



*Town of South Windsor*  
*2018-2019 Annual Report*





# General Information

<b>Website:</b>	<a href="http://www.southwindsor-ct.gov">http://www.southwindsor-ct.gov</a>	
<b>Telephone:</b>	Main	(860) 644-2511
	Town Manager	(860) 644-2511 ext. 200
	Mayor	(860) 644-2511 ext. 206
	Town Clerk	(860) 644-2511 ext. 226
	Fax	(860) 644-3781
<b>County:</b>	Hartford	
<b>Area:</b>	28.5 sq. mi.	
<b>Population:</b>	25,709 as of 2010 Census	
<b>Government:</b>	Council/Manager	
<b>Election Date:</b>	Biennially, odd years, Tuesday after 1st Monday in November	
<b>Date Officials Take Office:</b>	1st Monday after Election	
<b>Mayor:</b>	Andrew Paterna (D)	
<b>Town Council:</b>	Andrew Paterna (Mayor) , Elizabeth Pendleton (Deputy Mayor), Audrey Delnicki, Erica Evans, Mary Justine Hockenberry, Cesar Lopez, Karen Lydecker, Lisa Maneeley, Janice Snyder	
<b>Town Manager:</b>	Michael Maniscalco	

## Cover Photo

Courtesy of Drew Guild, South Windsor IT Department

The East Windsor Hill Post Office is considered the oldest continuously operated post office in the country.  
It received its first government post rider in 1783.

**Contributors:** Town Departments, Boards & Commissions  
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## Town Manager



**Michael Maniscalco**  
Town Manager

### Town Manager's Report

It is my pleasure to submit to you the Town Manager's Report for Fiscal Year 2018-2019. 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 while controlling costs.

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 prior year, the Town Council updated the strategic plan. Best practices continue to be reviewed in order to reduce costs, increase revenues, and not only provide the same level of service but prepare for new services that the community may need in the near future.

Our municipal employees work with the philosophy of looking 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 AA2 and AA+ rating. We continue to work toward positioning the community for future rating upgrades in an effort to lower borrowing costs and maintain the fiscal health of our community.

The Town also received the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award as well as the GFOA Award for Financial Reporting.

I want to thank the staff as they continue to work with less but still maintain 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 2018-2019 in the most cost-effective manner. 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 and providing an excellent education to our youth. They have been excellent partners, helping to ensure the overall health and smart growth of our community.

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 Saud Anwar and our State Representatives Jeff Currey and Tom Delnicki. With their continued support and knowledge, the Town avoided negative impacts and was able to successfully work with many of the State Departments.

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

### Town Council's Report

On behalf of the Town Council, Town Manager, Town Staff, Town Boards, Commissions, Committees, and Agencies, it is my honor to present the South Windsor Annual Report for the Fiscal Year 2018-2019. This report will provide residents with an overview of the activities and projects that have taken place during July 2018 through June 2019. Here are some of the highlights:

During a time of concern and challenges to our Town Budget and the State Budget, the Town Council worked to deliver a fair budget for our Town residents. We worked with the Town Manager and the Superintendent of Schools to fashion a fair and reasonable budget that would meet the needs of our Town. Our goal was to maintain the level of services expected by Town residents and at the same time, present a stable budget. During this budget year, the Town Council

## Town Council



**Dr. Andrew Paterna**  
Mayor

created and operated a tax stabilization fund that can assist us as we move forward to moderate any wide fluctuation in Town taxes.

In this past year, the Town Council worked for six months in a search process to hire a new Town Manager after the retirement of Mr. Matthew Galligan (23 years of service to this community). The result was unanimous support and hiring of Mr. Michael Maniscalco, who began his tenure as Town Manager on July 15, 2019.

In economic development, we have moved forward with a fuel cell project at 515 John Fitch Boulevard that will provide income for the Town to promote further development in the I-291 corridor. This included the Coca-Cola project and the Hammer project. With additional "smart growth development" in the Evergreen Walk area, (55+ senior housing, an assisted living center, Aldi Market, and Chase Bank), we are working to bring new tax dollars into the budget to help reduce the burden on residential taxpayers. I believe we are moving in the right direction to grow into the future with smart growth, energy conservation, tax incentives, and tax credits.

During this year, we have assisted our Veterans and Firefighters with tax credits as a way to recognize their service. We are working to preserve more farmland, we purchased the sledding hill to expand Nevers Park, and we are exploring more areas in Town to preserve more parkland and open space. In our school construction program, we purchased additional property adjacent to Pleasant Valley School to allow for the expansion of that school due to the growth in student enrollment. We approved funding for the modernization of the South Windsor Town Library elevator.

We have also been working with the South Windsor Housing Authority to support the much-needed renovation to the Wapping Mews housing development. As part of the Small Cities Community Development Block Grant program, we will bring this project to its completion. Thanks goes to Mr. George Daniels, Executive Director of the Housing Authority, for his leadership in working

## Town Council Members

### **Top Row:**

Councilor Audrey Delnicki  
Councilor Mary Justine Hockenberry  
Councilor Cesar Lopez  
Councilor Karen Lydecker



### **Bottom Row:**

Councilor Lisa Maneeley  
Deputy Mayor Elizabeth Pendleton  
Councilor Matthew Riley  
Councilor Janice Snyder



to assist our seniors and disabled residents to improve their quality of life.

The Town Council supported farmers beginning new Hemp farming initiatives in South Windsor; continued our work on the complete streets program, including the construction of new sidewalks, repairing existing sidewalks, and developing new biking trails; and provided a new tax credit program for seniors. This Town Council has supported many activities that provide assistance to the South Windsor Food and Fuel Bank.

The Town Council approved a new telephone system at the Police Department and Community Center; proposed a \$15M Bond Referendum for public improvements (infrastructure) that was approved by voters; proposed a \$2M Bond Referendum for the purchase of open space and farmland preservation that was approved by voters; supported residents with crumbling foundations; approved a new traffic calming policy for our Town; approved the purchase of 7 acres on Burgess Road and held a public hearing; approved a Town Ordinance to restrict the sale of all tobacco products to those over the age of 18; and approved the waiving of permit fees to support the construction of a fuel cell at the Carla's Pasta expansion project. The Town Council also approved and offered tax assessment agreements to Costco Wholesale Corp., Educational Playcare, Scannell Corp., and Coca Cola Corp.; and we supported the development of an online permit system for our Building Department with the purchase of the ViewPoint Cloud system that will be available in the near future.

We are striving to be a strong and vibrant community where people want to live, work, play, and learn! Our student enrollment increase is a strong statement that many people view South Windsor as a desirable community to live and raise their children.

It has been my honor to serve as your Mayor, and I welcome the opportunity to continue in this service. I am very grateful for this experience to work and give back to my community



## Board of Education

**Dr. Kate Carter**  
Superintendent of Schools

*The South Windsor Board of Education is comprised of nine members who are elected for a two-year term by the citizens of South Windsor.*

*Board of Education members for the 18-19 school year included: Craig Zimmerman, Chairman; Jessica Waterhouse, Vice Chair; David Joy, Secretary; Arthur Adduci; Beth Esstman; Erica Evans; Michael Gonzalez; Michael Paré; and Rick Stahr.*



### SOUTH WINDSOR PUBLIC SCHOOLS VISION STATEMENT

The South Windsor Public Schools promotes an engaging and dynamic culture of learning that prepares students to achieve their own individual excellence. Within an emotionally safe environment, educators will foster students' academic, social and personal growth. Our students will demonstrate critical and creative thinking, self-direction, collaboration, adaptability, compassion, and civic responsibility in an ever-changing global society.

The South Windsor Public Schools district is comprised of four elementary schools (grades K-5), one middle school (grades 6-8), and one high school (grades 9-12), as well as a pre-school program and Young Adult Transition Academy, with a total PK-12 district enrollment of more than 4,500 students.

### 2018-2019 Student Recognition At A Glance

While there is no way to capture all of the amazing things our students and staff achieve each year, the following represents some of the highlights of student accomplishments and recognitions during the 2018-2019 school year:

- The SWHS Bobcat Robotics Team #177 won the Connecticut State Championship and participated in the World Championship
- Three students from SWHS' Model U.N. team won Best Delegation for the third consecutive year at the World Affairs Council.
- In the National Merit Scholarship Qualifying Test, three SWHS students were named Commended Scholars, two students were Semi-Finalists in the national competition, and one student became a Finalist.
- The high school's Math team placed 2nd in the state's medium-sized school division, and was the 2nd place Connecticut team in the large school division of the New England competition.
- High school athletics honors included 73 All Conference athletes, 9 All State

athletes, and one All American athlete. In addition, one student received CIAC Pitcher of the Year and CT Gatorade Pitcher of the Year. Six sports teams were named Conference Champions.

- Seventy-five students from Timothy Edwards Middle School participated in the MathCounts program, and a team of four students placed second in the Hartford Chapter of the MathCounts Competition. One TEMS student placed first individually among 192 competitors.
- Fifteen TEMS students entered the regional division of the Connecticut History Day competition. Nine students qualified for the Connecticut State Competition, and three students qualified for the National Competition held in College Park, Maryland.
- Thirty TEMS students participated in the school's newly formed Debate Club. In May 2019, six students qualified for the Civics First Middle School Debate tournament, and two TEMS students finished as runner-ups in the State Championship.
- Thirty-six fifth grade elementary school students were selected to participate in the Connecticut Invention Convention, and five students advanced to the Nationals.
- A fifth grade student from Pleasant Valley Elementary was a finalist in the 2018 Kid Governor statewide elections, and was selected to be on the 2019 Kid Governor's Cabinet.

### Elementary Facilities Ten-Year Master Plan

South Windsor Public Schools is fortunate to partner with committed parents, a dedicated board of education and a supportive community. In 2013, we launched a comprehensive Ten-Year Elementary Facilities Master Plan which called for a three-phased approach to addressing the needs of our aging elementary facilities. We marked the completion of Phase One of the Plan with the opening of a new Orchard Hill Elementary School in August 2017. In March 2017, the South Windsor community demonstrated its continued support for public education by voting to approve Phase Two of the Plan which includes the construction of new school buildings for each of Philip R. Smith and Eli Terry Elementary Schools. Construction for the new schools officially commenced in April 2019, and both buildings are expected to open for students and staff in August 2020. If approved by the community, Phase Three will include the construction of a new building for our fourth elementary school, Pleasant Valley, which would open in August 2023.

Groundbreaking ceremonies were held in January and March 2019 for Philip R. Smith and Eli Terry, respectively. Groundbreaking represents the first in a series of milestones for these construction projects and offers an opportunity for students, families and the community to come together in unity and celebration.

South Windsor's Ten-Year Plan was featured in the April 2019 edition of the New England Real Estate Journal. The article offers a compelling retrospective about the history of the Ten-Year Plan, and imparts a message of celebration and collaboration about which the South Windsor community should all be proud.

On June 11, 2019, the project team for Phase One's Orchard Hill Elementary School received first place in the 2019 Project Team Award "K-12 Schools" category. The award was issued by the Connecticut Building Congress (CBC) which recognizes projects whose team members have met or



Groundbreaking ceremonies at Eli Terry and Philip R. Smith

surpassed goals and achieved higher project quality through this close collaboration. The award summary cited that, “The new school, completed on time and \$1M under budget, created a memorable mentoring experience for students and the community while generating excitement for the next phase of the Facilities Plan.”

### A Look at PK-12 Enrollment Projections

South Windsor is known for its commitment to education, and families are moving to South Windsor for the schools and the dedicated staff working inside of them. When the Ten-Year Plan was created in 2013, South Windsor, like most districts in Connecticut, had been experiencing declining enrollment for more than a decade. A change in that trend began in the 2016-2017 school year, and the continued increase over the past two years resulted in the calculation of a new enrollment trajectory by demographers, Milone & MacBroom. The blue bars in the graph below reflect historical and projected PK-12 district enrollment calculated when the Ten-Year Plan was adopted in 2013. By contrast, the orange trend line illustrates the changes in actual enrollment since 2013, as well as the new enrollment trajectory calculated by demographers in 2018.

### 2019-2022 Strategic Plan

The Board of Education adopted a new 2019-2022 Strategic Plan on March 26, 2019. The South Windsor Public Schools

Strategic Plan provides a high level summary of major long-term initiatives for the district. In addition to the successful completion of Phase One tasks attributable to the Ten-Year Plan, some of the accomplishments from the recently completed 2015-2018 Strategic Plan include the implementation of K-5 STEM program; the launch of an elementary world language program; the creation of an Alternative Education Program for SWHS; the deployment of 1:1 Chromebook devices for students in secondary schools; and the provision of resources and training to support the social/emotional needs of students. The district looks forward to achieving the goals and objectives included in the new Strategic Plan.

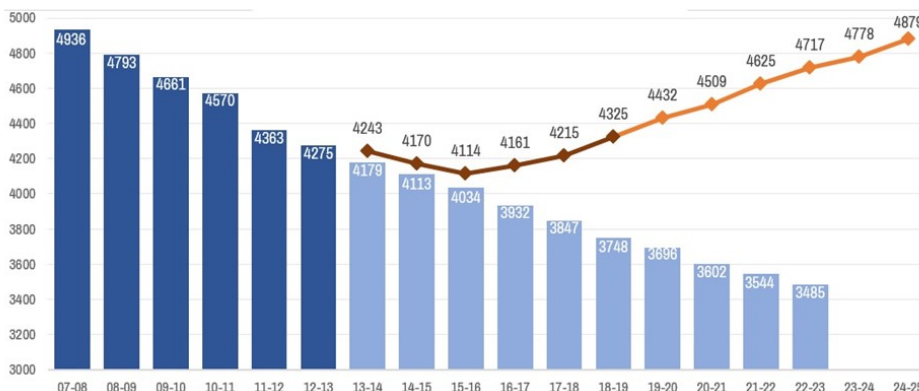
### NEASC Visits South Windsor High School for Decennial Accreditation Review

During the fall of 2018, South Windsor High School (SWHS) hosted a Visiting Committee from the New England Association of Schools and Colleges (NEASC), the regional accrediting body for high schools and universities. The committee consisted of 16 educators who were on site as part of the final stage of the 10-year NEASC accreditation review process which focuses on continuous improvement and professional growth in seven key areas. The visit was the culmination of countless hours of preparation by teachers and administrators who conducted a self-study focused on the school's systems, processes and school personnel practices. Included in the NEASC Visiting Committee's final report

issued in June 2019 were a total of 57 commendations for SWHS. The success of this accreditation review is a testament to the hard work and preparation of SWHS faculty and staff, and to the commitment to education by the South Windsor community.

### South Windsor's 2019 Teacher of the Year

Jamie Lang was named as South Windsor Public Schools 2019 Teacher of the Year. Mrs. Lang is a Technology Education teacher at South Windsor High School and was honored at the district's Convocation in August 2018. Her passion for technology and 21st century learning has resulted in the development of several innovative courses and teaching practices. She has fiercely advocated for the development of STEM opportunities and pathways for female students, and her willingness to go above and beyond has made her an integral part of the SWHS community. Also recognized were Colleen DeVita, English Learner Tutor at Eli Terry Elementary School, as the 2019 Support Staff Employee of the Year; and Teamwork Award recipients Art O'Connell, Clayton Theriault, Jeremy Flick, John Cimino and Peter Pusztai – maintainers from the district's Facilities and Operations Department. Congratulations to all of these dedicated and hardworking education professionals!



PK-12 Enrollment Projections



Mrs. Jamie Lang  
2019 South Windsor  
Teacher of the Year



Mrs. Colleen DeVita  
2019 South Windsor  
Support Staff  
Employee of the Year



## Planning and Zoning Commission

*From left to right: PZC Commissioners Stephanie Dexter, Michael LeBlanc, Bill Flagg, Kevin Greer, Kevin Foley, Kenny Young, Steve Wagner, Paul Bernstein, Bart Pacekonis and Frank Bonzani*



The Planning and Zoning Commission is committed to facilitating the growth of our grand list and quality of life for our residents while preserving South Windsor's historic and agricultural roots. The Commission generally meets on the second and fourth Tuesday of the month and once a month in August and December. The Commission met 27 times during Fiscal Year 2018-2019.

### Town Projects

Two new elementary schools, Phillip R. Smith School at 949 Avery Street and Eli Terry Elementary School at 569 Griffin Road, received special exception site plan of development approvals after multiple nights of public hearings. Later in the fiscal year, the Planning & Zoning Commission hosted a special meeting at the Orchard Hill Elementary School Library for a presentation by Superintendent Kate Carter on school enrollment and demographics.

Special exception approval was granted to the Park & Recreation Department to add the officially renamed Porters Hill, located at 100 Sand Hill Road (formally known as Collins Sledding Hill), as an adjunct to Nevers Park. Temporary and conditional permits were also granted for the mountain bike Trailblazer Poker Rye'd and Porters on Porters Pumpkin Roll.

### Residential

Subdivision approvals were granted for Nevers Ridge Subdivision at 655 Nevers Road to create two new building lots, the Heggenhougen Subdivision at 443 Rye Street to create one new lot, and the Asticou Resubdivision at 235 Deming to create one new lot. The Vintage Hills II Subdivision special exception approval created a seven lot subdivision located at 503 Barber Hill Road.

Renewal of a five year special exception permit for earth removal was granted to John J. and Della T. Mitchell to complete extracting gravel, and for grading and restoration of the 19 acre property at 1488 Sullivan Avenue. The site is residentially zoned and is included in the Town Center area Center North Overlay zone. Any future commercial or mixed use of this property will require further action by the Planning & Zoning Commission.

### Commercial Projects

Evergreen Walk LLC updated their General

Plan with two applications in Fiscal Year 2018-2019 changing a portion of commercial office space to include a daycare facility to be located near the Tempo Apartments and Cambria Suites Hotel currently under construction. The second update will allow for 140 Independent Senior Living units with 180,000 sq ft of floor area to be added.

Metro Realty Group, through Buckland East LLC, received site plan of development approval to combine 190, 206, 218, and 240 Buckland Road for a 3,470 sq ft Chase Bank with a drive-thru facility, combining 23.9 acres to create a complementary development in the Buckland Gateway Development zone adjacent to M&R Liquors to be known as The Gateway.

A Pride Store received site plan of development approval at 1049 John Fitch Boulevard for a 4,860 sq ft store with a drive-thru facility and gasoline pumps.

Cumberland Farms applied for a special exception site plan of development at 797 John Fitch Boulevard, but after several public hearings withdrew the application prior to redesign of the site.

Mike & Tony's Auto Repair received site plan modification approval to expand their automotive repair and sales service at 1161 John Fitch Boulevard to include 1179 John Fitch Boulevard.

Commission approval was received at a PZC Special Meeting for the Indian Valley YMCA for a special exception to operate a before and after school care program at Temple Beth Hillel, which did not go forward with the program.

Educational Playcare LLC requested a special exception site plan of development for a 16,000 sq ft daycare facility to be located at 742 Ellington Road. After numerous public hearings, the Commission

denied the application regarding unresolved traffic concerns about the property location. A special meeting was held later in the fiscal year to discuss pending litigation with the Town Attorney in executive session.

South Windsor Jaycees Foundation Inc. received a five year special permit for the annual Wapping Fair held at the fairgrounds at 75 Brookfield Street.

The Free Spirit Farm was granted site plan modification approval for an additional horse riding ring at 112 Pheasant Way.

A special exception site plan approval was granted to Stephanie Pietri for a dog grooming salon to be known as Ruff & Tumble at 251 Sullivan Avenue.

Bryan Kerachsky was granted a special exception site plan approval for the South Windsor Soccer Training Center, an indoor facility for youth athletes to train off season, at 1265 John Fitch Boulevard.

### Zoning Text Amendments

The Commission approved a zoning text amendment from Design Professionals, Inc. to modify Section 4.4.5. Site Appearance Requirements in the I-291 Corridor Development Zone for Outdoor Storage in anticipation of a proposed distribution center.

### Industrial Projects

Scannell Properties received site plan of development approvals for two new distribution centers located in the I-291 Corridor Development zone. A 233,799 sf office and warehouse facility for Coca Cola will be located at 359 Ellington Road. The second distribution center will be developed at 360 Ellington Road for a 421,152 sf facility to include outdoor product storage and rail access from 245 Chapel Road.

