



Town of South Windsor
2015–2016 Annual Report

General Information

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	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:	Thomas Delnicki (R)	
Town Council:	Thomas Delnicki (Mayor), Carolyn Mirek (Deputy Mayor), M. Saud Anwar, William Carroll, Jr., Edward Havens, Lisa Maneeley, Elizabeth Pendleton, Matthew Riley, Janice Snyder	
Town Manager:	Matthew B. Galligan	

Cover Photo

Credit—Sarah Cruz

The cover photo was submitted as an entry in the Human Relations Commission’s annual photo contest.

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Printer: Minuteman Press, 52 Pratt Street, Hartford, CT, 06103

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Town Manager



Matthew B. Galligan
Town Manager

Town Manager's Report

I am submitting to you the Town Manager's Report for Fiscal Year 2015-2016. We were able to maintain our stability in the financial community. This Report highlights economics, revenue, and expenditure sources that the Town has been using in order to provide a high level of service to the Community. As the economy continues to rebound, the Town has maintained its financial strategies and budgetary goals to meet the needs of the community.

The Town continues to look for expansion of existing businesses as well as for new businesses to move into Town to provide much-needed jobs and tax relief so we can continue to provide the same level of services to Town residents. During the past year, the Town Council began the process of reviewing the strategic plan and determined that an update was needed in order to stay competitive in the marketplace. Best practices will be reviewed in order to reduce costs, increase revenues, and not only provide the same level of service but look for new services that the community may need in the near future.

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 maintained a positive fund balance, and our ratings agencies have maintained the Town's status as AA1 and AA+.

The Town also received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for Fiscal Year 2015-2016. This highlights a budget that is transparent and able to be reviewed by anyone.

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 2015-2016 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 Timothy Larson and our State Representatives Bill Aman and Jeffrey Currey. With their continued support and knowledge, we managed to avoid negative impacts to the Town. I also want to thank the entire Town Council as they have continued to support 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,

Town Council



Thomas Delnicki
Mayor

of course, like 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.

Matthew B. Galligan
Town Manager

Town Council's Report

On behalf of the Town Council, the Town Manager and his staff, Town Boards, Commissions and Agencies, I take great pleasure in presenting the South Windsor Annual Report for 2015-2016. It is designed to provide the reader with a comprehensive review of the activities that have taken place during July 2015 through June 2016. The following are some of the highlights of the past Fiscal Year:

Planning for the future of South Windsor will not only preserve our quality of life but improve the community. You can't get to where you want to be if you don't have a road map and with that in mind, the Town Council moved forward with a comprehensive review of the Town's Strategic Plan. All Town Council members were invited to be a part of the strategic planning process. The final report expected in the 3rd quarter of 2016. Lest we forget our rich agricultural history, we directed the Town Manager to develop a "Farmland Acquisition and Purchasing Development and Conservation Rights policy. The Town also approved funds for the South Windsor Agriculture, Arts and Nature Committee to cover the cost of stabilizing the house on the Priest Property.

Quality of life issues are always a concern for a community. It is incumbent that they are dealt with in an expeditious manner

Town Council Members

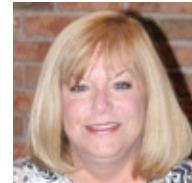
Top Row:

Councilor M. Saud Anwar
Councilor William Carroll, Jr.
Councilor Edward Havens
Councilor Lisa Maneeley



Bottom Row:

Deputy Mayor Carolyn Mirek
Councilor Elizabeth Pendleton
Councilor Matthew Riley
Councilor Janice Snyder



before an isolated problem becomes wide spread. Blight had become troublesome in a few neighborhoods and the Town lacked the tools to deal with it. The Town Council amended the Blight and Nuisance Ordinance to provide neighbors with relief from extreme offenders. Panhandling had also become a safety issue. Panhandlers located themselves at dangerous intersections causing a hazard not only to themselves but the motoring public. An ordinance was passed that addressed the safety concerns while protecting First Amendment rights of the panhandlers.

The failure of home foundations due to Pyrrhotite contamination of concrete has become a grave concern in our community. The South Windsor Town Council created a temporary committee to address this issue. This temporary committee is charged with providing advice to the Town Council and home owners regarding ways to address the challenges of the crumbling foundations in our community. Town Manager, Matthew Galligan brought this issue to the fore front at the Capitol Region Council of Governments and as a result an Ad Hoc Crumbling Foundation "working group" was created. The Mayor serves as the Town's representative to this working group. In an effort to assist the victims, the Town Council approved the waiving of building permit fees for residents repairing their failing foundations.

South Windsor continues to be a leader in regional cooperation in the sharing of services. This voluntary collaboration has resulted not only in the saving of taxpayer dollars but also improving the delivery of these services. The Technology Service Agreement with the Town of Coventry and the Town of Tolland for Informational Technology Services continues to be a

success story and has allowed South Windsor to join in bringing in additional revenue, provides a high level of service to another community and has forged a lasting relationship with the Town of Coventry and the Town of Tolland. Additionally, we continue to work with the Town of Coventry and the Town of Tolland in the Inter-Town Capitol Equipment Purchase Incentive Program for the purchase of computer equipment which saves all three communities significant tax dollars. The Town Council also endorsed the Regional Performance Incentive Program.

The maintenance of our infrastructure continues to be an important focus of the Town. The construction work along Avery Street from Kelly Road north to Woodland Drive began. The Avery Heights road rehabilitation project continues along with various road, paving and drainage improvements throughout the Town.

Energy savings and improvements in energy efficiencies continue to be an area of focus. In an effort to take advantage of the various tax credits and programs offered to make solar cost effective, the Town Council formed a sub-committee on Solar Installation. The Town has also authorized the Town Manager to enter into a lease purchase agreement for the acquisition of street and outdoor lighting equipment within the Town from Eversource Energy. This acquisition will allow the Town to upgrade the street and outdoor lighting from conventional lighting to LED lighting. This upgrade should yield a cost savings to the taxpayer.

The conversion of the Old Post Office on Sullivan Avenue to the Town of South Windsor Emergency Operations Center, originally began in 2012, continued. LoCIP

funding for improvements were appropriated and the planning process continued. In September a resolution was passed by the Council renewing the resolution authorizing the Town Manager to apply for a \$500,000 STEAP Grant for improvements to the Town Hall Annex for an Emergency Operations Center. Body cameras for the sworn officers of the South Windsor Police Department were approved. This initiative protects both the Police and the public by providing a complete and unedited record of all Police interactions with the public.

The Town Council, acting on behalf of the taxpayers, unanimously passed a resolution in opposition to Senate Bill SB-1. This bill would shift the property tax burden away from motor vehicles and toward home owners, businesses and personal property.

The Town Council moved several Park and Recreation Projects forward. These included the completion of the South Windsor High School Athletic Field project which was officially dedicated on Thanksgiving Day 2015, hosting the annual Rockville High / South Windsor High Football Game, a game in which the Bobcats triumphed. Funds were committed for the construction of a new fence along side of the South Windsor High School Athletic Field. The Memorial Wall at Veterans' Memorial Park to recognize the sacrifices of our military veterans, a dream of the Patriotic Commission and Peter Anthony, was completed and dedicated on Memorial Day 2016. A berm was constructed at the Fairgrounds at Rye Street Park enabling the use of the area for the Wapping Fair in 2017.

Thomas Delnicki
Mayor

Board of Education

Dr. Kate Carter

Superintendent of Schools



Front Row (L/R): Craig Zimmerman, David S. Joy, Beth Esstman, Mary Justine Hockenberry

Back Row (L/R): Michael Gonzalez, Phil Koboski, Joe Durette, Rick Stahr, Jamie Gamble

Budget

The 2016-2017 Board of Education budget was approved by the Board of Education on February 23, 2016. The proposed budget represented an increase of 1.98%. On April 4, 2016 the Town Council adopted the Board of Education budget as proposed in the amount of \$71,752,070.

Investing in our schools is an investment in our community. In doing so, the Board of Education is committed to making savvy financial decisions while serving as a thoughtful steward of our school system. In addition to contractual obligations, the board and administration were successful in securing notable investments for students while simultaneously adhering to the commitment to the goals communicated in the district's 2015-2018 Strategic Plan. Specifically, the Board was able to implement a K-5 Science, Technology, Engineering and Math (STEM) pilot, acquire an additional school psychologist to support the mental health needs of middle and high school students, deploy 1:1 computing devices for grade 9 and 10 students and fund staffing levels that would support an eight-period schedule at the high school in order to promote new career pathway and other elective courses.



Elementary Facilities Ten-Year Master Plan

The 2015-2016 school year marked an exciting milestone for the Town of South Windsor, with the groundbreaking for the new Orchard Hill Elementary School on Saturday, February 20, 2016. The groundbreaking represented the culmination of activities that have taken place since the town voted in favor of the referendum in March 2014.

South Windsor's 2016 Teacher of the Year



Ellen Festi, Business Education Teacher, was named South Windsor Public Schools' 2016 Teacher of the Year. Ms. Festi's colleagues described her as a teacher who exemplifies all the things that make a great teacher,

making courses interesting and relevant while building lasting relationships with students who continue to reach out to her for advice. Her positive influence not only affects students, but her support and dedication to her colleagues is also recognized as second to none. She has served on numerous committees at South Windsor High School and cares deeply about making the school and district a better place. South Windsor celebrates Ms. Festi and her outstanding work on behalf of students and staff.

South Windsor's 2016 Support Staff Employee of the Year

Candace Wilson was named South Windsor Public Schools' 2016 Support Staff Employee of the Year. Candace was recognized for her contributions as a special education paraprofessional at Philip R. Smith Elementary School. Mrs. Wilson's colleagues noted that her love for students



and zest for her role shine through in everything that she does. She is described as being thorough, precise and careful in her interactions with students and masterful with her instruction. Her kind, positive and thoughtful interactions with students, combined with her attention to detail, make her a consummate professional. South Windsor is proud to recognize Mrs. Wilson for her accomplishments.

South Windsor's TEAM of the Year



The safety team at South Windsor High School, consisting of Frank McLaughlin, Bill Oulundsen, John Rumley and David Serkosky, was awarded with the Teamwork award. This award was created by the Superintendent to recognize an outstanding team that works collaboratively while inspiring others. The safety team was commended for their dedication to all matters related to students, staff, and overall school safety. The team is well respected for their friendly, student-centered approach in carrying out their daily duties, while building a strong rapport with students. The team was also recognized for their willingness to go above and beyond the duties of their job to assist the school community. We are proud to recognize the

safety team and their outstanding contributions to South Windsor High School.

Spotlight on our Schools
South Windsor High School
Principal, Daniel Sullivan



- Ranked in the Top 10 in Connecticut and Top 500 Schools Nationally in Newsweek magazine's Annual Top 1,000 Best High Schools in America
- 87 All-Conference Athletes; 13 All-State Athletes
- 34 AP Scholars with Distinction (earned 3 or higher on five or more AP exams) and 4 National AP Scholars
- Choral Spectrum competed in the Central Massachusetts Show Choir Festival with their production entitled "Good and Evil." Spectrum was awarded a Gold Medal and placed third overall. Judges Awards were awarded to 3 students.
- Choral Spectrum was awarded Gold at the Nutmeg Show Choir Festival
- Choral Spectrum was awarded Gold at the Connecticut Classic Competition
- Spectrum Band was awarded Best Band at the Nutmeg Show Choir Festival
- Concert Choir was awarded a Superior in their first ever competition at Six Flags New England
- One student won the Silver Key Award for jewelry making at the CT Scholastic Art Awards.
- Science Olympiad won the CT State competition held at UConn. They then traveled to Wisconsin as the State's representatives. Two students won 4th place in the nation in the Wind Power event. This is the highest any team from CT has placed since Science Olympiad began.
- Boys' Volleyball were the State Champions



- Girls' co-op ice hockey team (East Catholic, Glastonbury, South Windsor) were runner-up for the 2016 season
- One student was 1st team All-State in Soccer and 2nd team All-State in Lacrosse
- Two students hit career the 1,000 point milestone in basketball
- One student was Wrestling State Champ, State Open Champ, New England Runner-Up and was voted CT Wrestler of the Year and Honorable Mention All-American
- One student was Swimming State Champ for the second year in a row
- One student was selected Academic All-American in swimming relay
- One student was Cross Country Class L State Champion and Indoor Track Class L State Champion 3200 and one student was All-State Country and All-State Indoor
- Track 1600

Timothy Edwards Middle School
Principal, Nancy Larson



- The entire school emphasized community building through an implementation of "Strive for Five" core values of respect, caring responsibility, honesty and kindness.
- "Out of the Blue" Literary Magazine earned recognition of excellence from

the National Council of Teachers of English.

- Eighty students participated in the American Mathematical Competition exam. As a result, TEMS earned a "School of Distinction" award. In addition, two TEMS students placed in the top 5% of approximately 155,000 middle school students who took the exam.
- Eighty students participated in the Math Counts program and placed fifth in the Hartford Regional competition. Math Counts participants also participated in the New England Math League competition, vying against teams from the Hartford Region. TEMS 6th grade team placed first in their division, 7th and 8th grade placed second.
- 8th Grade Chorus received the highest ranking of Platinum in the Great East Music Competition, among 42 competing choirs.
- 8th Grade Orchestra received highest ranking of platinum in Fantastic Festivals and were the #1 overall middle school String Orchestra.
- Four TEMS eighth grade students were awarded 1st place in the 90 Second Challenge - Middle School Film for their original production of "Telempathy." This award was presented by the Skills 21 at Education Connection during the 2016 EXPO Fest, held on May 13, 2016 at the Oakdale Theater in Wallingford, CT.
- The following teams were Connecticut River Athletics League champions:

Girls' Soccer
 Boys' Cross Country
 Girls' Cross Country

Our Elementary Schools

Eli Terry – Vincent Federici, Principal
Orchard Hill – Michael Tortora, Principal
Philip R. Smith – Michelle Dixon, Principal
Pleasant Valley – Tiffany Caouette, Principal
Wapping – Laura Hickson, Principal

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

Board of Education

child so that each has the knowledge, skills and resiliency to be successful in a rapidly changing world. A positive school climate 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. More information regarding our K-5 curriculum can be found at www.southwindsorschools.org/curriculum.

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

In 2015, the State of Connecticut introduced changes to annual standardized assessments administered to students, as required by law. The Smarter Balanced Assessment Consortium (SBAC) assessments in the areas of English language arts (ELA) and mathematics are aligned with the Common Core state standards, and are administered to students in grades 3-8. On October 7, 2015, the Connecticut State Board of Education adopted the SAT (created by the College Board) as the annual state assessment for eleventh graders in

Connecticut in the areas of ELA and mathematics. The Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (CAPT) continue to be administered to students in grades 5, 8 and 10 in the area of science.

Connecticut Mastery Test (CMT) and Connecticut Academic Performance Assessment (CAPT)

The Science CMT and CAPT report student achievement within five student performance levels: Advanced, Goal, Proficient, Basic, and Below Basic. The “Goal” level is the state target for all students. The following table illustrates the percentage of students in grades 5, 8 and 10 performing “At or Above Goal,” as compared with the Connecticut state average.

2016 CAPT and CMT Science Assessment Results Percent At or Above Goal			
	CMT		CAPT
	Grade 5	Grade 8	Grade 10
South Windsor	80.8%	81.3%	78.4%
State 2016	59.6%	60.2%	47.3%

Connecticut SAT

The move to the CT SAT eliminated duplicative testing at the high school level and was part of a broader effort by the State Department of Education to reduce the testing burden on students in Connecticut. South Windsor’s participation rate was 99%. The 2016 results set a baseline year of data from which to measure future growth. The following table illustrates the percentage of South Windsor students who met or exceeded proficiency for ELA and mathematics, respectively. The table also provides comparative data for state results.

2016 Smarter Balanced Assessment Results		
Grade	Levels 3 and 4 % Meets or Exceeds Achievement Level	
	English/Language Arts	Mathematics
3	78%	81%
4	83%	74%
5	80%	63%
6	73%	61%
7	75%	71%
8	73%	70%
SW avg	77%	70%
State avg	56%	44%

Smarter Balanced Assessment (SBAC)

The SBAC assessments for ELA and mathematics were administered in the spring 2016 to students in Grades 3 through 8. Results are reported among performance levels 1 through 4 (from 1, “Does Not Meet the Achievement Level” to 4, “Exceeds the Achievement Level”). The following table illustrates South Windsor data for English language arts and mathematics, respectively.

2016 CT SAT Assessment Results – 11 th Grade				
	Levels 3 and 4 % Meets or Exceeds Achievement Level		Average Score	
	English/ Language Arts	Mathematics	English/ Language Arts	Mathematics
South Windsor	73%	70%	557	550
State Average	56%	44%	520	502

The Planning and Zoning Commission is committed to facilitating both growth and preservation to honor and preserve South Windsor's historic and agricultural roots while increasing our grand list and meeting the needs of our residents. Highlights of actions taken by the Commission are summarized here from the twenty two meetings held during Fiscal Year 2015 - 2016.

Residential Development

A number of residential zone change applications came before the Commission during the course of the Fiscal Year. Mannarino Builders Inc. proposed to change 8.75 acres of rural residentially zoned land on Clark Street at the East Hartford town line to a Design Residence Zone (DRZ). The application would have resulted in 26 building lots to be known as Clark Estates II but was initially denied. Approval was granted for the project later in the year when it was redesigned for 22 lots.

Toll Brothers, Inc. submitted an application to change 33 acres of rural residential zoned land on Graham Road to A-30 zoning in order to file an open space subdivision application to develop 53 single-family residential homes. The Commission denied the zone change voicing support in maintaining the existing zoning where 45 lots could be developed on the property.

A third zone change application from Mr. Kenneth Boynton was also denied which proposed to change 12.78 acres of rural residential zoned land on Abbe Road to A-30 zoning to create nine lots in a conventional subdivision.

Later in the Fiscal Year the Commission approved a Design Residence Zone proposed by RSK-Kellco on 5.5 acres of land at Ellington Road and Long Hill Road for 14 single family homes. Consensus was then reached by the Commission to discourage going forward with other DRZ proposals at this time.

Subdivision approvals allowed for the creation of two new building lots at Collins Corner on Strong and Foster Roads. Two new residential lots at Tall Oak Acres on Ellington Road at the Ellington town line and one new building lot at the Carabillo resubdivision at 55 Windsorville Road were also approved.

Text Amendments

A zoning text amendment was approved for the Town of South Windsor Housing Authority which increased the cap on the number of units allowed in an elderly housing development to 200 units and capped the total number of units allowed at 500 units.

A Drive-Through zoning text amendment was sponsored by Evergreen Walk LLC. The amendment was approved allowing drive-through facilities as a permitted use in multi-tenant buildings within planned use developments of at least two-hundred thousand (200,000) square feet of gross building area. Design standards set forth in Section 4.2.16 and the criteria of Section 4.2.5 must be complied with. The approval of this amendment paved the way for a modification to Evergreen Walk's general plan for the first Panera drive-through restaurant in the area to be built.

Commercial Development

The Buckland Gateway Development Zone saw expansion of commercial development. Site plan approval was granted for a new, four story, 107 room hotel and banquet facility, Staybridge Suites, located at 274 Buckland Road on the easterly side of Buckland Road across from L.A. Fitness.

Site plan of development was granted for One Buckland Center, a new commercial retail plaza located on the west side of Buckland Road at the South Windsor / Manchester town line. The plaza will have two buildings planned for retail use with a total gross leasable area of 17,850 square feet.

A site plan modification was granted to relocate an access drive for South Windsor's first microbrewery, CT Valley Brewing, at 765 Sullivan Avenue. Start of construction is anticipated for the autumn 2016.

JFB Auto Repair and Tire, LLC received a DMV general repairer license to operate a full service auto repair and tire business in the general commercial zone of 825 John Fitch Boulevard.

Industrial Development

John Fitch 1505, LLC located on the west side of Route 5 north of Kimberly Drive received approval for a site plan of development to build a new 8,000 square foot industrial building to be used for auto

repairs. The existing building on site and parking will be removed. 1496 Realty Associates LLC received site plan modification approval to build a 1,800 square foot warehouse addition for the storage of classic cars in the industrial zone. The Commission also granted two DMV dealers licenses for the wholesale of used cars to Import Wholesale LLC at 1429 John Fitch Boulevard and to Route 5 Motor Cars Inc. at 1161 John Fitch Boulevard which also received special exception approval for the use.

Cooley Realty, LLC was granted a special exception for the sale, rental, and service of heavy construction equipment for Powerscreen New England at 140 Nutmeg Road South. A two year temporary and conditional permit was also granted for the outdoor display of equipment.

Special exceptions were also granted within the industrial zone to SRL Irish Dance Academy and to The Bridge, an outreach program of Our Savior Lutheran Church, located in different units at 400 Chapel Road.

Carla's Pasta at 50 Talbot Lane returned to the Commission for a two year temporary and conditional permit for a temporary employee office trailer while their previously approved 177,000 square foot addition is being constructed.

Site plan approvals and modifications in the industrial zone included a 2,000 sq. ft. addition for Esteem Manufacturing at 175 South Satellite Road, a 900 square foot addition for Twin Manufacturing at 273 Chapel Road, a 6,000 square foot addition for Eagle Tissue at 70 Bidwell Road, and a 5,700 square foot addition and storage building for GDS Estimating at 470 Governors Highway.

The John Fitch Distilling Company was granted a new site plan of development for a distillery and tasting room at 51 Glendale Road.

Town Projects

A special exception site plan of development approval was granted in August of 2015 for the new 75,600 square foot Orchard Hill Elementary School. Later in the year another special exception site plan of development was granted for the Town of South Windsor Fairgrounds at Rye Street Park to become the permanent home to the

Planning and Zoning Commission

Wapping Fair. The site will have recreational fields and, if needed in times of severe weather, be used for temporary debris storage.

The final report of the Main Street Preservation and Planning Study was published in February 2016. Vice Chairman Bart Pacekonis acting as Steering Committee Chairman and Commissioner Stephanie Dexter spent many hours over the year facilitating public meetings with residents and presentations by The Cecil Group, planning consultants chosen to identify a shared community vision for Main Street's future and to offer preservation planning strategies. The study was funded by a Vibrant Communities Initiative Grant from the Connecticut Trust for Historic Preservation. It is the Commission's hope that this study will serve for use a reference, guide, and inspiration as South Windsor moves forward in time to meet change as will inevitably occur along our historic Main Street.

The Commission would like to thank the public for their 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.

Gary Bazzano
Chairperson

Building Department

Our department ensures compliance with current Building and Mechanical Codes, State Statutes and Town Ordinances. The Building Department's personnel are dedicated to the health, safety and general welfare of our community of residents and business people, through thoughtful communication and excellent service. We provide plan review, consultation and strive to make the permit process friendly, educational and provide the best inspection services possible. We inspect all new construction, renovations and properties to ensure compliance with the State Demolition Code, State Building Codes and the Town of South Windsor Blight Ordinance.

Our permit activity and inspections increased along with revenues. Fiscal Year 2015-2016 commercial and residential activity produced 2,314 permits, 2,518 inspections, \$1,014,138.22 in revenue and \$78,930,824.00 in total construction value.

We look forward to continuing growth in the commercial sector, as businesses consider South Windsor a consumer friendly environment. Our Department works with Planning and Zoning, Engineering, Public Works, Office of the Fire Marshal and the Facilities Division of the Board of Education, for a community that deserves a safe and secure quality of life.

Christopher J. Dougan
Chief Building Official

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.



