teen Center

70 individuals received counseling services

462 individuals received parent education / parent support services

In 2014, South Windsor Youth and Family Services successfully secured **\$42,882 in federal, state and local grants PLUS, \$3, 976 in DONATIONS and FUND RAISING EFFORTS**

- **\$22,734** State of CT. Department of Education, Youth Service Bureau Grant
- **\$6,171** State of CT. Department of Education, YSB Enhancement Grant
- **\$4,732** SAMHSA, Drug-Free Communities Grant.
- **\$4,245** State of CT. Department of Mental Health & Addiction Services, LPC Grant
- **\$1,000** Prevention Stipend through ERASE (East of the River Action for Substance Abuse Elimination)
- **\$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

Department of Human Services

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 HIGHLIGHTS IN 2013-2014

In October 2013 “**Understanding Video Games: A Parents Call of Duty**” was held at Timothy Edwards Middle School. This collaboration between SWAN and South Windsor School's Special Services provided information to parents about the effects of video games on the maturing brain. Our presenter, Dr. Paul Weigle is a child and adolescent psychiatrist at Natchaug Hospital. In November 2013, “**Teen Driving; A Public Safety Crisis**” was held in the Friends Room at the Library. One of the presenters, Tim Hollister has become a national authority and spokesperson for safer teen driving since losing his 17-year-old son Reid in a car crash in 2006. After serving on a Connecticut state task force that overhauled the state's teen driver laws, Tim launched “From Reid's Dad,” a national blog for parents of teen drivers. The other presenter, Garry Lapidus is the Director of the Injury Prevention Center at Connecticut Children's Medical Center. He is an Associate Professor of Pediatrics & Public Health at the University Of Connecticut School Of Medicine. He is a nationally known injury prevention scientist.

In January of 2014, SWAN began a partnership with the Autism Spectrum Resource Center called “**Northern CT Parent Networking Group**”. The group's purpose is to give parents/caregivers of teens with ASD preparing for High School and transitioning to Post-Secondary education and employment a chance to network together.

In March of 2014, SWAN hosted FOCUS Center for Autism's “**Spectrum Unplugged Panel**”. The panel of youngsters spoke about the joys and challenges of being on the Autism Spectrum to a packed house at the South Windsor Library.

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
- **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

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,

Department of Human Services

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.



The Teen Center celebrated its 25th anniversary on Thursday, May 8, 2014. Many former Teen Center members and their families attended this event. There were also former Teen Center supervisors, town dignitaries, and people who have supported the Teen Center through the years. The history of the Teen Center was displayed on tables throughout the banquet hall and also in the Teen Center. Many of the former members and current supervisors spoke about how the Teen Center has had an impact on their lives!

Rising S.T.A.R.S. (South Windsor Teens Assisting, Respecting, Sharing) is a program offered for youth ages 13 – 18 who are 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. There were **63** teens enrolled in the program this year. This year, the kids worked with the Parks Department and helped to redesign the patio at the community

center. We ripped out the old shrubbery and the roots of the bushes, spread topsoil, planted grass seed, and spread mulch where it was needed. The kids were excited to see a finished product by the time the program was over. We also weeded and spread mulch around the Community Center and the Boundless Playground. We partnered with Foodshare at the Varney Farm on Pleasant Valley Road. All the vegetables grown here are given to Foodshare for distribution for people in need. Here the kids weeded, fertilized the plants and were able to pick some of the produce before the program ended. We also worked at the Tyler Animal Shelter. The kids washed crates for the dogs, planted a flower garden in the front of the facility, did a lot of weeding, painted the fire hydrants in the back of the shelter, cleaned the offices and washed the windows. The kids enjoyed seeing the dogs and cats that were placed in the shelter and the explanations that CSO Robin Bond provided about the different breeds and reasons the dogs were there. Again, this program was a success



and my thanks to CSO Robin Bond, John Caldwell, and Dave Davis for all their help! Savings Bank of Manchester Grant of \$1500 helped fund this program which includes transportation, lunches and snacks for the participants.



JoAnn Ciccaglione is our Teen Center Program Coordinator.

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.

Department of Human Services

The **Jump Start Tutoring Program** continues to be a 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 85 South Windsor High School and Middle School students participated in the program! A New Alliance Bank Foundation Grant helped fund this 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, 16 students participated in the program.

SADD - Students Against Destructive Decisions 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. In September, they participated in the "It Can Wait" Campaign to remind students and teachers that you should never text and drive. SADD held a seat belt check at the high school. The students rewarded drivers who were wearing their seatbelts with a bag of Smart food for being so smart. Anyone who was not wearing a seat belt received a bag of pretzels and a reminder to buckle up instead of being "twisted" in a wreck. We are happy to report that more than 400 bags of popcorn were handed out! SADD also participated in "Unity Day". The students handed out orange ribbons to high school students and staff so that they could show their support for bully-free schools. SAAD held a "Sock it to the Cold" sock drive. All socks were donated to a local shelter. In December, SAAD handed out rubber bracelets with a powerful message about making safe choices around the holiday season. SAAD co-sponsored the Distractology 101 Tour at SWHS. More than 75 students signed up for this simulator driving program aimed at reminding students about the dangers of driving distracted. The training was 45

minutes of instructional learning in a fun, interactive setting. New drivers got firsthand experience of how distractions interfere with their ability to react on the road, see hidden hazards and avoid accidents. It is memorable and real. A local insurance agency co-sponsored the program and they generously provided a \$15 gas gift card to each participant. The SADD club sold "Congratulations Graduate" lawn signs as a fundraiser this spring. All proceeds went to create the first ever SADD scholarships at South Windsor High School. Two dedicated students received \$200 scholarships at the senior awards night. We were proud to award such caring and dedicated students who have strived to encourage their peers to make positive choices. 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. during the week and captivated the audience with engaging mime and stories about the choices that we make every day. He focused on saying no to alcohol and drugs.

Cops, Coffee & Conversation a program funded through our Drug Free Communities Grant was a success. Three separate events in the Fall, brought in over 80 people to speak with the School Resource Officers (SRO's) about their role in the schools, safety and the law in regards to youth.

A free **Internet Safety Program** was provided to parents of elementary and middle school students on Friday, April 4th during a school dance. The program was a collaboration between Youth and Family Services and the S.W. Police Department. Officer Clouser and Officer Roy provided an insightful presentation about how to keep kids safe on the internet. Parents appreciated the opportunity to learn more about the latest sites

Department of Human Services

and apps that their kids are using and the best ways to help their kids become responsible digital citizens.

Kathy Reed is our School Outreach Specialist.

Youth Counseling & Positive Youth Development Programming

Our Youth Counselor is available to meet with individual youth and/or families confidentially.

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

Bundles of LOVE Baby Item Collection



For the third year, South Windsor Youth & Family Services & South Windsor Police Department collaborated to collect baby care items for those in need. We held a collection event on Saturday February 8th, 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 \$1,328 in cash donations! This year, students at Orchard Hill and Pleasant Valley Elementary schools also chipped in by holding a collection at school the last week of the month! 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, 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.



On Wednesday, March 12th, Youth & Family Services hosted the first “Relieve the Stress Fest” at the high school. This event was a fun way to educate students on healthy ways they can cope with the stress in their lives. Over 80 students stayed after school to participate. The High School Yoga Club offered a yoga class to participants, and the Cooking Club made a healthy snack of granola to hand out to students. Students Against Destructive Decisions (SADD) supported this event. We had a drumming circle, an art therapy table as well as a comedy improv group that spoke to the students about healthy ways to relieve stress. Information on marijuana and prescription drug abuse was provided to each participant. This event was made possible through our Drug Free Communities Grant.

On Wednesday, April 16th, Youth & Family Services along with South Windsor High School, South Windsor Police and South Windsor Fire Dept. hosted “It Takes One” a safe driving event at the high school. 75 students and their parents attended the evening program which included

Department of Human Services

speakers funded by Youth & Family Services. Through the Drug Free Communities Grant, Youth & Family Services was able to pay for IMPACT, MAAD and Tim Hollister. IMPACT is a group that speaks about personal loss in relation to car accidents. The speaker for "It Takes One" was a father who lost his 19 year old son in a crash. Tim Hollister, a local attorney, lost his 16 year old son in a car crash and spoke to parents about expectations and rules for teen drivers.