Commissioners convened for a special meeting for a site walk at the Redland Brick

quarry between multiple nights of public hearings. A special exception site plan approval was granted to Redland Brick KF Plant Clay Quarry at 1440 John Fitch Boulevard for a three year earth removal permit to continue their mining and brick manufacturing.

At a special meeting, approval was granted to Connecticut Soil for a site plan of development at 420 John Fitch for the storing, processing, and manufacturing of earth materials from the MDC Tunnel Project in Hartford.

The Commissioner granted multiple site plan approvals and modifications to many properties including DRL Realty at 40 Sea Pave Site Plan for two industrial buildings totaling 8,600 sf; R&L Trucking at 540 - 570 Sullivan Avenue to combine two properties and expand existing loading docks and add two new industrial buildings measuring 12,600 and 1,920 sf; Able Tool at 430 Burnham Street to construct a 8,000 sf inventory storage facility; Electron Technologies for a 10,500 sq ft ground mounted Solar Array at 300 Governors Highway; and for a parking lot expansion at the Aldi Distribution Center at 295 Rye 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.

*Bart Pacekonis*  
*Chairperson*



## Departments & Services

### 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 and inspection activity along with revenues for Fiscal Year 2018-2019 commercial and residential, produced 2590 permits, 5,200 inspections, \$1,287,860.00 in revenue and \$124,728,514.00 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, this 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 receives guidance on emergency planning from the Emergency Management Advisory Council which includes four members of the public and Town employees.

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 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 Community Emergency Response Team (CERT)

The South Windsor CERT members embarked upon expanding several initiatives that included community awareness and preparedness through outreach programs. Some of these programs they participated in were South Windsor Farmer Market, Wapping Fair, and the Community Center's Health Fair.

During this period, the South Windsor Office of Emergency Management, the Capital Regional Emergency Planning Council (CREPC), and the Connecticut Department of Emergency Management and Homeland Security's Citizen Corp Council hosted its second annual regional CERT core class. Through this class, new CERT members through the region have the opportunity to work collaboratively, learning new skills, and gaining a more robust insight on community awareness and preparedness.

With the new Emergency Operations Center (EOC) fully operational, CERT members were incorporated into supporting roles. In order to be selected to serve in these roles, each CERT member was required to take advanced Federal Emergency Management Agency (FEMA) National Incident Management (NIMS) classes, as well as additional training. Some of these roles include WebEOC, Runners, Check in/out, scribe, and other supporting roles. In addition, our CERT Emergency Communications (EmComms) members further expanded their abilities with ongoing training, and participating in several formal

exercises. Some of these exercises include weekly and monthly drills, the regional and state Amateur Radio Emergency Service (ARES) exercises, as well as the Military Auxiliary Radio System (MARS) exercise.

In addition to the advancements of our CERT members, emergency management and other municipalities within South Windsor have received new and ongoing training, which include:

- Shelter Management
- Emergency Communications (EmComms) advanced programs
- 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
- American Red Cross, South Windsor FMO & FD – Smoke Detector campaign
- 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 continually working with members of our community, Town agencies, the Region and State to build a more robust community through a whole community approach. In

Top Ten Taxpayers 2018 Grand List (Net Assessment Dollars)					
Rank	Name	Real Estate	Per. Prop	Motor Vehicle	Grand Total List
1	Eversource (CL&P)	\$2,227,500	\$98,142,950	0	\$100,370,450
2	Evergreen Walk Lifestyle Center (Shoppes at Evergreen Walk)	31,928,600	0	0	31,928,600
3	Aldi, Inc. Connecticut	23,271,700	6,792,160	801,580	30,865,440
4	Dell Equipment Funding	0	18,673,570	0	18,673,570
5	DCX Technology	16,084,590	0	0	16,084,590
6	South Windsor Developers	13,254,500	114,350	0	13,368,850
7	Town Center of South Windsor	13,023,700	0	0	13,023,700
8	Yankee Gas Services	12,992,070	0	0	12,992,070
9	WIM Cor Portfolio	12,798,400	0	0	12,798,400
10	432 Buckland Court	11,586,100	0	0	11,586,100

addition, we are striving to bring a comprehensive EOC training, and Incident/Unified Command to EOC training to South Windsor. Furthermore, our local emergency operations plan (EOP) are being reviewed and updated. To support some of these ongoing goals, 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.

*Heather Oatis*  
Environmental Health Officer

*Walter Summers*  
Fire Marshal

## 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 Pension, Insurance, Health & Safety Committee and Wellness Committees, 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 2017, as required by law. The next revaluation is scheduled for the 2022 Grand List. The 2018 Grand List assessments reflect 70% of the 2018 values, as required by Connecticut State Statutes. Listed in the table below are totals for the October 1, 2018 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 0.74% compared to the 2017 Grand List. Real Estate and Motor Vehicles experienced increases of 0.85% and 1.87% respectively while the category of Personal Property experienced a 0.94% decrease.

*Mary Huda*  
Assessor

### Collector of Revenue's Office

The Collector of Revenue's Office is responsible for billing and collecting all

OCTOBER 1, 2018 GRAND LIST TOTALS				GRAND LIST TOTAL NET ASSESSMENTS		
	GROSS ASSESSMENTS	EXEMPTIONS	NET ASSESSMENTS		2017 GRAND LIST	2018 GRAND LIST
Real Estate	\$2,488,914,361	\$241,695,753	\$2,247,218,608	Real Estate	81.06%	81.15%
Personal Property	394,178,512	97,515,496	296,663,016	Personal Property	10.89%	10.71%
Motor Vehicles	234,363,918	9,162,603	225,201,315	Motor Vehicles	8.04%	8.13%
TOTALS:	\$3,117,456,791	\$348,373,852	\$2,769,082,939			



taxes and residential and commercial sewer user fees. For the 2017 Grand List, the collection rate was 99.25%.

Total collections equaled \$110,834,382. These collections consisted of \$102,979,808 for current year taxes; \$1,443,714 for prior year taxes; \$1,080,347 for interest charges; \$10,434 for warrant and lien fees; and \$5,320,079 for sewer user fees, assessments, interest charges, and liens.

*Jennifer Hilinski-Shirley, CCMC  
Collector of Revenue*



## Fire Department

As we reflect on the year, it is amazing to truly understand the time and dedication that each and every member put in. Some, more unimaginable hours of dedication. Whether a line Firefighter, Company Officer, Chief Officer, Explorer, Support Member or Staff...your time away from family, jobs, and other responsibilities is very much appreciated.



*SWFD Honor Guard*



*Fire Dept. Training*



*Fire Dept. Assisting at Public Events*

As the saying goes – ‘it takes a village’ is proven day in and day out between our members, their families, the Town Council, Town Staff, Business Community and many of our residents all supporting our mission.

YOUR South Windsor Fire Department continues to serve our great Community in a very professional means with over 120 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.

Training, Training, and more Training...the back bone of service. Fire, EMS, and Technical Rescue! We even had the pleasure of training in the former Avery Street / Philip R. Smith School as well as an acquired structure on Buckland Road.

Much of our efforts are done by our Support members doing amazing things throughout the year at nearly every public event...from the Wapping Fair, Apple Fest, Strawberry Fest, Elementary Schools, Marathon, Open House, Food drives, Blood Drives, Stair Climbs, Haunted Torch Walk, and many others. Some of these events are not even Fire Service related, but shows our members actively engaged in Community events.

The HONOR GUARD represents the SWFD in numerous events throughout the year and represent very well!! From SW 9-11 Ceremony, Fenway Park in Boston, National Fallen Firefighters Memorial Service in MD, Hartford County Memorial Service, Wreaths Across America, Wolf Pack Game, SWHS Graduation, Relay for Life and many in-house Department events. The 2nd time at Fenway, we provided a JOINT Honor Guard with the SWPD.

Chief Cooney completed his second term as President of the CT Fire Chief's Association and continues to serve on the Board of Directors for the National Fallen Firefighters Foundation representing South Windsor's and CT Fire Service needs locally, Statewide and Nationally.

Unfortunately, no matter how much Fire Prevention Education we perform, there are always a few fires annually, thankfully, not that many. We also respond to surrounding

Communities to assist our mutual aid Departments.

As volunteerism struggles not only here in South Windsor, but nationally, we continue to put great efforts into our RECRUITMENT AND RETENTION of our volunteers. We are always looking for local residents to join! If you think you have what it takes please visit our web site and fill out an application... [www.southwindsorfire.org](http://www.southwindsorfire.org).

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. But even more amazing than our members are their families that support them in all they do to serve YOU!

*Kevin E. 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 2 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 also mandated to approve building permit applications, issue permits for blasting operations, fireworks displays and large temporary tents.

This past year our time was dedicated to inspecting new projects for compliance during construction including the Cambria Suites Hotel, Independent Living at Evergreen Walk, Coca-Cola Distribution, Hannoush Jewelers, Eli-Terry and PR Smith Schools, and Oakland Road Apartments. We continue to work with developers to

## Departments & Services



New construction projects inspected for compliance with Fire Code



The Fire Marshal is responsible for conducting fire investigations



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. These occupancies are where South Windsor has the largest concentration of residents. As you know, smoke alarms save lives and we want to make sure that all apartments have working smoke alarms. In Fiscal Year 2018-2019, inspections totaled 1,989 with 35 fire 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 2018-2019 was 288 hours.

Fire Marshal Summers is currently the Legislative Representative for CT Fire Marshals Association.

For service, please call  
860-282-0669 extension 1.  
Fire Marshal Walter Summers  
Deputy Fire Marshal David Mauldin  
Fire Inspector Erik Maziarz  
Fire Inspector Seth Vinick  
Police Corporal/Fire Investigator  
Michael Thompson  
Police Corporal/Fire Investigator  
Kyle LaPorte

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.

#### Environmental Health Activities Fiscal Year 2018–2019

<b>Food Protection:</b>	
Food Est. Inspections	121
Food Est. Re-inspections	11
Temporary Events	105
Vendors	110
Itinerant Vendors	53
Plan Reviews	5
Consult/Construction Insp.	13
Food Protection Investigations	4
Food Service Permits	100
<b>Health Inspections:</b>	
Daycare Facilities	6
Motel/Hotel	1
Public Pools	22
Public Pool Re-inspections	2
Cosmetology	15
Tattoo	2
<b>Subsurface Sewage Disposal</b>	
Site inspections	33
Deep Test Holes	13
Percolation Tests	13
Permits – New Construction	1
Permits – Repair	8
Septic Plan Reviews	9
B100 Applications	12
<b>Private Wells</b>	
Well Site Inspections	3
Well Permits	3
<b>Laboratory Activities</b>	
Potable Water	11
Ticks	22
<b>Complaints:</b>	
Food Protection	4
Housing	14
Refuse/Garbage	1
Water Quality	4
Rodents/Insects	9
Noise	11
Hair/Nail Salons	6
Other	4

- 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 Fiscal Year 2018-2019, the Health Department continued with the newly implemented fee structure for the permits being issued by the department and inspections being performed. The total revenue generated was \$28,662.50. This was an increase of almost \$6,000.00 from the previous fiscal year. 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 Lead Inspector/Risk Assessor Recertification, Food Inspector Recertification, FDA Risk Based Inspection Methods, 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, farmer's market, 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.

*Heather Oatis*  
Environmental Health Officer

## Human Resources Department

The Human Resources Department manages the recruitment, selection and new employee orientation for full and part-time positions. The Town remains committed to the principles of Affirmative Action and Equal Employment Opportunity, as outlined in the Town's policies.

During Fiscal Year 2018-2019 Human Resources filled twenty-one full-time positions and four part-time positions. During this fiscal year, the Town also had ten long-term and extremely valued full-time employees retire. We wish Carol Brennan, Librarian II; Timothy Edwards, Chief of Police; Timothy Friend, Plant Supervisor; Nancy Gaines, Police Records Specialist; Robert Grillo, Project Engineer; Timothy Hankard, Police Officer; R Allen Livingston, Maintainer II (Parks); Christina Martins, Police Officer; David Peters, Assistant Assessor; and Jean Preuss, Business Manager (Library) all 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 Department continues to concentrate on ACA Compliance for the present and future years.

This fiscal year the Department coordinated employee training sessions that included topics such as Reasonable Suspicion Training/Drug & Alcohol Testing Regulations for Supervisors, CPR & AED Training, and Emergency Operations Center Concept of Operations.

The Assistant Town Manager/Director of Human Resources serves as the Advisor for the Health & Safety Committee, which also has a Wellness Subcommittee that she leads. They held Wellness Seminars that included topics such as 123 Magic, Weight Loss Tips, Introduction to Plant Based Eating, Yoga/Mindfulness, Holistic Holiday Stress Management, BLAST, Retirement Income Planning, Staying Fit at Work, Retirement Check Points, and Social Security & Medicare. Employees also had the opportunity to participate in Walking Challenges, Biggest Loser Contest, and various wellness initiatives. The Town of South Windsor was awarded the Platinum Distinction at the Business Council of Fairfield County Healthy Workplace Employer Recognition Program.

Encouraging employees to take an active interest in their health by promoting wellness is not only beneficial to employees, but also the Town. 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. At the same time, it is also proven to increase productivity at work 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 2018-2019.

*Vanessa Perry, MPA*  
Assistant Town Manager  
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 & Senior Services and Youth & Family Services:

Director of Human Services -  
Andrea Cofrancesco  
Director of Youth and Family Services -  
Liz Langevin  
Assistant Director of Adult and Senior Services -  
Lindsey Ravalese

During the Fiscal Year 2018-2019, the Human Services Department hosted an event on Mental Health Awareness and Suicide Prevention at the schools and police department. Kevin Briggs, a former California highway patrol (CHP) officer who spent most of his career patrolling San Francisco's Golden Gate Bridge, presented. He talked about his encounters with people on the bridge as well as his own life experiences to improve mental health awareness across the world. He is a renowned public speaker and author and has been featured in a Ted Talks presentation regarding Suicide Prevention. His engaging and informative talk reached



## Departments & Services



Presentation from Kevin Briggs



New Community Center Sign



Mission Statements on Display



New Community Center Garden

all Juniors and Seniors at the high school and all shifts at the police department.

Our improvements to the Community Center have continued through this Fiscal Year with signage in the front of the building to better reflect the programs offered at 150 Nevers Road. Programs for residents of all ages are in this building. Our multi-generational approach allows staff from both the Youth and Family Services Division and the Adult and Senior Services Division to work closely with each other to meet the needs of families with multiple needs. In addition teens assist with the food bank and senior center functions and older adults guide and teach youth in a variety of areas.

New signs indicating our mission statements for the Human Services Department as well as each division are proudly displayed on the wall near the office.

Our new garden at the community center yielded a lot of fresh produce, even though we planted half way through the summer! This joint effort between Youth and Family Services and Adult and Senior Services is a great addition to our food bank offerings!

### 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 2018-2019.

### **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 homcare 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 Fund, the processing of Fuel Applications for the State Energy Assistance Program, Operation Fuel Program, United Way Shelter Grant, 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 Human Services Director serves as South Windsor's state mandated Municipal Agent for the Elderly.

### **Social Services Programs**

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
- Homemaker Program

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

- 337 CEAP Energy Assistance Applications Processed (235 elderly; 67 disabled)
- 100 contacts for assistance with Medicare Part C & D
- Intake 124 Homeowners Tax Relief and 205 Renter's Rebate Applications
- 128 applications totaling 304 persons used the private Fuel Bank
- 31 applications totaling 95 persons were assisted through Operation Fuel
- 167 families used the Food Bank serving over 372 people
- 186 Thanksgiving baskets were distributed benefiting 426 people
- 90 families with 184 children received Holiday gifts along with 40 Seniors
- 43 families with 78 children received backpacks and shoes from a cooperative program with Salvation Army and local businesses
- AARP Tax Preparers did 303 returns and helped an additional 35 with questions



*Imperial Oil supports  
Back to School program*



*New weekly chair volleyball game*



*Senior Theater!*



### 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 208 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; 61 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. This program meets five 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 2018-2019:

- 30,000 swipes
- 1,500 regular users, over 3,850 registered in "My Senior Center" computer program
- Over 400 participants in physical fitness activities swiping over 8,000 times which includes 50 people participating in twice a week light aerobics and 80 people attending Silver Sneakers classes twice a week.
- 8,695 hot meals were served to seniors 60 years of age and older every day except holidays and weekends. A hot lunch provides much needed socialization as well as nutritional value.
- 1,745 (over 500 unduplicated people) trips to museums, theaters and restaurants
- 55 people attended overnight trips to Charleston/Savannah, Washington DC, and Nashville Music Cities Trip
- 150 participants in Art classes
- 325 participants weekly in on-going games including dominoes, cribbage, setback, bridge, hand and foot, mahjong, poker, LCR dice and rummykub.

- 28 Gazebo events consisting of over 450 participants
- Over 1,000 unduplicated people attended trips and on site events combined
- 8 Safe Driving classes were offered with 131 attending, which saves money on insurance for older drivers

The Senior Center "Senior Connections" is a monthly publication mailed to 2,200 households and to over 300 people via email, using the Town's Everbridge system. In addition, the newsletter is on the Town 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.
- 144 trips were offered for those 55 and over including to theater shows, adventure club offerings, restaurants and more with a total of 2500 (duplicated) participants.
- Over 190 people attended the annual senior picnic, one of our biggest events of the year.
- 1,700 children were read to in all five elementary schools utilizing 35 volunteers, with over 100 books being donated by a Youth and Family Services grant and Savings Institute Bank and Trust to the classrooms and school libraries.
- The Senior Center's Adventure Club continues to offer more active programming for younger seniors. Ziplining, white water rafting, hiking, rail explorers, horseback riding and kayaking are just a few examples of trips offered.



## Departments & Services



Annual Senior Picnic



Adventure Club Activities



Bake Sale at our Annual Craft Show



Volunteers in our community service group bake for homebound seniors



Transportation Services

- A Senior Theater program was held, with 17 participants in a one-act play. 30 hours of practice, and a combined total of over 200 people attending two shows (matinee and evening).
- A new grant program was offered: Aging Mastery Program (AMP) which is a 10-week comprehensive program that celebrates the gift of longevity. The program combines goal setting, daily practices and peer support to help participants make meaningful changes in their lives. Topics included: Navigating Longer Lives, Exercise and You, Healthy Eating and Hydration, Falls Prevention, Medication Management and more.
- A second new grant program was offered: Tai Ji Quan for Better Balance. This exercise class incorporates Tai Chi movements for better balance and strength to decrease the risk for falls in older adults.

### Health, Wellness and Safety

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. In addition, guest speakers are brought in on a variety of topics of interest.

- 830 served at weekly Elder Wellness Clinics at Senior Center and monthly at Low Income Housing sites
- Over 200 attendees, 108 flu shots and 25 vendors at the 8th annual Flu Clinic/ Health and Safety Fair
- 276 were served at a monthly Foot Clinic
- 237 served in monthly Ear Wax Clinics and quarterly Hearing Clinics

- 566 attended 19 seminars on health related topics including nutritional talks, oral health, mindfulness, stress management, diabetes, pain management and more (a 206% increase from previous FY).
- 898 combined people attended 29 educational topics such as advanced directives, aging gracefully, computer safety, stress and memory enhancement, divorcing cable and more! (199% increase from previous FY)
- New massage services were offered this year including therapeutic massage, shiatsu massage and reiki for a total of 268 appointments
- A cooperative effort with the American Legion Post 133 resulted in a monthly veterans coffee hour

### Physical Fitness and Exercise Programs:

- 23 exercise classes were offered (mostly weekly) with a total of over 275 participants which provides older adults with a safe, non judgmental location to stay healthy. Classes include chair and mat yoga, tai chi, zumba, strength training, light aerobics, line dancing and silver sneakers classes.
- 55 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.
- 10 walkers meet twice weekly at Nevers Road Park
- Silver Sneakers, an insurance based exercise program, continues to bring in new people. This is offered at no cost if seniors' insurance participated in Silver Sneakers or at a low cost of \$2 per class. 3 classes, offered twice weekly, serves 110 people.