South Windsor CERT

In 2016, the South Windsor Office of Emergency Management (SW-OEM) began transitioning into the new Emergency Operations Center (EOC). This included establishing an amateur radio Emergency Communications (EmComms) center, which will be staffed and operated by South Windsor CERT members. In addition, SW-OEM will be working collaboratively with Region 3 and will host another regional CERT core class, which will increase the CERT membership.

CERT functions as a secondary responder organization, consisting 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.

Additional training CERT members have had and are being implemented, include:

- Shelter Management
- National Incident Management Systems 100, 200, 700, 800
- Basic First Aid & CPR
- Traffic Control
- Eversource Basic Training
- Light Search & Rescue
- Emergency Communications (EMCOMMS) procedures
- EOC support: Communication, scribe, message tracking, WebEOC
- MDA-31 support staff
- Region 3 Medical Reserve Corps (MRC) partnership (logistics & Radios)
- Regional RESF-11 (Animal Protection) Animal shelter

- Conducted drills & exercises: functional and Full scale
 - ◇ State EPPI exercise
 - ◇ Communications
 - ◇ Shelter Management
 - ◇ Light Search & Rescue

Outreach & Preparedness Programs:

- Farmers Market
- Wapping Fair
- Chamber of Commerce EXPO
- American Red Cross, South Windsor FMO & FD—Smoke Detector campaign
- 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
- Working collaboratively with Law Enforcement, Fire Department, Health Department, and the Fire Marshal's Office: with outreach programs, training, upcoming town events
- Bio-hazard kits designed and compiled for law enforcement and fire personnel. This was completed in collaboration with the Health Department and other Town agencies.
- Outreach programs for the Chamber of Commerce, faith based organizations, farmers, seniors, medically and physically dependent persons
- Neighborhood Emergency Teams (NETs)
- Short & Long Term Recovery Workshop with FEMA, DEMHS, Region 3, Local municipalities, and South Windsor local agencies, and stakeholders

The Office of Emergency Management is working with other Town Agencies, the Region and State to bring comprehensive EOC training, as well as Incident/Unified Command to EOC training to South Windsor. In addition, local Emergency Operations Plan (EOP) are being reviewed and updated to include the new EOC. South Windsor has received and continues to receive Emergency Management Performance Grant (EMPG) from the State's DEMHS, along with Homeland Security Performance Grants (HSPG) for the Capital Regional Emergency Planning Council, which provides regional assets, support, and training to South Windsor.

Jubenal Gonzalez
Deputy Director

Departments & Services

Top Ten Taxpayers 2015 Grant List (Net Assessment Dollars)

Rank	Name	Real Estate	Per. Prop	Motor Vehicle	Grand Total List
1	Eversource (CL&P)	\$1,992,200	\$57,897,590	0	\$59,889,790
2	Evergreen Walk Lifestyle Center (Shoppes at Evergreen Walk)	30,792,400	0	0	30,792,400
3	Aldi, Inc. Connecticut	23,601,800	2,101,650	0	25,703,450
4	FedEx Ground Package	5,409,108	10,431,580	0	15,840,760
5	Federated Retail Holdings	11,407,900	3,591,750	44,380	15,044,030
6	DST Realty	11,825,750	2,938,220	0	14,763,970
7	Town Center of S.W.	12,348,800	0	0	12,348,800
8	Connecticut Water Co.	2,127,300	10,181,010	0	12,308,310
9	Computer Services Corps	0	11,347,150	0	11,347,150
10	Carla's Pasta	3,468,700	7,867,370	0	11,336,070

Finance Department

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.

Finance Office

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.

Patricia Perry
Director of Finance

Assessor's Office

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 2015 Grand List assessments reflect 70% of the 2014 values, as required by Connecticut State Statutes. Listed at the bottom of the page are totals for the October 1, 2015 Grand List.

This List reflects the application of the Town wide revaluation of all real estate account values. Overall, the total Grand List increased by 1.86% compared to the 2014 Grand List. Real Estate and Motor vehicles experienced increases of 1.80% and 4.06% respectively while the category of Personal Property experienced a .47% increase.

Mary Huda
Assessor

Collector of Revenue's Office

The Collector of Revenue's Office is responsible for billing and collecting all taxes and residential and commercial sewer user fees. For the 2014 Grand List, the collection rate was 98.8%.

Total collections equaled \$97,204,347. These collections consisted of

\$90,973,478 for current year taxes; \$1,270,284 for prior year taxes; \$653,414 for interest charges; \$6,204 for warrant and lien fees; and \$4,300,967 for sewer user fees, interest charges, and liens.

Bonnie Rabin, CCMC
Collector of Revenue

Fire Department

Your South Windsor Fire Department continues to serve our great Community in a very professional means with over 125 dedicated members. Our members are all residents of South Windsor and truly enjoy serving YOU!

Our members dedicate hours and hours each week – Officers even more, saving the Town millions in salaries.

Throughout the year we provide numerous services, both to our Community and surrounding communities.

A few incidents from within South Windsor: the vast majority of incidents involve MV Crashes, thankfully, not too many with serious injuries / deaths. We also respond to hazardous material incidents, as well as a supplemental First Responder supporting the SWPD and Ambulance service of Manchester. There were two significant fires this year, a home on Mohegan Trail and the Episcopal Church on Sand Hill Road.

October 1, 2015 Grand List Totals

	GROSS ASMTS.	EXEMPTIONS	NET ASMTS.
Real Estate	\$ 2,160,395,641	\$ 27,720,580	\$ 2,132,675,061
Per. Prop.	272,704,520	69,646,560	203,057,960
Motor Veh.	217,673,720	6,982,870	210,690,850
TOTALS:	\$ 2,650,773,881	\$ 104,350,010	\$ 2,546,423,871

Total Net Grand List Assessments

	2014 Grand List	2015 Grand List
Real Estate	83.8%	83.8%
Personal Property	7.8%	8.0%
Motor Vehicles	8.4%	8.2%



A few incidents where we supported the surrounding communities:



One of the most critical components of the Department is the Training Division. Our Training Division Officers and Rescue Squad provide some of the most State of the Art complex drills. Our members have received training to meet all needs. This remains one of the key areas of focus for the operations of the Department:



The Department cherishes our long standing history and traditions. One of those is attending parades. This year, the Hartford St. Patrick's Day Parade was lead by long time member Walter Moriarty. Little did we know at the time, this would be his last parade as he passed away later in the year after serving over 50 years.



We are also heavily involved in the

Community, from attending all public events, supporting food drives, Wapping Fair, Strawberry Fest, Paws in the Park, the list goes on and on. Even a Circus Smirkus! We were recognized for our service to the Town by the SW Public Works Department – what an Honor! Part of the Ground Breaking ceremony for the New Orchard Hill School.



The Department HONOR GUARD continues to professionally represent the Department and Town and numerous local, regional and national events from the SW High School Graduation, numerous SWFD events, Relay for Life, Wreaths Across America, Red Sox Games...these members make us Proud. We honored the one and only SWFD Line of Duty Death at a Ceremony at the National Fallen Fighters Memorial in MD and purchased a brick to carry on his memory.



Departments & Services



When not engaged in official Department activities some members represent the FD while playing SOFTBALL and won their Division Championship! Others assisted Boy Scout Eric Hofmann is obtaining an artifact from 9-11... more to follow on that! Officers attend higher level education through scholarships, savings the Town \$\$\$.



One of the other main areas of concentration is educating the public on Fire and Life Safety topics, aka Fire Prevention! In addition to the Firefighters that assist in this area, we have a very dedicated group of members, non-firefighters, that perform these educational sessions year round and work closely with the SW Fire Marshal's Office. This year we teamed up with the Red Cross as part of a nationwide SMOKE ALARM / DETECTOR Campaign to make sure EVERY home has a WORKING Smoke Alarm!



In closing, the SWFD responded to over 800 incidents and logged nearly 100 community events that they attended.

Our membership is made up of approximately 75 Firefighters, 10 Chief Officers, 15 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

Kevin Cooney
Fire Chief

Fire Marshal's Office

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 three 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 Vistar Warehouse, American Freight, Nixs, OPM, and Evergreen Walk development. 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 2015-2016 inspections totaled 1,545 with a total of 27 investigations. We continue to work closely with the South Windsor Police services to investigate and prosecute all arson cases.



The members of the Fire Marshal's Office continue to keep up with current Code and fire investigation techniques by attending advanced classes at the National Fire Academy and Connecticut Fire Academy. The total training hours for Fiscal Year 2015-2016 was 248 hours.

Fire Marshal Summers has been appointed President of the Connecticut Fire Marshal Association, President of the Capital Region Fire Marshal Association, and a member of the Board of Directors of the CT Chapter of International Association of Arson Investigators.

For service please call 860-282-0669 extension 1.

Walter Summers
Fire Marshal

Health Department

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, farmer's markets, 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.
- Helping ensure clean drinking water.
- Tracking, investigating and stopping diseases and other public health threats (e.g. foodborne illness, HIV/AIDS, etc.).
- Responding to public health emergencies and natural disasters when they strike.
- Informing the public about health problems in the community and how to stay safe.

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.

In the Fiscal Year 2015-2016, the Health Department saw some staffing changes. Heather Oatis was promoted to Environmental Health Officer after completing the National Environmental Health Association's Registered Environmental Health Specialist/Registered Sanitarian certification exam. Additionally, the Health Department welcomed Diane Collelo as the new part time Environmental Health Specialist. The Health Department was involved in many environmental health activities during the year. The Health Department was involved in emergency preparedness planning through participation in Mass Dispensing Area (MDA) #31 and Emergency Support Function (ESF) #8 Public Health meetings and events. MDA #31 evaluates and prepares for public health threats such as pandemic flu, as well as preparation for emergency events related to bioterrorism, natural disasters and other events. The Health Department was the recipient of a grant from the Connecticut DPH Lead Poisoning Prevention Grant for outreach efforts to prevent childhood lead poisoning.

The Health Department has been working to develop electronic inspection software. This will allow for more efficient use of inspection time, expanded report generation capabilities, and less bulky file storage in years to come as all inspections will be kept electronically. Both staff in the Health Department attended several trainings to maintain required certifications and keep abreast of the most current inspection methods, procedures, and policies. These trainings included Subsurface Sewage Technical Standards Update, Lead Inspector/Risk Assessor Recertification, Certified Pool Operator Certification, Food Inspector Recertification, Shelter Training, Soil Training, CT Association of Housing Code Enforcement Officials trainings, CT Environmental Health Association trainings, and several webinars covering many topics,

Additional routine 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 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 **Fiscal Year 2015 -2016**

Food Protection:	
Food Est. Inspections	140
Food Est. Re-inspections	20
Temporary Events	
Vendors	77
Itinerant Vendors	4
Plan Reviews	10
Consult/Construction Insp.	14
Food Protection Investigations	9
Health Inspections:	
Daycare Facilities	11
Motel/Hotel	1
Public Pools	19
Public Pool Re-inspections	13
Lead Poisoning Investigations	1
DCF Residential/Day Facility	1
Subsurface Sewage Disposal	
Site inspections	30
Deep Test Holes	13
Percolation Tests	9
Permits – New Construction	1
Permits – Repair	9
Septic Plan Reviews	9
B100 Applications	11
Private Wells	
Well Site Inspections	8
Well Permits	4
Laboratory Activities	
Potable Water	13
Ticks	3
Rabies	0
Complaints:	
Food Protection	9
Housing	6
Refuse/Garbage	6
Rodents/Insects	2
Water Quality	3
Mold	2
Other	5

Heather Oatis
Environmental Health Officer

Departments & Services

Human Resources Department

The Human Resources Department supports Town departments in a number of key areas. The 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. During Fiscal Year 2015-2016 Human Resources filled fifteen full-time positions and five part-time positions. During this Fiscal Year, the Town also had six long-term and extremely valued full-time employees retire. We wish Melanie Crucitti, Director of Finance; Matthew Reed, Chief of Police; Ronald Asselin, Administrative Manager; John Marchesseault, Assistant Director of IT; Michael Rusotto, Police Agent; and Charles Danna, Assessor a very "Happy Retirement".

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. The Director has concentrated on ACA Compliance for the present and future years.

In addition, the Human Resources Director oversees all labor relations and contract management. During Fiscal Year 2015-2016, the HR Department coordinated the negotiations and ratification of all five collective bargaining agreements within limitations the Town can afford while also recognizing the value and contributions of Town employee groups. We continued our efforts to reduce health care costs while maintaining comprehensive benefit plans for Town employees.

This Fiscal Year the Department coordinated a number of employee training sessions that included topics such as CPR & AED, First Aid, Bloodborne Pathogens, and Customer Service.

The Director of Human Resources serves as the Advisor for the Health & Safety Committee, which also has a Wellness Subcommittee that she leads. The Wellness

Committee organized and hosted a Health Fair for Town Employees and Fire Department Personnel. They also held nine Wellness Seminars that included topics such as the Power of Positive Thinking, Nutritious Meal Planning, Dealing with Difficult People, Burnout and Stress Management, and Emergency Preparedness. There were a few groups of employees that participated in either one or both of the Walking Challenges.

Encouraging employees to take an active interest in their health by promoting wellness is not only beneficial to employees. Employees gain techniques to attain and maintain a healthy lifestyle so that they can improve their quality of life and have more energy and be happier at home with their family and friends, while at the same time it is also proven to increase productivity and reduce health care costs. "When "I" is replaced with "we", even illness becomes wellness!"

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 2015-2016.

*Vanessa Perry
Director of Human Resources*

Human Services Department

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 Adult and Senior Services and Youth and Family Services:

*Director of Adult and Senior Services
Andrea Cofrancesco
Director of Youth and Family Services
Liz Langevin*

Adult and Senior Services Division

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 2015-2016.

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. Staff works with a variety of homecare agencies, the police, local hospitals, state agencies, civic, religious and school groups.

The Division administers several programs that benefit South Windsor residents. These include the private Food & Fuel Bank and Special Needs Fun, 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 Director serves as South Windsor's state mandated Municipal Agent for the Elderly.



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



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

- 408 CEAP Energy Assistance Applications Processed (238 elderly; 63 disabled)
- 118 contacts for assistance with Medicare Part C & D
- Intake 288 Homeowners Tax Relief and 209 Renter's Rebate Applications
- 91 applications totaling 211 persons used the private Fuel Bank

- 38 applications totaling 91 persons were assisted through Operation Fuel
- 190 families used the Food Bank serving over 423 people
- 193 Thanksgiving baskets were distributed benefiting 457 people
- 88 families with 203 children received Holiday gifts along with 40 Seniors
- 47 families with 118 children received backpacks and shoes from a cooperative program with Salvation Army and local businesses
- AARP Tax Preparer's did 233 returns and helped an additional 40 with questions, totaling 273

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 Social Services. Cases are managed with an intergenerational approach. Advocacy and/or a coordination of services for these clients coupled with applications for entitlement programs, short-term crisis intervention & social contact in the continuum of care is the primary focus of the outreach component of Human Services. During this Fiscal Year, a total of over 165 home visits were made by social services staff. An increased effort was made to hold presentations at senior housing complexes to provide information on services; 48 people were in attendance. In addition, caseworkers assist with applications for energy assistance at housing locations 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. During Fiscal Year 2015-2016 this program met four days per week, 3 hours per day and offers older residents with physical or cognitive losses social stimulation and supervision. A primary community support service that prolongs one's ability to remain in the community, it also provides respite for caregivers. The program accommodates 16 participants.



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.

Statistics for Fiscal Year 2015-2016:

- 30,000 swipes
- 1,300 regular users
- Over 400 participants in physical fitness activities swiping over 5,000 times which includes 35 people participating in twice a week light aerobics
- 8,452 hot meals were served to seniors 60 years of age and older every day except holidays and weekends, up by 890 meals during the previous Fiscal

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Year! A hot lunch provides much needed socialization as well as nutritional value.

- 1,903 (over 400 unduplicated people) trips to museums, theaters and restaurants
- 79 people attended 2 overnight trips to Penn Dutch and Quebec City
- 145 participants in Art classes
- 300 participants weekly in on-going games including dominoes, cribbage, setback, bridge, hand and foot, mahjong, poker, LCR dice and rummykub.
- 33 Gazebo events consisting of 604 participants
- 792 unduplicated people attended trips and on site events combined
- 1 Safe Driving classes were offered with 26 attending, which saves money on insurance for older drivers
- 63 people took advantage of Computer classes held at Timothy Edwards Middle School
- 57 people were served in Smart Phone classes
- Housing Alternative Fair was held with 100 people attending and 15 vendors



The Senior Center "Senior Connections" is a monthly publication mailed to 2,000 households and to over 300 people via email, using the Town's Everbridge system. In addition, the newsletter is on the Town's website.

Special Activities at the Senior Center

- 75-125 participants attend special events that are held to correspond with holidays such as Memorial Day, Veteran's Day, Mother's and Father's Day, Halloween, Christmas, etc.
- Over 162 people attended the annual senior picnic, one of our biggest events of the year.

- Intergenerational activities were offered including an intergenerational crafts event and Bending Gravity entertainment with a combined total of over 300 in attendance.
- 1,700 children were read to in all five elementary schools utilizing 35 volunteers, with over 100 books being donated by DST Output to the classrooms and school libraries.



Health and Wellness

A major health emphasis continues to be made to provide wellness clinics and informational talks. The Town of South Windsor contracts the Visiting Nurses & Health Services of Connecticut, Inc. to check blood pressure and blood sugar and talk about general health.

- 629 served at weekly Elder Wellness Clinics at Senior Center and monthly at Low Income Housing sites
- Over 250 attendees, 202 flu shots and 22 vendors at the 5th annual Flu Clinic/Health and Safety Fair
- 288 were served at a monthly Foot Clinic
- 132 served in monthly Ear Wax Clinics and quarterly Hearing Clinics
- 214 attended a variety of seminars on health related topics including hypertension, vertigo, choosing a doctor, memory enhancing programs, mindfulness and more
- 251 combined people attended educational topics such as Pre Planning a Funeral, Advanced Directives and Probate



Physical Fitness and Exercise Programs

- 4,000 swipes with 300 participants in weekly exercise programs provide older adults with a safe, non judgmental location to stay healthy includes yoga, tai chi, zumba, strength training, line dancing and pilates
- 40 regular participants with an email distribution of over 100 in the Pickleball Program, a cross between badminton and tennis is held at Timothy Edwards Middle School and the Board of Education building.
- 15 walkers meet twice weekly at Nevers Road Park



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, including:

- 308 cars came through to drop off 1,154 pounds of unwanted medication during two Medication Disposal Days
- 25 registered in the Yellow Dot Program, which is designed to provide emergency responders with information on a senior driver in the event of an accident.
- 30 attended programs on scams and emergency preparedness

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 this Fiscal Year to meet the demand for transportation to Hartford.

- 70,354 passenger miles for the year were provided for Seniors & Disabled residents which also included daily trips to Manchester Sheltered Workshop.
- 1217 rides to medical appointments were provided (an increase of 305 rides from Fiscal Year 2014-2015)
- 19,972 trips were made
- 575 unduplicated people used the service



Volunteers

Programs within the Adult and Senior Services Division would not exist without the commitment of dedicated and tireless volunteers:

- 250 volunteers in variety of programs: reading in the schools, meals on wheels, friendly shoppers, flu clinic volunteer staffers, newsletter collators, activity coordinators and trip captains, food bank volunteers, telephone reassurance and more.
- 30 participants in the Super 60's Sportsmen undertaking service projects in the community and at the Senior Center.
- 35 volunteers in The Community Service Group, in it's fourth year: services and projects for South Windsor and the surrounding towns including making sandwiches for the homeless, baking for homebound seniors, hosting a blood drive, adopting a family and more.

- \$69,210 annual cost if 250 volunteers donated just one hour per month, at the national rate of \$23.07 an hour

Andrea Cofrancesco

Director of Adult and Senior Services

Youth and Family Services Division

"Creating and fostering opportunities for South Windsor youth and their families to learn and grow in positive ways."

The Youth and Family Services Division of Human Services provides support services and programs for youth and families of South Windsor. These services include positive youth development programs, prevention and wellness initiatives, short term counseling and referral services, therapeutic and support groups, juvenile justice programs, parent education and support.

South Windsor Youth & Family Services is one of 103 Youth Service Bureaus that serve 142 across the state of Connecticut.

2015-2016 Statistics

- 2,045 youth participated in our positive youth development programs
- 2,415 visits to the Teen Center during drop in hours- **a 40% increase from 2014-2015!**
- 68 individuals referred for counseling/ support
- 402 individuals received parent education / parent support services

In addition to Town funds, we also receive funds through the State Department of Education, the East of the River Substance Abuse Elimination (ERASE) and community grants and donations.

SWAN—South Windsor and Neighbors Parent Education and Support

The South Windsor and Neighbors Program (SWAN) provides parenting information and support programs to families in South Windsor and surrounding communities. The goal of the program is to promote positive parenting and awareness of issues facing today's families and children.

SWAN programs follow the National Extension Parent Education Model which emphasizes care for self, understanding, guiding, nurturing, motivating and advocacy.

The past year has been a positive one for SWAN. Thanks to the support of the community, we were able to offer a wide variety of programming for parents. We had presentations on potty training, developing good sleep habits and how to manage temper tantrums in young children. For parents of children with special needs, we had Dr. Deiter-Sands present on "Special Needs, Special Parents." SWAN also worked with Autism Spectrum Resource Center and offered two support groups for parents. Other workshops included, "ADHD and the Family, and Stepfamilies." Our Mother/ Daughter group continues to attract moms and their elementary age daughters, as does our Grandparents Raising Grandchildren support group. Ginny Molleur is our Parent Educator/SWAN Coordinator.

South Windsor Teen Center

The Teen Center welcomed a new Program Coordinator this year, Liane Lussier Smith. Liane comes to the position with experience in clinical social work and working with children and families in multiple settings. Reviving existing Teen Center programs and creating some new opportunities for middle school and high school youth has been a focus of her work, along with ensuring that the Teen Center remains a safe, supportive and substance free setting.



Thanksgiving at the Teen Center

Throughout the school year there were opportunities to build inclusion, such as Thanksgiving Meal Event, which was one of the largest high school events hosted last year. Forty high school students attended the event and each and every person shared something or someone they were thankful for. There were also opportunities to promote healthy living and prevention strategies during the "Better Things to do Than Drugs" activity –where students drew pictures of positive, pro social activities or hobbies and ways to spend their time instead of using drugs or alcohol, or during

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the Mindfulness Series- where high school students were invited to participate in various stress relieving activities to promote positive coping skills and increased self awareness. Middle school students were welcome to the Teen Center on Friday nights during regular drop in hours – where various themes and events are held, such as air hockey tournaments or “Minute to Win it” challenges. Middle school students were also welcome on Tuesday afternoons as part of the Timothy Edwards Afternoon Matinee program – where students could sign up ahead of time to take part in a 6 week session that included taking a bus from TEMS to the Teen Center and engaging in structured social activities. Both high school and middle school drop in hours averaged close to 30 students each day!

This year, the Teen Center also started a group for 8th-12th graders called “Teen Talks”. The group meets monthly and encourages open dialogue about common struggles or issues pertaining to teens in a safe place where the group can help problem solve in a positive, structured group setting.



Teen Center Youth Council

The Teen Center Youth Council continues to be an inspiring component to the Teen Center, as there is a consistent group of high school students who work together to enhance teen center activities and get involved in the community through various volunteer projects. This year the youth council found many meaningful ways to give back – whether it was planning a talent

night for the Senior Center, hosting family Bingo Night for Youth & Family Services or offering time to help at MACC charities, many life lessons were learned and a lot of fun was had!