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 JRB reviewed 15 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 Friday, September 27th, Youth and Family Services and South Windsor Alliance for Families (SWAFF) hosted their 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 and a family craft. 30 families joined us this night and we raised \$100 for our CARE Fund.



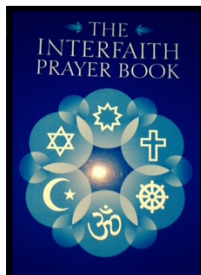
On Thursday April 24th, SWAFF and Youth & Family Services hosted the 10th Annual, Grandparent & Grandchild Pancake Breakfast & Bingo. 49 grandchildren and 52 grandparents came for pancakes, sausage and fruit prepared by the Youth & Family Services staff and volunteers. All proceeds from the breakfast went to the Youth & Family Services CARE Fund.

SWAFF and Youth and Family Services staff provided bag checks and parking lot escorts during South Windsor High School's annual **Operation Graduation** on June 23rd, helping to ensure that all graduates had a safe and substance-free evening.



Human Relations Commission

Charles Margolis
Chairperson



The mission of the South Windsor Human Relations Commission is to educate, inform and involve residents in programs and activities which promote respect, diversity, and cooperation. In addition, the HRC makes every effort to acknowledge the cultural kaleidoscope that is represented within the community.

Activities: 7/1/13 – 6/30/14

HRC Annual Photo Contest: The Human Relations Commission held the Second Annual Photography Competition for residents of all ages. The theme was, “My South Windsor.” A reception and awards ceremony was held at the library on March 9, 2014. Prizes were awarded for first, second & third places with Honorable Mention prizes going to twelve entries. The show was hung at the library throughout the month. Fifty-two people attended the ceremony. An outstanding program of classic and contemporary music was presented by the Charter Oak Flutes. The photographs were judged by the staff of the CT Art School.

HRC Winter Film Festival: On three consecutive Sunday afternoons in March, HRC sponsored a documentary film festival. Each of the films explored a different culture and perspective. Popcorn and snacks were enjoyed by a small, but involved audience. A lively discussion, facilitated by a member of the HRC, followed each of the films. The program included: *Koran by Heart*, *Speaking in Tongues* and *Mr. Cao Goes to*



Washington. A new group of films will be presented in the winter of 2015.

Poetry Day Celebration: April is Poetry Month. The HRC sponsored South Windsor's Poetry Day on April 15. With an introduction by Mayor Saud Anwar, South Windsor Poet Laureate



and HRC Chair moderated a series of poetry readings by well known poets: Julia Paul, Pat Hale and David Leff. Members of the award-winning CT National Slam Poetry Team performed slam poetry, which involved audience members as judges. Their energy and remarkable talent was showcased

during their performance. An audience of 40 people expressed a deep appreciation for this cultural event.

“Opening Doors to Understanding:” Customs & Cultures:

The HRC initiated a series of educational presentations which highlighted various religious, ethnic and cultural groups that make their homes in South Windsor. Programs featuring Hindus, Koreans culture and Zoroastrians were presented at intervals, throughout the year. The programs included discussions of history, power point presentations, dance, arts and multiple “hands-on” activities. Ethnic foods were a popular part of each evening's program. Attendance for these programs was 190 people.



HRC Members:

Charles Margolis, Chair
Mary Etter, Library Director
Dr. Saud Anwar, Mayor
Nilofer Haider
Karen Patterson
Karen Wagoner
Carolyn Carey
Rick Stahr



Fiscal Year 2013 – 2014 was a year of sharing, learning, and preparing at the South Windsor Public Library.

Supported by families, teachers, and dozens of volunteers, hundreds of children learned to “Dig Into Reading” during our summer reading program, attending programs with weekly themes ranging from dinosaurs and fossils to buried treasure, construction, gardening, underground animals, and that ultimate traveler “down the Rabbit Hole:” Alice in Wonderland.

The Children’s Library sponsored an average of 10 visits per month to nursery schools and day care centers, a monthly reading program at the PEP program co-sponsored with South Windsor’s Rotary Club at Ellsworth School, and a total of 339 programs for young children and 30 programs for young adults at the library. Attendance topped 8,000. Children’s Department services were enhanced by a gift from the South Windsor M.O.M.S. Club, an early literacy grant from the CT Heritage Foundation, and visits from “Allan’s Angels” reading therapy dogs.

Friends and neighbors shared their expertise and interests to enhance 64 programs for adults that attracted 1,734 people. “Pick of the Crop,” our annual fall program of reader book reviews, put Rev. Michael Dolan, Chamber of Commerce Executive Director Shari Fiveash, Pat Lariviere, Roselle Macdonald, Jonathan Porter, and Police Chief Matthew Reed in the spotlight, while professional storytellers Sara deBeer and Gwendolyn Quezaire-Presutti shared their favorite tales with our *Tellabration* audience in November. Speaker Randi Oster shared valuable information on health care reform; we participated in the national “Money Smart Week” project; and various programs provided the opportunity to meet authors Laura Bradford, Edie Clark, Ed Ifkovic, and David Handler. Despite inclement weather that required frequent rescheduling, *WinterPops!* concerts showcased the Ross Novgrad Trio, Fellswater, and The Survivors Swing Band; Charter Oak Flutes and the Sax Trio from the Springfield (MA)

Community Music School provided additional musical performances.

Our collaborative efforts with other South Windsor groups added to our offerings. Programs were cosponsored with the Down to Earth Garden Club, South Windsor Historical Society and Historic District Commission, and the Town’s Poet Laureate. We co-sponsored a documentary film series and three programs introducing Hindu, Korean, and Zoroastrian culture with the South Windsor Human Relations Commission. Massachusetts organizations “Critical Connections” and the Karuna Peacebuilding Center brought a thought-provoking program on the future of Afghanistan. In conjunction with the Catholic Charities Migration Refugee, and Immigration Services Office, we were able to host classes for those preparing for U.S. citizenship. Staff members participated in the Chamber of Commerce Business Expo and the Jaycees Paws in the Park and serve on Chamber committees and the new South Windsor Agriculture, Arts, and Nature Center Committee.

Our wonderful Friends of the Library continued to provide support for our efforts, offering scholarships for High School Seniors, transportation for Library visits by all kindergarteners in Town, dictionaries for all third graders, and cultural trips. Weekly book sale hours were expanded, and concentrated “Bag of Books” sales were added. A laugh-filled Salad Luncheon featured astrologer/author/comedian Michael Lutin.

Attention was paid to our building, equipment, and resources, as well. Copiers, computers, and audio-visual equipment were upgraded and stacks were added to better distribute our collections, which now number 145,695 print and non-print materials and access to 8,941 downloadable items. Databases attracted 82,640 patron sessions and overall circulation topped 277,000. More than 22,000 interlibrary loans were processed and 14,425 reference questions were logged. Considerable time was spent preparing for a library network migration in June 2014.

Town Library

The year brought several transitions, as well. Staff retirements included Cataloger Mary Ann Terwilliger and Assistant Mary Young, and we were saddened by the passing of Library Board Member Carol Flagg. Our long association with South Windsor Public Schools Art Department Coordinator Tom Arey concluded with his retirement after organizing 36 annual scholastic art exhibitions at the Library.

The Library Board and Town Council joined hundreds of communities across the country in adopting the American Library Association's *Declaration For the Right to Libraries*, affirming that libraries are essential to a democratic society, contributing to our sense of community, our cultural heritage, and our ability to expand horizons.

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 **2013-2014** marked our fourth 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 fourth fiscal year of joint operations. Some highlights of our accomplishments that exemplify our renewed commitment to parks and recreation



Mayor Anwar cuts a ceremonial ribbon with 4th graders from Wapping School to christen the new bicycle fleet sponsored through the South Windsor Walk & Wheel Ways sub-committee of the Park & Recreation Commission on June 2, 2014!

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.

- Prepared Rye Street Park for: (1) the Boys Regional year-end lacrosse tournament on June 9th accommodating 72 teams from 27 towns drawing thousands of visitors to South Windsor's athletic fields and local businesses; (2) the South Windsor Panther Football Annual Jamboree on August 25th accommodating 94 mini-games ; (3) a 67 team soccer tournament for the SW Soccer Club the weekend of Oct. 26 & 27. 6 intermediate size fields were set up, extra goals were brought in from other locations in town, tents erected, and leaves cleared in all public areas of the park ; (4) and another 38 teams on 6 fields at Rye Street Park for the boys lacrosse tournament on April 26 & 27.