- Fit for Life Fitness Center with state of the art equipment including cardio and resistance training equipment has been in operation for one year, at a minimal cost for South Windsor residents 55 and over. 101 members are registered.
- Chair Volleyball was started as a result of a suggestion from one of the seniors and has proven to be a big hit with 20 participants already!

### 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:

- 238 cars came through to drop off 840 pounds of unwanted medication during two Medication Disposal Days
- 115 attended programs on scams, fire safety, yellow dot program, police officer talk, investment fraud and the CarFit program
- 133 people came to have items shredded at our annual shredding event

### 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 Glastonbury.

- 68,286 passenger miles for the year were provided for Seniors & Disabled residents which also included daily trips to Manchester Sheltered Workshop. This is a 13% increase from the previous fiscal year.





Monday Morning Playgroup



Rising Stars 2018



Community Center Garden



Eagle Scout Project

- 1009 rides to medical appointments were provided (13% increase from previous year)
- 20,743 trips were made (15% increase)
- Over 600 unduplicated people used the service (100 more than last year)

#### Volunteers

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

- 264 total volunteers in variety of programs: reading in the schools, friendly shoppers, flu clinic volunteer staffers, newsletter collators, activity coordinators and trip captains, food bank volunteers, telephone reassurance and more.
- 60 volunteers in the meals on wheels program, providing not just meals but much needed socialization and a check in to be sure people are safe.
- 35 volunteers in The Community Service Group, in its seventh 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.
- \$80,562 annual cost if 264 volunteers donated just one hour per month, at the national rate of \$25.43 an hour

Andrea Cofrancesco  
Director of Human 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 102 Youth Service Bureaus that serve 145 across the state of Connecticut. We receive funding through the Department of Children and Families as well as federal and state grants.

#### 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.

Parent Educator/SWAN Coordinator, Kelly McKenney, continues to strengthen already established programs in addition to creating new ones based on the needs of the community. This year, a Dads Dinner and Playgroup, was started for fathers, grandfathers and any positive male role model in a child's life. A variety of activities were offered including sensory play, which is important to a child's development. When a child is allowed to use multiple senses to accomplish a task, they will learn more from the experience and retain more information. In addition to the programs that are offered below, our Parent Educator meets 1:1 with parents and caregivers for support and parenting education.

#### SWAN Programs and Groups in 2018-2019

- Relatives Raising Children Support Group
- 1,2,3 Magic – discipline program for young children
- Monday Morning Playgroup for ages 4 and under with parent/caregiver
- Dads and Dinner Playgroup
- Chef In Training- Parent & Youth cooking class
- Financial Planning for Special Needs children
- Educational Advocate Program
- Winter Wellness
- How to Care for Ourselves
- Keeping Kids Safe
- Eating Disorders 101
- Single Moms Success
- Mother-Daughter Circle – exploring, encouraging and inspiring the bond between mothers and daughters understanding differences in the way we think, learn and communicate

#### The South Windsor Teen Center

The South Windsor Teen Center is a safe, supervised and substance-free environment where youth can socialize and engage in healthy activities.

The Teen Center serves any South Windsor youth in sixth to twelfth grade. The Teen Center celebrated 30 years of operation in 2019! There were 3, 411 visits to the Teen Center during Fiscal Year 2018-2019!

Our Teen Center Program Coordinator is Liane Lussier Smith. The Teen Center is open Monday, Wednesday & Thursday from 2:00 p.m. to 4:30 p.m. for high school students and Tuesdays (through TEMS

## Departments & Services



*Teen Center Youth Council volunteering at Egg Hunt*



*Ayers Road "Adopt A Road"*



*Art Etching Glass. High school students and senior citizens*



*Make a Difference*

Matinee program) and Friday from 6:00 p.m. to 9:30 p.m. for middle school students.

In addition to recreational activities, we also provide opportunities for substance abuse prevention/education and wellness activities.

In 2018-2019, the Teen Center Youth Council, our High School volunteer group continues to stay busy with over 29 volunteers throughout the year! Students regularly lend helping hands at various events in the community or surrounding towns. In collaboration with the SW Food Alliance, the Youth Council has become a regular, weekly volunteer group for the SW Farmers Market during their summer and fall season. The Youth Council continues to plan and sponsor events right at the Teen Center, aimed at education and drug and alcohol prevention, such as hosting Red Ribbon Week activities to promote drug free social activities for high school students. The youth group is also pleased to continue its connections with the SW Senior Center and Food Bank, willing to assist and be a part of various events throughout the year.

The Rising STARS Summer Community Service Program has expanded the community service projects during the summer to include weekly work with additional school and community gardens. The Teen Center Rising Stars Community Service and Teambuilding Program wrapped up another fun filled and successful summer! Middle school and high school participants had the opportunity to work with many Town employees while learning about the community, various roles of Town departments and ways to give back or help others. An important accomplishment was tending to the new garden at the Community Center, built by one of our Teen Center participants as part of an Eagle Scout Project. Youth also participated in the Adopt A Road program to help keep Ayers

Road clean, collected donations for TRACS Animal Shelter and made tie dye t-shirts for a fundraiser for the SW Food and Fuel Bank. Another highlight from the summer was having School Resource Officers, Tina Roy and Ben White join us for "mini talk" presentations, which allowed for open conversation about important topics and strengthening relationships as we look forward to the new school year. We were thrilled they could join us for our end of program reward trip- kayaking on the Farmington River! Another fun aspect of our program included teaming up with the Parks and Recreation Navigators Camp! We love making connections and working with so many awesome people in our Town!

### 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 to South Windsor Schools.

93 incoming 6th graders participated in the "Moving On Up" program at Timothy Edwards Middle School. SW Youth and Family Services provides the program so that students can come to TE during the summer to take an additional tour, practice lockers, have last minute questions answered and get excited for their journey into middle school.

Our School Outreach Coordinator, Kathy Reed, is a co-adviser for the Students Against Destructive Decisions Club at SWHS. The group of 47 students participated in prevention activities all year long. Some highlights included the seat belt/phone check, Unity Day, Drug and Alcohol Prevention programs, Distracted Driving awareness and the Prom Promise. We were also able to give a several scholarships to deserving seniors who had

played critical roles in the club throughout their high school careers. Students Against Destructive Decisions organized an anti-drinking and driving campaign this year, during Superbowl weekend. They created stickers reminding the community to make good choices and asked two local pizza restaurants to stick them on their boxes over the weekend.

The Jump Start Tutoring Program had more than 100 TEMS & SWHS students involved in the program throughout the year. SWHS students volunteered their time to come to the middle school once a week to help students' complete homework, study for tests and work on projects. The partner teams gained so much from being involved in the program.

Highlights of other collaborative programs offered at TEMS this year was the first Healthy Living Fest during "Healthy Living Week" for middle schoolers. We had 103 students stay after school and learn about healthy ways we can utilize to work through our stress. Our School Outreach coordinator planned a speaking engagement for parents with SRO Tina Roy on social media safety.

A new summer program that our School Outreach Specialist began was the "Make a Difference" program. Students took time out of their busy summers to come together to work on some projects to help others. We focused on learning about therapy dogs, hunger in our communities and children who are sick and in the hospital. The highlight of this camp is that after we learn about the needs in our community, we DO something to help. We created bookmarks for the therapy dog owner to give out when she visits schools, hospitals and nursing homes. The students also made 120 muffins and packed snack bags for a local soup kitchen. Finally, they sewed beautiful pillowcases to brighten children's hospital rooms.

## Youth Counseling & Positive Youth Development Programming

Our Youth Counselors are available to meet with individual youth and/or families confidentially for supportive counseling. 85 individuals/families were referred to us for our support services during the 2018-2019 Fiscal Year. Our two part time counselors, Robin Lagasse and Sarah Soboleski, both Licensed Clinical Social Workers, offered the following therapeutic and psychoeducational groups and programs in 2018-2019:

- Mother/Daughter Circle
- Moving On Up
- Anxiety Management group
- Girls Circle group
- Bereavement group at SWHS
- Mentoring group

The South Windsor Juvenile Review Board (JRB) is a Juvenile Court diversion program. The JRB has representation from Youth and Family Services, South Windsor Police Services, Timothy Edwards Middle School, South Windsor High School, community providers and Rockville Juvenile Court Office of Probation. This year the JRB reviewed 16 juvenile cases which otherwise would have been referred to juvenile court.

Youth & Family Services hosted a two-day training for Juvenile Review Board members on Restorative Justice and Trauma Informed practice. We have been making small changes to our JRB over the last few years to reflect a more restorative practice, a move away from punitive. The goal is to operate our JRB to best serve the community. This training was beneficial in helping us understand how this approach will lend to a safer community by including victims when possible and by including youth who have caused harm in developing a plan on how to repair the harm.

*Liz Langevin, LMSW*  
*Director of Youth & 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, Andover, and South



*"Divorcing Cable" presentation for seniors*

Windsor was renewed for another year. This agreement continues to be a successful, working model for regional cooperation.

IT has been working in conjunction with Facilities on numerous projects this fiscal year. As technology develops, an increasing number of systems are becoming IT-dependent. HVAC, cameras, door locks and phones are things that used to be managed by Facilities but are now addressed by both departments working together. We have worked on several projects this year to improve physical security throughout several Town buildings. This has fostered a great, cohesive relationship between IT and Facilities.

Two large-scale projects that were completed by IT and Facilities are the upgraded phone systems that have been installed in the Police Department as well as the Charles Enes Community Center. In order to upgrade the phone systems, the network wiring needed to be replaced in both buildings. These two projects greatly improved the reliability of the network infrastructure in both buildings as well as the functionality of the phone systems. In order to complete this project successfully, we needed to expand the fiber optic network inside of the Community Center to handle the new network traffic caused by the VOIP phone system.

In addition to the expansion inside of the community center, IT worked to have fiber run to the new lavatories that were constructed in Nevers Park. It may sound odd, but this addition allows Facilities to monitor, heat/cool and secure the structure.

Thanks to an invitation from Human Services, IT put together a power point and gave an informational presentation to a room full of seniors on divorcing cable. This was a great way for us to interact with the public whereas we are typically interacting with Town Staff. We really enjoyed providing



*New digital whiteboard at Town Hall*

this information and working with our seniors.

IT made some major changes to the network this year. In order to improve performance as well as security, we replaced all of the network switches in Town. This was a large undertaking but was definitely a success.

We were very happy to install an outdoor wireless access point at the Community Center this year. With this, we were able to provide this summer's Farmers Market vendors with wifi.

We have been working on a plan to make major changes to one of the Town Hall meeting rooms to bring it into ADA compliance. A height-adjustable digital whiteboard has been purchased and plans have been developed for the room. We hope to have the room ready to use by late Fall.

IT worked closely with both the Police Department as well as the Recreation department to make major A/V upgrades to their facilities. The PD was attempting to use outdated, failing equipment. We upgraded their projector, TVs and rack-mounted equipment for their training room. We replaced their VHS player with a Blu-ray player and gave them the ability to control which inputs are displayed on which outputs from a touch-panel in the main room. Recreation was looking for a similar solution for their facility and we worked with them to implement a system they are very happy with.

Cybersecurity continues to be an ongoing priority. We are still providing monthly security lessons to our employees while implementing new and improved applications and appliances to improve network security and mitigate potential threats from both inside and outside our network.



## Departments & Services



*Our amazing 2018 Summer Day Camp Staff still smiling after 50 days and 2,638 campers!*



*Trailblazer Campers being silly at Dinosaur State Park.*



*Two beautiful window coverings for the Priest farm house!!*

The IT Department continues to utilize the Emergency Operations Center for drills, training, and demonstrations.

We continue to research and implement new technology that will positively affect Town staff as well as the residents of South Windsor.

Scott Roberts, CGCIO, GISP, MPA  
Assistant Town Manager  
Chief Information Officer



### Parks & Recreation Department

PHONE NUMBER:  
860-648-6355  
HOTLINE: 860-648-6349  
FAX: 860-648-5048  
recreation.southwindsor.org

Fiscal Year 2018-2019 marked our ninth year as the re-structured Parks & Recreation Department, and as such we continued our on-going efforts to better connect the programming component and the care and control of the park maintenance operation. Our ultimate goal, and mission 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 ninth 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.

- After an aggressive spring clean-up, our parks crew prepared three athletic complexes for a very busy weekend of large scale events on April 27 & 28. Seven lacrosse fields were mowed and lined at Rye St. Park for the boys youth lacrosse annual Robin Klemba Memorial Bobcat Blast tournament; four fields were mowed and lined for girls youth lacrosse tournament at Nevers Park, and all five fields the Little League complex and one at Wapping were groomed for opening day celebrations for SW Little League. Unfortunately, poor weather aggravated the scheduled activities to some degree, but the most was made of the situation by all. Kudos to the crew for their herculean efforts to

get everything ready despite uncooperative weather conditions!!

- Summer Camps – We had 2,638 camp enrollments this summer in our “Fab Five” ACA programs: Adventure Unit, Camp Discovery, Junior Adventurers, Little Explorers and Trailblazers all housed at Wapping!
- In conjunction with the South Windsor Arts, Agriculture and Nature Committee we orchestrated a “Window Art” community initiative to “dress up” the Priest Farm House on Sullivan Ave. Local artist, and civic groups signed up for a blank white-washed sheet of plywood, they created a painted piece of art work and then we weather sealed the murals and hung them on top of the boarded up windows to make the structure a little more attractive from the street!
- Began site work behind the filter building at VMP in preparation for the conversion to liquid chlorine from pulsar tablets as a more efficient and less expensive disinfectant.
- Wapping Re-Purposing – Completed architectural plans were reviewed by the BOE for review and approved for remodeling the Cafeteria to a Banquet facility. Mini-split A/C units were installed in room 13 which houses 5 professional staff member offices. A second structural engineering review confirmed that the weight bearing capacity of the roof is not acceptable for



*An exuberant 2018-2019 4th R Staff after 24 hours of pre-season training over the weekend of Aug. 17-19!*



*Wapping cafeteria remodeling has finally begun!!!*



*35th Annual Fishing Derby attracted 125 anxious anglers!*



New park sign designed, fabricated and installed in-house.



Porters on Porter's Hill Pumpkin Roll Highlights – what a great new addition to our park system!

roof mounted A/C units as originally designed. The A/C system re-designed using ground-level equipment. The age of the building revealed a number of unexpected challenges that required continual adjustments and delays. Additionally, the project was unfortunately put on hold for a couple months due to unexpected building code issues. A local professional architect was hired to resolve the issues and we resumed renovations in late May.

- As a result of a very stubborn and uncooperative Mother Nature, we finally had the opportunity to begin work on athletic field preparation for the spring sports season. Unfortunately, as is the case more often than not, we were weeks behind on getting facilities ready and safe for play. That being said we threw all available resources at this over the next month with first priority being facilities that serve the high school interscholastic program.
- Our fourth annual Trails for Charities – Our Trails, Your Cause was held on Sun., May 19th from 9am to 2pm at Nevers Park. Four organizations conducted fund raising walks/runs and one organization, CHR, displayed their services. Results are pretty impressive: (1) Journey Found—112 participants, \$11,000 raised; (2) Starfish Foundation—40 participants, \$2,000 raised; (3) Run4Robin—103 participants, \$7,300 raised; (4) AHC—50 participants, \$1,400 raised. A total of 305 participants raised a total of \$21,700!! It is quite gratifying to see we are helping facilitate charitable causes! Kudos to Cheryl Gerber, Recreation Supervisor for coordinating and managing this growing annual event complete with professional timing system, inflatables for the kids and live music provided by Parks & Recreation.

- Parks crew prepared the Fairgrounds (formerly Barton Property) for Paws in the Park including aerating, mowing, laying out parking and vendor assignments and line painting.
- 35th Annual Fishing Derby on Sat., April 13 drew 125 anxious anglers to the Town Pond on Barber Hill Road. This free event was co-sponsored by the Super Sixties Club.
- Back by popular demand, we ran our eighth annual Pooch Plunge providing nearly 250 canine companions an opportunity to enjoy the refreshing waters at VMP the day after closing to the general public on Mon. August 27th from 5-7pm.
- Working in conjunction with Billy Mitchell from ESI, we created a public skating area at the Fairgrounds (formerly Barton property) on Brookfield Street, complete with temporary portable lighting for evening skating, portable toilet, benches and warning signage. The site which was tested for ice thickness and cleared by the parks crew was extremely well-received and used! Many thanks to Billy Mitchell for his generous donations!!!
- Grinchmas – Our second annual holiday event loaded with everything “Grinchy” on Fri., 11/30 drew well over 500 people! Attendees of all ages enjoyed crafts, DIY snack making, games, photo opportunities with the Grinch himself and a night ending viewing of the classic cartoon “How the Grinch Stole Christmas”. Kudos to Shelby and her 4th R staff for a great night!
- Completed the arduous task of clearing overgrowth and dead trees at the newly acquired Collins Hill (re-named to Porter's Hill by Council resolution), graded, seeded and installed a new sign after successfully obtaining re-zoning approval from the Planning & Zoning

Commission making the hill an official part of Nevers Park. We are extremely satisfied with the beautification efforts and have heard numerous compliments from residents!

- Veterans Memorial Park highlights: Over 750 swim lesson participants; Over 2,200 passes sold; Over 5,900 daily admissions purchased; 116 students took either a WSI, Lifeguard or Lifeguard Instructor class; 68 swimmers on Seals Swim Team; Provided 4 free sunscreen stations throughout the park; Provided a solar powered smart phone charging station; 50 families attended the Glow Night event; Offered extended pre-park hours for Sensory Family needs on 4 different Sundays. A handful of families were grateful for the exclusive opportunity.
- Installed 3 of 4 recently purchased solar powered smart device charging stations at My Friend's Place, the Bark Park and Veterans Memorial Park.
- Merry & Bright Holiday Lights Contest – Twenty-two participants got into the holiday spirit with a friendly, festive and free competition in our second annual Merry and Bright Holiday Lights Contest with judging by our enthusiastic administrative staff! Five winners were awarded crisp new \$100 bills in the categories of: Brightest, Classic, Most Holiday Spirit, Dazzlingly Display and Best Overall. Transportation of the judges was proudly provided by event sponsor Lindsey Limousine, providing customers with superior transportation for every occasion!
- Spruced up the Donnelley Preserve for the 15th anniversary ceremony on Nov. 10th.
- Our 48th Annual Egg Hunt on Fri., April 19 from 9am to 12pm at the high school stadium attracted a record attendance



## Departments & Services



Cooling off at the Annual Pooch Plunge



"Best Overall" Merry & Bright Holiday Lights Contest Winner!



"Photo ops" with the Grinch were super popular at our annual Grinchmas event!



Santa visits our Monday Night Social Club for Young Adults with Special Needs

- of nearly 5,000 regional 'hunters', collecting over 30,000 prize-filled plastic eggs. The hunt schedule provided separate opportunities for seven age groups from 9am to 11:30am. The first sensory friendly hunt started at 9am and was geared towards children with differing abilities and their families which drew a record 50 people. This was followed at 10am every fifteen minutes for Age 2, Age 3, Age 4, Age 5 and Kindergarten, Grade 1, and a final hunt at 11:15am for Grade 2. The SW Community Women's Club once again ran their "Kids Fair" inside the high school from 10am to 1pm to round out the day. Many thanks to our sponsor Imperial Oil & Plumbing, and to Recreation Supervisor Cheryl Gerber for another highly successful hunt!
- HazMat abatement and demo of the old farm house at the former Jones Property and now Town-owned open space was completed. Crew has since restored the grounds including finish grading, seeding and dead tree removal.
  - Trailblazer Poker Ryed, our first-ever, was successfully held at Rye Street Park on Sat. Sept. 29th from 9-11am. Forty registered mountain bikers tackled the 4 miles of new mountain bike trails recently built by our parks crew! Along the ride bikers stopped at check points to draw a playing card – the highest random poker hand was the lucky winner of a \$200 cash prize! This was not a competition, just pure family fun proudly co-sponsored by The Bike Shop, CT Valley Brewing Co., and SW Walk & Wheel Ways!
  - "Porters on Porter Pumpkin Roll", another first-ever, was also successfully held on the new Porter's Hill, Friday, Oct. 19th from 5-8pm. Families thoroughly enjoyed pumpkin decorating contest, pumpkin rolling competition, porter beer,

food trucks and music! By quitting time 150 participants had had their fill of pumpkins!