Holiday Card Party for Nursing Home

The Rising Stars Community Service Program started off the summer of 2016 with eager participants and staff! The program continued to incorporate teambuilding activities along with many longtime meaningful projects such as helping town departments like Parks and Recreation, Public Works, and the TRACS Animal Shelter but also expanded its community presence with help from the SW Food Alliance. Rising Stars participants had the opportunity to learn more about healthy living and healthy eating tips by helping to maintain and care for multiple school gardens as well as helping with the new Indoor Hydroponic Vertical Garden on George Road in South Windsor. Many guest speakers enhanced the program as well by coming in to talk with participants about food, stress management, finances, exercise and self exploration.

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. Kathy Reed is our School Outreach Specialist.

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 102 South Windsor High School and Middle School students participated in the program!

The South Windsor Mentoring Program is a partnership between Youth and Family Services, the South Windsor Board of Education, and the Chamber of Commerce. The South Windsor Mentoring Program matches adults from local businesses and the community with students at Timothy Edwards Middle School. There were 16 TEMS students that were paired up with adult mentors this year.



Mentoring Picnic

SADD - Students Against Destructive Decisions. SADD is co-advised by Dr. Mike Bombara of South Windsor High School and Kathy Reed, Youth and Family Services' School Outreach Specialist. 62 High School students committed to this group for the school year. The group was very busy this year with several great projects that included SADD Makes You Happy, Safety Seat Belt Check, Prom Promise and Relieve the Stress Fest.



SADD Youth 2 Youth Training

Cops, Coffee & Conversation has proven to be a successful program, that is a collaboration between Youth & Family Services, South Windsor Public Schools and South Windsor Police Department. We had 137 parents attend multiple events to learn strategies on how to keep their children safe during the 2015-2016 school year.

The 6th grade celebrated “Healthy Living Week” in April (formerly Smoking Prevention Week). The students were active participants in the “Healthy Choices” Mime Show, which highlighted ways to stay strong and confident. They were reminded about the importance of saying no to smoking, drugs, excessive screen time and unhealthy eating. Additionally, high school students representing SADD presented an activity on Friday morning to reinforce all of the topics that had been highlighted during the week. We utilized our Local Prevention Council Grant to fund this prevention activity.

Youth Counseling & Positive Youth Development Programming

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

Our Youth Counselor, Eileen Adler, planned some new and exciting programs this year. She felt that there was a need to incorporate more opportunities for families to learn about health & wellness together. She held two yoga events for families, with one being a very fun glow light yoga! Parents and children enjoyed having some time to move stretch and relax while having fun and connecting with one another.



Glow Yoga

A new workshop on how to cope with test anxiety and stress for high school students and parents was offered around midterms.

The summer arts program held for the past 5 years provided an opportunity for 18 children to do crafts, play and socialize.

Moving On Up had 58 students attending a transition program for students entering Timothy Edwards Middle School. Individual, group and family counseling continues to be offered to families in our community.

Eileen facilitated an 8 week bereavement group at the high school as well as a Girls Circle group for 6 weeks. Both groups provide students with the opportunity to develop skills to better cope as well as gain support from their peers.

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. SWAFF members include: youth & family staff, parents, youth, school staff, police, and other community members.



Mother/Daughter Circle Trust Walk

This year, in addition to hosting some fun family events, we held a spring lawn sign campaign that included three different signs over the course of six weeks. The signs were related to youth & family safety issues.

For details about SWAFF as well as substance abuse prevention information for parents, please log on to www.southwindsor.org/SWAFF



SWAFF Lawn Sign Campaign

We are currently looking for community members to join SWAFF!

*Liz Langevin, LMSW
Director of Youth and Family Services*

Information Technology

The Information Technology Department continues to support all of the Town Departments while also working on other IT-based initiatives throughout South Windsor.

The shared services agreement between Coventry, Tolland, and South Windsor was renewed for another year. Thanks to this agreement, for the fourth consecutive year, we applied for and were awarded the Intertown Capital Equipment Purchasing Incentive Program (ICE) Grant. Again, this allowed all three towns to purchase much needed equipment at a substantial savings. We were extremely pleased to be awarded this grant, as the State of CT has announced it will no longer be offering the grant beginning next year.

The IT Department continues to support the Public Library as well. We were able to make some great improvements for them this year. A new network switch as well as a new firewall were installed, greatly improving both network performance as well as security. In addition, the Library was connected to the Town Hall via fiber optics. This allowed us to connect the Library to the State’s CEN fiber network, which is a vast improvement over the dsl connection they had previously. This was extremely important, as the State had no funds or plan to improve the connection speeds for the Library.

As well as the Library, we were able to expand our fiber optic network in other areas this year. We connected the Community Center to the Police Department with additional fiber strands, creating a redundant loop between the those two buildings and the Town Hall. This increases the bandwidth between buildings, allowing data to travel much more quickly. With the loop, if one of the connections between buildings were to fail, the data would then travel in the opposite direction and still make it to its destination.

The Information Technology Department worked very closely with the Police Department to develop and launch the new Police Department Website. The initial site

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was outdated and in need of an upgrade. Many hours were spent working side by side, designing and implementing the new site. Working towards meeting the accreditation requirements, IT and PD staff went through a continual process of gathering valuable feedback and making changes to the site. The final product is a clean, professional, easy to navigate website that is a huge improvement over the previous site.

Along with supporting all of the Town Departments this year, IT was highly involved in the planning and construction of the South Windsor Annex/Emergency Operations Center. Throughout Fiscal Year 2015-2016, there were ongoing meetings between IT, Facilities, Health, Fire Marshal the Architect and the Construction Contractor. On November 17, 2015, construction began.

IT was also tasked with designing the technology build out of the new facility. One of the largest decisions that was made was the purchase of the video wall. The wall consists of two rows of six, fifty-five inch televisions. The wall is controlled by a software product called, Hiperwall. This allows us to share anything contained on a number of computers up onto the wall. We can move, resize and duplicate any image into any configuration across the twelve televisions.



It was a long process conducted over a number of months. Many different options were considered an thoroughly researched

before coming to a final decision. Once the product was determined, it was necessary to find a vendor that could successfully implement the planned design. After the RFP process, three vendors were chosen as potential candidates and interviews were held to determine the most qualified vendor. Shortly after, a contract was signed for the installation.

Along with planning the design of the new building, IT also developed a plan for the IT office space in Town Hall. After careful consideration, it was determined that there were three main priorities. The two most important things we needed were storage space and work space. Our storage was split between a facility in Manchester, the IT room and conference room closets and our workspace was almost non-existent. Lastly, we felt it was a good idea to move the TV station equipment out of the Building Maintenance room and into the IT room. This will bring the TV equipment into the clean, secure server room and will also free up space for Building Maintenance in their office.

During Fiscal Year 2015-2016, the IT Department assisted the Finance department with the decision and process to change over to a new Tax Billing and Assessment system. Through an RFP process, it was determined that QDS was the best fit to accommodate the needs of the Town of South Windsor. At the end of the year, a contract was signed with QDS.

Scott Roberts, CGCIO, GISP, MPA
Chief Information Officer

Parks & Recreation Department

Fiscal Year 2015-2016 marked our sixth 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 the same - providing enhanced customer service and exceptional experiences through quality programs and facilities. In addition to the 400+ recreation programs (accommodating well over 80,000 participants) 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 our people, parks and programs!

The following is a recap of our highly successful sixth fiscal year of joint operations. Some highlights of our accomplishments that exemplify our continued commitment to parks and recreation to benefit our residents are outlined below. Once again, we hope you have experienced and appreciate at least one of a number of changes or improvements to your Parks & Recreation operation over the past year.

- Prepared Rye Street Park for: (1) the Boys Regional year-end lacrosse tournament on June 11th & 12th accommodating 70+ teams from 30 towns drawing thousands of visitors to South Windsor's athletic fields and local businesses; (2) a 60+ team soccer tournament for the SW Soccer Club the weekend of Oct. 24 & 25. Six 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; (3) and another 48 teams on 6 fields at Rye Street Park for the boys lacrosse tournament on April 23 & 24.
- Our second year running the TEMS Ski and Snow Board Club program after decades of successful administration through the school system we are proud to say 87 Middle school students participated in weekly trips to Mt. Southington and weekend trips to the likes of Okemo, Mt. Snow and Sunday River. The program is operated as part of our Afternoons at Timothy Edwards program.
- Prepared for the Girls lacrosse tournament the weekend of April 23 & 24 accommodating 20 teams on 5 fields at Nevers Park. This included mowing, line painting, erecting tents, deploying picnic tables and sprucing up the park.
- Our Facebook page launched on March 7, 2014 reached 1,330 "likes" this year (an increase of 525 since last year at this time) becoming an extremely valuable marketing tool.
- The South Windsor FOOD Alliance (SWFA), a sub-committee of the Park & Recreation Commission, conducted their most successful Outdoor Farmer's Market to date from mid-June to mid-October on the front lawn of the

Community Center drawing well over 1,000 visitors weekly!

- SWHS Stadium Project – Construction of the new synthetic turf field was completed on time for the annual Thanksgiving Day football rivalry with Rockville High School. A User Policy was created by Parks & Recreation and BOE staff, approved by the BOE and shared with all local sports organizations.



Dave Turkington towing the new grooming equipment for the synthetic turf at the high school stadium

- We successfully completed the process of moving all Department equipment and supplies from the Old Post Office to a new rental facility on Edwin Rd. off Rt. 5. This allowed for the development of the new E.O.C.
- New Web Site – Nearly a month ahead of schedule – we successfully launched our new website on Mon., Sept. 28th!! The new site, with Civic Plus, is user friendly for the public to navigate with a clean, fresh, simpler look and feel. It is also far easier and faster for staff to update and maintain with many new features.
- We developed a new picnic grove adjacent to the back lawn of the Rotary Pavilion at Nevers Park, by thinning and pruning trees, and adding top soil to the former forest bed for seeding.
- Crew members removed 312 linear feet of rotted and fallen stockade fence on the property line separating the Nevers Park athletic fields from the residency at 60 Nevers Road and replaced it with a brand new commercial grade fence.



Crew members, Mike Hanrahan, Dave Turkington, and Brian Sullivan replace stockade fence at Nevers Park

- Red Sox Trophy Day – Was a huge success on September 13th from 10am to 2pm at Wapping School (moved indoors from the Little League complex due to threatening weather). Over 300 people enjoyed the 2004 Red Sox World Series championship trophy. DJ “Mark the Shark” from 96 TIC FM served as emcee for the day and over \$1800 was raised for the American Cancer Society. Attendees were able to grab a photo-op with the 2004 World Series trophy, enjoy a “ball park frank”, have some fun with three inflatable games, and test their pitching speed at the “radar” booth. Thanks go out to our two new friends Mark Austin and Dave Charron from Your Vacation Dreams for sponsoring the event!
- Summer Day Camp – We are very ecstatic and proud that our brand new Navigators camp for young adults with special needs reached enrollment of 8 campers the week of 7/20-24 – well done Cheryl Gerber & Co.! On another proud note: the second annual Run4Camp fund raiser voluntarily put on by our entire summer camp staff was held on Sat., 8/8 and raised \$2,927.19 for the Hole in the Wall Gang Camp. As a result our summer camp counselors were nominated for an award by the non-profit organization Positive Tracks. The annual “Sweaty’s” award ceremony was

held May 6th at Fenway Park to which we sent 10 camp staff to receive their award from TV celebrity Patrick Dempsey! We are blessed with an incredibly caring and dedicated young summer staff!

- We assisted with logistics and site preparations for Circus Smirkus held on the front lawn of the high school on Sat., July 18 and Sun., July 19. This marvelous circus was in town, and received thunderous applause for their phenomenal performances! This award winning international circus featured all youth performers in a dazzling and amazing Cirque du Soleil type display of the circus arts. Shows were at 2pm & 7pm Sat., and 1pm & 6pm on Sun.
- The Ayers Road Softball Field Project valued at nearly \$350,000 was completed at half that cost due to a herculean effort by our parks crew. They did all of the demolition work, built the new relocated infield, installed the warning track, poured concrete floors for the dugouts, installed the irrigation system, assembled and positioned bleachers & benches, and established natural turf from seed. The new fencing, scoreboard and electrical work was out-sourced. Many thanks go out to Kevin Foley from Liberty Landscaping for his assistance! On Friday, April 22 at 3:30pm the field was officially dedicated with a ribbon cutting ceremony prior to the South Windsor High School girls varsity game versus Hartford Public. The goal from the very beginning was to create a varsity softball environment that paralleled that of our varsity baseball environment, and... I think we have definitely accomplished that!



Mayor Delnicki, Matt Galligan & Kate Carter join the SWHS girls' varsity softball team for the official dedication of the new softball field on Ayers Road on April 22.

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- 4th R Before & After School Program enrollment hit an all-time high of 340 in March 2016.
- For the first time we celebrated “July is Parks & Recreation Month” and we had something fun for folks to do on each of the 31 days! Moonlight walks in the park on Mondays, Kids parties at My Friend’s Place on Tuesdays, Work Out Wednesdays, Thursday night concerts, and Friday Flicks movie series to name a few made the month of July truly a parks & recreation month!
- Replaced and upgraded the two horseshoe pits and installed a new laser-cut steel welcome sign at Rotary Pavilion.



New laser-cut, powder coated steel welcome sign at Rotary Pavilion

- Ramped up preparations at VMP – removed 70% of old 4 foot high chain link fence in preparation for installation of new 6 foot high chain link fence, removed a series of diseased and lightening damaged trees, and refurbished the lower parking lot capping the paved roadway with fresh asphalt and replenishing the gravel parking areas with crushed stone topped with rolled stone dust to create a safer, level, and more customer friendly parking facility.
- Our Seals Swim Team won both divisional championships – again! The Seniors won by a huge margin of 272 points on July 30. All of our kids swam really well and almost all of them swam best times in their races, and the Juniors took their Championships on Saturday, Aug. 1st with 1017 points to Simsbury’s 774!
- FALL FEST – On Saturday, Oct. 17 thousands of eager participants converged on Nevers Park for Fall Fest 2015!! Just under 75 youngsters started the morning off with Jacob’s Jog – a .85

mile trail run at 10am, immediately followed by our Witch Way 5K trail run for all ages at 10:30am drawing another 100 runners. Runners and others completed the morning with a visit to the Farmer’s Market while enjoying live classic and contemporary rock music from the Petrones. The afternoon activities between 11am and 5pm included: live R&B music by the Cover to Cover band; a Craft Fair at the base of the hill at Rotary Pavilion with dozens of vendors, five food vendors serving options like hotdogs, burgers, chili, soup, homemade ice cream, kettle popcorn and coffee; pumpkin painting with the folks from Human Services, carnival games and moon bounce on the back lawn of the Pavilion; and Trick or Treating with the craft vendors. The evening was topped off with a hay ride and trek through the Haunted Torch Walk winding through the pitch black back trail loop! \$915.50 was raised by Jacob’s Jog & the Witch Way 5K trail runs split evenly between “Golf Fore Kids Foundation” in memory of Jacob Osit and “Monday Night Social Club”, and an additional \$1,250 was donated to Special Olympics from craft fair vendor fees. The Haunted Torch Walk alone generated over \$10,000 for Special Olympics – way to go Agent Littell!

- Replaced old telephone pole barriers once used for the Wapping Fair as an exit from Rye Street Park with heavy duty wood guard rails.
- Power Teams – In an assertive team effort to address areas of concern and improvement identified in our annual review workshops we initiated a new approach to resolutions by creating what we are calling “power teams”. Each member of our management team has been paired up with a partner that they may not collaborate with on a regular basis and assigned a specific topic. Each manager serves on no more than two “power teams”, and with a different partner. The “power teams” are expected to complete their assignments within the year and present their findings and solutions to the entire management team for review and finalizing prior to releasing any new policies, procedures or programs that will best reflect the department’s mission. “Power Teams” began tackling the following items this year:

Independent Contracted Service Providers, Marketing of our Parks, Registration Software, Ropes Course, Summer Sports Camps and Volunteers. We have already identified six additional topics to be addressed in the future.

- Removed the clay infield at the old lower softball field at Rye Street Park, back-filled with a sand/topsoil mix and installed sod over the entire area to increase the available open space playing surface to accommodate the growing youth sports programs at the facility. The adult softball program has dwindled to the point of only needing one field
- Letters to Santa – This new opportunity was well received with 67 letters collected and forwarded to Santa for response. The dedicated mail box was positioned beside the “Giving Tree” at the gazebo at Nevers Park. St. Nick wrote personal messages back to all the children and he in turn received a number of “thank you” notes from some of the “young believers”!! The “super-sized elf” has asked us to repeat this helpful service to him next year!!
- Skate with Santa accommodated one hundred and thirty folks in the holiday spirit on Saturday, December 13th, from 6:30pm-7:30pm at the South Windsor Arena spending time skating and visiting with Santa on ice. Nearly 100 unwrapped toys were collected and delivered to Toys for Tots!
- Set up our first-ever Parks & Recreation “Giving Tree” at the gazebo at Nevers Park to benefit the SW Food Bank.



Free Christmas trees were presented to 25 deserving families. Mike Hanrahan poses with one such grateful resident.

- Repairs to uneven pool gutters due to site settling at VMP were addressed by contractor, Tom O’Sullivan Welding.

- 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 Bobcat skid-steer with tracks, a Honda snow blower, a used Holder machine for snow removal, and a 66 inch Bobcat snow blower attachment were added to our inventory and success rate on the job!
- Group swim lesson enrollments at VMP were up at 840 as were private swim lessons at 345.
- As a result of productive discussion at our annual review crew members began acting on their idea planning for, marking out and clearing a trail for mountain biking and walking through the wooded area between the railroad tracks and the athletic fields at Rye Street Park. Designed by crew member Mike Hanrahan, who is an avid veteran mountain biker, the first of 4 anticipated trails incorporates a variety of elements that appeal to beginners and challenges more experienced bikers and hikers. Three bridges, constructed and installed in-house, were necessary to cross the Dry Brook and gullies. We are excited that this will be the first mountain biking trail within our park system.
- Of the 36 summer camp programs offered, 34 had sufficient enrollment to run for a total of 3,678 (883 more than last year - 31% growth!) registration received as follows: Our “Fab Five”, Adventure Unit , Camp Discovery , Trail Blazers, and Little Explorers accommodated 3,236 registrants with our Specialty Camps providing for 442.
- “Walk 4 Good, Our Trails, Your Cause” – Our first-ever Trails for Charities Day on Sun., May 22 on the trails at Nevers Park was a unexpected success accommodating over 140 participants, volunteers and spectators! The event was developed to accommodate the growing demand for charitable use of our trails without adversely impacting the general public's use of the park and to deliver it efficiently and frugally. Instead of expending resources singularly every time a group requested exclusive use of the trails we rolled it all into one shared day. Five different organizations were scheduled on the hour as follows: 9:00am—Journey Fund, Manchester (timed 5K run); 10:00am – Pulmonary Fibrosis (walk-a-thon);

11:00am—Alzheimer's (walk-a-thon); 12:00pm—Wapping School PTO (walk-a-thon); 1:00pm—Wapping Community Church (walkers will choose where their collected donations will go to any of ten charities that the church supports). Logistics, staff, signage and entertainment was provided by Parks & Recreation.

- Began site preparations at the Avery Street Orchard for “high tunnels” to be erected for year-round produce harvesting as part of a S.W. Food Alliance initiative supported by a \$18,000 grant from USDA, Natural Resources Conservation Services. Many thanks to Jeff Folger, Senior Environmental Planner for his active and knowledgeable involvement in this project!!
- Built two park benches with concrete legs and wood planks for the new “Artisan Park Bench” program in conjunction with the Human Relations Commission.
- Fishing Derby – More than 200 participants enjoyed the 32nd annual Fishing Derby on Saturday, April 23rd. The pond on Barber Hill Road was stocked with 185 trout, with roughly one-third hooked by young anglers! Thank you Super Sixties Sportsman Club and Cheryl Gerber for another successful fish story!
- Back by popular demand, we ran our fifth Pooch Plunge allowing over 150 canine companions an opportunity to enjoy the refreshing waters at VMP the day after closing to the general public.



Pooch plunge accommodated over 100 dogs and raised \$133 for T.R.A.C.S.

- Extra special attention and preparation was given to the complex on Ayers Road for Little League Opening Day and their 60th Anniversary celebration on Sat., April 30th.
- Reception to our 60 second live Facebook video “Camp Creamery” was incredible, motivating and encouraging. We posted it and within days we had 3,900 views and had reached 50,000 people!
- Our entire administrative staff continued to prepare for the eventual relocation to the re-purposed Wapping School as our “new home”.
- Veterans Memorial Park – A few changes were made for operation of the pools at VMP for the 2016 summer season. (1) We prohibited water guns as they tend to create behaviors that annoy patrons. (2) Until such time as we can create a dedicated “grilling zone” (which is a project on the drawing board) we curtailed the use of charcoal and gas grills on park grounds. (3) Weekend daily admission rates for non-residents increased from \$9 to \$12 for adults and from \$6 to \$8 for children.
- 938 youth across 13 divisions participated in our winter basketball program, down 24 participants from last year, the second year in a row to see a decline in numbers.



Granite panel installation at Memorial Wall @ VMP

- Memorial Wall Project at VMP – our parks crew went into an “all hands on deck” mode to assist the Patriotic Commission and local contractors with this project in order to make the May

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30th deadline. They erected the granite wall with the help of Kevin Foley and loaner equipment from Bobcat CT, they installed drainage behind the granite wall, they installed paver bricks in the newly created space on the Eagle patio between the existing monuments and the new granite wall, they rebuilt the brick planters around the flag poles, they pulled stumps and leveled the front admission gate hill and they finished graded and seeded the disturbed area all in time for the Memorial Day dedication. By far one of our most proud accomplishments of the year!



A beautiful Memorial Wall ready for Memorial Day ceremony!

- Barton Property Project- Phase I of this project was completed, which included clearing of an 18 acre stand of unhealthy white pines by an out-sourced contractor and construction of a large 3,050 cubic yard earthen berm (400 feet in length with a wide ranging from 40-58 feet) by Parks Division and Public Works staff with the tremendous assistance of Mitchell Trucking.
- 45th Annual Egg Hunt – The new turf facility at the high school was tremendous for our egg hunt! The field handled a rainy day like a charm! We did have to bring in additional P/A on the field in order for participants to hear announcements. For the first time we did use a DJ to provide background music and P/A for announcements and it definitely made the event more festive. We also added the scoreboard to the mix counting down the start of each hunt which was a huge hit as well. Despite the foul weather we estimated 2,000 kids collected 28,000 plastic eggs in two hours! Counting all the family members that accompanied the “hunters” we figure well over 4,000 people visited with us that morning. The event was once again proudly sponsored by Imperial Oil & Plumbing. The South

Windsor Community Women’s Club continued its’ generous practice of running their “Kids Fair” from 10am to 1pm inside the high school.