Parks & Recreation Department



Historic groundbreaking for the skate park – June 19, 2014! Lending a hand: Councilor Steve Wagner, Park & Rec. Commissioner Gary Bazzano, and skaters; Jacob Hill, Peter Rommel, Kirill O'Neil, Andrew Hinchliffe & Andrew Feder.

- Prepared for the Girls lacrosse tournament the weekend of April 26 & 27 accommodating 32 teams on 5 fields at Nevers Park. This included mowing, line painting, erecting tents, deploying picnic tables and sprucing up the park.
- Successfully launched our Facebook page on March 6th! Our goal is to be “liked” by 1,000 people within the first year.
- With tremendous volunteer help and specialized equipment from Kevin Foley from Liberty Landscaping & Athletic Field Construction snow was carefully plowed off of Rotary Baseball Field, the Ayers Road Softball Field and the Lower Lacrosse Field at the high school in an attempt to expedite turf thawing and drying to allowing us to get on the fields as soon as possible following one of the toughest winters in decades.
- Upgraded one of our Administrative Secretary positions to an Accounting Specialist.
- Rotary Baseball Field infield was completely re-built to correct severe settling and poor drainage. This required the removal of the old turf and over 8 inches of decaying compost laden soil, replacing that with 180 yards of new material mix of top soil and sand to promote better drainage, install 9,200 square feet of sod, reset all the irrigation heads and

install new style speed heads that service the silt base paths and horn.

- Skate park design was finalized, all pre-cast concrete elements were ordered and produced, the search for contractors initiated, a ground breaking ceremony was held on June 19th, with construction starting immediately after.
- With on-going web site up grading our on-line registrations broke the 80% mark for the very first time (20 points above last year)! It is apparent that folks like the convenience of registering from the comforts of home 24/7.
- We were proud to provide substantial support and resources in assisting the Volunteer Fire Department with their 75th Anniversary Celebration the weekend of Sept. 21 & 22. The Parks & Recreation staff and Street Service crew worked hand-in-hand setting up the parade route, installing two large tents, erecting staging, transporting P/A systems, moving a large mock structure out onto to fields for the Muster events, modifying fencing, roping off areas to designate parking and protect athletic fields, moving bleachers, and closing all athletic fields in the Nevers/ Ayers Road area. Day-of assistance and break down of the above the day after was also provided.
- Enhanced the Youth Basketball experience by offering individual and team photos through Positive Images Photo



New scoreboard at Rotary Baseball field is finally up and running!

Parks & Recreation Department



New fire pit and patio at the Rotary Pavilion is an awesome addition, compliments of our generous Rotarian friends!!

- 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 new Vermeer wood chipper, replacement pick up truck, a walk behind over-seeder, a Ventrac utility vehicle with snow blower, a 5 foot Ambusher Rotary Cutter attachment for our Bobcat, and a Club Car ride-on field line painter were added to our inventory and success rate on the job!
- Group swim lesson enrollments at VMP were down slightly at 472 as were private swim lessons at 146.
- Capital project replacement of the old shack with a new concession/restroom/storage building at the Little League complex began.
- 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 re-accredited by the ACA (American Camp Association)!
- Rotary Club of South Windsor began yet another improvement to the Pavilion with the construction of a propane gas fire pit and patio.
- The Orchard Hill School Soccer Field which had been closed to organized play for safety issues recently received 140 yards of loam which was graded, followed by 800 pounds of grass seed and now irrigation with one of our water cannons in an attempt to repair extension depressions and rutting.
- Of the 47 summer camp programs offered, 40 had sufficient enrollment to run for a total of 2,587 registration received as follows: Adventure Unit – 294 ; Camp Discovery – 1,267 ; Pre & Post Camp –

119 ; Trail Blazers – 307 ; Little Explorers – 176 ; Specialty Camps – 424.

- We contracted with “MobAction” to map out Nevers Park, Wapping Park & the Donnelley Preserve to create the electronic app “My Town Trails” for residents to utilize their smart phones to locate trails and amenities at the parks as well as track their running, hiking, or visiting progress.
- Assisted the S.W. Food Alliance with their Grand Opening Summer Farmer’s Market on Sat., June 29th plant sale at the Community Center grounds.
- Back by popular demand, we ran our fourth Pooch Plunge allowing your canine companions an opportunity to enjoy the refreshing waters at VMP the day after closing to the general public.
- Wapping School – Our entire administrative staff and Building Maintenance Supervisor, Clay Major took a two-hour tour of the building guided by Patrick Hankard from the BOE Facility Service Department on Tuesday, April 22 taking advantage of the school vacation shut down. This preliminary walk-through will provide a starting point for us to begin developing a plan for the eventual and exciting move targeted for Fall of 2017. This was followed by a day-long strategic planning session a week later on April 29th. Staff has already brainstormed some great ideas!
- Renovations to courts #1 and #2 at the Wapping facility were finished. This completes repairs to all 6 courts there.

• A number of substantial changes at VMP were unveiled to improve pass holder membership, address admission abuse complaints, and provide a better attendance tracking system. All passes will now be on an INDIVIDUAL basis only, as the household pass has been eliminated. Each pass holder needed a new card, proof of



2013-2014 Senior Girls Division (grades 8-12) Basketball Champions are crowned!

Parks & Recreation Department

residency and a photo taken for identification purposes.

- 1,006 youth across 13 divisions participated in our winter basketball program.
- 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, partnered with them to clean up trails at Lawrence Road Park in time for celebration of CT Trails Day in June, and transported the new bicycle fleet trailer from elementary school to elementary school in support of the 4th grade bicycle safety education program in conjunction with the Board of Education.
- The 4th R Before & After School program enrollment was up 29% with a monthly average of 272 pupils per month. Previous years' monthly averages were: 211 in 2012-2013 ; 178 in 2011-2012 ; 184 in 2010-2011 ; 179 in 2009-2010 ; 138 in 2008-2009 ; and 120 in 2007-2008.
- We have improved recycling at VMP with three new recycling centers completely constructed in-house as well as added a separate dumpster for recyclables.
- Prepared Nevers Park for the Oct. 19th "Celebrate Fall" day – Witch Way 5K, Jacob's Jog, Eat & Treat, and Haunted Torch Walk – including trail grooming, clearing areas adjacent to the trails for the fabulous "haunting displays", sprucing up Jacob's View, erecting tents, and decorating the park with pumpkins, cornstalks & hay bails.
- Also offered the following new recreational programs: Mad Science Camp; 7 on 7 Flag Football; Fencing Club; P90X Fitness class; Insanity Fitness Class; 15 new Preschool Classes; 4 on 4 Fast Break



**Sullivan Avenue Entrance
by the new DQ Grill & Chill**

High School Basketball League; Fun & Fit Zumba for Kids; basic Tumbling & Acrobatics; Rec'ers Club (Wednesday only after school program to accommodate the Board of Education's new Early Release initiative created to improve Teacher Professional Development for the 2013-2014 academic year); "Eat & Treat" Halloween event as part of Fall Fest; and Beginner Jazz Dance.

- Replaced the old, retired scoreboard at Rotary Baseball Field with a new LED digital unit.
- Presented seventeen 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 Fiscal Year 2014-2015:

- Maintain affordable recreational opportunities for all ages during tough economic times.
- Continue to find creative ways to reach our goal of 1,000 "likes" on our Facebook page within the first year.
- Design, construction and installation of park signage for two secondary entrances to Major

Michael Donnelley Preserve on Sullivan Ave., by the new parking lot shared with the new DQ Grill & Chill and on West Road, as well as one for Lawrence Road Park was completed.

- Continue investigating and implementing enhancements to Veterans Memorial Park to add value to annual pass holders and to attract new visitors.

• Continue to develop a more aggressive athletic field renovation, maintenance & development schedule.



**Parks & Recreation
Mascots Ben E and Betty
Fits in action at Skate with
Santa!**

Parks & Recreation Department

- Plan to take two athletic fields “out-of-commission” for major over-haul and repairs.
- Continue our “Employee + Equipment = Efficiency” initiative.
- 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.



Aliens invading My Friend's Place? Or, lost costumed runners from the Witch Way 5K Trail Run?