- Salvaged and re-located memorial trees, rocks, benches, plaques, etc from the grounds at Philip R. Smith School to preserve their history prior to the demolition of the old school and construction of the new.
- 4th R Before & After School Program – Year 12 kicked off with enrollment 310 registrants across the four elementary schools. On Tuesday, October 23 4th "R" Families enjoyed our annual family event at Foster Farms! 369 children and parents enjoyed the flashlight corn maze, an SWPRD haunted house, ghoulish games, and a costume contest! The 4th "R" sites are hosted very cool Family Nights! Philip R. Smith hosted a parents vs. kids dodgeball tournament on March 14. After several rounds, kids were declared the overall winner! Orchard Hill hosted a carnival, complete with a fortune teller, close-up magician, games, prizes and more! Pleasant Valley hosted a night full of fun where families decorated a unique fabric square to help create a 4th "R" quilt and at Eli Terry they held a Cupcake Wars competition where families worked together to create cupcake masterpieces! Shelby attended the annual Job Fair at MCC on March 29th to continue her on-going diligent efforts to recruit potential employees for this highly popular program. On Sat., May 4th we successfully conducted a separate public registration at Wapping. As openings are very limited, registration for available spots and inevitable wait list positions were determined by lottery by school on the hour as follows: 9am – Eli Terry; 10am – Orchard Hill; 11am – Philip R. Smith; 12pm – Pleasant Valley. Families, although at times

disappointed, were very satisfied with the transparent live lottery approach that didn't require long "overnight" waiting lines or compete with summer camp registration.

- Began construction of the Nevers Park restroom project in partnership with the SW Rotary club!
- Resolution Run – The 10am 5K road race presented in partnership with the Hartford Marathon Foundation (HMF) drew 650 registered runners from across the state despite frigid temperatures on Sun., Jan. 13th. The race started and ended at the CT Valley Brewing Company on Sullivan Ave. with the flat course winding through back roads of West Rd., Strong Rd., Foster Rd. and Burgess Rd. All runners received a complimentary brew and bowl of hot chili provided by Maneeley's after the race. The first 250 runners registered also received a custom winter cap that most users were very happy to wear in the single-digit temperature. Runners expressed tremendous satisfaction with the venue, course and hospitality and were looking for a repeat performance next year! According to the HMF folks, with the exception of the Marathon itself, this event was the most successful and largest attended first-time race they have ever delivered! Thank you to our generous sponsors: CT Valley Brewing, Maneeley's Catering and Jay's Landscaping, and to the SW Police Dept. for providing a safe running course and solid traffic control. Kudos to Lauren Bent, Recreation Supervisor for presenting the idea, organizing all the logistics and spearheading the successful delivery of the event. We also heard positive comments from the area businesses about the economic activity generated as a result of participants visiting town that day!





*RESOLUTION RUN: Left – They're off in sub-freezing temps! Middle –warmed up at CT Valley Brewing with a refreshing micro-brew for perfect ending to a great day! Right – a picture perfect finish.*

*Participants at Kids Night Out got to do messy, fun things you probably wouldn't do at home!!*

- The extremely hot and moist summer created one of the most challenging turf seasons we have ever seen. Grass demanded far more frequent mowing than usual and weed and fungus infestation required special attention to gain control. This effort required a number of over-time hours on Saturday mornings.
- Successfully completed the equipment installation for transitioning to liquid chlorine at the pools at VMP
- With the much appreciated guidance of Heather Oatis from our Health Dept. we repaired an unexpected septic system failure at Rye Street Park.
- Second Annual Mom-Son Dodgeball Night: 101 registered Moms and sons engaged in friendly dodgeball battles at our Wapping facility on Friday March 22 from 7-9pm. Co-Ed Teams of 25 played three 10 minute matches on a rotating basis before ending the night with the highly anticipated Moms versus son matches that are always guaranteed to please and provide life-time memories and laughter! Another great job Cheryl Gerber!
- Began a cooperative effort with Thad Dymkowski, GIS Analyst to plot all trails within the park system with GPS to create more accurate and digital mapping replacing the existing hand-drawn documents. These will then be incorporated in site specific park brochures for the public. We are super excited to work with Thad as he brings an amazing level of expertise and passion to the project!
- Presented seven deserving seasonal staff, part time staff & volunteers our annual "Above and Beyond the Call of Duty" awards at our final outdoor concert on August 16th.
- Began work creating a fifth trail loop at the mountain bike trail system at Rye Street Park. This new trail will be geared toward intermediate riders. These trails are growing tremendously in popularity!
- Kids Night Out – Back by popular demand registered kids spent 3 hours from 6:30 to 9:30pm at our Wapping facility participating in activities of their choice supervised by our very own talented 4th R staff under the creative direction of Shelby Kosa, Recreation Supervisor.
- Began work on the flooding situation at the Fairgrounds (formerly Barton property) starting with pumping of the water from the low spot before some re-grading could be done to better control the water flow.
- Along with DEEP, addressed a serious beaver infiltration at the pond at the northern end of Nevers Park. A pair of very ambitious beavers had the pond dammed so well the trails were flooding requiring us to temporarily close the northern trail loop. We continued to monitor the beaver activity at the ponds including tracking & documenting tree damage and removing hazards created by our furry visitors. Once the beavers were removed the crew had to clean-up massive tree damage caused by the beavers.
- Our second annual Father-Daughter Valentines Dance at Wapping on Fri., Feb. 8th was again a huge hit with 200 participants "dressed to the nines, footloose and fancy free"! Daddies and their little girls enjoyed a festively decorated gymnasium, an Arthur Murray dance lesson, great music spun by DJ Ben, photo booth and light refreshments. Another homerun by Recreation Supervisor, Cheryl Gerber!
- Thanks to the efforts of Roy Normen, we were approved for a \$5,000 grant from CT Water to bring water to the Nelson property for irrigation of new community gardens planned for that site.
- MAX Challenge Day of Giving – Kim Lachapelle, owner of the local MAX Challenge at Town Center, conducted their second annual "Day of Giving" on April 13th at Ellsworth with all proceeds going to the SW Community Foundation to support a new joint initiative with Parks & Recreation called "Healthy Habits". \$10,000 was raised via a 5K road race and health fair!! The SW Food Bank will receive \$2,500 and we will utilize funding to offer free seminars and programs on healthy snacks & lunches for children, clean eating, exercise, etc. Our sincere gratitude goes out to Kim and her crew!!

We fully intend to maintain this momentum and as such we will focus on the following major initiatives and goals for the 2019-2020 Fiscal Year:

- Finalize a successful re-purposing of Wapping School.
- Investigate measures to comply with the new state mandated \$15/hr. minimum wage phase-in signed into law by the Governor on May 17th. This will require an estimated \$400,000 increase in our annual payroll cost to supply our current programs and services! This enormous upsurge will require us to pass this added cost of doing business on to our customers through substantially increased user fees and/or reduction in services.
- Maintain affordable recreational opportunities for all ages during challenging political times.
- Continue investigating and implementing enhancements to

## Departments & Services



*Nevers Restroom project –  
block wall construction*



*Well maintained Nevers Park  
trails in colorful bloom!*



*Our second annual Father-Daughter  
Valentines Dance at Wapping was again  
a huge hit!*



*Moms and their sons just couldn't get  
enough dodgeball at Wapping!*

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.
- Continue our “Employee + Equipment = Efficiency” initiative.
- Continue to whittle away at the Lawrence Road Park development and fence line clearing.
- Construct and launch a new website dove-tailed with our RecDesk registration software system.
- Facilitate the completion of a major revision of the Park & Recreation Commission Master Plan of Development.

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

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); Haunted Torch Walk (with South Windsor Police Dept.) and Wreaths Across America (with American Legion Post 133).

The Parks & Recreation Department is assisted by the Parks and Recreation Commission, an advisory group appointed by the Town Council. This ten member commission meets the second Wednesday of every month except August. The commission, either on its own initiative, or in response to specific requests from the Town Council or the Director of Parks & Recreation, makes recommendations concerning the development, maintenance and/or administration of Parks & Recreation programs and facilities for the community. The Commission's focus over the past year was to continue to progress the Town Council adopted master plan of development for parks and recreation facilities. The commission continued its work through the special sub-committee, “South Windsor Walk & Wheel Ways” (established in November, 2007) to pursue plans to connect critical areas in town (like neighborhoods to schools, sub-division to sub-division, neighborhoods to parks, etc) via bike routes and walking trails and began investigating the potential for a cross-town trail along the Eversource power corridor. They also continued supporting their second special sub-committee called the “South Windsor Food Alliance” who focuses on supporting locally grown healthy foods and conservation efforts in Town, and opened their fourth annual outdoor Summer Farmer’s Market at the front lawn

of the Community Center from June through October. The Commission continued with 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 “feel great, recreate” with “your” Parks & Recreation Department in Fiscal Year 2019-2020!

*Ray Favreau, CPRP*  
*Your Parks & Recreation Director*

### Planning Department

The Planning Department remains busy with the steady pace of new construction and development proposals in Town. We have seen an increase in both commercial and industrial development – particularly new distribution centers and Assisted Living/Independent Living facilities. Much of the remaining residential land in South Windsor has environmental constraints and

is less conducive for the planning of larger subdivisions, however we continue to see interest in smaller subdivisions and development of higher density housing in the commercial areas.

Over the past year, the Planning Department facilitated ongoing commercial development and industrial growth along Ellington Road with two large scale distribution facilities approved in the I-291 Corridor Development zone. Along Buckland Road economic development activity continues to expand with commission approvals for Chase Bank to be located in a new development to be known as The Gateway. We anticipate further development of this area over the next year. Evergreen Walk continues to expand its building of Evergreen Crossing Independent Living Facility, HarborChase Assisted Living Facility, the Cambria Suites hotel. A daycare facility was recently approved, but not yet in construction. Other major construction activities in South Windsor include the building of two new elementary schools, Eli Terry Elementary School and Phillip R. Smith.

The Planning Dept. works with Economic Development projects to assist with compliance of Connecticut DEEP requirements. Issues such as endangered species, stormwater management, and archeological significant resources can cause significant delays in actually starting a project. Town mapping, land specific information, and staff knowledge can provide information can aid in providing materials necessary to satisfy permitting requirements.

Open space and farmland preservation continue to be a high priority in South Windsor. The Planning Department assists the Open Space Task Force by providing staff support at monthly meetings, facilitating the review of potential purchases of open space, coordination with public events, and the update of the Open Space Master Plan adopted in 2010.

The Planning Department continues to assist in the review of properties submitted under the Town Council 'Purchase of Development Rights' program which targets the preservation of farmland as its primary goal. The Department houses the application forms for this program and assists applicants for prospective properties with the application process.

Planning Staff continues to participate as members of the committee involved with the development of the Priest Farm on Sullivan Avenue. The South Windsor Agricultural, Arts, and Nature Center (SWANN) continued to work over the past year identifying short and long range plans for future uses on the Priest Farm. The Planning Staff continues to provide technical support on the site development as the SWANN Committee will continue its planning and community outreach as well as focus on funding raising efforts.

The Senior Environmental Planner continues to assist the Park and Recreation Department in prioritizing and implementing the maintenance of our many walking trails and lends guidance on vegetation management on open space properties. The Department provides natural resource educational materials to educators, scout troops, and the public.

The Planning Department is always involved in internal and external projects of community-wide interest. The Department actively assisted the Health Department in its mosquito control program by selecting areas and applying larvacide treatments to those areas. The program seeks to provide mosquito 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 through printed and digital materials, and on the Town's website. Our department's webpages are updated regularly to be current, informative and easy to navigate. Plans are underway for the migration of our current DOCStar record scanning to a Laserfiche document management software product as well changing out the current Munis permitting system to an on-line View Point permitting system. These new programs will integrate with the Town's Geographic Information System (GIS) and further our efforts of linking Town records from many departments into one easy-to-use database and map system.

Planning Staff provides educational materials and information to local groups including South Windsor High School students by participating as guest speakers to select classes and clubs on local government operations. The Senior Environmental Planner maintains and

updates environmental education materials for distribution to citizens via the website and in various Town offices, and is a regular guest speaker at Environmental Studies classes at Goodwin College. He annually assists the South Windsor High School in preparing for the Connecticut Envirothon by helping to train their participating team on the various curriculum materials provided.

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 works with the Building Department enforcing the blight ordinance in Town.

As part of our regional focus, the department continues to represent the Town on Capitol Region Council of Governments committees including the Transportation and Pedestrian/Bikeway Committee. The Director of Planning is active in the Connecticut Chapter of the American Planning Association serving on several committee.

With the leadership and support of the Director of Planning, staff and our volunteer organization, the Town of South Windsor was awarded the Bronze Award for the statewide Sustainable CT program. The Planning Department continues to facilitate the Town's Sustainable CT team, compiling documentation with a goal of silver certification for South Windsor in the fall of 2019.

*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 the laws of the state and the ordinances of the Town and all rules and regulations made in accordance therewith.



## Departments & Services

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.



### Death of SWPD Sergeant Matthew Mainieri:

On September 2, 2018, the South Windsor Police Department mourned the death of Sergeant Matthew Mainieri. Sergeant Mainieri died from injuries sustained in an off-duty incident in South Carolina while trying to break up a fight.

Sgt. Mainieri was a 20-year employee of the South Windsor Police Department. He began working as a Community Service Officer in January 1998 and became a police officer in May of 1999. During his career, Matthew served as an Officer,

Corporal and Sergeant. He served in the Traffic Division and Detective Division. He was member of the regional traffic unit (Metro Traffic Services) and was an accident reconstructionist. He was also an outstanding instructor in many areas including firearms and motorcycle instructor. He was a member of our regional emergency services team (C.R.E.S.T.) and was skilled at explosive breaching.

Sgt. Mainieri became heavily involved in starting a drone program for the Police Department and obtaining the drone technology to find missing persons and suspects. He was also the recipient of several awards including the department Medal of Valor, Chief's Award, and Certificates of Commendation.



### Online Purchase Safe Exchange Area:

In July 2018, we created an "exchange zone" for people to meet when buying or selling items via the internet. The designated Internet Exchange Zone spots are in the front parking lot of police headquarters and have proved to be very popular. We welcome citizens to continue to use our parking area and lobby as a safe exchange zone to deter fraud or theft.

### South Windsor Police Youth Academy 2018:

The South Windsor Police Department's Summer Youth Academy was held in July 2018 at South Windsor Police headquarters. The academy was attended

by students ranging in age from 12 to 16 and was sponsored by the South Windsor Police Department in cooperation with the South Windsor Human Services department.

The objectives for the program are to teach youth about the law; provide physical activities to keep youth active; provide opportunities for community service; introduce youth to different positions and assignments within the police department; engage youth in discussions about how the law relates to every day experiences; and to provide opportunities to learn leadership and explore how to be good leaders within the community.



The academy students:

- Had drill every morning and learned to stand at attention, parade rest, and how to salute
- The group toured Manchester Superior Court where they sat in on arraignments, met with a States Attorney and the Clerk of the Court, they toured the Connecticut Police Academy, and the Fire Department.
- The group received a demonstration from our regional SWAT team (known as CREST). They got a briefing from CREST team commander Lt. Buonanducci and an East Hartford Police Officer provided a K-9 demonstration.
- The group did a team-building exercise known as the Ropes Course.
- Our Detective Division discussed Crime Scene investigation, DNA, and fingerprinting and how new tools help us identify suspects.
- Our Drug Recognition Expert, Officer Kevin Geraci provided a talk on identifying drivers under the influence of drugs.
- School Resource Officer Ben White discussed Use of Force and the group learned about Community Outreach.

Annual Statistical Comparison	2014	2015	2016	2017	2018
Total Calls for Service	33329	33671	33533	29064	27223
Traffic Accidents	422	432	451	461	472
Collision Reports	210	200	206	225	235
Medical Assist	2241	2412	2419	2444	2437
Animal	647	618	632	573	522
Alarms	1264	1175	1254	1177	1189
Criminal Arrests	643	550	509	403	341
Burglary (*includes entry into vehicles)	122	72	178*	230	220
Larceny	229	232	208	251	220
Domestic	195	181	160	148	144
Assault	6	19	17	17	8
Sexual Assault	12	9	16	14	11

The program was put on by our School Resource Officers, Tina Roy and Ben White. The Academy culminated with a presentation by the students and the awarding of completion certificates.

#### Summer 3 on 3 Basketball League:

Even though school may be out for the summer that doesn't mean our School Resource Officers have the summer off. During each summer, SRO's Tina Roy and Ben White host a "Summer 3 on 3 Basketball League." This basketball league is open to any South Windsor High School student and provides a free, healthy, structured, and fun environment for students while promoting positive police and youth interactions. In addition to the basketball tournament, each week contains a life skill theme such as resume writing, job interview preparation, and nutrition with periodic presentations made to the participants on these topics. In addition, the involved participants participate in various community give back initiatives such as volunteering at the South Windsor Food Pantry, and cleaning up local parks. This program would not have been possible without assistance from the South Windsor Department of Youth and Family Services.



#### 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. We also have an investigator assigned to the regional Center for Digital Investigations (CDI). CDI is a regional digital investigations working group consisting of nine member law enforcement agencies from across Connecticut's capitol region. CDI conducts computer and mobile device forensics and criminal investigations related to cybercrime such as the distribution of child pornography, online enticement of children, network intrusions, cyber threats, email scams, etc.



#### Chief Timothy Edwards Retires:

In July 2018, Chief Tim Edwards informed department staff that he intended to retire.

Chief Edwards was hired in 1988 and has served the department in many roles through the years. Prior to his promotion to Chief in 2015, he held the rank of Deputy Chief and had served as commander of the department's Support Services Division. In that role he coordinated the reconstruction of the department's public safety communications center, along with the construction associated with the departure of the ambulance corps from police headquarters.

Chief Edwards has a long history with the region's emergency services team serving as a team leader of the crisis negotiator's team. He was assigned to the Tri-Town Narcotics Task Force for two years, served as a patrol watch commander for seven years, and was also assigned as a traffic accident investigator and reconstructionist.

Chief Edwards holds a bachelor's degree from Central Connecticut State University along with an Associate's Degree from Manchester Community College. He is a graduate of the FBI National Academy and a graduate of Connecticut's Criminal Justice Command Institute Supervisory Leadership Program.



#### New Police Chief Selected:

Town Manager Matthew Galligan appointed Deputy Chief Scott Custer as South Windsor's next police chief. Deputy Chief Custer became South Windsor's sixth Chief of Police on Sunday, September 9, 2018.

Chief Scott P. Custer is a 30-year veteran of the South Windsor Police Department, and mostly recently served as Deputy Chief of Police. Prior to that promotion, he served as Commander of the Support Services Division. Chief Custer was hired in 1989 and has served the department in many roles through the years. He has served as a Lieutenant and Sergeant in the department's Support Services division and served as Public Information Officer, Recruiting Officer, Evidence Officer and Communications Manager.

Chief Custer has served as a Criminal Investigator, a D.A.R.E. Officer, Field Training Officer, Narcotics Investigator and has served as a Patrol Supervisor. He holds a bachelor's degree from Charter Oak State College, and an Associate's Degree from Manchester Community College. He is a graduate of the Connecticut's Criminal Justice Command Institute Supervisory Leadership Program and received a Master of Public Administration Degree from the University of New Haven in 2015.



#### New Deputy Chief Promoted:

Lt. Kristian Lindstrom was promoted to Deputy Chief in September 2018. Prior to his promotion, he served as the Commander of the department's Special Services Division.