- Thanks to the generous donation by Rob Mannarino of Mannarino Builders staff from the parks and recreation divisions teamed up to cut and deliver 25 Christmas trees to deserving families in town diligently identified and referred through the Human Services Dept. This random act of kindness caught the attention of WFSB Channel 3 who did a terrific spot during the evening newscast on Dec. 3.
- The 4th R Before &After School program enrollment exploded by 19.4% with a monthly average of 333 pupils per month due primarily to the institution of “all-day” Kindergarten by the BOE. Previous years’ monthly averages were: 279 in 2014-2015; 272 in 2013-2014; 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 are proud to announce that 19% of all elementary students are enrolled in the 4th R program!
- Also offered the following new recreational programs: Red Sox Trophy Day; 13 new preschool classes; Early Release Wednesdays within the 4th R to accommodate the professional development days for the BOE; Mini-Camp for you-Two; Junior Adventurers Day Camp for 10-12 year olds; Navigators Day Camp for Special Needs; 9 new Specialty Camps; 45-minute Private Swim Lesson option; July is Parks & Recreation Month; Fun & Fit Zumba for Kids; Intro. To Breakdance; basic Acrobatics; Turbo Kick for Adults; Mommy & Me Ceramics; Adult Paint Night in the Park; Weight Loss Boot Camp for Adults; and Country Line Dancing.
- Presented eight deserving seasonal staff, part time staff & volunteers our annual “Above and Beyond the Call of Duty” awards and inducted two into our Hall of Fame.
- Adult Indoor Sports Leagues reached record breaking numbers with 22 women’s and 22 men’s volleyball teams, and 8 women’s and 14 men’s basketball teams hitting the hardwood floors for the fall/winter season.
- Kicked off a new community service initiative called “Pride in OUR Parks”

available to any local group or civic organization in town. Working in conjunction with our Parks Division groups can reserve a well-outfitted tool trailer for accomplishing basic parks and trail maintenance.



We fully intend to maintain this momentum and as such we will focus on the following major initiatives and goals for the 2016-2017 Fiscal Year:

- Plan for a successful relocation to Wapping School.
- Maintain affordable recreational opportunities for all ages during tough economic times.
- Continue to find creative ways to reach our residents through social media and use of video.
- Complete construction of “high tunnels” at the Avery Street Orchard for year-round produce harvest as part of a S.W. Food Alliance initiative.
- Continue purchasing of in-house video production equipment as a substitute for out-sourcing for marketing pieces.
- 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.
- Plan to take two athletic fields “out-of-commission” for major over-haul and repairs.



Challenger basketball awards ceremony at the basketball extravaganza on February 20th at TEMS.

- 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 completion of a major revision of the Park & Recreation Commission Master Plan of Development.
- Complete Phase II development of the Barton Property to include finish grading and seeding.

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.

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, Day Camp inclusion and Operation Graduation

(with the Board of Education); Parks & Recreation facility maintenance (with the Rising Stars Volunteer program through Youth Services, Down to earth Garden Club & “Pride in OUR Parks” program); administration of the South Windsor Walk & Wheel Ways, South Windsor Food Alliance & Youth Sports Initiative (with the Parks and Recreation Commission); Benefits for Businesses (with the Chamber of Commerce); the Memorial Day & Veterans Day Ceremonies at Veteran’s Memorial Park and Armed Forces Day at Nevers Park (with the Patriotic Commission & VFW); Fall Fest (with South Windsor Police Dept.) and Wreaths Across America (with American Legion Post 133).

The Parks & Recreation Department is assisted by the Park 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, subdivision 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 committee focuses on



Rotary Baseball Field ready for State American Legion Tournament



6:30am “Joga” in action at the Rotary Pavilion

supporting locally grown healthy foods and conservation efforts in town, and opened their second annual outdoor Summer Farmer’s Market at the front 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.

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 2016-2017!

PARKS & RECREATION AREAS

- Collins Sledding Hill: Located on Nevers Road directly across from the athletic fields at Nevers Park this 18.1 acre parcel had previously been leased from

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the Collins family for decades to accommodate public sledding in the winter months. SALE PENDING.

- Community Gardens: (1) Avery Gardens located on Avery Street boasts sixty-one 40'x20' plots with perimeter parking and water for irrigation. (2) Deming Gardens located on Deming Street is a brand new site under development and will accommodate dozens of 40'x20' plots, 20'x20' plots, 8'x4'x30" accessible raised planting beds, water for irrigation and ample parking.
- Fairgrounds at Rye Street Park: Located on Brookfield Street this 67 acre parcel formerly known as the "Barton
- Property" was added to Rye Street Park in 1997. In 2016, 17 acres was developed into an open greenspace to accommodate large events such as the Wapping Fair, a cricket field and storm debris storage should it ever be needed.
- 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); 2.2 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: 1 softball field (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, 3 miles of mountain bike trails 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!

*Ray Favreau, CPRP
Director of Parks and Recreation*

Planning Department

New construction of homes and commercial activity in South Windsor remained steady over the past year as we have seen many of our approved projects in some phase of construction. In the past year the Planning Department facilitated ongoing commercial development and industrial growth along Sullivan Avenue, Route 5, Governor's Highway and Oakland Road. The two large distribution facilities in the Sullivan Avenue Industrial zone came on line over the past year. Economic development activity continues to be producing new projects as well as expansion of existing business such as Carla's Pasta, GDS Estimating, Sullivan Place Center and Eagle Tissue.

Residential construction includes housing such as: new residential single family lots; single family housing in common interest community developments and two hundred apartment units in Evergreen Walk. Construction continues on the 155 residential units in South Windsor Woods, the condominium complex with an entrance from Pleasant Valley Road. Although much of the remaining residential land in South Windsor has environmental constraints and

is less conducive for the planning of larger subdivisions, we continue to see interest in subdivision and development of higher density housing, particularly on the more fringe areas of our town.

Zoning compliance is actively pursued by the Town's Zoning Enforcement Officer (ZEO) for signage (both temporary and permanent), home occupations (both major and minor), animal agriculture, in-law apartments, temporary and conditional permits and structure location. The ZEO also works with the Building Department enforcing the blight ordinance in Town.

The Vibrant Community Grant from the CT Trust for Historic Preservation for a Main Street Preservation Planning Study was completed in the fall of 2015. The report reflects the strong consensus from residents for the preservation of Main Street's historic landscape and homes while seeing as little change as possible to Main Street. As an aside to this project, the Town Council is pursuing a "Purchase of Development Rights" program with preservation of farmland as its primary goal. The Planning Department assisted the Town Manager in acquiring certification of the Connecticut Department of Agriculture to become a partnering agency in the purchase of development rights on selected farm properties. The Department assisted SWALPAC in developing registration materials for prospective properties. The Planning staff continues ready to work with the Town Council, Planning and Zoning Commission and other agencies and groups on implementing any programs or initiatives that support the resident's vision for this historic neighborhood.

Another study, The South Windsor Agricultural, Arts, and Nature Center (SWANN) Feasibility Study, prepared by Edward Nelson Company Architects LLC, identified long range plan for future uses on the Priest Farm. The next step is to present the results of the study to the Town Council for input. The committee will continue its planning and community outreach as well as focus on funding raising efforts. The Planning Staff continue to provide technical support for this project as we work to complete a strategic plan for future uses for the site. The Department also assisted in the securing of the interior of the existing farm house and immediate initial structural reinforcements to the building

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 Environmental Planner assisted the Park and Recreation Department in prioritizing, and implementing the maintenance of our many walking trails on open space lands. The Department provides natural resource educational materials to educators, scout troops and the general public on these properties. We also provide guidance on vegetation management on open space properties.

Open space projects that have move forward over the past year include the clearing project for the Barton Open Space preparing it as open, multi purpose field, and new location for the Wapping Fair. The Environmental Planner drafted the RFP for the tree clearing as well as assisting in the rough and final grading and seeding of the screening berm. Planning reviewed and approved the expenses involved in the preparation of the soil, rough and final grading and turf seed application of the cleared area. This project was a accomplished with the assistance from the Public Works and Parks Department and funded through the PZC Fee in Lieu of Open Space funds.

The Environmental Planner assisted the Recreation Department and the Garden Club in acquiring two high tunnels via a USDA grant. They will be constructed at the Community Garden site on Avery St and will enable gardeners to start planting in the late winter or early spring under controlled condition. They will also be used as an educational tool for school children to learn about growing food products. Staff also finalized the site plan developed for the new community gardens on the Deming Street Open Space in cooperation with the Parks and Recreation Department and the Town Council, which will be submitted to the Planning and Zoning Commission for review in the fall.

The Department continues to be involved in internal and external projects of community-wide interest. The Environmental Planner assisted the Superintendent of Pollution Control in implementing a vegetation control plan for the Town's Sewer ROW. This involved determining a prioritization protocol, interviewing and selecting a consulting firm that specializes in

vegetation control and assisting in developing the final plan. The Department also assisted the Health Department in its mosquito control program by selecting areas and applying larvacide treatments to those areas. The program seeks to provide population controls to those areas where citizens are likely to congregate during dusk such as athletic fields.

Our Department is integrally involved in creating and disseminating data and educational materials. With the Town's Geographic Information System (GIS) planning efforts and the DOCStar record scanning, our goal is linking Town records from many departments into one easy-to-use database and map system. With our continuing efforts to improve service to our customers, updates have been made to our Department webpage to keep it current, informative and easy to navigate. Additionally, the Environmental Planner maintains and updates environmental education materials for distribution to Town citizens via the website, and in various Town offices. He assisted the South Windsor High School in preparing for the Connecticut Envirothon by helping to train the participating team on the various curriculum materials provided.

As part of our regional focus, this department continues to represent the Town on Capitol Region Council of Governments committees including the Transportation and Pedestrian/Bikeway committees. Staff continues to serve on the advisory committee for the CT Transit Study with completion expected early 2017. Other involvement includes the Safe Routes to School program where final design work for improvements at Eli Terry Elementary School require state approval prior to going into construction.

Michele R. Lipe, AICP
Director of Planning

Police Department

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

Departments & Services

Annual Statistical Comparison	2011	2012	2013	2014	2015
Total Calls for Service	35186	44701	34562	33329	33671
Traffic Accidents	459	410	427	422	432
Collision Reports	236	234	220	210	200
Medical Assist	2290	2198	2176	2241	2412
Animal	769	642	640	647	618
Alarms	1208	1237	1221	1264	1175
Criminal Arrests	690	645	569	643	550
Penal Code Offenses Reported (Title 53a)	1018	938	831	800	772
Penal Code Offenses Reported (Title 21a)	113	78	111	200	207
Burglary (includes entry into vehicles)	131	49	62	122	72
Larceny	280	340	358	229	232
Domestic	243	218	153	195	181
Assault	19	4	6	6	19
Sexual Assault	11	7	12	12	9

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.

The South Windsor Police Department strives to be an open, transparent law enforcement agency that responds to the needs of our citizens. We use social media to communicate issues that may be of interest or public concern. The Police Department has a large following on both Facebook and Twitter. Every press release sent to the media is also posted on Facebook on an open page that can be viewed by everyone.

Permanent Police Chief Appointment



Town Manager Matthew Galligan appointed Chief Timothy M. Edwards to the permanent position of Chief of Police on September 2, 2015 following the retirement of Chief Matthew Reed. Chief Edwards is a 28 year veteran of the

South Windsor Police Department and is now officially South Windsor's fifth Chief of Police.

Promotion of Deputy Chief of Police

Chief Timothy Edwards promoted Lt. Scott P. Custer on September 13, 2015 to the position of Deputy Chief of Police. Dep. Chief Custer is a 27-year veteran of the South Windsor Police Department.



Regional Initiatives

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 team, 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.

Our regional SWAT Team, C.R.E.S.T., was the first place team in the Connecticut SWAT Challenge for the 3rd consecutive year. The competitor field included a team from the U.S. Army 75th Ranger Regiment and the Indiana State Police (one of 3 full time teams).

Back-to-School Traffic Safety Initiative

In August 2015, the South Windsor Police Traffic Unit conducted the second annual program that focused on traffic safety at the start of the school year. With the increased number of children on or near South Windsor roadways, the Traffic Unit increased enforcement efforts in the Town's 8 school zones. Our mobile, digital speed display signs were posted in school zones to remind people of their speed. Message board signs were displayed in the area of Police Headquarters. The officers used marked and unmarked police cars and motorcycles to monitor traffic. During the first few days, officers focused on visibility and awareness and issued verbal warnings. Once schools opened, officers focused on violations and issued infractions. Officers were deployed to the school zones during the high traffic volume hours of school opening and closing times. The results of the enforcement efforts were that officers made over 100 traffic stops and issued dozens of citations. The top speed found in the 25 mph zones was 70 mph.

It is the mission of the Traffic Unit to increase safety and reduce motor vehicle crashes on South Windsor roadways through engineering, education, and enforcement. We were pleased to have no fatal motor vehicle accidents in Calendar Year 2015.

Fall Fest & Haunted Torch Walk to Benefit Special Olympics

In October 2015, Corporal Ron Littell organized the annual Fall Fest & Haunted Torch Walk to benefit Connecticut Special Olympics. The event was held in Nevers

Road Park and featured a kids Fun Run, a 5K run, craft fair, Trick or Treating, and Children's Games and Activities. The Torch Walk, later in the day, featured a series of Halloween themed displays along the trails in the park and took place after dark. Over 2,000 guests participated, raising over \$10,000.00 in proceeds for the Special Olympics of Connecticut.

In January 2016 it was our pleasure to attend the Special Olympics Law Enforcement Torch Run Kick Off where SWPD was recognized for raising \$50,000 in 2015 for Special Olympics Connecticut. This marked the fifth consecutive year South Windsor Police were the top fundraiser in the state. The thanks goes to our local organizer, Corporal Ron Littell and all the volunteers that assist in these events, and everyone who gives so generously.

Cops, Coffee & Conversation

In October 2015 we hosted our Cops, Coffee and Conversation program at Timothy Edwards Middle School. Over 100 parents joined School Resource Officer Tina Roy, for an informative evening talking about strategies to help keep students safe while using social media. Everyone attending the meeting walked away with some important tools that all families can use to guide their teens through these challenging times.



Stuff a Truck Results December 2015

December 2015 ushered in the holiday food drive and our annual Stuff-a-Truck event which is always a success. The police, fire, EMS and other volunteers received 3,500 food items, \$1,900 cash and gift cards, and 1,000 toys and clothing items. This generosity gave many South Windsor families a happy and joyous holiday.



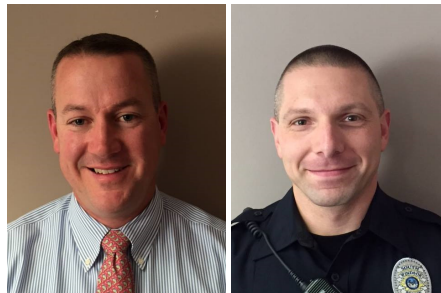
Click It or Ticket Traffic Safety Initiatives

In November 2015, the South Windsor Police Department and the Metro Traffic Services Regional Partnership participated in a "Click It Or Ticket" high visibility safety belt campaign. The focus of the program was to promote safe driving and increase protection for all motorists during the 2015 holiday travel period. Funding for this effort was provided through the Department of Transportation.

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

Four South Windsor Police Supervisors Promoted

Chief Timothy M. Edwards promoted two supervisors on November 29, 2015. Sgt. Kristian Lindstrom (pictured left) and Sgt. Glenn Buonanducci (pictured right) were promoted to the rank of Lieutenant. The two sergeants were among six candidates who



tested for the open positions. Lt. Lindstrom now commands the Special Services Division, supervising Traffic, Investigations, Youth and Victim Services. Lt. Buonanducci commands the Operations Division, supervising Patrol, Animal Control, the regional SWAT team members and the Honor Guard. Lt. Richard Watrous transferred from Operations to the Support Services Division, supervising Communications, Records, Evidence and the police vehicle fleet.

In March of 2016 two other officers were promoted to the rank of Sergeant and Corporal. Corporal Brian Eckblom was promoted to Sergeant and Officer Stephen Hoover was promoted to Corporal. Sergeant Eckblom is a 12-year veteran of the South Windsor Police Department and is currently assigned as the Evening Shift Watch Commander. Corporal Hoover is an 8-year veteran of the South Windsor Police Department and is currently assigned to the Traffic Unit.



New School Resource Officer for High School: April 2016

Officer Ben White was selected as the new School Resource Officer at South Windsor High School. Officer White was hired in 2013 and was selected following an interview process by school officials and other School Resource Officers.

South Windsor Police Win Third Place Award - 2014 Law Enforcement Challenge

We are pleased to have been recognized as the Third Place winner of the 2014 Law Enforcement Challenge at the Fall 2015 annual recognition event. The Connecticut Law Enforcement Challenge (CTLEC) is a competition among similar size and types of law enforcement agencies. It is coordinated by the Connecticut Chiefs of Police Association and the Connecticut Department of Transportation. The CTLEC is supported by the National Highway Traffic

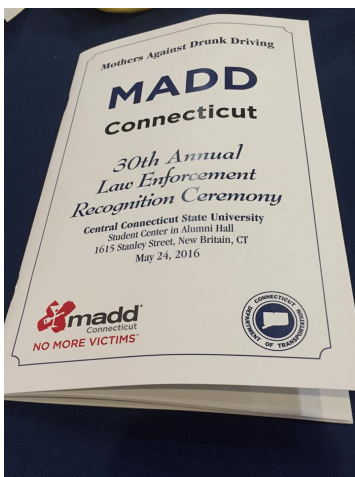
Departments & Services



Safety Administration as well as funding from private entities. It recognizes and rewards the best overall Traffic Safety programs in the State. The main areas of concentration include efforts to enforce laws and educate the public about occupant protection, impaired driving, and speeding. Departments submit an application which documents their agency's efforts and effectiveness in these areas.

The winning safety programs are those that combine: officer training, public information and enforcement to reduce crashes and injuries within the jurisdiction. Agencies are provided with an opportunity to make a significant difference in the communities they serve through traffic safety activities, ultimately reducing injuries, saving lives and detecting and deterring crime.

We are very proud of our efforts to reduce injury crashes through education, enforcement and engineering. Recent initiatives, such as our beginning of the school year traffic enforcement & education program and directed residential area enforcement on Halloween, are just a part of our continual efforts to keep our community safe.



M.A.D.D. Awards Given to Two Officers

SWPD Officers Joe Futtner and Jacob Truebig were among the honorees at the annual Mothers Against Drunk Driving recognition ceremony in May 2016, which recognizes all the enforcement efforts done statewide.

New Officer Hired

In June 2016 Chief Timothy Edwards swore in David H. Johnson following a very competitive hiring process. Officer Johnson, badge #193, began the Connecticut Police Academy in July 2016. Following graduation officers then complete a 16-week Field Training Program.



South Windsor Still Has Wildlife

We have a wide variety of local wildlife and have had visits from bears in recent years. In 2015 we had a new visitor to Town: a juvenile moose who wandered down Chapel Road to Main Street.



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.

Timothy Edwards
Chief of Police

Public Library

March of 2016 brought a significant loss to the South Windsor Public Library with the

passing of Rita Hyman. Rita's instinctive sense of welcome and ready imagination opened our doors to all people and ideas. Library workers new to the field had no better champion, and she brought high professional standards, a genuine interest in helping patrons find whatever they needed, and a sense of humor to every day's tasks. She was a model for us all.

We needed Rita's positive attitude during 2015-2016, a year that brought continuous frustration to patrons and staff alike. Flaws in our regional network's library software were among many factors leading to the crippling of the State's interlibrary delivery system, which has been a critical part of library service in CT for over forty years. A series of procedural changes intended to lighten the delivery load diminished familiar services to patrons while greatly increasing the workload "behind the scenes." The struggle to restore a level of service acceptable to library users continues.

There were bright spots, however. Over a year of hard work by the Town's IT Department, LCI network technicians and SWPL staff and upgrades of our computers, switches, security, and WiFi systems culminated in a move to the statewide CEN fiber optic connection in November 2016. Faster speeds and greater bandwidth have improved access to the many electronic resources we offer and have improved internal computer functions, as well. Through the efforts of the Public Buildings division of Public Works, lighting was upgraded to energy-efficient products, providing for cost-saving in the future. In partnership with the Town, a Verizon cell tower was installed on the Library roof.

Nearly 207,000 visitors came to the library, including more than 12,000 people who attended 568 programs for all ages. Electronic loans accounted for nearly 10,000 of the 233,203 items circulated. Our staff answered over 11,000 reference questions and assisted with nearly twice as many interlibrary loan transactions. Largely through State and consortial partnerships, we provided access to over 50 databases to supplement the nearly 142,000-item "traditional" collection on site. We were open to the public a total of 3,215 hours, including 7-day service during the school year. Our meeting and study room use neared 6,000 bookings.

Children's and adult programming moved towards the hands-on, technology-inclusive norms of the "makerspace" movement, with programs on animation and crafts for adults added. Core library programs continued, with book clubs for all ages, storytelling, music, and the arts part of each month's activities. Our Outreach Librarian made 166 visits to schools, nursery schools, and daycare centers, and the Children's Department launched a "100 Books Before Kindergarten" early literacy program. Due to a generous sponsoring donation, the Library became host to an international film program begun by MCC Professor Bob Kagan, and we were happy to meet a new audience that joined us for his insightful discussions.

Our partnerships with the South Windsor Human Relations Commission, Poet Laureate, Down to Earth Garden Club, and South Windsor Public Schools continued. We were delighted to once again host a visit by the High School's Choral Spectrum select choir. In addition, we participated in the Statewide "Passport to CT Libraries" program and served as a recording site for the "Words to Give By" project of the Hartford Foundation for Public Giving and WNPR. A grant allowed us to host U.S. Citizenship classes, and we greeted Poets Laureate from across the state as well as CT Poet Laureate Rennie McQuilkin for our Poetry Day celebration in April. South Windsor Voices 2, a book of recollections about school by South Windsor residents, was launched at a celebration in January. A new partnership brought the Winter Workshops sponsored by the South Windsor Food Alliance to our Friends Room.

I can imagine Rita's excitement in looking at the long and varied list of groups visiting the Library for resources and meeting space. Where else could you find mystery readers and authors crossing paths with civic groups, English Language Learners, rug hookers, blood donors, Scouts, and a Korean soap opera club? We continue to follow her sense of welcome to all.

Mary J. Etter
Library Director

Public Works Department

I again want to thank all the men and women of Public Works for the hours they all spent away from their own families to ensure the Town got back to normalcy

during numerous emergency events this past year. It is a testament to the spirit and dedication of our First Responders known 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. The Main Street Culvert collapse was completed in July 2015. It was a great effort lead by local contractor ESI, Inc. In November the Water Pollution Control Division of Public Works again participated with the South Windsor Volunteer Fire Department in the third Annual Confined Space Exercise. This exercise was of great benefit to all and is another example of the continued spirit of cooperation between the Town's various agencies.

National Public Works Week, was May 16 through May 20, 2016 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. The South Windsor Public Works Department celebrated Public Works Week by holding the 20th Annual Equipment and Job Demonstration for Grades K - 2 at the Philip R. Smith Elementary School on May 17, 2016. On Monday, May 16, 2015 at 7:00 p.m., there was an award presentation made before the Town Council Meeting recognizing: the 2016 Public Works Community Service Award; the 2016 Public Works Business Partnership Awards; and the 2016 Richard Boudreault Employee Award.

The members of the South Windsor Volunteer Fire Department, this year's Community Service Award recipients, truly represent what makes South Windsor great. Over the years the Public Works Department has had the privilege to work with the members on a variety of both emergency incidents and training exercises. It is both through their commitment and service to the Town of South Windsor that has set an example for all to emulate. They have truly inspired us to be the best we can be and to be thankful for their work in protecting South Windsor.