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); 4th Grade Bicycle Education Program, 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



The 2nd Annual Witch Way 5K Trail Run Start – Sat., Oct. 19, 2013

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”. This newest committee will focus on supporting locally grown healthy foods and conservation efforts in town, and opened their very first Summer Farmer's Market at the front

Parks & Recreation Department

lawn of the Community Center from June through October, and an indoor Winter Market at St. Margaret Mary Church Hall for 8 weeks in November and December. The Commission began a multi-year process of revising their over all short and long term master plan of development for parks & recreation. They hope to present a final recommendation to Council by Spring of 2016.

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 2014-2015!



Rotary Baseball Infield Renovation – sod installation

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 (1 with 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



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 **Fiscal Year 2013-2014**:

- Began the task of revising the Council adopted Park & Recreation Master Plan including gathering public input through surveys, workshops, and focus groups.
- Continued clearing and improvements of Lawrence Road Park using in house labor and equipment.
- The PARC sponsored South Windsor Food Alliance continues to “grow” with many



Skate park under construction

Alan Larson
Chairperson

successful initiatives such as summer and winter farmers markets, community gardens, planting projects in the schools, and hosting the Connecticut Food System Alliance.



New Little League Shack under construction

- The “South Windsor Walk & Wheel Ways” sub-committee had another successful year sponsoring bike rides before the summer concerts, continuing a learn-to-ride program for fourth graders in partnership with the B.O.E. physical education department, participating in and sponsoring several community bike rides & trail hikes, and had a presence at Planning & Zoning Commission meetings to advocate for walkability & bikeability in all upcoming road projects in town.
- The first phase of the skate park was under construction at the end of the fiscal year and is expected to open in August 2014.
- The Town Council's Athletic Fields committee completed its work. An eleven acre field site was approved for development pending approval of a state STEAP grant to pay for a portion of it.
- Construction of a new replacement building for the deteriorating Little League shack was well under way by year's end and is expected

Park and Recreation Commission

to be operational for their Fall season. The new structure includes accessible restrooms, concession, storage and a press box.

- Other Commission projects completed included installation of the new scoreboard and paving at Rotary Baseball Field.

PARC Members: Gary Bazzano, George Caye, Dick Gregorian, Katie Graham, Michael Kelly, Bill Nowak, Robert O'Connor, Andrew Paterna, Dan Rezende, David Romejko, Dan Van Horn



New scoreboard installation at Rotary Baseball Field

Commission projects on the horizon include: continued expansion of Walking/Biking Trails in town parks and neighborhoods, disc golf, assisting in the realignment of the softball field at the Little League complex, and finalizing the updated Master Plan. We welcome any ideas for new programs, services or facilities.

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 Sprengel Room in Town Hall at 7:30pm on the second Wednesday of every month. We welcome your participation.

Planning Department

Michele R. Lipe
Director of Planning

The trend of lower levels of building and economic development activity in South Windsor has continued in Fiscal Year 2013-2014, however we have started to see the resurgence of residential development in the form of condominium and common interest community developments. Construction has started on the new condominium complex, South Windsor Woods, which includes 155 residential units with an entrance from Pleasant Valley Road. Another residential development recently approved, Clark Estates, located on Clark Street, will include 18 single family units in a cluster development. Four of these single family homes will be deed restricted as 'affordable-units' and will count towards the Town's goal of 10% affordable units. Much of the remaining residential land in South Windsor has environmental constraints and is less conducive for the planning of larger subdivisions.

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 (POCD) which was adopted in August of 2013. The POCD takes into account the challenge involved between residents who want the Town to retain the rural character which has historically defined South Windsor 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. In response to these complex issues, the POCD contains recommendations to allow conservation and development to harmoniously coexist. To that end, Planning Department Staff has assisted the Commission in creating new regulations to address the community's desire for a more walkable and livable town center as well as helping to craft new regulations for the limited economic development of the most northern section of Route 5.

The next step in implementing many of the POCD recommendations is a comprehensive update of the zoning regulations. The Planning Department will be working on this important project with the Planning and Zoning Commission during the next fiscal year.

The Director of Planning and the Environmental Planner are currently serving on a Town Council committee, the South Windsor Agricultural, Arts and Nature Center, with the goal of determining future uses for the 70+ acre Priest Farm on Sullivan Ave. This committee has just started to meet and hope to develop a strategic plan for future uses for the site.

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 coordinates with the Parks and Grounds Dept. to maintain walking trails at Wapping Park, the Priest Property, Jacques Lane Open Space, and re-build trail structures at the Major Michael Donnelly Land Preserve with the able and enthusiastic assistance of the 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 five Eagle Scout candidates who installed various components of the Town's trail system including upgrading 120 feet of raised boardwalk at the Donnelly Preserve, and the installation of trailside benches at the Niederwerfer Wildlife Sanctuary, and at Lawrence Rd Park. An "Open House" was held at the Lawrence Rd Park 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.

Planning Department

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

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 on Capitol Region Council of Governments committees including the Transportation and Pedestrian/Bikeway committees. Staff continues to be involved in local pedestrian/bikeway efforts and will serve on the advisory committee for the CT Transit Study which is getting underway in the autumn of 2014. Other involvement in the Safe Routes to School program yielded 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. Final design work for improvements at Eli Terry Elementary School is being completed with the goal of construction during the summer of 2015.

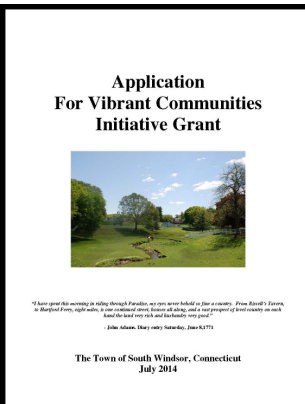
Planning and Zoning Commission

Bart Pacekonis
Chairperson

The Planning & Zoning Commission adopted the Town Plan of Conservation and Development (POCD) which became effective on August 18, 2013, after two years of intensive work with consultants Glenn Chalder and Heidi Samokar of Planimetrics, a land use planning and consulting firm based in Avon. Many public hearings were held at which the Commission received input from property and business owners of South Windsor as well as Town agencies. The POCD serves as an advisory document to the Town as it looks ten to twenty years into the future with recommendations to protect important natural and historic resources and to enhance the Town and improve the quality of life of its residents. State Statute requires municipal planning commissions to prepare or amend their Plan of Conservation and Development at least once every ten years.

As the POCD was updated, results from surveys taken by the residents of South Windsor showed strong support for the preservation of the historic character and landscape of Main Street. In November of 2013 the PZC Main Street Subcommittee was formed to examine existing uses occurring on Main Street to determine if any compatible uses may be appropriate for some of the aging historic structures to help ensure their integrity over time and to examine the potential of residential lot development for the area. The Subcommittee met with the Connecticut Trust for Historic Preservation which confirmed Main Street is one of the State's most impressive streets in terms of its historic value rating in the top 2 to 3 percent statewide. Circuit Rider Brad Schide encouraged the Subcommittee to make application for a Connecticut Trust Vibrant Community Initiative Grant which annually awards five municipalities in the state \$50K each to conduct planning studies of a defined area with the goal of preservation of valued assets while allowing growth to continue. A draft of the Vibrant Community Initiative grant application has been written and will be submitted by the July 2014 deadline.

The Planning & Zoning Commission has been in the process of amending two chapters of the POCD since it was adopted. Amendments to



Chapter 9 'South Windsor Center' will provide guidelines for commercial and residential development in the two defined areas of the Center Core and North Core. The potential of village district designations for both areas will allow the Planning & Zoning Commission the ability to carefully monitor and

ensure that proposed buildings or modifications to existing buildings are part of the vision South Windsor has for its town center to create a vibrant pedestrian and bicycle friendly streetscape on internal streets while maintaining traffic flow on Buckland Road, Sullivan Avenue, and Ellington Road.

Section C of POCD Chapter 10 'Route 5' is being amended to include a new overlay zone for the most northern section of Route 5 which serves as one of South Windsor's gateways.



This transition zone will carefully manage building placement, design, and landscaping while allowing limited types of commercial uses to meld with the underlying rural residential zone.

Industrial development expanded at Aero Med, 571 Nutmeg Road North, with a 14,337 square foot addition. Five-seventy Sullivan Avenue received site plan modification to expand their parking lot for storage of tractor trailers. Site plan modification was granted to Folsom Construction, 595 Nutmeg Road North, for two industrial buildings and associated parking. Anixter, a global supplier of communication and



Planning and Zoning Commission

security products of wire and cable, moved into the former Nassau's Furniture building at 1315 John Fitch Boulevard and received site plan modification to construct a new parking lot and site landscaping at the existing commercial building.