Deputy Chief Lindstrom was hired in 1998 and has served in many roles in his career. He has served as a patrol officer, Field Training officer, Training and Recruiting Coordinator, School Resource Officer, and Patrol Supervisor. He is a certified Sig Sauer pistol armorer and a Remington shotgun armorer. In addition, Deputy Chief Lindstrom served as a Hostage/Crisis Negotiator with the Capital Region Emergency Services Team. Prior to his promotion to Lieutenant, he served as the Manager of the Criminal Investigations Unit. Deputy Chief Lindstrom is currently a member of the department's Use of Force Instructor Team and has taught police officers of varying experience levels in the following areas: Use of Force, Firearms, Patrol Rifle, Shooting Decisions, Defensive Tactics, Police Groundfighting, OC Spray Tactics, Police Baton Tactics, Taser, Handcuffing Tactics, Vehicle Stop Tactics, and Building Search Tactics. He has taught as an adjunct instructor at the Connecticut Police Academy and with KFD Training and

## Departments & Services

Consultation. He has been the recipient of three Lifesaving Awards, two Chief's Awards, and two Physical Fitness Awards.

Deputy Chief Lindstrom holds a Bachelor's Degree in Criminal Justice from Stonehill College in North Easton, Massachusetts and a Master's Degree in Management and Organizational Leadership from Albertus Magnus College in New Haven, Connecticut. He is also a graduate of the 76th Session of the Southern Police Institute Command Officers Development Course offered through the University of Louisville.



### Back-to-School Traffic Safety Initiative:

In August and September, the South Windsor Police Traffic Unit conducted what has become an annual program that focuses 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 school zones. Our mobile, digital speed display signs were posted in school zones to remind people of their speed. 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. 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 2018.



### Text to 9-1-1 is Here:

Our emergency call-taking technology is evolving; we can now accept 911 text messages. Communication is faster with voice calls, but this is another tool available to all of us. Eventually we will be able to receive photos and video via text message, helping us get the appropriate resources to scenes and relay information to responding units. Call if you can, text if you can't call.

### New Officers Hired and Officers Graduate:

The department hired several new officers between July 1, 2018 and June 30, 2019 to

keep pace with retirements. Officer Benjamin Lovett graduated from the Connecticut Police Academy on September 20, 2018 and Officer Edmund Klein graduated from the Hartford Police Academy on October 12, 2018. The officers went on to complete 16-weeks of field training in South Windsor with veteran officers.

New hires include Officer Zachary Cosenza who was sworn in on October 29, 2018. He then began training at the Hartford Police Academy. In December, we hired Officer Megan Casey who then began training at the Connecticut Police Academy.

In January, we were fortunate to hire Officer Richard Dabrowski who came to us following a distinguished 20-year career at the Stamford Police Department. Officer Dabrowski completed a brief field-training program and now proudly serves with us.

### Officers Retire:

In addition to Chief Edwards' retirement in September 2018, Officer Timothy Hankard retired in November after 21 years of service to South Windsor. In May, Officer Christina Mazzocchi retired after 14 years of service to South Windsor. We wish our former colleagues all the best as they pursue other careers.

### No Shave November Charity Event

For the first time, South Windsor PD participated in No Shave November. During November, we temporarily suspended our grooming regulations to allow for beards and goatees. Participating officers made a donation to participate and the \$1000.00 raised went to Smilow Cancer Hospital at Yale. Cancer has robbed us of fellow officers and dear friends and we're fighting back, one beard at time.



### Promotions to Lieutenant:

Sgt. Brian Eckblom was promoted to the rank of Lieutenant on December 16th. He now commands the Special Services Division which encompasses Investigations, Youth, Traffic, Training and the School Resource Officers.

Lieutenant Brian C. Eckblom has been a member of our agency since 2004. He holds a Bachelor of Arts degree in history from Bates College in Lewiston, Maine and a master of science in criminal justice

(MSCJ) from Central Connecticut State University.

Prior to working in South Windsor, Lt Eckblom was a reserve police officer in Wells, Maine; worked as a seasonal law enforcement ranger in Yellowstone National Park; volunteered with the Manchester Fire Department as an emergency medical technician and firefighter; and managed the family manufacturing company in Manchester, Connecticut.

Lt. Eckblom has served our department as an Emergency Medical Technician, a Field Training Officer and as an instructor. He has served as a member of the Traffic Unit and Metro Traffic Services as an accident reconstructionist. He was assigned as the school resource officer at South Windsor High School from 2013-2016, and served as the Evening Shift watch commander after being promoted to sergeant. Most recently, he served as the department training coordinator and as the manager of the Youth and Victims Unit.

### Community Outreach Events:

During the last fiscal year, we worked to improve the lives of others by participating in events we hosted or that were hosted locally. In addition to the tours and talks our officers give each month, we worked at some other events to meet citizens. These events included: Paws in the Park, Camp Courant, Police Summer Youth Academy, Rising Stars middle school group day trips, Tip-A-Cop for Special Olympics, Back to School Big Chill event, International Day of Peace, Coffee with a Cop, Shredding Day at the Senior Center, the Haunted Torch Walk to benefit local charities, Veteran's Day ceremonies, parades, Food Drives, Toy Drives, Stuff a Cruiser, Shop with a Cop, Pick A Pasta night to benefit Veterans Base Camp, Medication Take Back Day, and the Special Olympics Torch Run.





### Memorial Motorcycle Ride and Memorial Stone Dedication:

On June 23, 2019, we dedicated this beautiful memorial stone in front of headquarters prior to the memorial ride. We all participated in prayer led by Rev. Anne Fraley of St. Peter's Episcopal Church. This touching tribute to our dear friend was made possible by Connecticut Valley Monuments and the Wapping Cemetery Association.



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.

Scott P. Custer  
Chief of Police

## **Public Works Department**

### Administration

National Public Works Week was celebrated May 19 through May 25, 2019. It was a celebration of tens of thousands of men and women in North America who provide and maintain the infrastructure and services and are First Responders collectively known as Public Works. This year during National Public Works Week Public Works departments from across New England collected food donations for their local food banks for the 2nd Annual "Fill A Public Works Truck Food Drive". The South

Windsor Public Works Department had food collection bins at all the Town buildings May 21- 25. On Sunday May 19th from 9 am until 3 pm Public Works collected over 2500 pounds of food donations and over \$1100 at Geissler's Supermarket at 965 Sullivan Avenue, and Stop & Shop 1739 Ellington Road, South Windsor. All donations benefited the South Windsor Food and Fuel Bank. Thank you South Windsor for your continued generosity!

The South Windsor Public Works Department held the 23rd Annual Equipment and Job Demonstration for students from the CREC School on May 21, 2019 with a tour of the Town Garage Facility and the Water Pollution Control Facility.

On Monday, May 20, 2019 at 7:00 p.m., award presentations were made before the Town Council Meeting recognizing the 2019 Public Works Business Partnership Award, the Citizen Recognition Award, and the Richard Boudreault Employee Award.

This year's Business Partnership Award recognized a Business Partner who has met one or more of the following criteria:

1. Met or exceeded the delivery of service under the terms of their contract with the Town.
2. Has helped forge a positive and creative work environment for the employees of Public Works/Town.
3. Has helped improve the quality of life and/or the service delivery level for the citizens of South Windsor.
4. Has demonstrated professionalism, enthusiasm and improved the image of South Windsor through the delivery of their service.

This year we recognized Aaron Associates for their outstanding efforts and commitment to the Town of South Windsor. They helped us manage our control



automation for our Waste Water Treatment Facilities, which is critical in today's wastewater industry to ensure the health, safety, and economic viability of our community.

This year we recognized resident Bill Marshall and the South Windsor Invasive Species Working Group as our Civic Organization Awardee. Bill and SWIPWG have continued to raise awareness and lead the effort of many volunteers to take back our natural landscape from the alarming spread of invasive plant species here in South Windsor.



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 we recognized four Public Works individuals – Tom Bjorkland, Facilities Mechanic from the Water Pollution Control Division; Gary Palmberg, Building Maintainer from the Facilities Division; Marco Mucciacciaro, Associate Manager from the Streets Division; and Vincent Stetson, Superintendent of Streets from the Streets Division. These men in their own unique and special way delivered excellence of service to the citizens of South Windsor. Their dedication and innovation are a true example of what makes South Windsor best in class.



## Departments & Services

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

I am honored to report that I was elected as a Director from Connecticut to serve on the Executive Committee of the New England Chapter of the American Public Works Association (APWA). This is certainly a time when Public Works from across the country are facing many challenges but at the same time, there are many opportunities. The opportunity to serve at this level of the Public Works Profession gives us here in South Windsor more insight and exposure to trends and innovations throughout New England and North America.

I also received the New England APWA 2019 John Kiley Member of the Year Award. While I was singled out from over 1000 members for this recognition, the Town of South Windsor and the Public Works Staff has encouraged my involvement in the greater good of our profession and how we can continue to improve our commitment to excellence to the residents, we serve. Thank you for the privilege to do so.



*Michael Gantick with the late John Kiley's son and grandson.*

South Windsor was asked to participate (as the only Municipal representative) on a state initiative to develop a curriculum on material application practices for winter maintenance operations. The "Green Snow Pro" Program is being put together by representatives of DOT, DEEP, South Windsor, UCONN CTI, and DPH. Much study has been done on the best materials to use for helping make our roads safe across the country during the winter. The balance between costs, environmental impacts and road safety remains a challenge. There are no silver bullets at this time. The Green Snow Pro Program offers the knowledge to go about this critical public service in a responsible way. The program will become part of the UCONN T2 center's Certification program for the Road Masters, Road

Scholars, and Leadership Programs for state and municipal Public Works employees. The effort is continuing to try and expand this certification to the private sector operators as well in an effort to optimize the use of materials used during winter maintenance operations. A committee is working on some state legislation which would offer some liability immunity to private sector operators who become certified through the Green Snow Pro Program—much like the state of New Hampshire's "Green Snow Pro" Program.

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 Division

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.

Bobb Grillo, Project Engineer in the Engineering Division retired effective March 1. Bobb had been a member of the Public Works Team for the past 12 plus years. He had been a mainstay in designing and managing many of our infrastructure projects during his tenure. Bobb always brought a smile and sense of humor to work each day and went about his work in a professional and courteous way. Bobb and his wife Becky will now have some time to take some trips and enjoy their dogs. We wish him the best and thank him for helping make South Windsor a better place to live and visit!

The reconstruction of Phase 3 of Avery Street (from Orchard Hill Drive to the Manchester Town) was completed. Drainage and roadway improvements were made to Deming Street and Ridge Road to alleviate surface water ponding in the street and on abutting properties. Construction of sidewalks along Buckland Road between Deming Street and the Town Hall/Library was also substantially completed with the culvert extension over Plum Gulley Brook. About 2.25 miles of roads were milled and



*Reconstructed Avery Street, looking north from the top of the hill toward Orchard Hill Drive and Benedict Drive intersection*



*Buckland Road Culverts for Plum Gulley Brook*

paved, including the south end of Slater Street, Imperial Drive, Jonathan Lane, Broadleaf Drive, Crestwood Drive, Mountain Drive, Clinton Drive, Mascolo Road, Chapel Road from Rte 5 to about 1100 feet east and Governors Highway from Route 5 to about 350 feet east of Nutmeg Road South. In addition Dart Hill Road was improved with some new drainage by Neiderwerfer Road, milling and patching the worst areas of pavement and a new rubberized chip seal surface from Neiderwerfer Road to the Town Line.

Work to permit and finalize the design of improvements for the Eli Terry Safe Routes to School project is underway. These projects were paid for with funds from Town bond referendums, Town Capital Projects budget, and State Local Transportation Capital Improvement Program grants.

South Windsor Engineering, in conjunction with the Information Technology Department, has continued to actively utilize and maintain the Town wide Geographic Information System (GIS). Used by most Town departments as well as citizens, businesses, and organizations, the GIS provides a vital source for making decisions and solving problems based on location, geographic area, abutting properties, and associated attributes. Data and maps regularly support Planning, Zoning, and Inland Wetlands activities, the Assessor, Emergency First Responders,

Recreation Department, Historic District Commission, and all Public Works divisions.

The Town GIS offers, valuable maps, data analysis, and mobile solutions to assist with sidewalk and pavement maintenance, as well as multiple other applications. GIS provides critical support to Public Safety Dispatchers for routing first responders to calls for service by providing spatially accurate address data. All parcels in Town now have a numeric street address. Mapping resources also support Town wide economic development activities by clearly illustrating current conditions and offering tools to examine potential development scenarios.

Moreover, Town GIS staff has worked in conjunction with a consultant to provide Public Works staff with an updated mobile field application allowing them to access accurate sewer utility data in the field. Furthermore, the sanitary sewer data is being updated and reviewed to ensure accuracy and completeness. Also, GIS staff is working to update mapping of the Town storm water system to help meet the requirements of the Connecticut State Municipal Separate Storm Sewer System (MS4) Permit. and is supporting the on-line permitting project by providing address data and application support to ensure permits are correctly assigned and searchable by address.

Additionally, Town GIS staff continues to actively participate in State and regional organizations, conferences, and educational and professional development opportunities as they become available to advance the Town's GIS in a direction that coincides with the Division's comprehensive plans. Future endeavors includes work to analyze snow plow routing to increase efficiency; a Call Before You Dig application to aid in efficiently responding to and tracking CBYD requests and provide staff with field access to Town underground utility data; and a planned update of the Town wide easement data layer.

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 136 Drain Layers Permits for sanitary sewer connections and 190 Street Excavation Permits. We also handled about 2100 Call Before You Dig requests. We reviewed 56 plans for new developments that were submitted to PZC and IWA/CC. In addition, we reviewed 58 building permit requests and performed site inspections for 53 requests for Certificates of Occupancy to ensure that they met Town regulations and the requirements of the Planning and Zoning approved plans.

Visit our Town Website at [www.southwindsor-ct.gov](http://www.southwindsor-ct.gov) to access the Town GIS, Connect South Windsor (under the Citizen Service Request Dashboard), and for information on Engineering permits, specifications and projects.

*Jeffrey Doolittle, P.E.  
Town Engineer*

### Public Buildings Division

The Public Buildings Division is responsible for short and long-term maintenance, safety and reliability of numerous capitol assets throughout the Town. These assets include Recreational Facilities, Storage Facilities, Municipal Buildings and Out Buildings totaling approximately 200,000 square feet. In addition to numerous seasonal sites

maintained by this Division, the majority of our work relates to Public Buildings that see the heaviest use throughout the year.

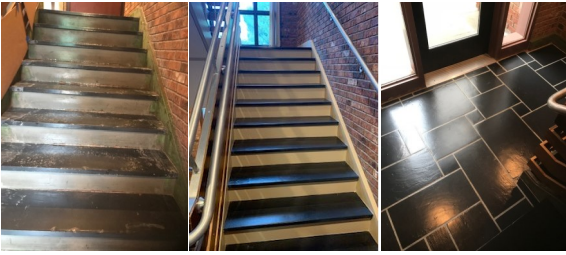
The combination of sites include the Town Hall, Veterans Memorial Park, Charles N. Enes Community Center, Police Department, Little League Concession Stand, Rotary Pavilion, Rotary Press Box Concession Stand, Public Library, Wapping Community House, Rye St Concession Stand, Tyler Regional Animal Care Facility, Edward F. Havens Sr., South Windsor 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 Facilities Department also recognizes the importance of the supporting role it plays providing quality and timely assistance 24 hours a day so that residents, user groups and stakeholders have clean, environmentally friendly and climate controlled facilities 365 days a year. The Public Buildings Division Staff provides timely, courteous and professional support services on two shifts that cover eleven hours of the day. Planning, and organizing work schedules and activities are accomplished out of the Building Maintenance Headquarters on Ayres Rd. The Building Maintenance office is located on the ground level.

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
Fire Extinguisher/Emergency Light Inspections	Monthly and Annual Emergency Light and Exit Sign Inspections	State Contract
Janitorial Services	Full Service-All Public Buildings	TOSW Contract



## Departments & Services



*Refurbished Town Hall Slate Floors*



*Updated Building Automation System Equipment for Council Chambers*



*Public Works Garage Gutter and Downspout Replacement*

### Preventive Maintenance Activities

At different times throughout the year, the Building Maintainers complete a wide variety of Preventative Maintenance activities. The list on the following page consists of both activities related to code compliance and Preventive Maintenance tasks that our department undertakes to maintain the expected useful life of these assets.

- Preventive Maintenance on all interior and exterior door systems and associated hardware throughout all Public Buildings
- Annual Gutter Cleanings
- Monthly Housekeeping, OSHA Safety, Electrical, above and below ground storage tank and monitoring system inspections
- Monthly security system inspections and testing
- Annual kitchen hood extinguishing systems inspections
- Annual overhead door maintenance
- Annual fire alarm systems inspections
- Monthly and annual fire extinguisher inspections
- Annual oven hood cleanings and inspections
- Semi-annual seasonal site 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
- Quarterly roof inspections

### Construction Projects and Renovations Completed in Fiscal Year 2018/2019

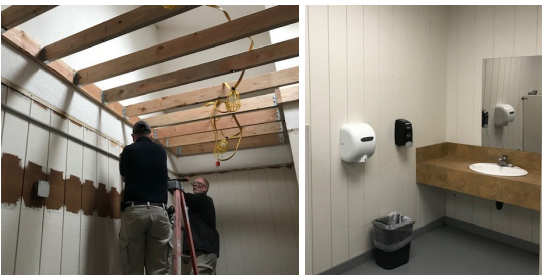
- Replaced Solid Steel Exterior Doors and Frames at the Police Department and Town Garage
- Phase Two, Refurbishing Slate Floors at Town Hall
- Installed HVAC Direct Digital Control Upgrades in the Council Chambers and Lower Level Meeting Rooms at Town Hall
- Installed Card Access System at the Library to Control Outside Doors
- Replaced the HVAC Cooling Tower at the Library
- Renovated Men's and Women's Rooms at Rotary Pavilion
- Installed New Carpet and Paint in Public Works Office
- Installed Card Access Readers on All Interior Doors at Town Hall
- Updated Tax Office with New Customer Service Counter, Carpet and Paint.
- Installed 6 surveillance Cameras In and Outside of Town Hall
- Installed Video Conference Call Stations to Secure the Finance and Probate Court Offices

- Installed Several Surveillance Cameras Inside and Outside of the Community Center
- New VOIP Phone System was installed at the Police Department
- Replaced 150 Linear Feet of Gutters and Downspouts at the Town Garage
- Replaced Exterior Steel Door and Decorative Glass at the TRACS Facility
- Painted Walls and Installed New Carpet in the Training Room at the Police Department
- Replaced Steel Exterior Double Doors at the Library
- Replaced Exterior Steel Double Doors at the Community Center
- Replaced Steel Door to Wash Bay at the Public Works Garage

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 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



*Rotary Pavilion Restrooms Remodel*



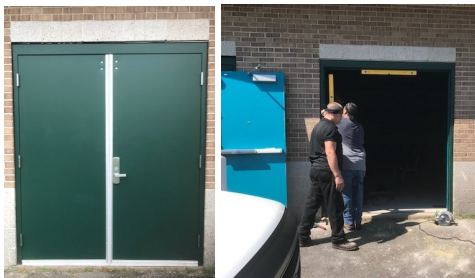
*Police Department Training Room Carpet and Paint*



*New HVAC Cooling Tower at the Library*



*Tyler Regional Animal Care Facility Steel Door Replacement*



*New Exterior Doors at the Community Center*



*Wash Bay Steel Door Replacement*



*Insulated Ductwork in Mechanic Bays at the Public Works Garage*

most are long-term leases primarily because most farmers need long-term 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 and one Maintenance Supervisor. Together they maintain contracted services such as HVAC, Janitorial Services, Fire Protection Services, Elevator and Electrical Services in the Public Buildings. 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 two shifts, 7-3pm, and 10-6 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.



Keith Mitcheltree is our Maintenance Supervisor. Keith has been with us for about a year and works out of the Wapping School where the Building Maintenance Headquarters are located. Keith is a hard working energetic person who loves a challenge. Keith's background is in facilities management; his previous position was Facilities Manager for the Edge Fitness Clubs.

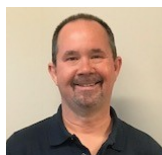


Chris Gargano has been with the town for 15 years and works 7a.m. to 3:30p.m. Chris is a dedicated employee who takes pride in his work. Chris specializes in electrical repairs and installations; he

handles most of the electrical requests that come our way. Chris' last employer was Pratt & Whitney where he worked for over twenty years.