This year's Business Partnership Award recognized Environmental Services Inc. (ESI) and owner William "Billy" Mitchell. ESI is always ready to assist the Town when an emergency arises such as the Main Street Culvert collapse of 2015 and a recent

emergency sanitary sewer repair this past winter. More recently ESI has provided some in-kind services and equipment for the Barton Property grading project. Over the years Billy Mitchell has many times from behind the scene provided assistance to a variety of public projects and programs-never seeking recognition for any of his efforts. ESI through their dedicated employees and in particular Dustin Mitchell and Michael Covensky have provided responsive services and have worked hand-in hand with the Town during times of blizzards, hurricanes and road closures to ensure that services remain uninterrupted.

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 and enthusiasm for their work. This year's recipient was C. Fred Shaw, Superintendent of Pollution Control. Fred always presents a positive and professional approach to his responsibilities with the Town. Fred has guided the Water Pollution Control operations for 40 years. During his tenure he has overseen the Upgrade of the Water Pollution Control facility, the renovation and upgrade of the Town's 11 Pump Stations, the repair and maintenance of the Town's 120 miles of sanitary sewer line, the implementation of the vegetation control plan for the 80 cross country sewer lines, all while helping promote one of the lowest sewer fees in the state. Fred has also been the visionary to help establish reserve accounts for the Water Pollution Control assets to ensure system sustainability and reliability and sewer user rate stability- all things that are not always common in the Water Pollution Control Industry.

We congratulate all of this year's Award recipients on their positive contribution to making South Windsor special.

As Director of Public Works, I was asked this year to be the Chair of the UCONN Connecticut Transportation Institute's Safety Circuit Rider Program Advisory Committee. This committee is comprised of state, federal, regional, and municipal representatives who provide guidance to Connecticut's effort to improve road safety. I also continued as the Chair of the UCONN CTI Technology Transfer Center Advisory Committee which over sees both professional educational efforts for state

Departments & Services

and municipal Public Works employees and provides input to emerging transportation issues in Connecticut. It has truly been an honor to be involved with these two great statewide efforts which have both helped improve the professionalism of the staff and helped shape safety of our local roads in South Windsor.

Finally, we would like to congratulate Ronald Asselin (supervisor at the Town Garage) who retired in October 2015 after over 30 years of service to the Town. Ron started his career as a laborer in the Highway Division and became a supervisor in 1988. Ron was instrumental in raising the quality and efficiency of the service we provide during the annual Leaf Harvest program to where it is today—one if not the best in the state of Connecticut. We also want to thank Ron and his wife Sharon for all the long days and nights Ron spent managing snow storms, hurricanes and flooding events and other call-outs helping restore normalcy to the town and keeping the residents safe. Enjoy your retirement Ron!

We would also like to welcome Vincent Stetson as the Superintendent of Street Services. This position was recently restored to get the Street Services Division back to its original management staffing levels. Vincent comes to the town with a vast array of construction and project problem solving skills from the private sector. We look forward to the innovation Vincent brings to the plate and his guidance in service delivery here in South Windsor for the years to come!

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 our community.

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

Engineering

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 Engineering personnel managed the reconstruction of Avery Street from Beelzebub Road to Gray Road including realigning the end of Beelzebub Road at Avery Street (2,360 feet), and the reconstruction of Nevers Road from Lake St to the Community Center Driveway including replacement of the old culverts by Ayers Road (2,225 feet). Phase 1 of road and drainage improvements in the Avery Heights neighborhood was done with reconstruction of the south ends of Pine Tree La and Benedict Dr, Pond La, and Good Hill Rd (3,500 feet). The following local roads were milled and overlayed in the Summer and Fall of 2015: Brewster Rd, Commerce Way, Deepwood Dr, Elm St, Glenwood Rd, High Ridge Rd, Maple St, Nutmeg Rd North, Oakwood Dr, Oxford Rd, Palmer Dr, Valley View Dr, Virginia Cir, and Willow St (23,400 feet/4.4 miles). Town roads milled and overlayed in Spring 2016 included: Beechwood Dr, Brent Dr, Brian Rd, Diane Dr, Gerber Rd East, Gerber Rd West, Goldmine Rd, Hilton Dr, Kimberly Dr, Laurel St, Sandra Dr, Simcka Dr, and Tumble Brook Dr (from Fairview Dr to Clearview Dr) (21,200 feet/4.0 miles).

Final design plans for improvements to Abbe Road by Robert Drive were completed and bid for summer construction.

Final plans were done for the reconstruction of Avery Street, Phase 2, between Gray Road and Orchard Hill Drive. Preliminary plans were completed for new sidewalks along Buckland Road between Deming Street and the Town Hall/Library, including extending the Plum Gully Brook culverts and upgrading three traffic signals for pedestrian crosswalks, push buttons and signals. Final Plans for Phase 2 and preliminary plans for Phase 3 of roadway and drainage improvements in the Avery Heights neighborhood were also completed. The Rehabilitation of the Main Street Bridge over the Podunk River, and the Eli Terry Safe Routes to School project have been delayed due to environmental permit issues. These projects were paid for with funds from the successful Town bond referendums, Town Capital Projects budget, State and Federal grants.

Engineering Staff are planning for milling and paving more local roads and construction of projects mentioned above in FY 2016-17.

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. GIS maps are routinely used by the Planning Department for the Planning and Zoning Commission and Inland Wetlands Agency. GIS data is used by the Recreation Department, Police Department, Fire Department, Historic District Commission as well as Engineering Division.



Construction of new intersection of Beelzebub Road and Avery Street

Public Works crews use GIS maps for the Town sign inventory, crack seal program, Town wide leaf collection (shows where the crews have recently picked up leaves) and snow plow routes. Town Staff continue to lead the GIS community by providing leadership roles on state and regional GIS committees and participating in state and regional GIS conferences. Visit our Town Website (www.southwindsor.org) to access the Town GIS, Connect South Windsor (under the Citizen Service Request Dashboard, and for information on Engineering permits, specifications and 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 95 Drain Layers Permits for sanitary sewer connections and 286 Street

Excavation Permits. We also handled over 2,164 Call Before You Dig requests. We reviewed 44 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 38 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*

Fleet Services

Fleet Services Division of Public Works continues supporting Town departments by maintaining their vehicles and equipment. Departments such as Street Services, Parks and Recreation, Building Department, Engineering Department, Building Maintenance, Human Services, Police Services, Town Hall motor pool vehicles, Pollution Control and Fire Department With the exception of Heavy Fire apparatus which the Town Garage shop is not equipped to handle or service. Fleet Services continue to strive to keep vehicles safe and to prolong longevity by providing routine services and road service when necessary. There is over 10 million dollars worth of equipment and vehicles that are maintained by three trained and qualified technicians.

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

Fleet Services continues to improve its capabilities by taking the initiative of applying new ideas and techniques to maintain aging equipment to extend the life of the equipment. For example, the technicians designed and built an undercarriage wash system so that the undercarriages of vehicles could be cleaned more thoroughly and safely, resulting in better preventative maintenance of vehicles.

For Fiscal Year 2015-2016, maintenance activity based on work orders submitted by the Maintenance Shop were as follows:

Scheduled maintenance or repairs	834
Unscheduled repairs	62
Road Calls	13

*Leon Clough
Fleet Services Manager*

Pollution Control

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 817 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, 1,532,385 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 8,265 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 inter-town 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.

The Town completed during the past year, the first phase of a multi year plan to provide better access to the 20 miles of cross country sanitary sewer easements. The utility easement vegetation management plan will serve to guide the public, federal, state, municipal officials and vegetative management contractors in all maintenance activities within the Town utility (both wastewater and storm water) easement right-of-ways.

This VMP is based on an Integrated Vegetation Management (IVM) approach

developed, utilized and continuously evolved over the past fifty years. These well established arboricultural practices take into consideration the natural resources along the rights-of-way and the cultural use of the landscape by Town residents.

The primary objective of this VMP is to document the most appropriate practices and procedures to control incompatible vegetation in a program that, overtime, minimizes the need for and impact of vegetation maintenance activities. Within the Plan there are guidelines for how to ROW vegetation will be maintained to protect the pipe. In addition to its obscuring the ROW, woody vegetation with strong root systems can potentially enter pipe joints resulting in blockages and sewage bypasses.

To achieve this goal, the primary ecological communities to be establishing on theses ROWs, will primarily consist of grasses and herbaceous vegetation. In the end, these low growing landscapes will help reduce the need for more extensive maintenance activities and will be easier to re-establish in areas where Town workers need to access the pipe.

The Town completed an Arc Flash Hazard Assessment for all town facilities in meeting its obligation to reduce the risk of arc flash hazards and to protect employees, emergency responders and keep contractors safe from injury while working on or near exposed electrical conductors. This project also resulted in the preparation of an Electrical Safety Manual to promote continued efforts to prevent accidents injuries and equipment damage before they happen.

Arc Flash Awareness Training of town employees was also conducted and covered the following:

- Introduction to Arc Flash
- Human Effects from an Arc Flash
- Arc Flash Codes & Standards
- Interpreting the Arc Flash Hazard labels
- Selection and Utilization of Personal Protective Equipment
- Protecting Against Arc Flash Hazards
- Review of the Electrical Safety Program Manual

Departments & Services

The project was completed by the active participation of management, the cooperation of all employees, and the coordination of their individual efforts in performance of their respective roles.

The Project involved a thorough and detailed study of every fuse and breaker. The project resulted in the development of up to date electrical diagrams, warning labels, and barriers, improvements in protective device coordination, and a comprehensive employee training program.

In the process, it become clear that in making the work environment safer for the employees, and reducing insurance premiums, it also improved employee morale and worker efficiency.

C.F. Shaw
Superintendent of Pollution Control

Public Buildings

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 200,000 sq/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, Town Hall Annex 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 Public Buildings Division 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.

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 thirty percent of our total time.

- Preventive Maintenance on all doors and associated hardware throughout all Public Buildings
- Annual Gutter Cleanings
- Annual OSHA Safety and Electrical Inspections
- Annual Kitchen Hood Extinguishing Systems Inspections
- Annual Overhead Door Maintenance on over fifty doors

- Annual Fire Alarm Systems Inspections at all Public Buildings
- Monthly and Annual Fire Extinguisher Inspections
- Annual Above and Below Ground Tank and Tank Monitoring System Inspections
- Annual Oven Hood Cleanings and Inspections
- Seasonal Sites Openings and Closings for Little League, Rye St, Ralph Giansanti Concession Stands, Rotary Pavilion and Veterans Memorial Park Sites.
- Monthly and Annual Emergency Light and Exit Sign Inspections at all Public Buildings
- Quarterly Roof Inspections at all Public Buildings

Construction/Renovation Projects Completed in Fiscal Year 2015-2016

- Replaced 12 heat pumps, cooling tower and connected all control systems to a new Energy Management System
- Upgraded all stairwells and select hallways with LED lamps at Town Hall
- Verizon wireless installed a cellular antenna on the roof of the Library
- Replaced select trim and clapboards on the main shower building at VMP
- Construction started on the renovation of the old post office on 1530 Sullivan Ave to turn it into the new Town Hall Annex
- Installed new LED lights inside and outside the Town Garage including two new parking lot light poles to increase the lighting in the lot and safety of the employees walking to and from the lot to the building
- Replaced the Wapping Community House front entry door and all of the surrounding trim around the entryway. All of the new trim that was used on the project was made of PVC material so we should never have to replace it again.
- Installed a new card access system for the gym door at Wapping Community House. The system allows us to program access to the door, run reports on who has been in the building and program and deactivate fobs remotely.

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 Contracts have multi-year terms. This

Contract Service	Description	Procurement Avenue
HVAC	Public Bldgs Full Service	TOSW Contract
HVAC-Automation	Public Buildings-PM Service	TOSW Contract
Sprinkler/Backflow/Fire Alarm	Public Bldgs-Code Compliance	State Contract
Heating Oil	Public Bldgs-Heating Delivery	State Contract
Chemical Treatment	Cooling Tower/Heating Loops	TOSW Contract
Refuse Collection	Seasonal/Non Seasonal P/U	TOSW Contract
Energy	Electricity Generation	CCM Purchasing Co-Op
Ductwork Inspections/Cleaning	All Public Bldgs Rotating 5 yrs	State Contract
Cell/GPS/Air Cards	Fees and Equipment Purchase	WSCA Purchasing Co-Op
Telephony/Internet	Phone/ Bulk Internet Service	State Contract
Kitchen Hood Inspections/Cleanings	Annual Cleaning/Inspection, Code Compliance	TOWS Contract
Janitorial Services	Full Service-All Public Buildings	TOSW Contract

RECYCLED ITEMS	2013-2014	2014-2015	2015-2016
Commingled recyclables Newspaper/cardboard, food and beverage containers (tons)	2,649.86	2,630.59	2,619.43
Batteries (tons)	0.27	1.38	1.24
Leaves (tons)	4,522	5,427	6,771.75
Scrap Metal (tons)	29.0	25.83	15.81
Christmas Trees (cubic yards)	235	185	168
Antifreeze (gallons)	160	145	250
Waste Oil (gallons)	3,911	4,048	3,179
Electronics (tons)	32.03	70.51	79.47
Disaster Debris	35,972	0	0
Bulky Waste (tons)	427.57	414.2	611.84

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 slightly with each lease although most are long term leases like the service contracts above. This is done due to the nature of the lease. Most farmers need a long term lease agreements to recoup their upfront costs for fertilizing, sowing and maintaining the land for their specific use.

Staff Profiles

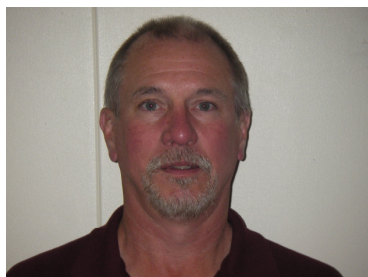
The Maintenance Department Staff consists of three well equipped and experienced Building Maintainers that maintain contracted services such as HVAC, Janitorial Services, Fire Protection Services, Elevator and Electrical Services. The Building Maintainers also complete a host of daily routine, emergency, and project requests from various staff members including department heads, division managers and the general workforce. The staff works three shifts, 7am-3pm, 10am-6pm and 3pm-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 12 years and works first shift (7-3:30.) 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 10am-6 pm. Mike is one of the kindest people you'll ever meet, and like Chris, he also specializes in a construction trade. Mike is a skilled Carpenter who owned his own business for over thirty years. Mike handles most of our requests relating to structural repairs including custom woodworking and repairs to doors and wall systems. Mike is also involved in our inventory management system and orders most of the parts we use throughout the year.



Chris Palmer, has been with the Town since July 2015 and currently works the evening shift 3pm-11pm. Chris 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. Chris has an HVAC license and has run his own business for many years.

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

Refuse and Recycling

The Town has a contract with the All American Waste Company for the collection and disposal of refuse and recyclables.

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).

In this era of diminishing resources, the long term well being of the community will require investing in economically sound, socially desirable and environmentally healthy projects. It will require that we communicate ideas, maximize synergies while understanding life cycle impacts of programs. We must collaborate with other stake holders and plan for resiliency.

In waste management, we will be challenged to improve municipal recycling programs, and reduce waste. In accordance with Section 22a-241a of the Connecticut General Statutes (CGS), the State has set as a solid waste management plan the goal

Departments & Services

of diverting through source reduction, reuse and recycling at least 60% of the solid waste generated after January 1, 2024. This waste management plan will also be consistent with the State's climate action priorities – greenhouse gas mitigation, and clean energy.

The Town must achieve full compliance with existing statutory requirements. The CGS requires the following with respect to recycling:

- All residents, institutions and businesses have access to public or private collection programs on or before 12/31/2017.
- Every municipality has a designed municipal or regional agent on or before 12/31/2017.
- Every municipality reports on their recycling programs on or before 12/31/2017.
- All private collectors are registered with each municipality and report annually using prescribed DEEP form on or before 12/31/2017.
- All municipalities provide for the collection of trash and recyclables in all public spaces on or before 12/31/2017.
- All municipalities develop a plan or program for residential and commercial outreach and enforcement of local ordinances on or before 12/31/2017.
- Every municipality must show progress in the implementation of waste reduction initiatives to reduce to waste disposal by 10% from 2014 baseline. This may involve the implementation of unit- based pricing systems; on or before 12/31/2018
- Municipalities must provide curbside collection programs for residents that provide recycling carts that are of equal or greater size as those provided for trash (assuming biweekly collection); on or before 12/31/2018.
- Enhanced reporting by collectors useful to municipalities in estimating or verifying total tonnages of disposed and recycled materials, on or before 12/31/2017.
- Municipalities will be required to cooperate with State actions to focus on effective implementation of the State's law mandating source separation and recycling of food scraps by large generators, Target Date- Ongoing.

- Municipalities will be required to cooperate with the State in the implementation of programs to deconstruct and reuse C&D materials, Target Date- Ongoing.
- Improve collection for "single stream" recyclables, Target Date- Ongoing.
- Municipalities will work with the State in achieving sustainable goals to articulate greenhouse emissions metrics attributable to solid waste diversion, Target Date – Ongoing.
- Municipalities will engage with the State to work cooperatively to encourage the development of new waste conversion technologies; to integrate the management of infrastructure with business programs, Target Date – Ongoing.

Solid Waste Management

Through the recycling program, the Town has been able during the past year, to divert solid waste that otherwise would have had to have been disposed of at a landfill: this cost avoidance represented cost savings to the Town of \$607,213.

The following table compares Town residential recycling efforts of this past year with prior years.

C. F. Shaw
Superintendent of Pollution Control

Street Services

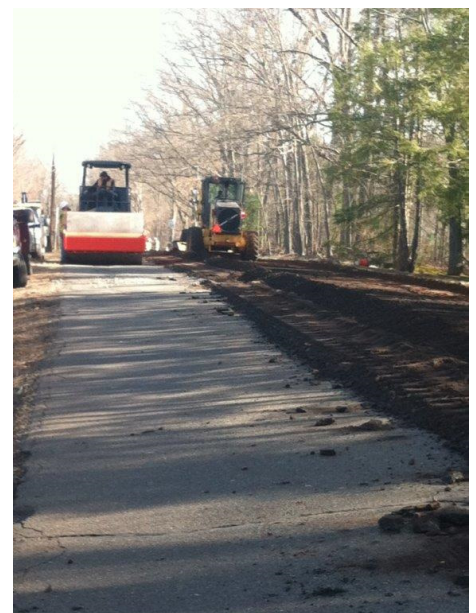
The Street Services Division of the Public Works Department maintains the Town's road and drainage infrastructure. There are approximately 140 miles of roadway in Town. Some of the Division's maintenance responsibilities include street sweeping, pothole repairing, snow removal, leaf pick up, line painting, sign repair and roadside vegetation mowing. There are over 4400 catch basin drainage structures to inspect for condition, clean and maintain. In addition to those responsibilities the Division also preps roads for resurfacing maintenance projects and improvements which consume much of the spring, summer, and fall months. There are 20 full time employees in the Street Services Division and we strive to find more efficient ways to complete these tasks and deliver quality, cost effective services to the Residents of South Windsor.

The Street Services Division also had some changes to its management structure in

October. Our long time Administrative Manager Ron Asselin retired after 32 plus years of dedicated service. Ron is credited with the leaf program refinement and helping to improve many other programs, such as all traffic sign compliance, and pavement maintenance. We wish him a happy and healthy retirement!

The Town also hired a new Superintendent of Streets, Mr. Vincent Stetson. Vincent brings in a new fresh perspective to the department, coming from the private sector. He started his new career here in December.

The Dashboard Citizen Request System was a success, but the system required software updates, so the Town made the decision to work with a newer program where the service and processes are streamlined and the software updates are part of the service. The service request system was replaced by a new application called Connect South Windsor. As with the Dashboard System, Connect South Windsor will help us improve our customer service. The new system will capture information and documentation for many of things we do. It is also compatible with our GIS system. The application is used by many towns throughout the country. It is easy to down load to any smart phone device and is simple to use. The technology has dramatically improved our operations and



Nevers Road Reclamation

has had a positive impact with our overall service delivery.

We went out to bid on a 13.71 mile road preservation crack sealing project in the late summer. Over the last six years we have crack sealed an average of 18.16 miles of road per year. Our crack sealing efforts have proven to be both beneficial and cost effective. Our pavements serviceable life expectancy has out performed the typical New England pavement life model. Crack sealing is regarded as the first line of defense in maintaining a pavement.

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 24 full crew collection days to collect a record 27,087 cubic yards of leaves. Our leaf site has never had that amount of leaf windrows on it in the history of the program. We also continue to see an increase in the amount of leaves that is brought in to the resident drop off site. The resident 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 winter season was a very mild one and average temperatures were well above normal. There were 13 recorded winter storm events. Most of the events required town wide salting treatments and some were full blown snow storms. Several of the previous winter seasons were to say the least tough and challenging, so a mild year was inevitable, and for some of us it was welcomed.

Our snow fighting equipment has been improved. Many of the plows have been replaced and old worn out trucks are being replaced with new up to date equipment. Our fleet Division has worked diligently refurbishing our existing fleet and equipment. Their efforts will extend the useful life cycle of our equipment and pay off in reducing maintenance costs as well as service reliability.

We were able to provide some much needed pavement resurfacing during the Fiscal year, in the late summer. The unimproved sections of Foster St. Extension and the section of Troy Road from Sullivan Ave. to Brookfield St. were paved over with a 1.00 to 1.25 inch overlay. We repaired all of the existing drainage and performed the most extensive cut and patch work ever done to a street. Both roads required continuous temporary patching throughout the previous winter season of 2014-2015 and were riddled with potholes. Both roads now have a smooth surface that should provide usable safe service for at least 10 years.

In April, the early spring of 2016 we took on a .69 mile road reconstruction project on Nevers Road. Nevers Road was falling apart and required constant temporary patching. The last time it was paved was in 1999. Prior to 1999 it was a chip stone road with an old sand and oil base. We contracted off the State bid full depth reclaiming, grading, and the paving of Nevers Road from Miller Road to Graham Road. The drainage repair

STREET SERVICES ACTIVITY	12-13	13-14	14-15	15-16
Total Road Resurfacing Miles not including Bond Work Projects	multi year projects – work not completed	7.32	0.0	1.39 miles not including bond ref. 2014 work
Crack Sealing Road Miles Maintained	19.74	15.99	17.48	13.71
Street Sweeping Days with 1 Sweeper Unit	28 days with Town's one unit	29 days with Town's one unit	30 days with Town's one unit	32 days with Town's one unit
Cut and Patch Road Repairs not including Street Cut Permit	14,000 square feet	Not Measured	15,000 + est. square feet	15,000 + est. square feet
Drainage Facilities Repaired or Rebuilt	90	57	118	Not tracked
Leaf Collection Cubic Yards / Vacuum Days	15,497 / 18 collection days	18,087 / 18 collection days	21,707 / 26 collection days	27,087 / 24 collection days
Roadside Mowing Passes	4	4.5	4	4
Miles of Road Plowed	140.0	140.0	140.0	140.0
Number of Snow & Ice Events / Annual Snow Fall	16 / 65.25 " Inches of snow	25 / 43.5" Inches of snow	24 / 69.75" Inches of snow	13 / 30.50 Inches of snow
Total Tons of Salt Used for Winter Operations	2,427	3,500	3,882	1,890
Total Catch Basins Cleaned	1,677	2,048	49	1,736
Total Street Tree Issues tracked with the Dashboard System and Connect SW	95	85	123	99
Dead Animal Carcasses Picked Up and Disposed of	Not Tracked	55	59	46
Pothole Patching Material	FY 05-06 56.89 tons	FY 09-10 124.18 tons	FY 14 -15 346.24 tons	FY 15 -16 187 tons

Departments & Services

work was done by the crew along with the shoulder re-sloping, re-grading, and the lawn restoration. The end section of the road near Linda Lane is to narrow and will be widened after the power and communication lines are moved to the new poles that were installed last year. We will complete the widening phase of the project in the spring of 2017. The section of road utilized the existing road base material. The existing base was ground up and mixed together. The road was re-graded, compacted and then stabilized. The road was paved with 2 courses of black top totaling 3.5 inches. I am confident that it will last at least a minimum of 15 years.