Commercial development on Sullivan Avenue received a boost with the approval of a new site plan of development for 925 Sullivan Avenue where three new buildings are in process of being built. The development will be known as Sullivan Place Centers. The Mitchell property at the corner of Route 74 and Sullivan Avenue received a five year earth removal permit to extract gravel and sand on their property.



New growth in residential housing in South Windsor is underway. Construction has begun at South Windsor Woods located on 49.5 acres at Pleasant Valley Road and Nutmeg Road North for T&M Builders' new development of 155 single and multifamily units. Mannarino Builders, Inc. received approval for a zone change from Rural Residential to Design Residence Zone on Clark Street and special exception and site plan approval for a new development of 18 single family homes to be known as Clark Estates.

The Haven at Evergreen Walk, also known as Town Square Apartments at Evergreen Walk, received site plan modification for the previously approved 200 apartments contained within two residential buildings on 9.11 acres of land. A

developer is yet to be determined. Evergreen Walk renewed their General Plan of Development and was granted a site plan modification for a 15,000 square foot medical office building at 2701 Tamarack Avenue.

Five sets of text amendments were approved. The DeMallie Coverage Amendment addressed several zoning text amendments related to the definition of lot coverage ratios in residential zones. The Zahner Text Amendment to Section 5.3 Office Conversion Overlay Zone included real estate and insurance agents in the special exception uses and extended the overlay zone location on Deming Street from the Manchester town line to Oakland Road. The Tellier POCD Amendment requested the Commission create a Route 5 transition zone north of the Scantic River to the East Windsor town line as an amendment to the Town Plan of Conservation and Development. The Town of South Windsor requested and received a zone change from A-20 to Industrial for 48 Sullivan Avenue. An Evergreen Walk Text Amendment was also approved to add automotive fuel stations as an accessory use to permitted retail sales and inventory use with a minimum gross floor area of 100,000 square feet.

The Commission is appreciative of all the public input received at the Special Meetings, Public Hearings and Regular Meetings held throughout the year. Public participation at the meetings and all correspondence received are highly valued and aid the Commission in its work on behalf of the citizens of South Windsor.

Inland Wetlands Agency/Conservation Commission

Elizabeth Warren
Chairperson

During the Fiscal Year 2013-2014 the Commission received thirteen applications, which were approved with various conditions. One violation notice was 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 Neiderwerfer 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. Five Eagle Scout candidates completed projects to enhance access to our open space properties, and provide accessories to the trails, such as benches or informational kiosks.

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 Conservation Commission is working with the Parks and Recreation Department to utilize a USDA grant to provide two High tunnels (hoop houses) for the Community Gardens on Avery Street.,

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

Joseph Kennedy
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), the

Priest Farm (Sullivan Avenue), the Willard-Waldron-Kelley Property (Wapping Park), the Mitchell Property (Sullivan Avenue and West Road), the Jones Property (Avery Street) 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

James Kupchunos
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.

This year the Board granted one variance to a commercial applicant to allow construction of a 10,410 square foot addition to a non-conforming structure seventeen feet from the corner of Sullivan Avenue and John Fitch Boulevard.

Five variances were granted for residential properties. Two variances for one applicant were granted to allow the expansion of a non-conforming structure for the construction of a garage addition resulting in a thirty-four foot front yard setback and a twelve foot side yard setback.

Two variances for one applicant were granted to allow the reconstruction and expansion of a non-conforming carriage shed to include a small addition within the side yard setback and to allow an increase in the cubicle content of the non-conforming structure to create living space on the second floor of the carriage house.

One variance was granted to allow construction of an above ground pool five feet from the rear property line.

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.

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 June 2014, a Payment in Lieu of Taxes (PILOT), in the amount of \$25,118, 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 funds to construct an additional 40-unit apartment building for the elderly (62 years and older) on the land next to our Flax Hill apartments. The plan would be to convert the facility, at some point in the future, to a congregate facility providing at least one hot meal a day in a dining room setting, offering light housekeeping to the residents, and having HASW staff in the building 24/7 in the event of an emergency. This will allow our present tenants, and other area elderly, 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.

Human Resources Department

Vanessa Perry
Director of Human Resources

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 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 negotiation, Workers' Compensation Program, OSHA Reporting, and overseeing the Federal Transit Administration's mandated Drug and Alcohol Program. This Fiscal Year the Department coordinated a number of employee training sessions that included topics of Workplace Violence, FOIA & Ethics, CPR & AED, training for the Globally Harmonized System, and Defensive Driving. The Defensive Driving training was mandatory for any employee that is authorized to drive a Town vehicle.

During Fiscal Year 2013-2014 Human Resources filled eleven full-time positions and four part-time positions. During this Fiscal Year, the Town also had seven long-term and extremely valued full-time employees retire. We wish Nancy Aborn, Administrative Secretary; Joan Beaudry, Assessment Aide; Thomas Field, Police Sergeant; Evelyn Fowler, Administrative Secretary; Richard Riggs, Deputy Police Chief; Dennis Sheridan, Director of Human Services; and Mary Ann Terwilliger, Cataloger 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 2013-2014.

Building Department

Christopher J. Dougan
Chief Building Official

The Building Department enforces the State Building Code 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 the South Windsor Blight Enforcement Ordinance to protect integrity of structures and property appearance.

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 service possible.

The Building Officials are licensed by the State of Connecticut to administer and enforce the current

codes, regulations, ordinances and statutes, of the Town of South Windsor and the State of Connecticut.

Fiscal Year 2013-2014 produced 1908 permits, 1960 inspections generating \$34,901,904 in total construction value and \$501,096 in revenue.

We look forward to continued growth in the building industry while providing comprehensive plan review and inspection benefiting a community that deserves a safe and secure quality of life.

Dayshell Peart-Administrative Secretary
Michael Rose-Assistant Building Official
Pam Oliva- Blight Enforcement Officer

Public Building Commission

Howard E. Fitts
Chairperson

On March 3, 2014 the Town Council appointed the South Windsor Public Building Commission as the Building Committee for the Orchard Hill Elementary School project. On March 25, 2014, by a referendum vote, the residents of the Town of South Windsor voted in favor of the proposed project.

In March of 2014 PBC members began holding regular meetings to familiarize themselves with the preliminary information on the project; specifically, the Elementary Facilities 10-Year Master Plan adopted by the Board of Education on October 15, 2013, the Educational Specifications approved by the Board of Education on December 10, 2013, and the Elementary School Facilities Existing Condition Survey & Master Plan completed by Friar Associates in 2013. In addition, Chairman Fitts held meetings with School and Town Officials regarding the project.

The first order of business for the Commission was to hire the architect for the project. In preparation for this the Commission held a meeting with several owner's representative companies for the purpose of hiring a representative to perform a limited scope of services. These services included assisting with filing the State of CT grant application for a school construction project (ED049), as well as to facilitate the process for hiring an architect for the project. In April Strategic Building Solutions was hired to provide these services and the process of architect selection commenced. In May, an RFQ was issued and eighteen firms expressed interest in serving as Architect for the project. Following the review of the firms, a Request for Proposal was issued to six selected firms, four of which were interviewed based on their proposals. Following the interview in June, Drummey Rosane Anderson, Inc., of South Windsor, was selected to design the new Orchard Hill Elementary School.

Members of the Commission appreciate the cooperation and support of the many Town and School Officials who are integral to the success of this project and are excited to be working on the first of several phases of the *Elementary School*

Facilities Master Plan. Work will continue for many months before actual construction begins and the Commission looks forward to its continued collaboration and to delivering this project on time and within budget constraints.



Commission members pictured from left to right

Vice Chairman Charley Lyons, Ed O'Connell, Carol Kelley, Jim Neary, Tim Wentzell and Chairman Howard (Hap) Fitts (not pictured: Ken Jeski)

Information Technology Department

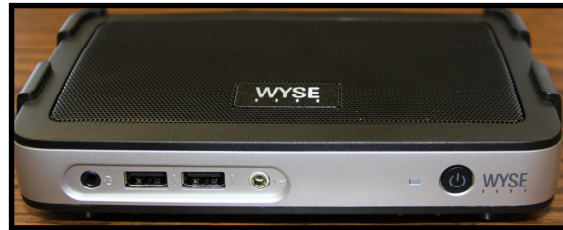
Scott E. Roberts, GISP, CGCIO
Director of Information Technology

Information Technology welcomed a new employee to the team this year. Joshua Boudreault, a long time employee who began his time here as an intern in high school, moved away with his family. Although we were sorry to see him go, we have been fortunate enough to add Richard Salter to the Department. Rick is a very talented technician who has several years of experience. He joins us from his previous position as a regional technician for Webster Bank. He has immediately become an integral member of our team.