Mike Costa has been with the Town since October 2007 and works 10a.m. to 6p.m. Mike is one of the kindest people you will ever meet, and like Chris, he also specializes in a construction trade. Mike is a skilled Carpenter who owned his own business for many years. Mike handles most of the requests relating to carpentry and painting including custom woodworking and repairs to doors and wall systems.



Gary Palmberg has been with the Town since July 2016 and works the day shift 7a.m. to 3:30p.m. Gary is a multifaceted person who responds to plumbing, carpentry and light electrical requests for repairs. Gary is also involved in our inventory management system and orders most of the parts we use throughout the year. Gary always portrays a positive attitude and is very well liked by everyone he meets.

### Maintenance Department Mission Statement

To provide a healthy, clean and safe environment for all stakeholders with LEAN practices, Continuous Improvements, and Customer Service that is second to none.

*Clay Major  
Facilities Manager*

### Refuse and Recycling

**REFUSE/RECYCLING COLLECTION AND DISPOSAL** – 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, scrap metal, magazines and junk mail, textiles, electronics, household hazardous waste, aseptic packaging, leaves, and Christmas trees. The Town hosts 6 electronic recycling events at Town Hall and participates in the 6 annual Manchester household hazardous waste collections. More information concerning the recycling and refuse programs may be on the Town's website ([www.southwindsor-ct.gov](http://www.southwindsor-ct.gov)).



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 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. Through State legislation Section 22a-228(b) Connecticut has formally adopted an integrated waste management hierarchy as a guiding



## Departments & Services

framework for solid waste management efforts. Connecticut's system adheres to this hierarchy by emphasizing source reduction, recycling, composting, and energy recovery from solid waste, while relying on landfill disposal and incineration as last resorts.

To help meet these goals the Town is offering, along with the electronics recycling events and household hazardous waste collections, curbside textile collection and textile collection containers at each school, the Recreation Department and Community Center. The clothing and material collected is either reused or repurposed to create a new product.

In an effort to achieve source reduction and reduce budgetary impacts to rising disposal costs the Town considered a pay-as-you-throw, or unit based pricing, program. By adopting this type of program the Town could reduce the Refuse budget by almost \$1 million. The resident would purchase trash bags on an as-needed basis and the revenue would go to the town to pay for the disposal costs of the refuse. This program has shown to reduce municipal solid waste by an average of 44% from communities that have adopted these types of programs. Projections show that South Windsor could realize a savings of over \$240,000 per year in disposal costs.

### 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.

Anthony E. Manfre  
Superintendent of Pollution Control

### Street and Fleet Services Divisions

Our Public Works Street Services Division continues to champion the Town of South Windsor's modus operandi of "One Town, One Future" by continuing to not only support the Town's residents with outstanding customer service and quality workmanship; but by also making a concerted effort to support and collaborate with other divisions in Town realizing all the more value in tax payers dollar. This is evident by the following collaborative efforts made in the past year thus far. Working with the Towns Engineering department it was discovered that a large headwall had fallen away from a drainage pipe off of Pleasant Valley Road. The public works department put together a plan to pick this large piece of concrete (12 tons plus) in one pick and place it on a truck for disposal. This approach allowed the work to be done in a very clean, safe, and efficient manner. This work was done at great savings to the residents of South Windsor keeping the work in house.

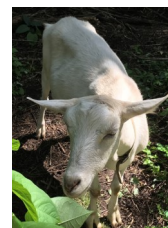
Working with the Water Pollution Control Division, we extended some of their work pad at the Clark Street pump station to give them more room to move snow and helped them trouble shoot a myriad of issues. They too assisted the Public Works Streets division with a multitude of pipe camera runs, pump assistance and jet cleaning services.

Avery Brook was cleaned of all its sediment build up in the concrete channel with some ancillary vegetative maintenance. The team took a new approach to this work, utilizing a 'pick plan' to lift a skid steer into the channel to help shuttle all the sediment to a collection area to be hauled out. This

approach allowed the team to do the work much more safely and effectively.



Beyond this, we also removed a plenitude of declining Ash trees due to the invasive pest, the Emerald Ash Borer. Trees were identified, rated, and placed into an efficient process of removal where we utilized our contractor's specialized equipment to remove nearly 40 trees per shift! This approach allowed us to realize more value with our time, remove the trees much safer than the traditional approach, and lower the overall cost of removal per tree. This program will be continuing on for the foreseeable future.



Speaking of invasive, the Public Works Department in collaboration with Bill Marshall, the Parks Department and Planning and Zoning formed the South Windsor Invasive Plant Working Group (SWIPWG). This volunteer group has been meeting almost monthly to help capture back the native habitat from invasive inundation behind the Town Hall. It is our hope that in the future this location can be turned into a small walking path for residents, Town visitors and Town employees to enjoy during breaks. Plum Gulley Brook runs through this location and is a nice aesthetic for most of the year.

To help the SWIPWG get a leg up on some Japanese Knotweed, goats were hired on for a few weeks this past year to help eat the knotweed. This proved to be a fun, interactive project that allowed us to become engaged with a different group of residents in Town and educate them about invasive plants in their community. It is our hope to continue to utilize 'goat scaping' where prudent elsewhere in Town.

Along with all of the unique projects the division completed, it also continues to maintain the Town's roadways and infrastructure to the best of our ability with the funds provided. This maintenance includes but is not limited to: cleaning out clogged drainage systems (two major ones this year, one on Steep Road and the other on Felt Road, both which lead to underground repairs), maintaining the Town's roadsides with its street sweeping

RECYCLED ITEMS	2016-2017	2017-2018	2018-2019
Commingled recyclables Newspaper/cardboard, food and beverage containers (tons)	2,542.94	2,406.03	2,294.23
Batteries (units)	56	51	37
Leaves	6,250 tons	15,826 cy	29,000 cy
Scrap Metal (tons)	38.15	37.64	45.01
Waste Oil (gallons)	1,105	986	990
Electronics (tons)	42.73	58.53	75.98
Textiles (tons)	0	18.19	35.89

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



program and road side mowing program as well as managing all of the Town's tree assets and their inherit liabilities.

Additionally, the Department collects all of the residents' leaves and composts them for a return on investment the following year. This past year the compost program was refined a bit more with the acquisition of a specialized piece of equipment called a windrow turner. This windrow turner allows us to much more efficiently turn the leaves into compost; giving us a chance to realize



some lost opportunities that otherwise would have been spent just turning leaves. This machine also reduces the cycle time from leaves to compost.

Street Services supports every event in Town either through channeling device installation, light tower set ups, pot hole patching, sign installations and so forth (up to 30 of these events in any given year). The division also maintains all of the catch basin clean outs, culverts, outfalls and inlets. Annually, some roads in Town need to be regraded for public access. Vibert Road is a prime example of this exercise. Illegal roadside dumping issues are all facilitated through the division along with roadside spraying for invasive species that if left unchecked become unsightly at best and can become a safety concern by causing line of site issues. In addition, the division works to combat the ever-pervasive beaver population which threatens to inundate bridges, waterways and neighborhoods if left unchecked. Street Services also maintains all the Town's road

line stripping and crosswalks. Once again, this is not an exhaustive list but just some examples of what Street Services does for the residents of South Windsor, we also sometimes plow all the 140 miles of roads in town.

The sign shop continues to update and support all of the Town's Divisions in providing custom signs. Some notable projects this past year have been the South Windsor Invasive Plant Working Group sign and brand image. Our sign shop also helped market and promote a regional initiative called Fill-A-Public Works Truck. Fill-A-Public Works truck is an annual food drive put on by the public works community (over 100 departments took part in the North East this year) that helps fill local food pantries in a typically 'low donation activity' time of year.

The Fleet Services Division maintains all of the Town's Police Vehicles, Community Service Buses, Small Fire Personnel Vehicles, and Town Hall's Fleet, Engineering's Fleet, Pollution Control's Fleet, Parks and Recreation's Fleet, and our own Street Services' Fleet. The fleet division is always searching for value added projects. For example, taking an old leaf machine motor and putting it into a new leaf machine body. This approach to fleet maintenance keeps overhead down, not only with the initial set up, but future maintenance as well. Keeping this work in house was a huge cost savings for the Town. They also helped the Finance Department negotiate better rates on some of the Town's Lease vehicles realizing meaningful savings to the Town.

In summation, the past year within The Division of Street Services has been a productive and safe one, with no major injuries or incidents. The Division is committed to a "One Town, One Future" mentality and will continue to provide value added services to the residents and fellow departments of South Windsor. Please find yearly metrics in the table on this page.

Vincent Stetson  
Superintendent of Street Services

### Water 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

STREET SERVICES ACTIVITY	15-16	16-17	17-18	18-19
Total Road Resurfacing Miles not including Bond Work Projects	1.39 miles not including bond ref. 2014 work	5.1	0.0	0.0
Crack Sealing Road Miles Maintained	13.71	28.84	27.79	12.62
Street Sweeping Days with 1 Sweeper Unit	32 days	35 Days	35 days	35 Days
Cut and Patch Road Repairs not including Street Cut Permit	15,000 + est. square feet	15,000 + est. square feet	15,000 + est. square feet	15,000 + est. square feet
Drainage Facilities Repaired or Rebuilt	Not tracked	63	96	144
Leaf Collection Cubic Yards / Vacuum Days	27,087 / 24 collection days	22,333 / 30 collection days	26,555 / 35 collection days	26,555 / 35 collection days
Roadside Mowing Passes	4	3	3	3
Miles of Road Plowed	140	140	140	141.0
Number of Snow & Ice Events / Annual Snow Fall	13 / 30.50" Inches of snow	13 / 57.25" Inches of snow	21 / 48.75" Inches of snow	14 / 39" inches of snow
Total Tons of Salt Used for Winter Operations	1890	2660	3474	3322
Total Catch Basins Cleaned	1736	1527	2001	1900
Total Street Tree Issues tracked with the Dashboard System and Connect SW	99	117	139	72
Dead Animal Carcasses Picked Up and Disposed of	46	71	55	92
Pothole Patching Material	187 tons	184 tons	196 tons	100 tons

## Departments & Services

station maintenance. This Division also assists the Parks & Recreation Department for the mechanical maintenance of the Veteran's Memorial Park swimming pool pump and filtration system.

During the past year, the Division treated 1.1 billion gallons of wastewater at a treatment efficiency of 98% Biochemical Oxygen Demand and 99% Total Suspended Solids. 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, 1,665,841 dry pounds of 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 8,390 residential homes and over 350 industrial and commercial businesses in South Windsor, East Hartford, 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.

During this past year a number of capital improvements were made in the collection system. In August of 2018 the WPC undertook a sizeable project to increase the sewer capacity on Sullivan Avenue. As the town has grown, the upstream flow of wastewater has increased which has caused surcharged conditions at the Sullivan Avenue siphon that flows under the Podunk River. This project added an 8" siphon barrel to the two existing 6" barrels as well as 1,900 feet of 12" sewer line. The additional capacity will provide reliable service to this sewer shed for years to come.

The WPC also completed during the past year, the fourth and final phase of its Vegetation Management 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, municipal officials and vegetative management contractors in all maintenance activities within the Town utility (both wastewater and storm water) easement right-of-ways (ROW).

With all 20 miles of cross country easements accessible the WPC will continue to maintain the vegetation on an annual basis as part of the operation and maintenance of the sewer lines.

As we continue to plan future infrastructure improvements, a pump station asset management evaluation was completed by our consulting engineer. Each of the 11 pump stations were evaluated based on operator comments, visual observations, energy efficiency, flood protection, and analyses based on age and anticipated life expectancy of equipment systems. The report included recommendations and a cost table of anticipated capital improvements to be used as a planning tool for future budgeting.

*Anthony E. Manfre*  
Superintendent of Pollution Control

### Registrar of Voters

The Office of the Registrar of Voters (ROV) is governed by the 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 hiring and training 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 Election and Primary. South Windsor was again this year selected to be one of the towns to go through a computerized audit

after the 2018 Gubernatorial Election. The audit proved the accuracy of the tabulator and the integrity of the election.

During the Fiscal Year 2018-2019, the ROV Office received and implemented 5,252 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 Gubernatorial Election held on November 6, 2018. The voter turnout was 80%.



*Registrars Sue Burnham and Sue W Larsen gearing up for the election*

South Windsor held a special Senatorial Election on February 26, 2019 with a voter turnout of 20.2%. Election results following each election are posted on the Town website [www.southwindsor-ct.gov](http://www.southwindsor-ct.gov)

South Windsor continues to use Electronic Poll Books with the official election checkers using laptops in our five polling locations with the voters checked in electronically. This provides immediate access as to whom has voted throughout the election and after. The paper list

<b>REGISTRATION FIGURES AS OF JUNE 30, 2018</b>					
<b>DISTRICT</b>	<b>REPUBLICAN</b>	<b>DEMOCRATIC</b>	<b>UNAFFILIATED</b>	<b>OTHER</b>	<b>TOTAL</b>
I	235	330	431	15	1,011
II	663	1,053	1,191	47	2,954
III	1,012	1,744	1,872	61	4,689
IV	636	799	1,071	34	2,540
V	1,013	1,718	1,967	66	4,764
<b>TOTAL</b>	<b>3,559</b>	<b>5,644</b>	<b>6,532</b>	<b>223</b>	<b>15,958</b>

continues to be used at all polling locations as it is mandated by the State.

The ROV Office conducted their Annual State required Canvass of all Voters in South Windsor from January 15, 2019 through April 30, 2019.

A Special Voter Enrollment Session was held at South Windsor High School on June 7, 2019.

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 Treasurer of the Hartford County Registrar of Voters. Sue W. Larsen was re-elected as President of ROVAC and serves as an honorary member of all ROVAC committees.

*Sue Burnham*  
*Republican Registrar of Voters*

*Sue W. Larsen*  
*Democratic Registrar of Voters*

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

Yearly totals include \$2,274,703 collected for various State of Connecticut licenses, fees, and conveyance tax, and 650,000.00 in Revenues for the Town's General Fund and LOCIP funds for a total collection of \$2,924,703.

*Lori Trahan*  
*Town Clerk*

### 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 licenses. Photocopies of agendas, minutes,

<u>Town Clerk Activity Summary</u>	
Land Records(2018)	6,801
Dog licenses	2284
Kennel tags	3
Births (2017)	244
Marriages (2017)	549
Deaths (2017)	252
Maps	84



## Boards and Commissions

### 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 professional community including farmers, local business people, realtors, Town staff, and land use commissioners.

SWALPAC helped formulate and bring to referendum the Open Space Funding in 1987 and 1996. Several properties have been purchased with those funds: the Sluzkanis Property (Nevers Road Park), the Barton Property (Rye Street Park), the Priest Farm (Sullivan Avenue), the Willard-Waldron-Kelley Property (Wapping Park), the Mitchell Property (Sullivan Avenue and West Road), the Jones Property (Avery Street), a portion of the Foster Farm Property, and the purchase of development rights of 49.7 acres of Shepard Farm (Main Street and Pleasant Valley Road).

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.

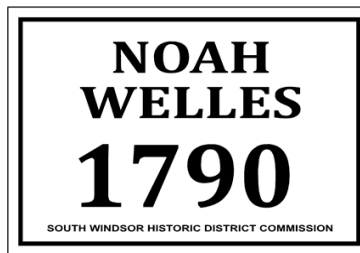
*Joseph Kennedy*  
Chairperson

### 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.

The Commission held four Public Hearings, issued four Certificates of Appropriateness, convened two Special Meetings and held Seven Regular Meetings throughout the year. In addition to the regular business of

the Commission, a new program for administering a Historic House Signs Project was launched and advertised to the public. Any house appearing in one of the Historic Resource Inventories (viewable online at the Historic District section of the Town Website) will be eligible for a sign. By the end of the 2018 - 2019 FY, eleven signs showing the date of the building's construction and, when available, the name of the builder, had been ordered and delivered.



*Example of Historic House Sign*

There are over three hundred historic houses in South Windsor, of which only one half are on Main Street. We hope the signs will build awareness of and pride in the rich history of South Windsor.

*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 for 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. Usually in the month of November, a Payment in Lieu of Taxes (PILOT) of approximating \$30,000 is sent to the town by the Authority.

Associating with the Town's concept of "sustainability" for and within South Windsor, the HASW commissioners have moved forward by applying for opportunities to provide interior and exterior upgrades to our Wapping Mews apartments located at 50 Elm Street. The Mews is the first apartments that the Housing Authority built and maintains. The HASW has been approved for all three of the programs that were applied for. Approvals have been obtained for the Department of Housing (DOH) Predevelopment Funds, the Small Cities (CDBG) Grant applied for through the town of South Windsor, and the State Sponsored Housing Portfolio (SSHP) Grant. Total approved for the sustainability work to be performed at Wapping Mews apartments is in excess of \$2,900,000. The HASW is preparing to sign performance contracts with Pioneer Builders (for the exterior renovation work) and D/E/F/ Services Group Ltd. (for the interior renovation work). Work will begin after the New Year.

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

### Inland Wetlands Agency/Conservation Commission

During the Fiscal Year 2018-2019 the Commission received twenty-nine applications, which were approved with various conditions. Eight applications were administered by Town Staff as minimal impact activities. One violation notice was issued for unapproved activities within wetlands.

The Commission carried out its task with the assistance of Jeff Folger, Environmental Planner/Conservation Officer. The

Commission was further assisted by staff in the Planning and Engineering Departments. The IWA/CC sent representatives to the Open Space Task Force, and SWALPAC to aid these committees in addressing any wetland, conservation or land use planning issues.

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

The Conservation Commission produces and updates a series of educational brochures on the Frank Neiderwerfer Wildlife Sanctuary, The Maj. Michael Donnelly Preserve and Wapping Park which are available in the Planning department, the Town Clerks Office and at the Sanctuary. Two Eagle Scout candidates completed projects to enhance our open space properties, and provide information to the public concerning stormwater quality. Riparian plantings were installed along Plum Gully Brook by students at South Windsor High School and volunteers planted tree seedlings along the perimeter of South Windsor Fairground property.

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 provide upgrades to equipment to aid in the maintenance of open space properties and provides resources to purchase tree seedlings for habitat improvements on open space.

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.

*Jeffrey Folger*  
Environmental Planner/Conservation Officer

## 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 mass transit needs within South Windsor, increase and improve mass transit options, and advise appropriate agencies on those issues.

During the 2018-2019 Fiscal Year, the Commission increased awareness of public transit options, instructed residents on using the bus, prepared to apply for a grant and developed plans for a trolley.

Increasing awareness of public transportation: The Commission launched two new ongoing outreach efforts: a regular feature in the South Windsor Senior Center's newsletter and supplies of transit route schedules at Town Hall and the public library.

Instructing residents in the use of public transportation: The Commission ran a senior center bus education program that included a ride on CTTransit bus and hands-on instructions for passengers. The Commission staffed an Armed Forces Day booth, handling out literature and discussing transportation options.

Pursuing a grant: Efforts are underway to obtain a grant for a trolley to connect town businesses along Buckland Road and Sullivan Avenue. The Commission hired an intern to spend the summer of 2019 to help further those efforts. In lieu of financial compensation, the intern received college credit for his excellent work.

The chairperson would like to thank Commission members for their efforts this year to develop better transit options for South Windsor residents.

The Commission meets on the fourth Tuesday of the month at 6:30 p.m. in the Sprekel 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

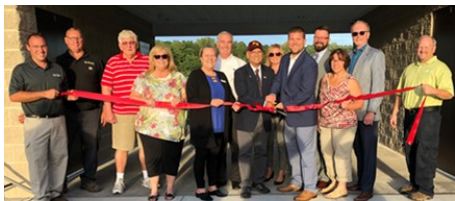
As we work to achieve these goals we have accomplished the following in the Fiscal Year 2018-2019:

1. Continued the daunting task of revising the Council adopted Park & Recreation Master Plan which consumed most of our efforts for the fiscal year 2018-2019, 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 farmers markets, community gardens, the completion of the construction of raised planting beds at the senior center and healthy eating/wellness seminars.
3. The "South Windsor Walk & Wheel Ways" (SWW&WW) sub-committee had another extremely successful year continuing a learn-to-ride program for fourth graders in partnership with the B.O.E. physical education department, adult learn-to-ride classes, participating in and sponsoring several community bike rides & trail hikes, and they had a routine presence at Planning & Zoning Commission meetings to advocate for "walkability" & "bikeability" in all upcoming road projects in town. They were instrumental in obtaining a \$100,000 grant from the State of CT DEEP Recreational Trails Program to be used for the design of the Cross-Town Trail through the Eversource power corridor. And, finally, they were crucial contributors to the Town's Sustainable CT bronze certification efforts.
4. Supported the proposed Parks &

## Boards and Commissions

Recreation Department budget as submitted, which included a Parks Manager position which did receive Town Council approval.