The Town of South Windsor acquired the 49 acre parcel of land off of Brookfield Street known as the Barton Property in 1997. Historically this piece of land was used for various agricultural purposes. Due to recent severe weather events over the past few years, it became evident that the Town needed a Debris Management area in the event that we experience another catastrophic weather event such as a Storm Alfred or a category 3 hurricane. After careful planning with the Planning and Zoning Department, the Parks and Recreation Department, and the Department of Public Works; the Barton property was deemed to be an ideal area for both Debris Management and serve as a multi use field. The Planning Department provided the funding for the project from fees collected from developers in lieu of open space property acquisitions.

Parks and Recreation spear headed the operation with managing the tree removal of this open space. Then in collaboration the Parks and Recreation Department and the DPW built a large land berm that was installed along the road to help provide a natural earthen wind barrier. Once this earthen berm was completed, the site had to be de-stumped and all of tree roots and wood debris were removed.



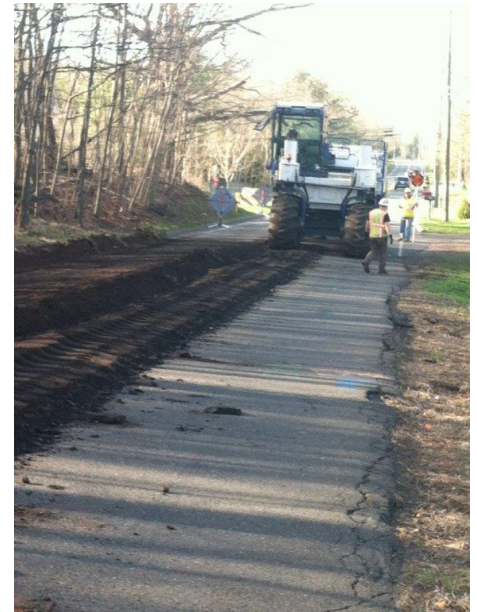
Barton Property

Upon completion of the wood debris removal it was then necessary to re-grade the 17 acres of field area to accommodate for future land use activities and manage the storm water run off. Large rented bull dozers equipped with digital surveying and grading systems were employed for the re-grading phase of the project. This project was the largest single project undertaking in recent years, performed by The Town's employees. It speaks to the spirit of cooperation and represents true team work! Once Parks and Recreation and Public Works completed the leveling process, Public works left the project to Parks and Recreation to complete the seeding and aeration phase of the project.

The sign shop purchased and installed a new sign management and inventory system in May 2016 bringing us into compliance with the Federal Highway Administration requirements for sign inventory and maintenance. The new system accurately captured the department's in-place inventory of 4,240 signs throughout town including all town owned facilities. As of May, 84 signs identified as poor were replaced.

This new software provides a detailed look at sign condition to facilitate planning and budgeting. Signs added or changed can be inputted into the system in the field reducing the risk of a sign not getting updated. Without this asset, it would be difficult to determine what signs need to be replaced. This new asset now gives us the opportunity to become proactive in sign replacement and sign management.

The Division continues to make drainage improvements when time allows. During the spring the crew installed a large capacity drywell to solve the water over the road problem that was located at the Town line on Rye St. The work was performed in house and a section of the road was resurfaced to make it work. The dry well was



Nevers Road Reclamation

designed in house and should work for a long time.

The Division continues to manage street tree concerns for trimming and for hazardous tree assessment. This includes removals and trimming for all trees growing within the Town's Street Right of Way. All street tree concerns and complaints are being logged into Connect South Windsor tracking system. 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. Documentation of a tree concerns is a critical aspect of managing the Town's urban forest.

We also continued the effort of inspecting, pruning, trimming, and removing problem storm damaged trees as a result of Storm Alfred in 2011. Foster St. Extension. Troy Road, Ident Road, Newberry Road and the northern end of Nevers Road were done. We identified many weakened, bent, cracked and damaged trees. Our efforts are paying off and we are making the roadside safer, as well as preserving many trees that if left alone would succumb to disease and insect infestation. The crew has also performed many tree removals, site line visibility issues and tree clearance trimming throughout the Town. The plow routes were surveyed for low hanging branches and many of the problem trees were trimmed

back to avoid plow vehicle damage. The Town's tree Contractor, Distinctive Gardens and Tree Care also continues to partner up with us in our efforts to manage the Town's urban forest. Eversource Energy also has assisted with our projects and removed at no cost to the Town many trees that were damaged and had a high potential to fail over their wires and our road. I am very pleased with the tree work and effort put forth by the Town Crew, Distinctive Tree, and Eversource Energy. We will continue to take a pro-active approach in managing the Town's Roadside Urban Forest.

The Emerald Ash Borer, a destructive pest is making its way across the State. We are fortunate to have less than 500 trees that have the potential to impact the street or Right of Way. There has been a decline in the species over the last 20 years and many have died off and been removed. The pest is now in Hartford and most likely is in our Town. All of the ash trees over time will die as a result of this insect. It is very expensive to treat the trees with an insecticide that works. We are fortunate that we don't have thousands of trees to deal with as do some of our nearby neighbors that are less urbanized. Ash trees are a hardwood and the wood is used for tool handles, baseball bats, and house furniture. It is also an excellent for firewood. I hope that researchers will find a way to preserve this valuable tree species.

Mark D. Owens
Street Services Division Manager/
Tree Warden

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 Voting Machines has continued 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 2015-2016, the ROV Office received and implemented 4,030 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 Municipal and the Republican and Democratic Presidential Primary Elections.

The voter turnout for these elections is as follows: 35% for the Municipal Election held on November 3, 2015, 51% for the Republican Presidential Preference Primary and 49% for the Democratic Presidential Preference Primary both held on April 26, 2016.

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

South Windsor continues to use Electronic Poll Books with the checkers using laptops in all of our five polling locations. Voters are checked in as having voted electronically. This provides immediate access as to who has voted throughout the election and after. The paper list continues to be used as it is mandated by the State.

The ROV Office conducted their Annual State required Canvass of all Voters in South Windsor from April 27, 2016 through May 1, 2016. We had a very short canvass period due to the Presidential Primaries.

A Special Voter Enrollment Session was held at South Windsor High School in June, 2016.

Both Registrars have remained active in the Registrar of Voters Association of CT (ROVAC). Sue Burnham continues to serve on the ROVAC Ways & Means Committee and as Treasurer of the Hartford County Registrar of Voters. Sue W. Larsen is serving as Executive Vice President of ROVAC and serves as Chairperson of the Legislative Committee.

Sue Burnham
Republican Registrar of Voters

Sue W. Larsen
Democratic Registrar of Voters

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, dog and liquor

REGISTRATION FIGURES AS OF JUNE 30, 2016

<u>DISTRICT</u>	<u>REPUBLICAN</u>	<u>DEMOCRATIC</u>	<u>UNAFFILIATED</u>	<u>OTHER</u>	<u>TOTAL</u>
I	212	330	343	7	892
II	655	1,055	1,076	25	2,811
III	987	1,661	1,637	37	4,322
IV	656	782	980	23	2,441
V	964	1,665	1,687	50	4,366
TOTAL	3,474	5,493	5,723	142	14,832

Departments & Services

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 \$1,891,036.00 collected for various State of Connecticut licenses, fees, and conveyance tax, and \$646,400.00 in Revenues for the Town's General Fund and LOCIP funds for a total collection of \$2,547,436.00.

Lori Trahan
Town Clerk

<u>Activity Summary</u>	
Land Records	6,324
Foreclosure Registrations	96
Dog licenses	2636
Kennel tags	6
Births (2015)	199
Marriages (2015)	541
Deaths (2015)	222
Maps	84

Agricultural Land Preservation Advisory Commission

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 community including farmers, local business people, realtors, town staff, and land use commissioners.

SWALPAC helped formulate and bring to referendum the Open Space Funding in 1987 and 1996. Several properties have been purchased with those funds: the Sluzkanis Property (Nevers Road Park), the Barton Property (Rye Street), Priest Farm (Sullivan Avenue), the Willard-Waldrone-Kelley Property (Wapping Park), the Mitchell Property (Sullivan Avenue and West Road), the Nelson Property, and a portion of the Foster Farm property.

The Commission is active in the organization of the South Windsor Farmer's Market. Through the Commission, the Town was able to qualify with the Connecticut Department of Agriculture to become a partner agency in purchasing development rights for farmland preservation. SWALPAC is the lead agency for the Town's Purchase of Development Rights (PDR) program.

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.

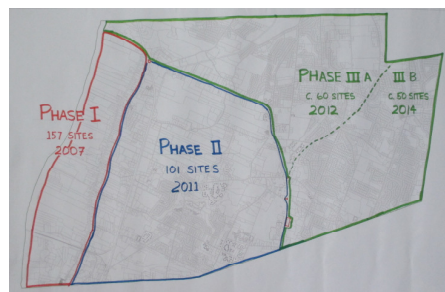
Joseph Kennedy
Chairperson

Historic District Commission

The Historic District Commission, established 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 2015-2016, in addition to our nine regular meetings, the Commission consulted with seven homeowners, held hearings and issued six Certificates to allow work to proceed.

After fourteen years, the Town of South Windsor's Historic Resources Survey is complete! Started in 2002 with a windshield survey of the potential structures to be included, the final segment, Phase III, was finished in January of 2016. Its authors, Tod Bryant and Lucas Karmazinas, gave a presentation to the Town Council describing the process of the inventory and the outstanding examples that were documented. The Commission is in the process of printing a complete set of the Surveys and also preparing the narratives and forms to be posted on line. South Windsor is one of the few and perhaps the only Town in Connecticut to have completed a Survey of the whole town.



Financed by a grant from the Historic Preservation Division of the Department of Community and Economic Development, the Historic Resources Inventory documents buildings based on the same criteria used for inclusion in the National Register of Historic Places, i.e., structures should be at least 50 years old, 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 now 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. When printing is completed, copies of the three phases will be available for purchase from the Commission.

In April, the Commission sponsored a public information session on Historic Homes Rehabilitation Tax Credits, a program of the

State Historic Preservation Office. It can provide a reimbursement of 30% of expenditures to maintain historic structures listed on the State or National Register of up to \$30,000. Julie Carmelich, administrator of the program, explained the process to an audience of 60 interested residents. To qualify, expenditures must be at least \$15,000.

The Commission continues to support the Demolition Delay Commission. When applications are submitted for the demolition of buildings 75 years or older, the Commission will often offer an opinion.

Virginia Macro
Chairperson

Housing Authority

The Housing Authority of the Town of South Windsor (HASW) administers 70 single-bedroom apartments for the Elderly or Disabled. Persons 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 October 2016, a Payment in Lieu of Taxes (PILOT), in the amount of \$26,194, was sent to the town by the Authority.

The HASW commissioners have selected a Housing Consultant and architect for the purpose of applying for state funds under the SSHP Program to provide interior and exterior upgrades to our Wapping Mews apartments located at 50 Elm Street. The project to be funded by the Connecticut Housing Finance Authority (CHFA) in conjunction with the Connecticut Department of Housing (DOH).

The Housing Authority still continues to seek funds to construct an additional 40-unit apartment building for the elderly (62 years

Boards and Commissions

and older) on the land abutting 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.

Dwight Johnson
Vice-Chairperson

Human Relations Commission

The purpose of the Human Relations Commission is to promote a community environment of fairness and respect, to encourage positive interactions among residents from diverse backgrounds, and to offer programs that educate and inform our residents about the value of diversity in our community.

In the 2015-2016 Fiscal Year, the Human Relations Commission sponsored several programs designed to enhance the arts and raise appreciation for our town's diversity. The Commission also made extensive improvements to its website to make it more user friendly.

The Commission sponsored the following activities:

Film Festival - The South Windsor Public Library and the Human Relations Commission cohosted the International Film Festival. Under a generous sponsorship from Greta Rubinow, Manchester Community College Professor Emeritus Bob Kagan led the discussion for three films, "Under the Same Moon," (Mexico), "Wadjda," (Saudi Arabia), and "Walkabout," (Australia).

Photo Contest - The theme of the annual photo contest was "South Windsor At Play." There were 41 photos submitted. The winners were announced at an awards ceremony in March. They included: Sitwat Mahmood, first place; Todd Walters, second place; Marti Aman, third place, Sitwat Mahmood, Mayor's Purchase Prize. Honorable mentions were: Marti Aman, Prajakta Bhambure, Ross Burba, Lillian

Handleman, Anurag Joshi, Karen Kaminski, and Sitwat Mahmood.

The next photo contest theme is "Exploring South Windsor Trails Through the Seasons." The deadline is January 31, 2017.

Poetry Day - In April, the Commission sponsored its third annual Poetry Day. State Poet Laureate Rennie McQuikin was the featured guest. Poets Laureate from several communities read their poems. Marie Menut played on Himalayan Sacred Sound Instruments.

Art On A Bench - The Commission awarded the town's first park bench design to Lillian Handleman. "Stars and Stripes," the patriotic design of an early American Flag was a great fit for the bench's location at the historic East Windsor Hill Post Office on Main Street. Ms. Handleman also painted the bench. Next year's contest will feature benches designed by the town's elementary schools.

South Windsor Voices

Under the joint sponsorship of the South Windsor Public Library and the Human Relations Commission, South Windsor Voices 2: Thoughts of School, Schools of Thought was launched. The second in a series, this book featured stories by local writers about schools they had attended. It was illustrated by Tracy Anderson. A third book is planned, which will focus on town trails.

The commission meets on the third Wednesday of every month in the South Windsor Public Library. Meetings are open to the public.

Charles Margolis
Chairperson

Inland Wetlands Agency/Conservation Commission

During the Fiscal Year 2015-2016 the Commission received nineteen applications, which were approved with various conditions. Two violation notices were issued for unapproved activities within wetlands.

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

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

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

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

Elizabeth Warren
Chairperson

Mass Transit and Highway Advisory Commission

The purpose of the Mass Transit and

Highway Advisory Commission is to monitor local traffic changes and traffic safety concerns, study the needs for mass transit within South Windsor, seek out programs to increase and improve mass transit, and advise the Town Council on those issues. Additionally, the Commission may make recommendations regarding traffic and report them to the Town Council and the Planning and Zoning Commission.

During the Fiscal Year 2015-2016, the Commission worked to improve bus routes, promote ridership, connecting to CTFastrak and develop plans for a circulator bus with neighborhood routes that would connect to existing public transportation.

Improving bus routes - Four new bus shelters were built, three in the commercial business district on Commerce Way, Governor's Highway and Nutmeg Road. A fourth was erected at the corner of Buckland Road and Deming Street. To promote bus awareness, the Commission planned a dedication ceremony for that shelter because of its high visibility.

Promoting ridership - The town's low ridership makes it difficult to get new routes or grants for a circulator bus. Focusing on redirecting some bus routes may be the necessary solution. CT Transit is considering this option. The Commission is planning a series of forums to educate people about riding the bus.

Expanding the Commission - Because there has been a problem getting a quorum, the Commission has decided to ask the town council to add 2 alternates to the Commission membership. A proposal to that effect will be submitted to the town council in the near future.

Circulator bus - The Commission created a survey to be posted on the town's website and promoted by IT staff periodically. Members also conducted surveys of large businesses, small businesses, chamber members and patrons of the senior center. Questions were tailored to fit each group's interests. The written and online surveys were self-selected so that the number of potential respondents was indeterminant. All forms of surveys showed consistent results. Whether surveyed by phone and in-person interviews, or by written questionnaires, the response were split 50-50 for and against the need for buses that ran into areas not now served by public

transit. This information will be used to seek grants to pay for the circulator bus. The Commission is discussing several possible bus hubs to use for these routes.

The chairman would like to thank the Commission members for all their hard work this past Fiscal Year. Because of their efforts, the group accomplished a great deal.

The Commission meets on the fourth Tuesday of the month at 7 p.m. in the Sprenkel Room at Town Hall.

Karen Wagner
Chairperson

Park & 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 2015-2016 Fiscal Year:

1. Began the daunting task of revising the Council adopted Park & Recreation Master Plan will consume most of our efforts for the 2016-2017 Fiscal Year, especially since this effort is being conducted completely in-house without the advantage of an outside consulting firm as a cost saving measure.
2. The PARC sponsored South Windsor Food Alliance continues to "grow" with many successful initiatives such as summer and winter farmers markets, community gardens, and the beginning

phase of construction of two high tunnels to be installed at the Avery Gardens in Fiscal Year 2016-2017.



3. The "South Windsor Walk & Wheel Ways" sub-committee had another successful year 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. Their brave attempt to raise the Town's Bicycle Friendly Community designation from Bronze to Silver came up on the short end. They will remain at the bronze level through 2020 unless they re-apply in between. They were well-received at the July 18th Farmer's Market with 50 participants enjoying the free bike clinic at which 26 free helmets were distributed thanks to the generous donation of Jay Gonzalez, Emergency Management Supervisor.



4. The only major Commission project completed this year was a complete re-construction and re-alignment of the

Boards and Commissions

Ayers Road softball field at the Little League Complex. This project will be cost-shared through a partnership with the Board of Education to improve field conditions for the Varsity Girls' Softball team. This project with an out-sourced value of nearly \$350,000 was completed for \$180,000 due to major in-house efforts by the Parks crew and volunteer assistance from Liberty Landscaping.



Commission projects on the horizon include: continued expansion of Walking/Biking Trails in town parks and neighborhoods, disc golf, and renovations to the basketball and tennis courts at Rye Street Park. With the absence of any new funding allocations for master plan development through the Capital Projects budget these projects are unfortunately not likely to be accomplished. We always 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 Sprenkel Room in Town Hall at 7:30pm on the second Wednesday of every month. We welcome your participation.

Alan Larson
Chairperson

Patriotic Commission

The South Windsor Patriotic Commission had a spectacular year! We broke ground and completed the beautiful Veterans Wall behind the monuments in Veterans Memorial Park. The project was completed with donations of labor, material, and money from residents of South Windsor. The wall is 92 feet long and 7 foot high in the center. It has 6 brass plaques, one for each of the military services. It truly highlights the memorials.



The Patriotic Commission is active in events all year long.

In November, we participate in the Hartford Veterans Parade. We coordinate Veterans speaking in every one of the schools in Town. We hold a somber Veterans Day ceremony on November 11th at 11:00 a.m. at Veterans Memorial Park. There is tremendous Town participation in this event.

In December, we support American Legion Post 133 and their "Wreaths Across America" program. Part of an international event, the program places wreaths on the graves of Veterans. In South Windsor, all Veterans graves receive a wreath.

In January, we started our Patriotic essay contest. The contest is open to all students and everyone is recognized for participating. Winners receive prizes and are recognized by the Town Council.

In May, we celebrate our Armed Forces with "An Evening in the Park". It is a Town-wide celebration held at Nevers Road Park, with food, displays, activities for children, a patriotic concert, and a spectacular fireworks display.

On Memorial Day, we celebrate with a parade and a service at Veterans Memorial Park. Following the service, flags are placed on every Veterans grave by Town Boy and Girl Scouts.

In June, we retire worn flags at a service at the Town Fire Headquarters. The flags are collected all year long from a receptacle to the Town Library.

The Patriotic Commission maintains a Wall of Honor in the Town Hall lobby with the names of people serving in the Armed Forces.

The Patriotic Commission is also responsible for placing memorial bricks on

the walkway at Veterans Memorial Park. Bricks are placed two times a year: on Veterans Day and Memorial Day. Forms are available at the Town Hall and on the Patriotic Commission website.

Kent Carlson
Chairperson

Public Building Commission

The Public Building Commission (PBC) met regularly during the Fiscal Year 2015-2016 in order to progress the construction of the new Orchard Hill Elementary School, as approved by the voters of the Town of South Windsor in March 2014. The following are milestone dates for the project:

August 12, 2015:	Inland Wetlands Approval
August 18, 2015:	Planning & Zoning Approval
September 1, 2015:	WPCA Approval
November 4, 2015:	Public Building Commission Approval of Project Plans, Specifications & Cost Estimate
November 10, 2015:	Board of Education Approval of Project Plans, Specifications & Cost Estimate
November 17, 2015:	State of CT Approval of Project Plans, Specifications & Cost Estimate
November 25, 2015:	Bid Packets Released for public bid
January 13, 2016:	Final bid results presented to the commission
February 20, 2016:	Ground breaking Ceremony

In December 2015 the commission welcomed Mr. Phil Koboski and Mr. Matthew Beaulieu and saw the departure of life-long commission member and current Chairman, Howard E. Fitts, leaving a legacy of service to the Town.



In January, the commission approved Gilbane's Guaranteed Maximum Price Proposal for the project, and awarded site work, structural, steel, concrete, HVAC and electrical contracts. The Groundbreaking Ceremony held on February 20, 2016 marked a milestone for the town and was very well attended with over 350 participants; including, Board of Education, the Mayor, Town Council, Public Building Commission, dignitaries, parents and students.



Pictured left to right: Matthew Montana, Matthew Beaulieu, Edward O'Connell, Phil Koboski, Carol Kelly and Charley Lyons

Throughout the remainder of the year the commission met monthly to review status reports, financial reports and approve change orders, bid alternates and invoices. In addition to regular meetings, special meetings were called on an as-needed basis to address time-sensitive matters. The commission fostered a strong working relationship with the Superintendent of Schools, project professionals (Drummey Rosane Anderson, Inc., Gilbane Building Company and Colliers International), SWPS Director of Facilities and town staff, which has been paramount to the success of the project.

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 proceed to 2017 and the completion of the new Orchard Hill Elementary School. As the construction progresses, the commission looks forward to continued collaboration and to delivering this new school project on time and within budget.

Philip Koboski
Chairperson

Water Pollution Control Authority

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 four (4) 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. 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.

This Fiscal Year was the first year for the implementation of the sewer user charge discount program for qualified residents. A qualified resident is a residential sewer user who is eligible for property tax relief under the State of Connecticut Qualifying Income for the Elderly and Totally Disabled Tax Relief Program.

Residents are able to apply for the sewer charge discount program at the same time when they apply for the Town's Property Tax Relief Program through the Human Services Department.

During the Fiscal Year 2015-2016, the Water Pollution Control Authority approved a number of commercial and residential projects. Included among these was a four story, 107 suites hotel on Buckland Road

and the new Orchard Hill Elementary School on Foster Street.

A public hearing was held to establish sewer assessments for Lawrence Road and Cliffwood Drive residential properties. Attorney Andrew Lord was selected as special legal council to answer specific questions relating to the interpretation of State Statutes governing the preparation of sewer assessments. Mr. Lord was previously employed by Murtha and Collins – former Town Attorney, and was that firm's specialist in water pollution control legislation.

The Authority has begun to investigate alternative means to assist in the Town's efforts to collect more than \$800,000 in delinquent sewer user fees (Exhibit G-1 of Special Meeting of September 13, 2015)*. Ongoing meetings are being held with Town staff, Town constables and an outside private collection agency to improve collection effectiveness, efficiency, and accountability.