In recent years, the South Windsor Information Technology Department has begun providing IT services for the Town of Coventry. We were the first in the state to enter into this type of shared services agreement and have since become a model for other towns who have shown interest in this type of initiative. Since then, we have also begun providing services for the Town of Tolland as well. This has been very positive for everyone. Coventry and Tolland receive professional IT services at a competitive cost from staff familiar with government operations. These relationships have also created other great opportunities in the form of grants. Primarily, The Intertown Capital Equipment Purchasing Incentive Program (ICE). This grant is offered by the CT Office of Policy and Management and allows for the purchase of computer equipment for all three towns at a substantial savings. If not for the partnership between the three towns, none would be qualified to apply for this grant.

South Windsor, Coventry and Tolland applied for and were awarded the grant this year. Using these funds, we were able to purchase items that otherwise would not have been possible. The main project that this has had an enormous impact on, is our computer replacement. Microsoft recently ended their support of the Windows XP operating system. This leaves computers running this OS quite vulnerable to security threats. Therefore, we began the process of replacing these computers throughout the Town. We replaced the XP computers with Windows 7 computers. This has been a huge undertaking. It is not as simple as dropping the new computers in

the place of the old ones. Programs, settings and features for each individual employee needed to be transferred from one machine to the other.



In an effort to conserve time and resources, we also used this as an opportunity to expand our use of virtual desktops. Virtual desktops allow us to deploy units that are less expensive and much easier to manage. This saves an immense amount of staff time that is needed to support our end-users. When employees log in, they are actually logging into computer images that are all kept and managed on a centralized server. This means that if IT needs to update or fix something, rather than having to fix twenty different computers, we work on the centralized image and often times can resolve issues in a matter of minutes instead of hours.

In addition to computer replacement, the ICE grant aided in the purchase of the necessary equipment to provide wireless access in Town Hall. On several occasions, we have been approached by individuals who wish to access the internet while attending meetings or presentations. Upon completion of the wireless installation, staff will be able to have access to the internet without needing IT to connect network cables to provide access. It will save both time and resources for our department. In addition, there are only a certain number of network connections wired in the building. This causes difficulty when trying to access the internet in an area not wired for access as well as if multiple people are trying to gain access. Members of the public who are visiting Town Hall will also have



Information Technology Department

access to wireless internet. We are really looking forward to the implementation of this project.

Another project that we are very enthusiastic about is the fiber optic network. The Town Hall, as well as its remote buildings such as the Police Department and Community Center are all connected to our network and therefore share an internet connection. With all of the employees using the same connection, the speeds of both the network and the internet are extremely slow. Currently, we do not allow streaming video, which can be prohibitive when trying to watch product demonstrations or participate in video conferencing, both of which can be valuable business resources. Connecting using the fiber optic network would change that. A fiber connection would increase our speed by 25 times, at no extra cost.

The State of Connecticut office of Policy and Management awarded South Windsor a grant to connect to the Connecticut Nutmeg Network. The Nutmeg Network is Connecticut's fiber network partially constructed with funds from the American Recovery and Reinvestment Act of 2009. The goal of the grant was to allow towns to obtain faster internet connections and foster regional efforts. Currently our construction efforts are under review with both CL&P and Frontier Communications who own the utility poles. Once approved, our contractor will install the fiber between the High School, Community Center, Police Department and Town Hall. A separate connection will be made between the Town Hall and Library to offer higher internet speeds to their systems. It is anticipated that the construction efforts will be completed in June and by July 1st of 2015 the connection to the Nutmeg Network will be operational.

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.

During Fiscal Year 2013-2014, the W.P.C.A. reviewed and approved plans for the connection of one hundred and fifty six (156) new residential properties to the Town sanitary sewer system. The Authority also approved commercial projects on Sullivan Avenue providing 32,000 square feet of new office space, and a new bakery; and approved a 15,000 square foot medical office building to be located at Evergreen Walk.

Phase II of the Sewer System Evaluation Study was completed during this year. This project involved the use of fourteen meters and the

inspection of three hundred and fifty-four (354) manholes to locate sources of extraneous water (storm and groundwater) entering the sewer system. Such flows reduce the capacity to convey and treat wastewater, increase system costs, and contribute to the premature failure of pipe and manhole structures. In completing this project the sources of 100,000 gallons of extraneous flows were identified.

The Authority authorized the continuation of the Sanitary Sewer Evaluation Study to locate additional sources of extraneous water flows into the sewers using closed circuit TV inspection and smoke testing methods. Most of this work was completed during Fiscal Year 2013-2014. This study is funded through a planning grant (55%) from the State Department of Energy and Environmental Protection.

In Phase II of the Sewer System Improvements Project, design and construction work were completed in rehabilitation of the collection system to remove the above mentioned sources of extraneous flows to the sanitary sewers.

During Fiscal Year 2013-2014 a project was approved by the WPCA to complete the GIS mapping of the Town's sewer system. This project was completed and involved the field measurement of ten miles of sewer pipe in reconstructing missing system as-built drawings for subsequent incorporation into the Town's GIS mapping system.

Representatives of the W.P.C.A. served 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 was charged with the mission to explore opportunities to make the sewer user charge system more equitable. In fulfilling this mission, it was the goal of the W.P.C.A. to provide a user charge system that was both 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 in long term planning. The task

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

Force's recommendation to the WPCA was to reduce the base flow for the residential flat rate billing; the Authority followed this recommendation reducing the average annual residential water consumption rate from 93,000 gallons to 84,000 gallons. As a result of these efforts, the Authority was pleased to report a five (5) per cent reduction in the residential sewer user charge rate.

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

The Future

The Authority will implement in the future, a sewer user charge abatement program for household customers who meet certain income requirements. This program will have similar eligibility requirements as do existing Town assistance programs as administered by the Human Services Department.

The W.P.C.A. has met with the interim Finance Director to review the future adoption of an Enterprise Fund so as to provide a means of clearly showing the financial state of the W.P.C.A. operation.

An enterprise fund establishes a separate accounting and financial reporting mechanism. Under enterprise accounting, revenues and expenditures are separated into separate funds with it's own financial statements and are not commingled with the revenues and expenditures of other government activities.

Financial transactions are reported using standards similar to private sector accounting. Revenues are recognized when earned and expenditures are recognized when incurred under a full actual basis of accounting.

Enterprise funds provide management and rate payers with information to:

- Measure performance
- Analyze the impact of financial decisions
- Determine the true cost of providing a service.
- Identify any subsidy from the general fund in providing a service.

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 are led by the South Windsor Police Department Honor Guard, followed by the Timothy Edwards Middle School Band. American Legion Post 133 and then the Disabled Veterans Post. Veterans and town officials and a bus to carry Veterans unable to march.



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 Colonel Scott Panagrosso, a veteran of 2 tours of

Operation Enduring Freedom (Iraq and Afghanistan). He is the Director of Aviation Operations for the Connecticut Army National Guard.

Also on Veterans Day we have a program called “Veterans in the Classroom”. Veterans to a service in front of the high school, and from there veterans are brought into classrooms to speak and answer questions. This program is very



well received by students. The middle school has the veterans in on a different day. All South Windsor schools have a Veterans Day program 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. This year all veterans grave received a wreath.

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. All entrants received a certificate from the Patriotic Commission, and winning essays were published in the South Windsor Reminder.

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, a patriotic concert by the



Patriotic Commission

South Windsor Community Band and ending with a fantastic fireworks display. 2014 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.



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, Employee Assistance Program committee, and the annual United Way campaign.