5. Successful completion of the new Nevers Park Restroom Facility as a cost-sharing project with the Rotary Club. Our partnership with our Rotarian friends has tremendously enhanced our parks system over the years with the addition of pavilions at Nevers and Veterans Memorial Parks, My Friend's Place playground, sports lighting at Pepin and Rotary baseball fields, additions and upgrades (flag garden & fire pit patio) at the Nevers Pavilion, and the Memorial Wall at VMP to name a few. We thank them for their continued support and dedication!



Commission projects on the horizon include: continued expansion of Walking/Biking Trails in town parks and neighborhoods, disc golf, renovations to the basketball and tennis courts at Rye Street Park. With the re-appearance of new funding allocations for master plan development through the Capital Projects budget these projects are likely to be finally accomplished over the next few years. 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 at the new Wapping Parks & Recreation Facility, 91 Ayers Road at 7:30pm on the second Wednesday of every month. We welcome your participation.

Alan Larson  
Chairperson

*PARC Members: George Caye, Katie Graham, Ritu Goel, Michael Kelly, Alan Larson, Michael LeBlanc, Mindy Lewis, Toby Lewis, Bill Nowak, Renee Powell, Dan Rezende, and John Pelkey.*

### Patriotic Commission

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

- Ordinance #192, Section 3, Dated January 17, 2012.

The Commission has 10 members and 2 alternates, appointed by the Town Council to staggered three-year terms. The first meeting of the Patriotic Commission year is in September, when planning of the year and election of officers takes place. The Commission meets monthly at the South Windsor Town Hall on a regular basis, which is posted at the Town Hall and on the Town website.

Our first event is Veterans Day. On November 11 we hold a Veterans Day ceremony at Veterans Memorial Park. There is a guest speaker and wreaths are placed on the five monuments there by Veterans. Music is provided by the South Windsor Community Chorus, and a ceremonial volley is provided by the South Windsor Police Honor Guard.



We also have a program for Veterans Day called "Veterans in the Classroom". Prior to Veterans Day, Veterans address the social studies classes at Timothy Edwards Middle School, explaining what they did in the military and answering any questions the students ask. On Veterans Day, Veterans attend a service in front of the high school, then are brought into classrooms to speak and answer questions about their military

service. All South Windsor elementary schools have a unique Veterans Day program.



In December, we support "Wreaths Across America," a program that places Remembrance Wreaths on veterans' graves in South Windsor. The program is organized by South Windsor's American Legion Post 133. A formal ceremony is held at Veterans Memorial Park, followed by the placing the wreaths on the graves in town cemeteries by Boy and Girl Scouts and Volunteers. This year over 1000 veteran's graves received a wreath.

In January our Patriotic Essay Contest starts. The Commission decides on topics for our essay contest with input from the school system. The contest is available to all South Windsor students, in public and private schools, as well as home schooled students. The winners are awarded prizes, ride in the Memorial Day Parade and are recognized at the Memorial Day Ceremony, as well as by the Town Council in June. All entrants received a certificate from the Patriotic Commission, and winning essays were published in the South Windsor Reminder. In January, we start receiving our Patriotic Commission Essay Contest entries. Entries are accepted until March 1st. We receive entries from public, private, charter, and home-schooled students.

In May our Armed Forces celebration had the largest attendance ever. We changed the format, allowing food trucks and Veteran owned or oriented business to set up booths. Military units and Veterans organizations set up booths, and several



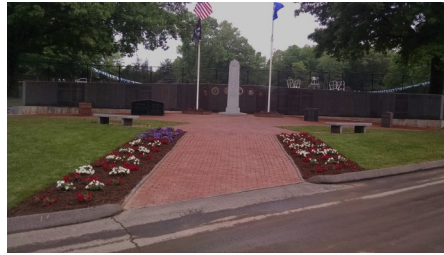


child-oriented activities were available. A concert by the South Windsor Community Band and spectacular fireworks made the night a huge success.

We celebrate Memorial Day with our annual parade and service. We invite all community groups, as well as military and veterans' organizations, to march. Wreaths are placed on the monuments at the Memorial Day service at Veterans Memorial Park. As the wreaths were placed, the names of South Windsor residents who died during that conflict were read out and a flag placed along the walkway. The ceremony includes a guest speaker, music by the South Windsor Community Chorus, the Police Department Honor Guard firing three volleys, and taps. Prior to the event, Boy and Girl Scouts placed flags provided by the Commission on all Veterans graves in South Windsor.



In June, the Commission wraps up the year with a flag retirement ceremony. Old and worn flags are collected throughout the year at the Town Library, and in June we have a formal flag retirement ceremony at Veterans Memorial Park. Essay Contest winners are recognized by the Town Council.



We are working on improvements to Veterans Memorial Park, including flagpoles with each of the military services represented. We plan to place bricks and benches on the area. We also plan on constructing a permanent burn pit, for flag retirement purposes, in the upper parking lot of VMP.

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

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

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

*Kent Carlson*  
Chairperson

## Public Building Commission

Members: Matthew Montana (Chairman), Edward O'Connell (Vice Chairman), Matthew Beaulieu, Carol Kelley, Phil Koboski, Bernard Thomas and Craig Zimmerman.

During the 2018-2019 Fiscal Year the Public Building Commission, together with architect, Moser Pilon Nelson; owner's representative, Colliers International; and construction manager, Gilbane Building Company continued the important work associated with the construction of the new Eli Terry and Philip R. Smith schools, with both projects being on schedule and under budget. The commission continues to collaborate with the Superintendent, District



Director of Facilities, school administration and Town staff in shepherding these projects to completion. Both schools are scheduled to open in August of 2020.

Below is a listing of milestone dates for these projects.

- 9/2018: Inland Wetlands Agency/Conservation Commission approvals
- 9/2018: Planning and Zoning Commission approvals
- 1/2019: Final Plans, Specifications and Cost Estimates approved by PBC and BOE
- 1/2019: Philip R. Smith Groundbreaking
- 1/2019: Philip R. Smith Demolition Commenced
- 2/2019: Final Plans approved by the State of CT to go out to bid
- 3/2019: Eli Terry Groundbreaking
- 4/2019: Philip R. Smith Demolition Completed
- 6/2019: Final Acceptance of Orchard Hill Project as Completed
- 8/2019: Eli Terry and Philip R. Smith Beam Signing

On January 12, 2019 commission members participated in the Philip R. Smith groundbreaking ceremony, followed by the Eli Terry groundbreaking ceremony on March 23, 2019. These events, were attended by local town leaders and dignitaries, school staff, parents and students.

Due to increasing enrollment, the commission collaborated with the

## Boards and Commissions



*Pictured: Phil Koboski, Ed O'Connell, Matthew Montana, Matthew Beaulieu, Carol Kelley and Craig Zimmerman*

Superintendent of Schools, State Department of Administrative Services, the design team and town officials and was pleased to be able to assist in providing for additional classrooms to be added at both sites while remaining within the original construction budget. The ability to absorb the additional classrooms was the result of very favorable bidding results.

On June 11, 2019, commission members were honored to attend the Connecticut Building Congress's awards ceremony. The project team for Orchard Hill Elementary School received first place in the 2019 Project Team Award "K-12 Schools" category. Each year, CBC recognizes projects whose team members have met or surpassed goals and achieved higher project quality through this close collaboration. These exemplify project team excellence and represent the best practices in teamwork by project owners, architects, engineers, constructors, tradespeople and suppliers and services providers. The commission is proud of the great work of the project professionals on the Orchard Hill team (Drumme Rosane Anderson, Colliers International and Gilbane Building Company) who delivered an award-winning, state-of-the-art school.

The PBC, together with dignitaries and the school community celebrated the construction of Philip R. Smith and Eli Terry with a beam signing event on August 22, 2019. The ceremonial beam signing marked another milestone for these projects. It was an honor for the commission to place their signatures on one of the beams that will be installed in the buildings.

Members of the commission appreciate the expertise and support from the many town and school officials who are integral to the success of the Eli Terry and Philip R. Smith schools. As the projects progress, the



*Pictured: Marcus Brennan (Gilbane) Phil Koboski, Carol Kelley, Craig Zimmerman, Patrick Hankard, Ed O'Connell and Student Ambassadors*

commission looks forward to their continued collaboration.

*Matthew Montana  
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 oversee and implement policies created by the Authority to protect the operation of the sewerage system, the environment and ultimately public health. The Authority levies benefit assessments, establishes fair and reasonable sewer user charges, approves connections or expansions 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. The operation and maintenance of the wastewater treatment plant and collection system is funded through sewer user fees. Authority members take seriously their responsibility for this system, and as such, must establish fair and prudent fiscal policies to ensure adequate funding for proper maintenance, repair and replacement of the system's many components. Planning for future needs of this complex and widespread system entails a degree of unavoidable uncertainty, including, among other things,

exposure to unforeseen natural events, accidents, revenue fluctuations, and unplanned facility repair, maintenance and improvement needs.

In 2015 the WPCA approved 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 2018-2019, the Water Pollution Control Authority approved 9 Commercial/Industrial connections, 5 residential connections and 3 change in use applications.

### 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.

*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.

Seven variances were granted for residential properties. Two variances on the

No. Eligible Applicants	Discount (%)	Program Cost
42	10	\$1,696.80
56	20	\$4,524.80
57	30	\$6,908.40
31	40	\$5,009.60
3	50	\$606.00
Total: 189		\$18,745.60

**Sewer Use Charge Discount Program  
FY 2018-2019**

same property were to allow the placement of a shed within two setback areas on a corner lot. Two variances on the same property were to allow a two story addition and a deck within setback areas. Two variances for the same property were to allow an existing structure to remain within the setback area and to allow a reduced buffer on three abutting lots. One variance was to allow a shed within the setback area.

This year the Board granted six variances to commercial applicants. One variance was to allow an addition built on an existing foundation within the setback area. One variance was to allow impervious coverage greater than sixty-five percent. One variance was to allow a maximum of twenty-five cars displayed for sale where four cars were permitted. One variance was for an addition to a non-conforming tobacco barn. Two variances to one business were granted to allow an addition and an overhang to an existing non-conforming building.

The Zoning Board of Appeals has jurisdiction in hearing applications for Department of Motor Vehicle Used Car Dealers licensing. The Board approved five applications for licensing. Three were for general repair of motor vehicles; two for retail sales of used motor vehicles.

The Board also hears appeals to actions of the Town Zoning Enforcement Officer. There were two appeals to Zoning Enforcement Officer orders. One was for the appeal of an Enforcement Order issued by the Zoning Enforcement Officer for operating in violation of an approved Special Exception site plan. One was the appeal of a Cease and Desist Order issued by the Zoning Enforcement Officer for earth filling and conducting site work without prior site plan approval. Both appeals were denied and the Zoning Enforcement Officer orders upheld.

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.

*Erik Dabrowski*  
*Chairperson*



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

	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
General Property Taxes	\$105,582,085	\$ 99,981,359	\$ 95,483,270	\$ 92,999,372	\$89,316,302
Intergovernmental	18,114,215	26,542,659	27,351,197	21,589,783	20,817,429
Services	2,484,022	2,710,888	1,833,177	2,379,396	1,523,569
Investment Earnings	<u>1,019,772</u>	<u>441,324</u>	<u>226,526</u>	<u>108,902</u>	<u>52,618</u>
Total Revenues	\$127,200,094	\$129,676,230	\$124,894,170	\$117,077,453	\$111,719,918

## FIVE YEAR SUMMARY OF GENERAL FUND EXPENDITURES

	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
General Government	\$3,920,342	\$ 3,658,337	\$ 3,570,625	\$ 3,292,016	\$ 3,324,922
Public Safety	8,838,487	9,065,292	8,555,095	8,111,848	8,163,311
Public Works	8,370,277	7,832,799	7,879,433	7,073,306	7,406,192
Human Services	1,104,145	1,006,150	993,195	871,198	909,718
Recreation & Library	3,111,541	2,699,404	2,868,468	2,804,943	2,728,344
Debt Service	8,264,684	8,363,179	7,365,581	6,874,897	6,255,201
Miscellaneous	7,459,924	6,708,737	6,340,930	6,556,833	6,467,843
Board of Education	<u>76,914,581</u>	<u>85,735,350</u>	<u>85,322,089</u>	<u>76,768,518</u>	<u>75,058,105</u>
Total Expenditures	\$117,983,981	\$125,069,248	\$122,895,416	\$112,353,559	\$110,313,636

## FIVE YEAR COMPARATIVE ASSESSOR GRAND LIST REPORT

	Oct. 1, 2018	Oct. 1, 2017	Oct. 1, 2016	Oct. 1, 2015	Oct. 1, 2014
Real Estate	\$2,488,914,361	\$2,548,057,060	\$2,354,986,979	\$ 2,160,695,641	\$ 2,135,729,111
Personal Property	394,178,512	381,763,430	340,605,990	272,704,520	261,120,500
Motor Vehicle	<u>234,363,918</u>	<u>230,786,948</u>	<u>225,387,225</u>	<u>217,673,720</u>	<u>217,444,060</u>
Grand Total	3,117,456,791	3,070,607,438	2,920,980,194	2,650,773,881	2,614,293,671
Less Exemptions	<u>348,373,852</u>	<u>321,762,146</u>	<u>318,272,044</u>	<u>104,350,010</u>	<u>112,726,620</u>
Net Grand List	\$2,769,082,939	\$2,748,845,292	\$2,602,708,150	\$2,546,423,871	\$2,501,567,051

## Auditor's Report

**TOWN OF SOUTH WINDSOR, CONNECTICUT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2019**

	General	Capital Projects Fund	Sewer Operating Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 50,323,178	\$	\$ 6,102	\$ 960,092	\$ 51,289,372
Investments				127,811	127,811
Receivables, net	2,610,765	344,419	279,966	134,863	3,370,013
Due from other funds	16,584	18,554,030	1,654,853	3,426,498	23,651,965
Other assets	13,500			20,485	33,985
Total Assets	<u>\$52,964,027</u>	<u>\$ 18,898,449</u>	<u>\$ 1,940,921</u>	<u>\$ 4,669,749</u>	<u>\$ 78,473,146</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts and other payables	\$ 2,628,470	\$ 5,562,383	\$ 155,305	\$ 270,831	\$ 8,616,989
Due to other funds	23,635,381			16,584	23,651,965
Notes payable		16,000,000			16,000,000
Unearned revenue		1,585,174		556,640	2,141,814
Total liabilities	<u>\$ 26,263,851</u>	<u>\$23,147,557</u>	<u>\$ 155,305</u>	<u>\$ 844,055</u>	<u>\$ 50,410,768</u>
Deferred inflows of resources					
Unavailable revenue—property taxes	2,287,145				2,287,145
Unavailable revenue—sewer use			279,966		279,966
Advance property tax collections	<u>2,328,871</u>				<u>2,328,871</u>
Total deferred inflows of resources	<u>4,616,016</u>	<u>-</u>	<u>279,966</u>	<u>-</u>	<u>4,895,982</u>
Fund balances:					
Nonspendable	13,500			20,485	33,985
Restricted				1,555,342	1,555,342
Committed	3,000,000		1,505,650	2,262,590	6,768,240
Assigned	3,825,079				3,825,079
Unassigned	<u>15,245,581</u>	<u>(4,249,108)</u>		<u>(12,723)</u>	<u>10,983,750</u>
Total fund balances	<u>22,084,160</u>	<u>(4,249,108)</u>	<u>1,505,650</u>	<u>3,825,694</u>	<u>23,166,396</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 52,964,027</u>	<u>\$ 18,898,449</u>	<u>\$ 1,940,921</u>	<u>\$ 4,669,749</u>	<u>\$ 78,473,146</u>

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	General	Capital Projects Fund	Sewer Operating Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:					
Property taxes	\$ 105,582,085	\$	\$	\$	\$ 105,582,085
Intergovernmental	18,114,215	3,298,714		4,108,473	25,521,402
Charges for services	2,484,022	61,135	5,414,031	5,379,149	13,338,337
Investment earnings	1,019,772		449	12,335	1,032,556
Miscellaneous			2,873	419,480	422,353
Total revenues	<u>127,200,094</u>	<u>3,359,849</u>	<u>5,417,353</u>	<u>9,919,437</u>	<u>145,896,733</u>
Expenditures:					
Current:					
General government	3,920,342			106,492	4,026,834
Public safety	8,838,487			297,709	9,136,196
Public works	8,370,277		3,755,551	525,281	12,651,109
Human services	1,104,145			484,305	1,588,450
Culture and recreation	3,111,541			2,362,643	5,474,184
Insurance and sundry	7,459,924				7,459,924
Education	76,914,581			5,568,819	82,483,400
Debt service	8,264,684	113,411			8,378,095
Capital outlay		<u>16,101,606</u>			<u>16,101,606</u>
Total expenditures	<u>117,983,981</u>	<u>16,215,017</u>	<u>3,755,551</u>	<u>9,345,249</u>	<u>147,299,798</u>
Excess (Deficiency) of Revenues over Expenditures	<u>9,216,113</u>	<u>(12,855,168)</u>	<u>1,661,802</u>	<u>574,188</u>	<u>(1,403,065)</u>
Other Financing Sources (Uses):					
Issuance of general obligation bonds		5,250,000			5,250,000
Issuance of refunding bonds		9,155,000			9,155,000
Payments to bond escrow		(10,623,910)			(10,623,910)
Issuance of capital lease		514,134			514,134
Premium on refunding bonds		1,582,321			1,582,321
Premium on general obligation bonds	136,379				136,379
Transfers in	436,198	2,846,982	25,798		3,308,978
Transfers out	<u>(1,754,482)</u>	<u>(385,000)</u>	<u>(1,129,740)</u>	<u>(39,756)</u>	<u>(3,308,978)</u>
Total other financing sources (uses)	<u>(1,181,905)</u>	<u>8,339,527</u>	<u>(1,103,942)</u>	<u>(39,756)</u>	<u>6,013,924</u>
Net Change in Fund Balances	8,034,208	(4,515,641)	557,860	534,432	4,610,859
Fund Balances at Beginning of Year	<u>14,049,952</u>	<u>266,533</u>	<u>947,790</u>	<u>3,291,262</u>	<u>18,555,537</u>
Fund Balances at End of Year	<u>\$ 22,084,160</u>	<u>\$ (4,249,108)</u>	<u>\$ 1,505,650</u>	<u>\$ 3,825,694</u>	<u>\$ 23,166,396</u>



## Auditor's Report

### SCHEDULE OF DEBT LIMITATION FOR THE YEAR ENDED JUNE 30, 2019

Total tax collections (including interest and lien fees) received by Treasurer for the year ended June 30, 2017

\$ 99,764,305

BASE

\$ 99,764,305

	General Purposes	Schools	Sewers	Urban Renewal	Pension Deficit
Debt Limitation:					
2-1/4 times base	\$ 224,469,686	\$	\$	\$	\$
4-1/2 times base		448,939,373			
3-3/4 times base			374,116,144		
3-1/4 times base				324,233,991	
3 times base					299,292,915
Total debt limitation	<u>\$ 224,469,686</u>	<u>\$ 448,939,373</u>	<u>\$ 374,116,144</u>	<u>\$ 324,233,991</u>	<u>\$ 299,292,915</u>
Indebtedness:					
Bonds payable	26,912,000	22,817,000	1,561,000		
Bond anticipation notes		16,000,000			
CWF notes payable			20,281,146		
Authorized, unissued bonds	<u>1,602,583</u>	<u>54,122,907</u>	<u>11,723,412</u>		
Total indebtedness	<u>28,514,583</u>	<u>92,939,907</u>	<u>33,565,558</u>	-	-
Less amounts to be provided by the state and other		<u>(22,529,252)</u>			
Net Indebtedness	<u>28,514,583</u>	<u>70,410,655</u>	<u>33,565,558</u>		
Debt Limitation in Excess of Outstanding and Authorized Debt	<u>\$195,955,103</u>	<u>\$ 378,528,718</u>	<u>\$ 340,550,586</u>	<u>\$ 324,233,991</u>	<u>\$ 299,292,915</u>

Note 1: In no case shall total indebtedness exceed seven times annual receipts from taxation (\$698,350,135).