The Authority was informed by the Town of Vernon that they are in the process of updating its water pollution control facility. The Town of South Windsor will be responsible for a share of these costs to upgrade the facility pursuant to the inter-municipal sewer agreement between the two towns.

The Town of Vernon is required to upgrade its treatment facility in compliance with a directive from the Connecticut Department of Energy and Environmental Protection. New limits have been established for the removal of phosphorus in the effluent discharge by 2019.

Vernon has selected a consulting engineer and is in the process of preparing a facilities plan to evaluate the current facility and to recommend a course of action to comply with these new effluent limits.

Early in this Fiscal Year, the W.P.C.A. met with Town officials to review the 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 its own financial

Boards and Commissions

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.

The Future

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

**[www.southwindsor.org/government/Boards/Water Pollution Control Authority/Minutes/September 13, 2016 Special Meeting](http://www.southwindsor.org/government/Boards/Water%20Pollution%20Control%20Authority/Minutes/September%2013,%202016%20Special%20Meeting), Exhibit G-1.*

*Richard Aries
Chairperson*

Zoning Board of Appeals

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.

In July, the Town Attorney conducted a training session to familiarize commissioners with the responsibilities and regulations governing the Zoning Board of Appeals. This training session was of benefit to both new commissioners and as a refresher for longtime commissioners.

This year the Board granted three variances to commercial applicants. One variance was to allow a shed five feet from the rear property line. Two variances to the same business were granted; one to allow a twenty-four foot rear yard setback and one to allow a fifty foot frontage. Two variance applications by the same business to allow construction of an addition were withdrawn.

A variance was granted to the Town for impervious coverage on a property affected by road reconstruction.

One variance was granted to a church to allow construction of an addition forty-one feet from the front property line.

Two variances were granted for residential properties. One variance was to allow an existing structure to remain four feet from the side property line. One variance was to allow construction of a shed five feet from the side property line. One variance request was denied regarding placement of a shed ten feet from the rear property line. One variance request for construction of an additional garage bay was withdrawn.

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 beginning at 7:30 p.m. The public is always welcome to attend. Applications are available in the Planning Department at the Town Hall.

*James Kupchunos
Chairperson*

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

	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
General Property Taxes	\$ 92,999,372	\$ 89,316,302	\$ 86,482,924	\$ 81,674,471	\$ 79,552,717
Intergovernmental	14,250,046	14,474,837	14,873,153	14,761,233	14,269,916
Services	2,379,396	1,523,569	1,335,659	1,641,788	1,605,477
Miscellaneous	172,786	188,049	109,691	83,587	180,364
Total Revenues	<u>\$109,801,600</u>	<u>\$105,502,757</u>	<u>\$102,801,427</u>	<u>\$ 98,161,079</u>	<u>\$ 95,608,474</u>

FIVE YEAR SUMMARY OF GENERAL FUND EXPENDITURES

	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
General Government	\$ 3,252,524	\$ 3,297,966	\$ 3,394,582	\$ 3,116,597	\$ 3,029,057
Public Safety	8,013,707	8,177,034	7,764,321	7,274,344	7,329,109
Public Works	7,313,382	7,461,798	6,650,177	6,414,204	6,539,487
Human Services	893,128	914,817	931,958	920,099	945,792
Recreation & Library	2,790,388	2,746,532	2,583,049	2,560,609	2,639,491
Debt Service	6,830,607	6,255,201	5,484,945	4,418,905	4,858,835
Miscellaneous	8,256,262	8,177,152	7,452,476	6,981,595	5,851,236
Board of Education	70,235,567	68,333,931	67,773,113	65,510,166	64,000,027
Total Expenditures	<u>\$107,585,565</u>	<u>\$105,364,431</u>	<u>\$102,034,621</u>	<u>\$ 97,196,519</u>	<u>\$ 95,193,034</u>

FIVE YEAR COMPARATIVE ASSESSOR GRAND LIST REPORT

	Oct. 1, 2015	Oct. 1, 2014	Oct. 1, 2013	Oct. 1, 2012	Oct. 1, 2011
Real Estate	2,160,395,641	2,135,729,111	2,120,846,950	2,113,752,046	2,437,543,960
Personal Property	272,704,520	261,120,500	287,829,500	258,829,020	246,646,610
Motor Vehicle	217,673,720	217,444,060	216,945,460	207,156,730	208,122,550
Grand Total	<u>2,650,773,881</u>	<u>2,614,293,671</u>	<u>2,625,621,910</u>	<u>2,579,737,796</u>	<u>2,892,313,120</u>
Less Exemptions	<u>104,350,010</u>	<u>112,726,620</u>	<u>119,194,329</u>	<u>111,344,758</u>	<u>121,055,339</u>
Net Grand List	<u>2,546,423,871</u>	<u>2,501,567,051</u>	<u>2,506,427,581</u>	<u>2,468,393,038</u>	<u>2,771,257,781</u>

Auditor's Report

**TOWN OF SOUTH WINDSOR, CONNECTICUT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2016**

	General	Capital Projects Fund	Sewer Operating Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 34,992,842	\$	\$ 101,904	\$ 1,286,917	\$ 36,381,663
Investments				86,454	86,454
Receivables, net	4,840,911	3,445,037	651,492	64,672	9,002,112
Due from other funds	329,253	19,610,758	753,723	2,894,935	23,588,669
Other assets				39,488	39,488
Total Assets	<u>\$ 40,163,006</u>	<u>\$ 23,055,795</u>	<u>\$ 1,507,119</u>	<u>\$ 4,372,466</u>	<u>\$ 69,098,386</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts and other payables	\$ 2,508,821	\$ 5,036,031	\$ 315,806	\$ 595,639	\$ 8,456,297
Due to other funds	23,259,416			329,253	23,588,669
Notes payable		21,360,000			21,360,000
Deferred revenue		325,954		716,175	1,042,129
Total liabilities	<u>\$ 25,768,237</u>	<u>\$ 26,721,985</u>	<u>\$ 315,806</u>	<u>\$ 1,641,067</u>	<u>\$ 54,447,095</u>
Deferred inflows of resources					
Unavailable revenue—property taxes	4,237,123				4,237,123
Unavailable revenue—sewer use			651,492		651,492
Advance property tax collections	25,766				25,766
Total deferred inflows of resources	<u>4,262,889</u>	<u>-</u>	<u>651,492</u>	<u>-</u>	<u>4,914,381</u>
Fund balances:					
Nonspendable				39,488	39,488
Restricted				839,148	839,148
Committed			539,821	1,928,873	2,468,694
Assigned	2,096,625				2,096,625
Unassigned	8,035,255	(3,666,190)		(76,110)	4,292,955
Total fund balances	<u>10,131,880</u>	<u>(3,666,190)</u>	<u>539,821</u>	<u>2,731,399</u>	<u>9,736,910</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 40,163,006</u>	<u>\$ 23,055,795</u>	<u>\$ 1,507,119</u>	<u>\$ 4,372,466</u>	<u>\$ 69,098,386</u>

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

	General	Capital Projects Fund	Sewer Operating Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:					
Property taxes	\$ 92,999,372	\$	\$	\$	\$ 92,999,372
Intergovernmental	21,589,783	1,371,599		4,820,769	27,782,151
Charges for services	2,379,396	118,813	4,278,782	5,143,774	11,920,765
Investment earnings	108,902		98	2,262	111,262
Miscellaneous		98,556	22,087	342,904	463,547
Total revenues	<u>117,077,453</u>	<u>1,588,968</u>	<u>4,300,967</u>	<u>10,309,709</u>	<u>133,277,097</u>
Expenditures:					
Current:					
General government	3,292,016			268,646	3,560,662
Public safety	8,111,848			208,657	8,320,505
Public works	7,073,306		3,460,599	609,774	11,143,679
Human services	871,198			250,048	1,121,246
Culture and recreation	2,804,943			2,141,729	4,946,672
Insurance and sundry	6,556,833				6,556,833
Education	76,768,518			6,612,994	83,381,512
Debt service	6,874,897				6,874,897
Capital outlay		18,260,516			18,260,516
Total expenditures	<u>112,353,559</u>	<u>18,260,516</u>	<u>3,460,599</u>	<u>10,091,848</u>	<u>144,166,522</u>
Excess (Deficiency) of Revenues over Expenditures	<u>4,723,894</u>	<u>(16,671,548)</u>	<u>840,368</u>	<u>217,861</u>	<u>(10,889,425)</u>
Other Financing Sources (Uses):					
Issuance of general obligation bonds		4,300,000			4,300,000
Issuance of capital lease		2,946,407			2,946,407
Premium on bond issuance	207,067				207,067
Transfers in	57,537	1,681,000	23,000		1,761,537
Transfers out	(1,714,980)		(718,240)	(43,297)	(2,476,517)
Total other financing sources (uses)	<u>(1,450,376)</u>	<u>8,927,407</u>	<u>(695,240)</u>	<u>(43,297)</u>	<u>6,738,494</u>
Net Change in Fund Balances	3,273,518	(7,744,141)	145,128	174,564	(4,150,931)
Fund Balances at Beginning of Year	<u>6,858,362</u>	<u>4,077,951</u>	<u>394,693</u>	<u>2,556,835</u>	<u>13,887,841</u>
Fund Balances at End of Year	<u>\$ 10,131,880</u>	<u>\$ (3,666,190)</u>	<u>\$ 539,821</u>	<u>\$ 2,731,399</u>	<u>\$ 9,736,910</u>

Auditor's Report

SCHEDULE OF DEBT LIMITATION FOR THE YEAR ENDED JUNE 30, 2016

Total tax collections (including interest and lien fees) received by Treasurer for the year ended June 30, 2016 \$ 92,873,129

Tax Relief for the Elderly 2,000

BASE \$ 92,875,129

	<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	\$ 208,969,040	\$	\$	\$	\$
4-1/2 times base		417,938,081			
3-3/4 times base			348,281,734		
3-1/4 times base				301,844,169	
3 times base					278,625,387
Total debt limitation	<u>208,969,040</u>	<u>417,938,081</u>	<u>\$ 348,281,734</u>	<u>\$ 301,844,169</u>	<u>\$ 278,625,387</u>
Indebtedness:					
Bonds and notes payable	26,271,000	8,349,000	1,750,000		
CWF notes payable			24,460,009		
Authorized, unissued bonds	<u>9,000,000</u>	<u>18,021,724</u>	<u>19,483,417</u>		
Total indebtedness	<u>35,271,000</u>	<u>26,370,724</u>	<u>45,693,426</u>	<u>-</u>	<u>-</u>
Debt Limitation in Excess of Outstanding and Authorized Debt	<u>\$ 179,694,958</u>	<u>\$ 392,536,927</u>	<u>\$ 310,348,313</u>	<u>\$ 301,844,169</u>	<u>\$ 278,625,387</u>

Note 1: In no case shall total indebtedness exceed seven times annual receipts from taxation (\$650,125,903).

Town Officials (as of December 31, 2016)

ELECTED OFFICIALS

Town Council

M. Saud Anwar
William Carroll, Jr.
Thomas Delnicki, *Mayor*
Edward Havens
Lisa Maneeley
Carolyn Mirek, *Deputy Mayor*
Elizabeth Pendleton
Matthew Riley
Janice Snyder

Town Clerk

Lori Trahan

Board of Education

Joseph Durette
Beth Esstman, *Vice Chairperson*
Jamie Gamble
Michael Gonzalez
Mary Justine Hockenberry
David S. Joy, *Chairperson*
Philip Koboski
Richard Stahr
Craig Zimmerman, *Secretary*
Dr. Kate Carter, *Superintendent*

Board of Selectmen

Roger Anderson
Paul Burnham
Matthew Mitchell

Constables

Joseph Etter
Sandra C. Jeski
Jay G. Murtha
James Neary
Joan Walsh

Planning and Zoning Commission

Gary Bazzano
Frank Bonzani
Stephanie Dexter, *Secretary*
Kevin Foley
Kevin Greer
Elizabeth Kuehnle
Bart Pacekonis, *Vice Chairperson*
William Flagg, *Alternate*
Mike LeBlanc, *Alternate*
Teri Parrott, *Alternate*

Registrars of Voters

Susan Burnham
Sue W. Larsen

Town Treasurer

Barbara Pandiscia

APPOINTED OFFICIALS

Justices of the Peace

Mark Abrahamson
William Aman
Philip P. Apter
Herbert F. Asplund
Gary Bazzano
Cynthia Beaulieu
Diane F. Behler
Barbara Brezel
Susan Burnham
William Butter

Sirkka S.D.L. Christensen
Kathleen Soucy Daugherty
Joan M. DeGiacomo
Debbie A. Duarte
Carolyn Egan
Edwina H. Futtner
Thomas F. Griffin
Sandra Jeski
David Joy
Philip E. Koboski
Elizabeth M. Kuehnle
Lisa M. Maneeley
Joyce P. Mascena
Elizabeth R. McGuire
Paul Oates
John J. Otto
Matthew D. Reed
Kathleen-Mary Sharos
Matthew Streeter
Caroline C. Taylor
James Howard Throwe
Whitney Leanne Thurrott
Scott Jason Turco
Daniel F. Van Horn
Karen Ella Wagner
Joan F. Walsh
Lavina Viney Wilson

Town Attorney

McGivney & Kluger, P.C.

Town Auditors

Blum, Shapiro & Company, P.C.

Town Manager

Matthew B. Galligan

CRCOG Representatives Policy Board

Mayor Thomas Delnicki /
Town Manager Matthew Galligan

Regional Planning Commission

Stephanie Dexter
VACANCY, *Alternate*

APPOINTED BOARDS & COMMISSIONS

Agricultural Land Preservation Advisory Commission

Cile Decker
Jonathan D. Foster
James Futtner
Sandy Jeski
Joseph Kennedy, *Chairperson*
Philip Koboski
James Kupchunos
Andy Paterna
Dan Rys
Tim Shepard
Elizabeth Warren, *Vice Chairperson*
VACANCY

Board of Assessment Appeals

Darren DeMartino
Debbie Duarte
Kevin Greer
Carolyn Carey, *Alternate*
Linda Jeski, *Alternate*

Building Code Board of Appeals

Arthur Jennings
William Jodice
David Patria
Mark Peterson
Daniel Seyapura

Central Region Tourism District

Peter DeMallie

Economic Development Commission

Paul Burnham, *Chairperson*
Susan Burnham, *Secretary*
Edwina Futtner
Linda Jeski
William Jodice
Dwight Johnson
Joseph Kennedy, Jr.
Wayne Kilburn
James Murray
Louise Neary, *Vice Chairperson*
Cindy Beaulieu, *Alternate*
John J. Mitchell, *Alternate*
David Marsh, *Alternate*
David Starr, *Alternate*

Greater Hartford Transit District

Gary Pitcock
Bruce Snow

Historic District Commission

Louise Evans
Walter Fitzpatrick, *Vice Chairperson*
Katherine Foley
Virginia Macro, *Chairperson*
Gary Pitcock
Nadine Hassan-Caron, *Alternate*
VACANCY, *Alternate*
VACANCY, *Alternate*

Housing Authority

Marion Burke
Dwight Johnson, *Vice Chairperson*
Toby Lewis
Sandy Ramesh
Jan Tarr
George Daniels, *Executive Director*

Human Relations Commission

Carolyn Carey
Nilofer Haider
Linda Jeski
Charles Margolis, *Chairperson*
Karen Patterson
David Peck
Richard Stahr
Karen Wagner
VACANCY,

Inland Wetlands Agency/CC

John Blondin
Audrey Delnicki
Arthur Jennings
Barbara Kelly, *Vice Chairperson*
Richard Muller
John Phillips
Adam Reed
Daniel Seyapura
Elizabeth Warren, *Chairperson*
Stephen Wagner, *Alternate*

VACANCY, *Alternate*

Insurance Control Commission

Morris Borea, *Town Attorney*
Joseph Durette
Matthew Galligan, *Chairperson*
Edward Havens
VACANCY, *Town Councilor*

Juvenile Firesetter Intervention & Prevention Commission

Eileen Adler
Kevin Cooney
Christina Ferrante
Walter Summers, *Chairperson*

Library Board

Marcia Andrus
Elizabeth Asplund, *Treasurer*
Katherine Chiappetta, *Vice Chairperson*
Hal Reed
Kathleen-Mary Sharos, *Chairperson*
Carole Stroud

Mass Transit and Highway Advisory Commission

Herb Asplund
Robert Dickinson, *Vice Chairperson*
Kathy Hale
Bryan Jennings
Joshua Johnson
Mark Peterson
Bruce Snow
Bernard Thomas
Karen Wagner, *Chairperson*

Park and Recreation Commission

Cindy Beaulieu
George Caye
Katie Graham
Richard Grigorian
Michael Kelly
Alan Larson, *Chairperson*
William Nowak
Daniel Rezende
David Romejko
Craig Zimmerman
Michael Saimond, *Alternate*
Daniel Van Horn, *Alternate*

Patriotic Commission

Roger Anderson
Peter Anthony, Sr.
Herbert Asplund
Gene Botteron
Kent Carlson, *Chairperson*
Robert Hornish
Leigh Lovering
Paul Mozzicatto
Daria Plummer
Arthur Sladyk
Teri Dickey-Gagnat, *Alternate*
Jim Throwe, *Alternate*

Personnel Board of Appeals

Kathleen Daugherty
Teri Dickey-Gagnat
Winifred Wilson

Town Officials (as of December 31, 2016)

Public Building Commission

Matthew Beaulieu
Carol Kelley
Philip Koboski, *Chairperson*
Charles E. Lyons, *Vice Chair*
Matthew Montana
Edward O'Connell
Bernard Thomas

South Windsor Alliance for Families

Anthony Duarte
VACANCY
VACANCY
VACANCY
VACANCY

Also reps from the following agencies

Brian Corn
Georgia Dombrowski, Student
Christina Ferrante
Peggy Sue France
Danielle Gagain, Student
Cheryl Gerber
Ali Jennings
Elizabeth Langevin
Melisa Luginbuhl, ERASE
Cindy Malone
Chris McGrath
Anton Mirande
Kathy Reed
Haley Shoop, ERASE
Jenna Stoker, Student

Water Pollution Control Authority

Donald Antaya
Richard Aries, *Chairperson*
Carol Fletterick
Vicki Paliulis
Zaheer Sharaf
Pat Soucy
William Veas
Erik Dabrowski, *Alternate*
Edward Havens, Jr., *Alternate*

Zoning Board of Appeals

Steven Carty, *Secretary*
Teri Dickey-Gaignat, *Chairperson*
Joseph Etter
Wayne Kilburn
James Kupchunos, *Vice Chairperson*
Edwina Futter, *Alternate*
Elizabeth McGuire, *Alternate*
Paul Oates, *Alternate*

MAYORAL APPOINTMENTS

Cable Advisory Board

David O'Neil
Matthew Streeter
VACANCY
VACANCY

Poet Laureate

Charles Margolis

Town Historian

Sandra Jeski

COUNCIL STANDING COMMITTEES

Audit Committee

Thomas Delnicki, Mayor

Edward Havens
VACANCY

Ethics Committee

Thomas Delnicki, Mayor
Edward Havens
Janice Snyder

Open Space Task Force

Herbert Asplund
Pat Botteron, *Chairperson*
John Caldwell
George Caye
Louise Evans
Jeffrey Folger
Michael Gantick
Sue W. Larsen
Roy C. J. Normen
Bart Pacekonis
Andy Paterna
David Romejko
Elizabeth Warren
VACANCY
VACANCY

Personnel Committee

M. Saud Anwar
Carolyn Mirek
Janice Snyder

Public Health & Safety Committee

M. Saud Anwar
Carolyn Mirek
Matthew Riley

OTHER COMMITTEES

Ad Hoc Space Needs Committee

M. Saud Anwar
William Carroll, Jr.
Thomas Delnicki, Mayor
Edward Havens
Lisa Maneeley
Carolyn Mirek
Elizabeth Pendleton
Matthew Riley
Janice Snyder

Architectural Design Review Committee

Dave Goslin
Sue W. Larsen
Michele Lipe
Marshall Montana
Charles Regulbuto
John Scheib, Jr.
David J. Schwabe
VACANCY, *Alternate*

Capital Projects Committee

Dr. Kate Carter
Chris Chemerka
Matthew Galligan
Jamie Gamble
Michael Gantick
Michael Gonzalez
Patrick Hankard
Carolyn Mirek
Elizabeth Pendleton, *Vice Chair*
Scott Roberts
Janice Snyder, *Chairperson*
Craig Zimmerman

Demolition Delay Committee

Walter Fitzpatrick
Teri Parrott
Tim Shepard
Arthur Utay
VACANCY

Energy Committee

Larry Brown
Hank Cullinane
Michael Gantick
Richard Grigorian
Patrick Hankard
Edward Havens
Athena Loukellis
Carolyn Mirek
Janice Snyder
Sherman Tarr
Stephen Wagner

Naming of Public Lands & Buildings

William Carroll, Jr.
Thomas Delnicki, Mayor
Edward Havens

Pension Committee

M. Saud Anwar
Chris Chemerka
Thomas Delnicki, Mayor
Joseph Durette
Timothy Edwards
Matthew Galligan
Patricia Lewis
Patricia Perry
Matthew Riley

Redevelopment Agency

Scott Andrusis
Barbara Barbour
Cile Decker
William E. Keohane
VACANCY

Senior Advisory Board

Dave Bakulski
Tom Baromeli
Diane Boxer
Andrea Cofrancesco
Tom Field
Estelle Fournier
Nedra Gallo
Gloria Goslin
Carol Hatch, *Vice Chairperson*
Edward Havens
Hansa Khant
Walter Moriarty
Agent Jim Nicoletta
Daria Plummer, *Chairperson*
Louise Shaheen, *Vice Chairperson*
Sally Terry
Henry Van Niel

Democratic Town Committee

Anthony Duarte, *Chairperson*
Sandra Jeski, *Nominating Chair*
Elizabeth Kuehnle, *Vice Chairperson*
Elizabeth McGuire

Republican Town Committee

Gary Bazzano, *Vice Chairperson*
Cindy Beaulieu, *Nominating Chair*
William Carroll, Jr., *Second V-Chair*
Maria Cullen, *Recording Secretary*
Richard Cullen, *Treasurer*
Kathleen Soucy Daugherty, *Chair*
Paul Oates, *Executive Secretary*

TEMPORARY COMMITTEES

Crumbling Foundations Committee

Tom Alouise
M. Saud Anwar
Garvin Boudle
Don Childree
Thomas Delnicki
Matthew Galligan
Sara Reba
Steve Rosenberger

South Windsor Agricultural, Arts, & Nature Subcommittee

M. Saud Anwar
Pat Botteron
John Caldwell
Thomas Delnicki, Mayor
Stephanie Dexter
Mary Etter
Raymond Favreau
Jeffrey Folger
Katie Graham
Sandy Jeski
Michele Lipe
Virginia Macro
John Mitchell
Andrew Paterna
Elizabeth Pendleton
Tim Shepard
Janice Snyder
Elizabeth Warren

Town Officials (as of December 31, 2016)

STAFF

Commission Staff Liaisons or Secretaries

Economic Development Commission, Donna Thompson
Inland Wetlands Agency/Conservation Commission, Donna Thompson
Library Board, Jean Preuss
Park and Recreation Commission, Raymond Favreau
Planning and Zoning Commission, Lauren Zarambo
Public Building Commission, Ann Walsh
Water Pollution Control Authority, Ether Diaz
Zoning Board of Appeals, Donna Thompson