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 2013 Grand List assessments reflect 70% of the 2013 values, as required by Connecticut State Statutes. Listed below are totals for the October 1, 2013 Grand List:

	<u>GROSS ASMTS.</u>	<u>EXEMPTIONS</u>	<u>NET ASMTS.</u>
Real Estate	\$2,120,846,950	\$40,167,730	\$2,080,679,220
Per. Prop.	287,829,500	73,170,744	214,658,756
Motor Veh.	<u>216,945,460</u>	<u>5,855,855</u>	<u>211,089,605</u>
TOTALS:	\$2,625,621,910	\$119,194,329	\$2,506,427,581

This List reflects the application of the Town wide revaluation of all real estate account values. Overall, the total Grand List increased by 1.6% compared to the 2012 Grand List. Real Estate was the only portion of the Grand List, compared to 2012, that experienced a .03% decrease.

Grand List assessments as a percentage of total net assessments:

	2012 Grand List	2016 Grand List
Real Estate	84.4%	83.0%
Per. Prop.	7.4%	8.6%
Motor Veh.	8.2%	8.4%

Finance Department

Town of South Windsor

Top Ten Taxpayers 2013 Grand List (Assessment Dollars)

Rank	Name	Real Estate	Per. Prop	Motor Vehicle	Grand Total List
1	CT Light & Power	1,995,400	55,133,580	0	57,128,990
2	Dell Equipment Funding	0	32,887,790	0	32,887,790
3	Evergreen Walk Lifestyle Ctr. (Shoppes at Evergreen Walk)	30,801,300	0	0	30,801,300
4	Federated Retail Holdings (Macy's Warehouse)	11,407,900	3,445,680	58,560	14,912,140
5	FedEx Ground Package	4,338,930	10,051,100	0	14,390,030
6	DST Realty	11,265,500	2,793,980	0	14,059,480
7	Town Center of S.W.	13,057,600	0	0	13,057,600
8	Connecticut Water Co.	2,127,300	9,584,400	0	11,711,590
9	Ticket Network	6,179,330	5,367,000	0	11,546,330
10	Evergreen Walk, LLC	10,965,500	0	0	10,965,500

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 2012 Grand List, the collection rate was 98.46%.

Total collections equaled \$90,531,088. These collections consisted of \$85,104,844 for current year taxes; \$809,323 for prior year taxes; \$458,754 for interest charges; \$5,048 for warrant and lien fees; and \$4,153,119 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)

	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
General Property Taxes	86,482,924	81,674,471	79,552,717	77,616,815	75,463,071
Intergovernmental	14,873,153	14,761,233	14,269,916	15,112,545	15,375,737
Services	1,335,659	1,641,788	1,605,477	1,099,445	1,254,313
Investment Earnings	38,898	-	-	-	-
Miscellaneous	70,793	83,587	180,364	137,049	181,896
Total Revenues	102,801,427	98,161,079	95,608,474	93,965,854	92,275,017

FIVE YEAR SUMMARY OF GENERAL FUND EXPENDITURES

	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
General Government	3,394,582	3,116,597	3,029,057	3,153,837	3,077,213
Public Safety	7,764,321	7,274,344	7,329,109	6,954,760	6,309,243
Public Works	6,650,177	6,414,204	6,539,487	6,458,094	7,185,700
Human Services	931,958	920,099	945,792	868,297	848,175
Recreation & Library	2,583,049	2,560,609	2,639,491	2,341,109	1,330,068
Debt Service	5,484,945	4,418,905	4,858,835	5,031,659	4,938,502
Miscellaneous	7,452,476	6,981,595	5,851,236	5,601,532	5,322,359
Board Of Education	67,773,113	65,510,166	64,000,027	62,998,921	60,254,002
Total Expenditures	102,034,621	97,196,519	95,193,034	93,408,209	89,265,262

FIVE YEAR COMPARATIVE ASSESSOR GRAND LIST REPORT

	Oct. 1, 2013	Oct. 1, 2012	Oct. 1, 2011	Oct. 1, 2010	Oct. 1, 2009
Real Estate	2,120,846,950	2,113,752,046	2,437,543,960	2,428,826,870	2,416,295,961
Personal Property	287,829,500	258,829,020	246,646,610	231,536,430	237,208,005
Motor Vehicle	216,945,460	207,156,730	208,122,550	194,075,430	184,651,916
Grand Total	2,625,621,910	2,579,737,796	2,892,313,120	2,854,438,730	2,838,155,882
Less Exemptions	119,194,329	111,344,758	121,055,339	113,816,134	106,764,294
Net Grand List	2,506,427,581	2,468,393,038	2,771,257,781	2,740,622,596	2,731,391,588

Auditor's Report

TOWN OF SOUTH WINDSOR, CONNECTICUT BALANCE SHEET GOVERNMENTAL FUNDS JUNE 30, 2014

	General	Capital Projects Fund	Sewer Operating Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 16,158,229	\$	\$ 156,184	\$ 1,938,775	\$ 18,253,188
Investments				76,324	76,324
Receivables, net	5,206,331	3,687,324	583,842	293,544	9,771,041
Due from other funds	754,517	6,838,541		1,276,158	8,869,216
Other assets	18,722			42,355	61,077
Total Assets	<u>\$ 22,137,799</u>	<u>\$ 10,525,865</u>	<u>\$ 740,026</u>	<u>\$ 3,627,156</u>	<u>\$ 37,030,846</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts and other payables	\$ 2,296,871	\$ 165,895	\$ 114,466	\$ 101,786	\$ 2,410,559
Due to other funds	8,114,699	1,725,150	9,808,265	2,079,125	23,741,375
Notes payable		10,105,000			10,105,000
Deferred revenue			482,010	727,280	5,326,731
Total liabilities	<u>10,411,570</u>	<u>11,996,045</u>	<u>10,404,741</u>	<u>2,908,191</u>	<u>41,583,665</u>
Deferred inflows of resources					
Unavailable revenue—property taxes	4,674,166				4,674,166
Unavailable revenue—sewer use			583,842		583,842
Advance property tax collections	22,558				22,558
Total deferred inflows of resources	<u>4,696,724</u>	<u>-</u>	<u>583,842</u>	<u>-</u>	<u>5,280,566</u>
Fund balances:					
Nonspendable	18,722			42,355	61,077
Restricted				836,513	836,513
Committed		3,253,584		674,819	3,928,403
Assigned	1,772,742				1,772,742
Unassigned	5,238,041		(182,723)	(99,917)	4,955,401
Total fund balances	<u>7,029,505</u>	<u>3,253,584</u>	<u>(182,723)</u>	<u>1,453,770</u>	<u>11,554,136</u>
Total Liabilities and Fund Balances	<u>\$ 22,137,799</u>	<u>\$ 10,525,865</u>	<u>\$ 740,026</u>	<u>\$ 3,627,156</u>	<u>\$ 37,030,846</u>

Auditor's Report

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS FOR THE YEAR ENDED JUNE 30, 2014

	<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	\$ 86,482,924	\$	\$	\$	\$ 86,482,924
Intergovernmental	22,758,513	949,459		4,483,614	28,191,586
Charges for services	1,335,659	35,030	4,054,356	4,207,391	9,632,436
Investment earnings	38,898		98,763	13,294	150,955
Miscellaneous				288,393	288,393
Total revenues	<u>110,615,994</u>	<u>984,489</u>	<u>4,153,119</u>	<u>8,992,692</u>	<u>124,746,294</u>
Expenditures:					
Current:					
General government	3,348,175			90,375	3,438,550
Public safety	7,785,296			204,259	7,989,555
Public works	6,765,546		3,488,039	422,101	10,675,686
Human services	936,966			153,783	1,090,749
Culture and recreation	2,596,778			1,848,927	4,445,705
Insurance and sundry	6,630,836				6,630,836
Education	76,012,600			6,354,410	82,367,010
Debt service	5,483,521	114,914			5,598,435
Capital outlay		7,780,265			7,780,265
Total expenditures	<u>109,559,718</u>	<u>7,895,179</u>	<u>3,488,039</u>	<u>9,073,855</u>	<u>130,016,791</u>
Excess (Deficiency) of Revenues over Expenditures	<u>1,056,276</u>	<u>(6,910,690)</u>	<u>665,080</u>	<u>(81,163)</u>	<u>(5,270,497)</u>
Other Financing Sources (Uses):					
Issuance of general obligation bonds		6,320,000			6,320,000
Issuance of refunding bonds		6,615,000			6,615,000
Payments to bond escrow		(7,163,837)			(7,163,837)
Issuance of capital lease		480,552			480,552
Premium on bond issuance	68,173	663,751			731,924
Transfers in	60,310	1,100,379	23,000		1,183,689
Transfers out	(831,980)		(969,639)	(46,070)	(1,847,689)
Total other financing sources (uses)	<u>(703,497)</u>	<u>8,015,845</u>	<u>(946,639)</u>	<u>(46,070)</u>	<u>6,319,639</u>
Net Change in Fund Balances	352,779	1,105,155	(281,559)	(127,233)	1,049,142
Fund Balances at Beginning of Year	<u>6,676,726</u>	<u>2,148,429</u>	<u>98,836</u>	<u>1,581,003</u>	<u>10,504,994</u>
Fund Balances at End of Year	<u>\$ 7,029,505</u>	<u>\$ 3,253,584</u>	<u>\$ (182,723)</u>	<u>\$ 1,453,770</u>	<u>\$ 11,554,136</u>

Auditor's Report

SCHEDULE OF DEBT LIMITATION FOR THE YEAR ENDED JUNE 30, 2014

Total tax collections (including interest and lien fees) received by Treasurer for the year ended June 30, 2014	\$ 86,233,525
Tax Relief for the Elderly	<u>2,000</u>

BASE	<u>\$ 86,235,525</u>
------	----------------------

	<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	\$ 194,029,931	\$	\$	\$	\$
4-1/2 times base		388,059,863			
3-3/4 times base			323,383,219		
3-1/4 times base				280,265,456	
3 times base					258,706,575
Total debt limitation	<u>194,029,931</u>	<u>388,059,863</u>	<u>323,383,219</u>	<u>280,265,456</u>	<u>258,706,575</u>
Indebtedness:					
Bonds and notes payable	24,605,000	6,590,000	1,750,000		
CWF notes payable			27,157,027		
Authorized, unissued bonds	3,082		11,723,412		
Total indebtedness	<u>24,608,082</u>	<u>6,590,000</u>	<u>40,630,439</u>	<u>-</u>	<u>-</u>
Debt Limitation in Excess of Outstanding and Authorized Debt	<u>\$ 169,421,849</u>	<u>\$ 381,469,863</u>	<u>\$ 282,752,780</u>	<u>\$ 280,265,456</u>	<u>\$ 258,706,575</u>

Note 1: In no case shall total indebtedness exceed seven times annual receipts from taxation (\$603,648,675).

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		Human Services	860-648-6361
Roadkill	Town Garage	860-648-6366	T		
Roadside Brush	Town Garage	860-648-6366	Tax Information	Tax Collector	Ext. 320
Rodent Complaints	Health Dept.	Ext. 248	Town Attorney		Ext. 280
Rotary Pavilion Reservations	Parks & Recreation	860-648-6355	Town Council Office		Ext. 206
S			Town Manager		Ext. 200
Schools:			Trade Name Certificates	Town Clerk	Ext. 325
South Windsor High School	161 Nevers Road	860-648-5000	Traffic Signs	Town Garage	860-648-6366
Timothy Edwards Middle School	100 Arnold Way	860-648-5030	Traffic Survey	Police	860-648-6211
Eli Terry Elementary School	569 Griffin Road	860-648-5020	Trash/Rubbish/Garbage Complaints	Public Works	Ext. 343
Orchard Hill Elementary School	350 Foster Street	860-648-5015	Tree Removal	Tree Warden	860-648-6366
Philip R. Smith Elementary School	949 Avery Street	860-648-5025	Tree Trimming	Tree Warden	860-648-6366
Pleasant Valley Elementary School	591 Ellington Road	860-291-1280	Tree Warden		860-648-6366
Wapping Elementary School	91 Ayers Road	860-648-5010	V		
School Bus Company	First Student	860-528-2234	Variance Application	Planning/Zoning	Ext. 329
Senior Citizens Center	150 Nevers Road	860-648-6361	Vendor Permit	Police	860-648-6202
Senior Handyman Program	Human Services	860-648-6361	Vendor Inspections	Health Dept.	Ext. 248
Senior Health Screening	Human Services	860-648-6361	Veterans Memorial Park	Seasonal	860-289-1333
Senior Home Delivered Meals	Human Services	860-648-6361	Veterans Exemption	Assessor	Ext. 312
Senior Legal Clinic	Human Services	860-648-6361	Voter Information	Registrar of Voters	Ext. 377
			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
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-Fri 8 a.m. to 4:30 p.m.
Town Clerk is open until 6 p.m. on Thurs

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 a.m. 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 a.m. to 9 p.m.
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

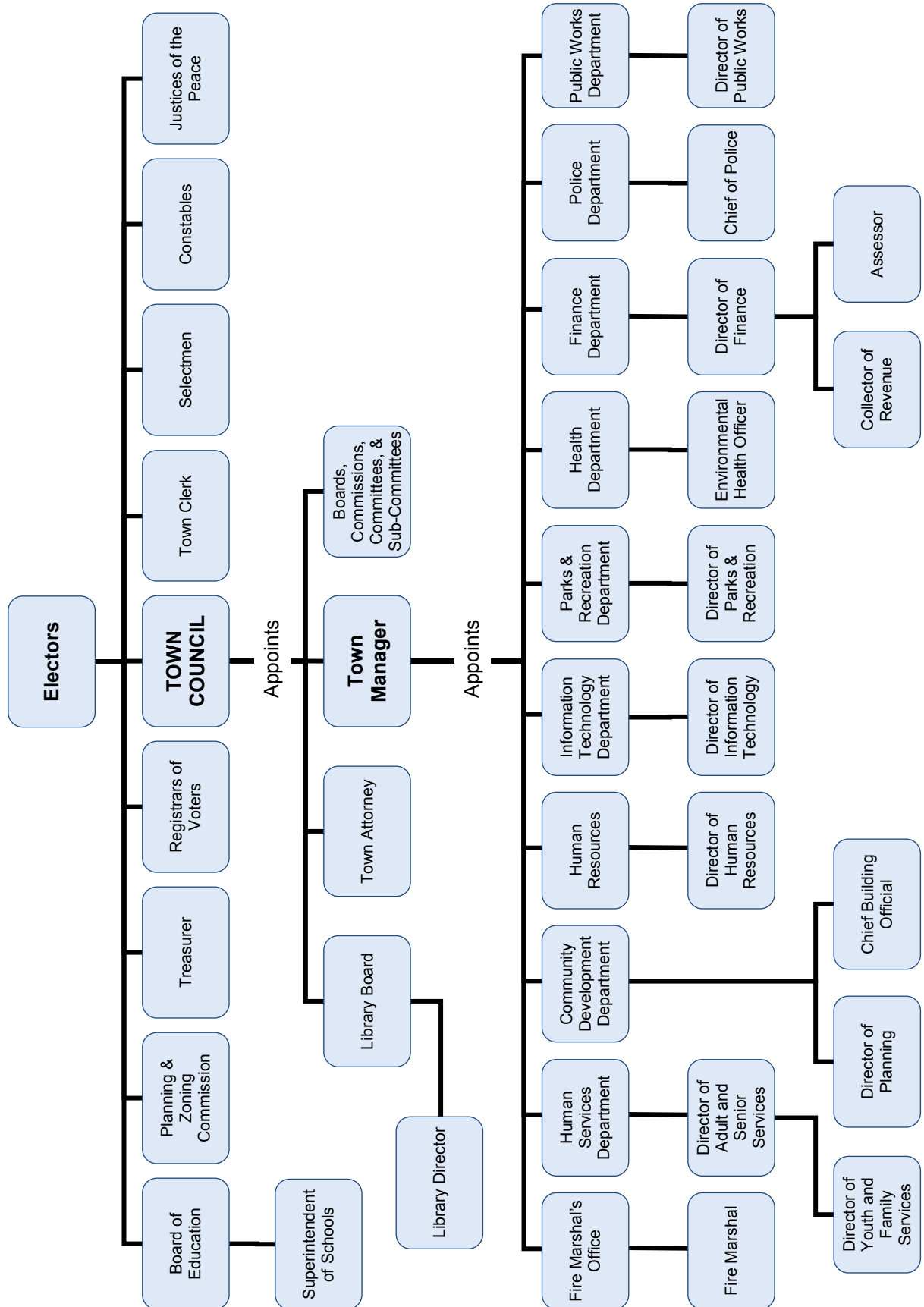
Boards and Commissions Meeting Schedule *

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	1st 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 2014





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