Library

Mary J. Etter, Director

Probate Court

Marianne Lassman Fisher, Judge of Probate
Randy Graff, Clerk of Probate
Cathy Jourdan, Clerk of Probate
Paula Pacekonis, Clerk of Probate
Annette Tarascio, Chief Clerk of Probate

Visiting Nurse Community Care

8 Keynote Drive, Vernon, CT 06066

Volunteer Fire Department

Kevin Cooney, Chief

Department Heads and Assistants

Assessor, Mary Huda
Assistant Assessor, Jane Harrington
Assistant Assessor, David Peters
Assistant Building Official, Michael Rose
Assistant Director of Adult & Senior Services, Lindsey Ravalese
Assistant Director of Parks & Recreation, Keri Apt
Assistant Town Clerk, Bonnie Armstrong
Assistant Town Clerk, Terry Samsel
Chief Building Official, Christopher Dougan
Chief of Police, Timothy Edwards
Clerk of the Council, Deborah Reid
Collector of Revenue, Bonnie Rabin
Director of Adult & Senior Services, Andrea Cofrancesco
Director of Finance, Patricia Perry
Director of Human Resources, Vanessa Perry
Director of Information Technology, Scott Roberts
Director of Parks & Recreation, Raymond Favreau
Director of Planning, Michele Lipe
Director of Public Works, Michael Gantick
Director of Youth & Family Services, Elizabeth Langevin
Environmental Health Officer, Heather Oatis
Facilities Manager, Clay Major
Fleet Services Manager, Leon Clough
Fire Marshal, Walter Summers
Senior Environmental Planner, Jeffrey Folger
Street Services Manager, Mark Owens
Superintendent of Parks, John Caldwell
Superintendent of Pollution Control, Fred Shaw
Superintendent of Streets, Vincent Stetson
Town Clerk, Lori Trahan
Town Engineer, Jeffrey Doolittle
Zoning Enforcement Officer, Pam Oliva

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	860-282-0669 Ext. 1
Accounts Payable	Finance	Ext. 364	Fire Safety/Education	Fire Marshal	860-282-0669 Ext. 1
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	860-282-0669 Ext. 1
AMBULANCE (EMERGENCY)		911	F.I.S.H. (Friends In Service Here)	Transportation Volunteers	860-647-3609
AMBULANCE (ROUTINE)		860-647-9798	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	860-282-0669 Ext. 1	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	860-282-0669 Ext. 1	Ground Water Contamination	Health Dept.	860-337-6161 Ext. 1006
Blight Ordinance	Building Dept.	Ext. 330			
Blind Exemptions	Assessors	Ext. 312	H		
Board of Assessment Appeals	Assessors	Ext. 312	Hazardous Waste Collection	Public Works	Ext. 343
Board of Education		860-291-1200	Health Department (So. Windsor)		Ext. 250
Boat Launching	Parks & Recreation	860-648-6355	Historic District Map	Town Clerk	Ext. 325
Building Permit	Building Dept.	Ext. 330	Historic District Minutes	Town Clerk	Ext. 325
C			House Liens	Town Clerk	Ext. 325
Cemeteries:			Housing Authority		860-644-3144, 860-644-3082
South Windsor Cemetery Assoc.		860-289-2631	Hunting License	Town Clerk	Ext. 325
Wapping Cemetery	Anne Sullivan	860-644-2528	I		
Chamber of Commerce		860-644-9442	Identification Cards (Senior)	Human Services	860-648-6361
Community Center Room Reservations	Parks & Recreation	860-648-6355	Information		Ext. 303
Community Service (Probation)	Human Services	860-648-6361	Inland Wetlands Minutes	Town Clerk	Ext. 325
CT Transit Company	Public Transport	860-525-9181	Insect Complaints	Health Dept.	860-337-6161 Ext. 1006
Conservation Commission	Wetlands Officer	Ext. 229	J		
Conservatorship	Probate Court	Ext. 371	Junk Cars (on private property)	Zoning Enforcement	Ext. 251
CRIME HOT LINE	Anonymous	860-648-6226	Juvenile Work Restitution	Youth Services	860-648-6361
Criminal Police Report	Police	860-648-6223	Juvenile Review Board	Youth Services	860-648-6361
Crisis Counseling (Adult/Family/Youth/Seniors)	Human Services	860-648-6361	L		
D			Land Records	Town Clerk	Ext. 325
Day Care/Nursery School Inspections	Health Dept.	Ext. 250	Land Use Information	Planning/Zoning	Ext. 329
Death Certificates	Town Clerk	Ext. 325	Leaf Collection Information	Town Garage	860-648-6371 (24-hr)
Deed Information	Town Clerk	Ext. 325	Library	Main Library	860-644-1541
Demographic Information	Planning/Zoning	Ext. 329	Library	Wood Memorial	860-289-1783
Demolition Permits	Building Dept.	Ext. 330	M		
Development Bonds	Planning/Zoning	Ext. 329	Marriage License	Town Clerk	Ext. 325
Disabled Transportation	Human Services	860-648-6361	Mayor	Town Council Office	Ext. 206
Drain Layer Permits	Engineering	Ext. 344	Meals-On-Wheels (Daily & Weekends)	Human Services	860-648-6361
E			Medical Assistance Information	Human Services	860-648-6361
Economic Development		Ext. 303	Medicare Claim Appeal	Medicare Advocacy	1-800-262-4414
Elderly Property Relief (homeowners)	Human Services	860-648-6361	Metal Pick-Up/Recycling	Public Works	Ext. 343
Elderly Rent Subsidy	Human Services	860-648-6361	Motor Vehicle Release Form	Tax Collector	Ext. 320
Elections	Registrar of Voters	Ext. 377	Municipal Agent	Human Services	860-648-6361
Emergency Food	Human Services	860-648-6361	N		
Emergency Fuel (Home Heating)	Human Services	860-648-6361	Noise Complaint	Police	860-644-2551
Emergency Housing Information	Human Services	860-648-6361	Notary Public	Town Clerk	Ext. 325
Emergency Food/Fuel/Housing (After Hrs)	Police	860-644-2551	Notary Public	Human Services	860-648-6361
Employment Application	Human Resources	Ext. 280	Nuisance Complaints	Health Dept.	860-337-6161 Ext. 1006
Energy Assistance (State & Local)	Human Services	860-648-6361			
Environmental Issues	Health Dept.	860-337-6161 Ext. 1006			
Explosives Permit	Fire Marshal	860-282-0669 Ext. 1			

Services

SERVICE	DEPARTMENT	PHONE 860-644-2511	SERVICE	DEPARTMENT	PHONE 860-644-2511
O			S (Continued)		
Odor Complaints	Health Dept.	860-337-6161 Ext. 1006	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.	860-337-6161 Ext. 1006
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	High School	860-648-5000
Recycling Information	Public Works	Ext. 343	Subdivision Application	Planning/Zoning	Ext. 329
Register to Vote	Registrar of Voters	Ext. 377	Subdivision Regulations	Planning/Zoning	Ext. 329
Rental Assistance	Human Services	860-648-6361	Subsidized Housing	Housing Authority	860-644-3144
Restaurant/Cafeteria Inspections/ Complaints	Health Dept.	860-337-6161 Ext. 1006	SWAN (So. Windsor Aid to Neighbors)	Human Services	860-648-6361
River Use Permits	Police	860-648-6202	T		
Roadkill	Town Garage	860-648-6366	Tax Information	Tax Collector	Ext. 320
Roadside Brush	Town Garage	860-648-6366	Town Attorney		Ext. 208
Rodent Complaints	Health Dept.	860-337-6161 Ext. 1006	Town Council Office		Ext. 206
Rotary Pavilion Reservations	Parks & Recreation	860-648-6355	Town Manager		Ext. 200
S			Trade Name Certificates	Town Clerk	Ext. 325
Schools:			Traffic Signs	Town Garage	860-648-6366
South Windsor High School	161 Nevers Road	860-648-5000	Traffic Survey	Police	860-648-6211
Timothy Edwards Middle School	100 Arnold Way	860-648-5030	Trash/Rubbish/Garbage Complaints	Public Works	Ext. 343
Eli Terry Elementary School	569 Griffin Road	860-648-5020	Tree Removal	Tree Warden	860-648-6366
Orchard Hill Elementary School	350 Foster Street	860-648-5015	Tree Trimming	Tree Warden	860-648-6366
Philip R. Smith Elementary School	949 Avery Street	860-291-1280	Tree Warden		860-648-6366
Pleasant Valley Elementary School	591 Ellington Road	860-291-1280	V		
Wapping Elementary School	91 Ayers Road	860-648-5010	Variance Application	Planning/Zoning	Ext. 329
School Bus Company	Dattco	860-357-5706	Vendor Permit	Police	860-648-6202
Senior Citizens Center	150 Nevers Road	860-648-6361	Vendor Inspections	Health Dept.	860-337-6161 Ext. 1006
Senior Handyman Program	Human Services	860-648-6361	Veterans Memorial Park	Seasonal	860-289-1333
Senior Health Screening	Human Services	860-648-6361	Veterans Exemption	Assessor	Ext. 312
Senior Home Delivered Meals	Human Services	860-648-6361	Voter Information	Registrar of Voters	Ext. 377
Senior Legal Clinic	Human Services	860-648-6361	W		
			Water Company	MDC	860-278-7850

Services

SERVICE	DEPARTMENT	PHONE 860-644-2511
W (Continued)		
Water Company	CT Water Co.	1-800-286-5700
Water Pollution Control Authority (WPCA)	Supt. of Pol. Control	Ext. 247
Welfare Information	Human Services	860-648-6361
Well Complaints	Health Dept.	860-337-6161 Ext. 1006
Wetland Applications	Planning/Zoning	Ext. 329
Working Papers	High School	860-648-5000

Y

Youth Services	Human Services	860-648-6361
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Z

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

OTHER IMPORTANT NUMBERS:

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

Hours of Operation

TOWN HALL - 1540 Sullivan Avenue

Mon-Fri 8 a.m. to 4:30 p.m.

Town Clerk is open until 6 p.m. on Thurs

TOWN HALL ANNEX - 1530 Sullivan Avenue

Mon-Fri 8 a.m. to 4:30 p.m.

COMMUNITY CENTER - 150 Nevers Road

Parks & Recreation

Mon-Fri 8 a.m. to 4:30 p.m.

Human Services

Mon & Fri 8 a.m. to 4:30 p.m.

Tues, Wed, Thurs 8 a.m. to 8 p.m.

Teen Center

Mon-Thurs 2 p.m. to 5 p.m. - High School

Fri-Sat 6 p.m. to 9:30 p.m. - Middle School Youth

FIRE DEPARTMENT HEADQUARTERS -

1175 Ellington Road

Mon-Fri 8 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

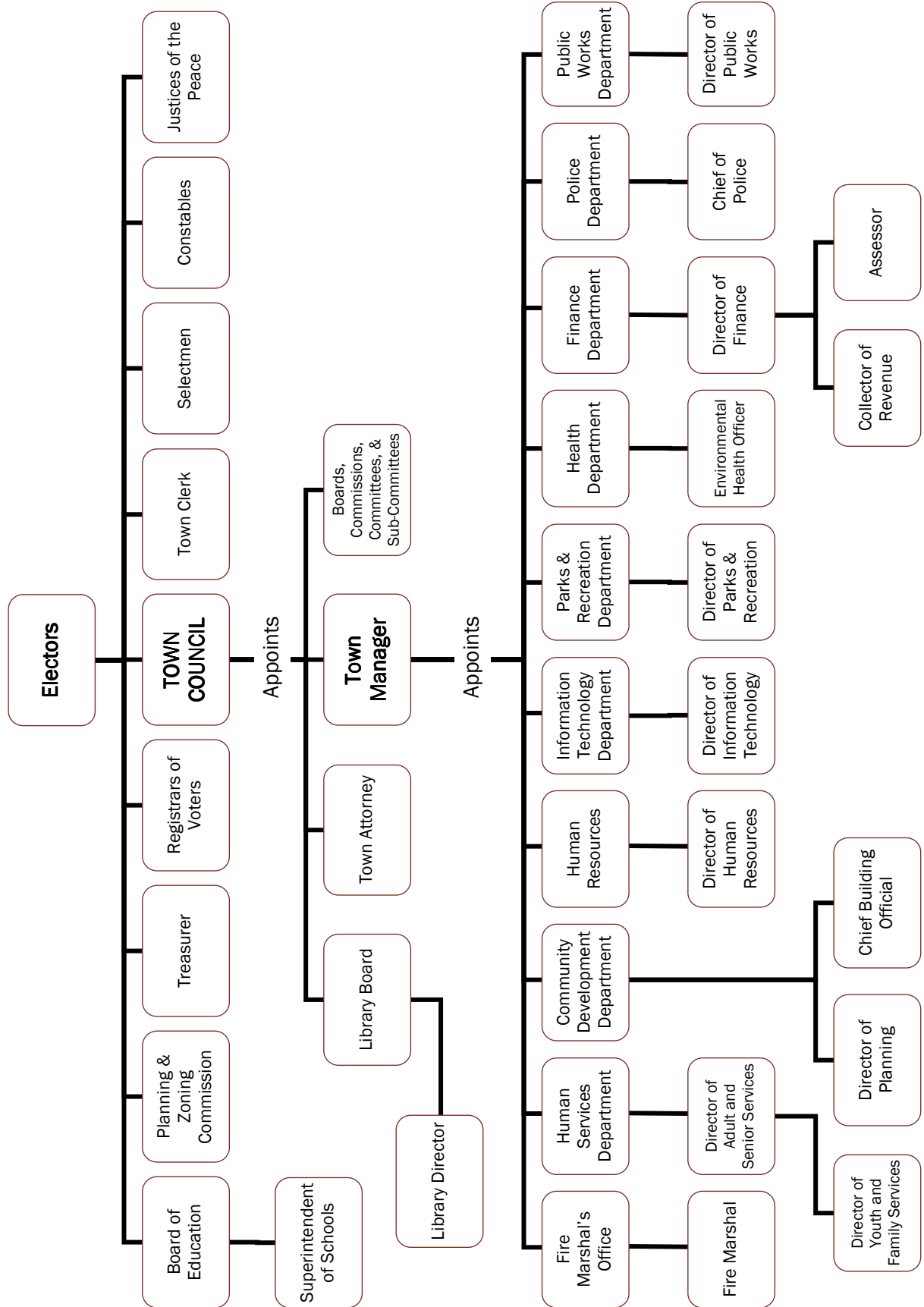
Boards and Commissions Meeting Schedule *

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	Public Library	6:30 p.m.
Inland Wetlands	1st & 3rd Wed	Town Hall	7:00 p.m.
Library Board	4th Tues	Public Library	7:00 p.m.
Park & Recreation Commission	2nd Wed	Town Hall	7:30 p.m.
Patriotic Commission	3rd Mon	Town Hall	7:30 p.m.
Planning & Zoning Commission	2nd & 4th Tues	Town Hall	7:30 p.m.
Public Building Commission	2nd Wed	Ellsworth	6:30 p.m.
Town Council	1st & 3rd Mon	Town Hall	7:00 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.

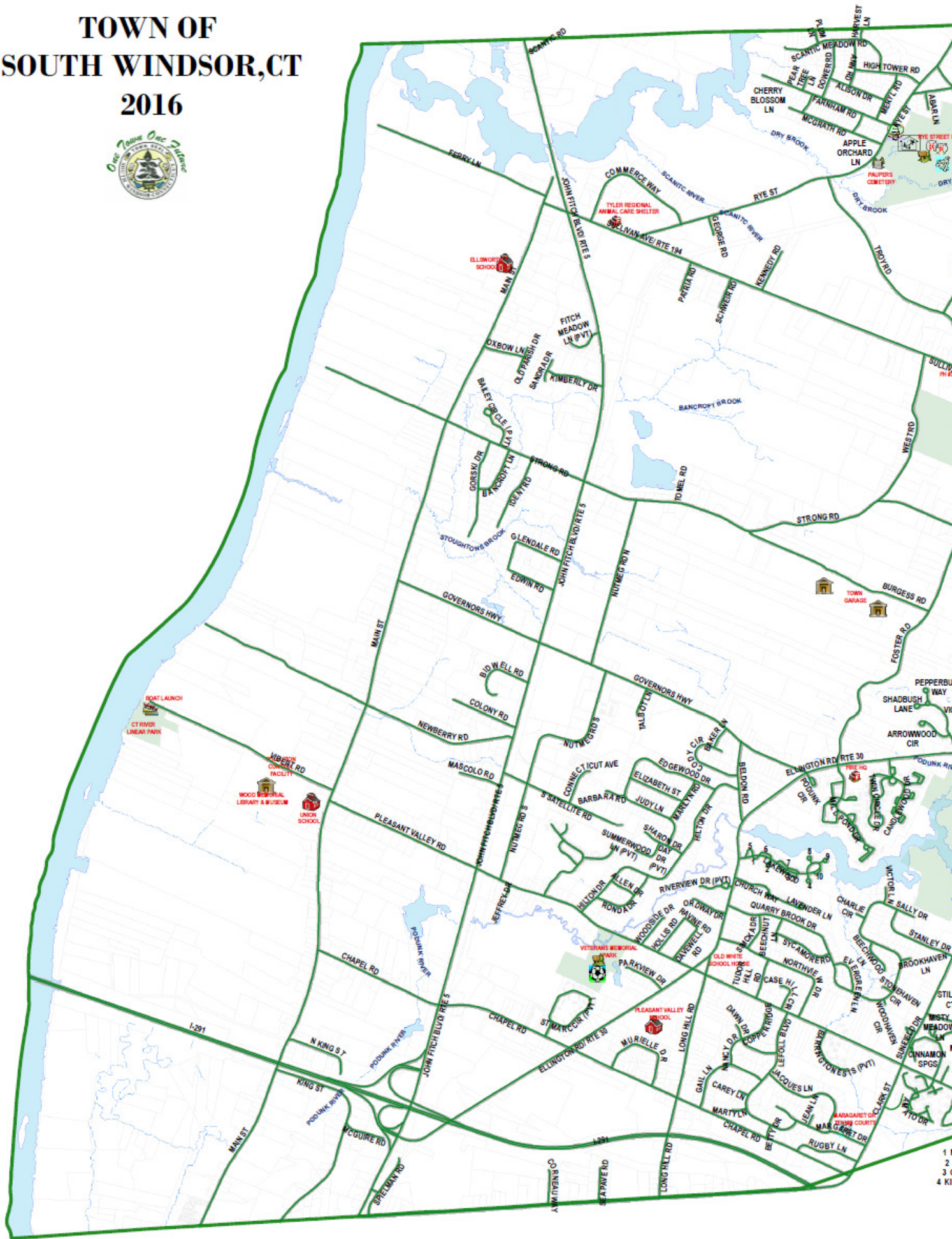
NOTE: Please contact the Town Clerk's Office at 644-2511 ext. 325 to confirm dates, times and locations, as some schedules may change.

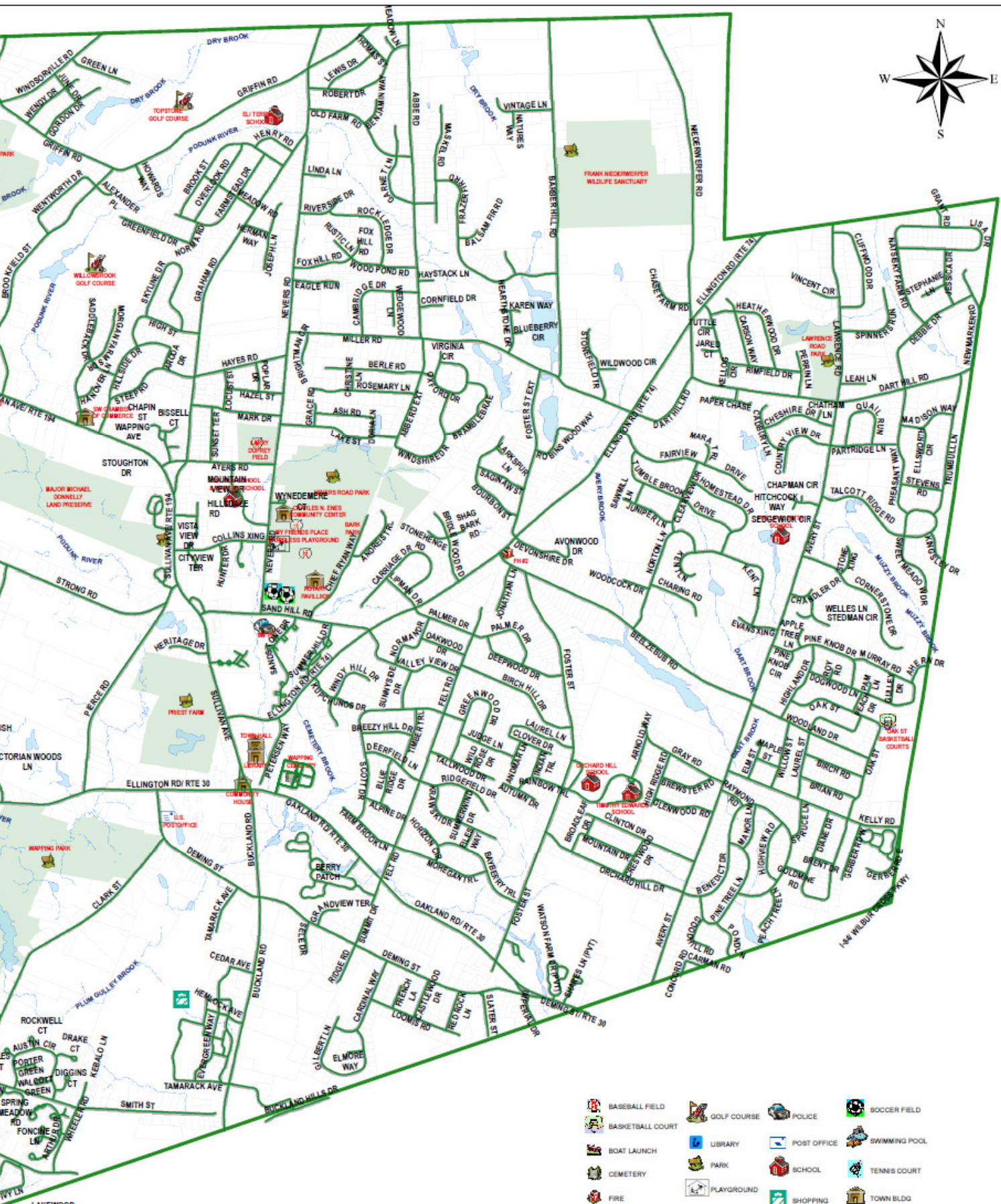
* Most Boards/Commissions do not meet in the month of August

Organizational Chart 2016



TOWN OF SOUTH WINDSOR, CT 2016





- BASEBALL FIELD
- BASKETBALL COURT
- BOAT LAUNCH
- CEMETERY
- FIRE
- GOLF COURSE
- LIBRARY
- PARK
- PLAYGROUND
- POLICE
- POST OFFICE
- SCHOOL
- SHOPPING
- SOCCER FIELD
- SWIMMING POOL
- TENNIS COURT
- TOWN BLDG

- 5 HERON NEST
- 6 DUCK CV
- 7 LOON PL
- 8 OSPREY CIR
- 9 SWAN NEST
- 10 SANDPIPER PL



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