## Town Officials (as of December 31, 2019)

### ELECTED OFFICIALS

#### **Town Council**

Andrew Paterna, *Mayor*  
Audrey Delnicki  
Erica Evans  
Mary Justine Hockenberry  
Cesar Lopez  
Karen Lydecker  
Lisa Maneeley  
Elizabeth Pendleton, *Deputy Mayor*  
Janice Snyder

#### **Town Clerk**

Lori Trahan

#### **Board of Education**

Arthur Adduci  
Anitha Elango  
Beth Esstman, *Secretary*  
Michael Gonzalez  
Marek Kozikowski  
James O'Brien  
Michael Paré  
Jessica Waterhouse, *Vice-Chairperson*  
Craig Zimmerman, *Chairperson*  
Dr. Kate Carter, *Superintendent*

#### **Board of Selectmen**

Roger Anderson  
Matthew Mitchell  
Michael Sanzo

#### **Constables**

Richard Balboni  
Sandra C. Jeski  
Jay G. Murtha  
James Neary  
Joan Walsh

#### **Planning and Zoning Commission**

Frank Bonzani, *Secretary*  
Stephanie Dexter  
William Flagg  
Kevin Foley, *Vice Chairperson*  
Kevin Greer  
Bart Pacekonis, *Chairperson*  
Stephen Wagner  
Paul Bernstein, *Alternate*  
Elizabeth McGuire, *Alternate*  
Mike LeBlanc, *Alternate*

#### **Registrars of Voters**

Susan Burnham  
Sue W. Larsen

#### **Town Treasurer**

John Pelkey

### APPOINTED OFFICIALS

#### **Justices of the Peace**

Mark Abrahamson  
Philip P. Apter  
Cynthia Beaulieu  
Diane F. Behler  
Barbara Brezel  
Susan Burnham  
William A. Carroll  
Sirkka S.D.L. Christensen  
Kathleen Soucy Daugherty  
Joan M. DeGiacomo

Stephanie Dexter  
Debbie A. Duarte  
Joseph Etter  
Janice Elaine Favreau  
Thomas F. Griffin  
Sandra C. Jeski  
David Joy  
Wayne Kilburn  
Philip E. Koboski  
Elizabeth M. Kuehnel  
Joyce P. Mascena  
Elizabeth R. McGuire  
Lisa M. Maneeley  
Carolyn Streeter Mirek

Louise Neary  
Paul Oates  
John J. Otto  
John Pelkey  
Matthew D. Reed  
Kathleen-Mary Sharos  
Richard Stahr  
Matthew Streeter  
James Howard Throwe  
Whitney Leanne Thurrott  
Scott Jason Turco  
Karen Ella Wagner  
Joan F. Walsh

#### **Town Attorney**

Halloran & Sage

#### **Town Auditors**

Blum, Shapiro & Company, P.C.

#### **Town Manager**

Michael Maniscalco

#### **CRCOG Representative to Policy Board**

Mayor Andrew Paterna /  
Town Manager Michael Maniscalco

#### **Regional Planning Commission**

Bart Pacekonis  
Stephen Wagner, *Alternate*

### APPOINTED BOARDS & COMMISSIONS

#### **Agricultural Land Preservation**

#### **Advisory Commission**

Cile Decker  
Jonathan D. Foster  
James Futtner  
Sandy Jeski  
Edward Kasheta, Jr.  
Barbara Kelly  
Joseph Kennedy, *Chairperson*  
Philip Koboski  
James Kupchunos  
Frank Niederwerfer  
Tim Shepard  
Elizabeth Warren, *Vice-Chairperson*

#### **Board of Assessment Appeals**

Linda Jeski  
Debbie Duarte  
Kevin Greer  
Carolyn Carey, *Alternate*  
Gavin Xun Zhu, *Alternate*

#### **Blighted Property Appeals Board**

James Ainsworth

Garvin Boudle  
Erik Dabrowski  
Jamie Gamble  
James Kupchunos

#### **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, *Vice Chairperson*  
Susan Burnham  
Edwina Futtner  
Linda Jeski, *Secretary*  
William Jodice  
Scott Kelley  
Joseph Kennedy, Jr.  
David Marsh, *Chairperson*  
James Murray  
Louise Neary  
Victor Dorobantu, *Alternate*  
Shawn Jacobaccio, *Alternate*  
Wayne Kilburn, *Alternate*  
Shaliesh Verma, *Alternate*

#### **Greater Hartford Transit District**

Gary Pitcock  
VACANCY

#### **Historic District Commission**

Louise Evans  
Katherine Foley  
Virginia Macro, *Chairperson*  
Gary Pitcock  
Janet Wade-Utay  
Michael Giannamore, *Alternate*  
Mindy Lewis, *Alternate*  
Louise Neary, *Alternate*

#### **Housing Authority**

Mary Bey  
Marion Burke  
Dwight Johnson, *Vice Chairperson*  
Veronica Nowak  
Jan Tarr  
George Daniels, *Executive Director*

#### **Human Relations Commission**

Carolyn Carey, *Co Vice-Chairperson*  
Ritu Goel, *Chairperson*  
Lloxi Lopez  
Charles Margolis  
James O'Brien  
Beena Pandit  
Michael Paré  
Karrell Rose, *Co Vice-Chairperson*  
Christine Shaher, *Secretary*

#### **Inland Wetlands Agency/CC**

John Blondin  
Arthur Jennings  
Barbara Kelly, *Chairperson*  
James Macdonald  
Richard Muller

John Phillips, *Vice Chairperson*  
Adam Reed, *Secretary*  
Elizabeth Warren, *Chairperson*  
VACANCY  
Paul Côté, *Alternate*  
Marek Kozikowski, *Alternate*

#### **Insurance Control Commission**

Audrey Delnicki  
Karen Lydecker  
Michael Maniscalco, *Chairperson*  
Michael Paré  
Town Attorney

#### **Juvenile Firesetter Intervention & Prevention Commission**

Kevin Cooney  
Brian Eckblom  
Liz Langevin  
Walter Summers, *Chairperson*

#### **Library Board**

Marcia Andrus  
Elizabeth Asplund, *Treasurer*  
Katherine Chiappetta, *Vice-Chairperson*  
Cathy Gallagher, *Secretary*  
Kathleen-Mary Sharos  
Carole Stroud, *Chairperson*

#### **Mass Transit and Highway Advisory Commission**

Herb Asplund  
Robert Dickinson, *Vice-Chairperson*  
Kathy Hale  
Terry Hart  
Joshua Johnson  
Sue Larsen  
James MacPherson  
Karen Wagner, *Chairperson*  
VACANCY

#### **Park and Recreation Commission**

George Caye  
Ritu Goel  
Katie Graham  
Michael Kelly  
Alan Larson, *Chairperson*  
Mindy Lewis  
Toby Lewis  
William Nowak  
Renee Powell  
Daniel Rezende  
Michael LeBlanc, *Alternate*  
John Pelkey, *Alternate*

#### **Patriotic Commission**

Roger Anderson  
Peter Anthony, Sr.  
Herbert Asplund  
Gene Botteron  
Kent Carlson, *Chairperson*  
Edward Gawlinski  
Ken Lewis  
Leigh Lovering  
Daria Plummer  
Arthur Sladyk  
Bobbi Jo Maltz, *Alternate*  
Jim Throwe, *Alternate*

## Town Officials (as of December 31, 2019)

### **Personnel Board of Appeals**

Kathleen Daugherty  
Elizabeth Kuehnle  
Winifred Wilson

### **Public Building Commission**

Matthew Beaulieu  
Carol Kelley  
Philip Koboski  
Matthew Montana, *Chairperson*  
Edward O'Connell, *Vice Chairperson*  
Bernard Thomas  
Craig Zimmerman

### **South Windsor Alliance for Families**

Sandra Reault  
VACANCY  
VACANCY  
VACANCY  
VACANCY

### **Also reps of the following agencies:**

Georgia Dombrowski, Student  
Brian Eckblom  
Peggy Sue France  
Danielle Gagain, Student  
Cheryl Gerber  
Tammy Hewitt  
Ali Jennings  
Elizabeth Langevin  
Melisa Luginbuhl, ERASE  
Cindy Malone  
Kathy Reed  
Sarah Robinson  
Haley Shoop, ERASE  
Jenna Stoker, Student

### **Water Pollution Control Authority**

Richard Aries, *Chairperson*  
Erik Dabrowski  
Carol Fletterick  
Toby Lewis  
Ashwatha Naryana  
Thomas Ruby  
Stephen Wagner  
Anitha Elango, *Alternate*  
Vicki Paliulis, *Alternate*

### **Zoning Board of Appeals**

Steven Carty  
Erik Dabrowski, *Chairperson*  
Wayne Kilburn, *Vice Chairperson*  
James Kupchunos  
Teri Parrott  
Edwina Futtner, *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**

Mary Justine Hockenberry  
Karen Lydecker  
Janice Snyder

#### **Ethics Committee**

Lisa Maneeley  
Andrew Paterna  
Liz Pendleton

#### **Open Space Task Force**

Herbert Asplund  
Pat Botteron, *Chairperson*  
John Caldwell  
George Caye  
Louise Evans, *Vice Chairperson*  
William Flagg  
Jeffrey Folger  
Joseph Kennedy  
Sue W. Larsen  
Roy C. J. Normen  
Elizabeth Warren

#### **Personnel Committee**

Andrew Paterna  
Liz Pendleton  
Janice Snyder

#### **Public Health & Safety Committee**

Cesar Lopez  
Lisa Maneeley  
Andrew Paterna

### **OTHER COMMITTEES**

#### **Ad Hoc Space Needs Committee**

Audrey Delnicki  
Erica Evans  
Mary Justine Hockenberry  
Cesar Lopez  
Karen Lydecker  
Lisa Maneeley  
Andrew Paterna  
Liz Pendleton  
Jan Snyder

#### **Architectural Design Review Committee**

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

#### **Capital Projects Committee**

Arthur Adduci  
Chris Chemerka  
Michael Gantick  
Patrick Hankard  
Andrew Paterna  
Liz Pendleton  
Scott Roberts  
Janice Snyder  
Jessica Waterhouse  
Craig Zimmerman

### **Demolition Delay Committee**

Walter Fitzpatrick  
Kevin Greer  
Sandy Jeski  
Tim Shepard  
Arthur Utay, *Chairperson*

### **Energy Committee**

Larry Brown  
Hank Cullinane  
Robert Dickinson  
Michael Gantick  
Patrick Hankard  
Mary Justine Hockenberry  
Cesar Lopez  
Athena Loukellis  
Anitha Ramasamy  
Janice Snyder  
VACANCY, *Board of Education*  
Sherman Tarr  
Stephen Wagner

### **Naming of Public Lands & Buildings**

Cesar Lopez  
Lisa Maneeley  
Andrew Paterna

### **Pension Committee**

Scott Custer  
Chris Chemerka  
MJ Hockenberry  
Patricia Lewis  
Michael Maniscalco  
Michael Paré  
Andrew Paterna  
Patricia Perry  
VACANCY

### **Redevelopment Agency**

Scott Andrusis  
Barbara Barbour  
Cile Decker  
William E. Keohane  
VACANCY

### **Senior Advisory Board**

Toni Baer  
Dave Bakulski  
Tom Baromeli  
Barbara Betteker  
Robert Betteker  
Andrea Cofrancesco  
Tom Field  
Estelle Fournier  
Nedra Gallo  
Gloria Goslin  
Sarah Hamilton  
Ernie Hintz  
Hansa Khant  
Jim Nicoletta  
Liz O'Brien  
Andrew Paterna  
Daria Plummer, *Chairperson*  
Louise Shaheen  
Sally Terry

### **Democratic Town Committee**

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

Elizabeth McGuire

### **Republican Town Committee**

Herbert Asplund, *Nominating Chair*  
Cindy Beaulieu, *Second Vice Chair*  
Richard Cullen, *Assistant Treasurer*  
Stephanie Dexter, *Treasurer*  
Jamie Gamble, *Chairperson*  
Philip Koboski, *First Vice Chair*  
Renee Powell, *Recording Secretary*

### **TEMPORARY COMMITTEES**

#### **Crumbling Foundations Committee**

Tom Alouise  
Garvin Boudle  
Don Childree  
Audrey Delnicki  
Michael Maniscalco  
Andrew Paterna  
Sara Reba  
Steve Rosenberger

#### **South Windsor Agricultural, Arts, & Nature Subcommittee**

Pat Botteron  
John Caldwell  
Stephanie Dexter  
Mary Etter  
Raymond Favreau  
Jeffrey Folger  
Katie Graham  
Sandy Jeski  
Michele Lipe  
Virginia Macro  
Cesar Lopez  
Andrew Paterna  
Tim Shepard  
Janice Snyder  
Elizabeth Warren

#### **South Windsor Before & After School Care Assessment Committee**

Tiffany Caouette  
Audrey Delnicki  
Raymond Favreau  
Michael Maniscalco, *Chairperson*  
Shelby Kosa  
Anthony Leone  
Karen Lydecker  
Jason Meade  
Vanessa Perry



## **STAFF**

### ***Commission Staff Liaisons or Secretaries***

Economic Development Commission, Donna Thompson  
Inland Wetlands Agency/Conservation Commission, Donna Thompson  
Library Board, Sandra Reault  
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  
Paula Pacekonis, Clerk of Probate  
Melissa Palma, Clerk of Probate  
Cathy Plopper, 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***

Bonnie Armstrong, Town Clerk  
John Caldwell, Superintendent of Parks  
Courtney Cannella, Assistant Town Clerk  
Chuck Marshall, Fleet Services Manager  
Andrea Cofrancesco, Director of Human Services  
Scott Custer, Chief of Police  
Jeffrey Doolittle, Assistant Director of Public Works/ Town Engineer  
Christopher Dougan, Chief Building Official  
Raymond Favreau, Director of Parks and Recreation  
Jeffrey Folger, Senior Environmental Planner  
Michael Gantick, Director of Public Works  
Jennifer Hilinski-Shirley, Collector of Revenue  
Mary Huda, Assessor  
Elizabeth Langevin, Director of Youth and Family Services  
Patricia Lewis, Assistant Director of Finance  
Kristian Lindstrom, Deputy Chief of Police  
Michele Lipe, Director of Planning  
Kevin Loneragan, Assistant Assessor  
Clay Major, Facilities Manager  
Anthony Manfre, Superintendent of Pollution Control  
Keri Montague, Assistant Director of Parks and Recreation  
Heather Oatis, Environmental Health Officer  
Pamela Oliva, Zoning Enforcement Officer  
Patricia Perry, Director of Finance  
Vanessa Perry, Assistant Town Manager/Human Resources Director  
Lindsey Ravalese, Assistant Director of Adult and Senior Services  
Deborah Reid, Clerk of the Council  
Scott Roberts, Assistant Town Manager/CIO/Emergency Management  
Michael Rose, Assistant Building Official  
Vincent Stetson, Superintendent of Streets  
Walter Summers, Fire Marshal

## Services

SERVICE	DEPARTMENT	PHONE 860-644-2511	SERVICE	DEPARTMENT	PHONE 860-644-2511
<b>A</b>			<b>F</b>		
Abandoned Cars (on the street)	Police	860-644-2551	Fence Permit	Building Dept.	Ext. 330
Absentee Ballots	Town Clerk	Ext. 325	Finance Department		Ext. 364
Accident Claims (on Town roads)	Town Clerk	Ext. 325	FIRE (EMERGENCY)		911
Accounts Payable	Finance	Ext. 364	Fire Investigation/Reports	Fire Marshal	860-282-0669 Ext. 1
Adult Community Restitution (18+)	Human Services	860-648-6361	Fire Safety/Education	Fire Marshal	860-282-0669 Ext. 1
Alarm System Information	Police	860-648-6221	Firearm Permit	Police	860-648-6202
AMBULANCE (EMERGENCY)		911	Fireworks Permit	Fire Marshal	860-282-0669 Ext. 1
AMBULANCE (ROUTINE)		860-647-9798	F.I.S.H. (Friends In Service Here)	Transportation Volunteers	860-647-3609
Animal Control Officer	Police	860-648-6239, 860-644-2551	Fishing License	Town Clerk	Ext. 325
Apartment Inspection	Fire Marshal	860-282-0669 Ext. 1	Flood Insurance Maps	Engineering	Ext. 344
Assessor's Office		Ext. 312	Foundation Permit	Building Dept.	Ext. 330
<b>B</b>			<b>G</b>		
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	<b>H</b>		
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
<b>C</b>			House Liens	Town Clerk	Ext. 325
Cemeteries:			Housing Authority		860-644-3144, 860-644-3082
South Windsor Cemetery Assoc.		860-289-2631	Human Resources		Ext. 280
Wapping Cemetery		860-644-2528	Human Services		860-648-6361
Chamber of Commerce		860-644-9442	Hunting License	Town Clerk	Ext. 325
Community Center Room Reservations	Parks & Recreation	860-648-6355	<b>I</b>		
Community Service (Probation)	Human Services	860-648-6361	Identification Cards (Senior)	Human Services	860-648-6361
CT Transit Company	Public Transport	860-525-9181	Information		Ext. 303
Conservation Commission	Wetlands Officer	Ext. 229	Information Technology		860-337-6161
Conservatorship	Probate Court	Ext. 371	Inland Wetlands Minutes	Town Clerk	Ext. 325
CRIME HOT LINE	Anonymous	860-648-6226	Insect Complaints	Health Dept.	860-337-6161 Ext. 1006
Criminal Police Report	Police	860-648-6223	<b>J</b>		
Crisis Counseling (Adult/Family/Youth/Seniors)	Human Services	860-648-6361	Junk Cars (on private property)	Zoning Enforcement	Ext. 251
<b>D</b>			Juvenile Work Restitution	Youth Services	860-648-6361
Day Care/Nursery School Inspections	Health Dept.	860-337-6161 Ext. 1006	Juvenile Review Board	Youth Services	860-648-6361
Death Certificates	Town Clerk	Ext. 325	<b>L</b>		
Deed Information	Town Clerk	Ext. 325	Land Records	Town Clerk	Ext. 325
Demographic Information	Planning/Zoning	Ext. 329	Land Use Information	Planning/Zoning	Ext. 329
Demolition Permits	Building Dept.	Ext. 330	Leaf Collection Information	Town Garage	860-648-6371 (24-hr)
Development Bonds	Planning/Zoning	Ext. 329	Library	Main Library	860-644-1541
Disabled Transportation	Human Services	860-648-6361	Library	Wood Memorial	860-289-1783
Drain Layer Permits	Engineering	Ext. 344	<b>M</b>		
<b>E</b>			Marriage License	Town Clerk	Ext. 325
Economic Development		Ext. 303	Mayor	Town Council Office	Ext. 206
Elderly Property Relief (homeowners)	Human Services	860-648-6361	Meals-On-Wheels (Daily & Weekends)	Human Services	860-648-6361
Elderly Rent Subsidy	Human Services	860-648-6361	Medical Assistance Information	Human Services	860-648-6361
Elections	Registrar of Voters	Ext. 377	Medicare Claim Appeal	Medicare Advocacy	1-800-262-4414
Emergency Food	Human Services	860-648-6361	Metal Pick-Up/Recycling	Public Works	Ext. 343
Emergency Fuel (Home Heating)	Human Services	860-648-6361	Motor Vehicle Release Form	Tax Collector	Ext. 320
Emergency Housing Information	Human Services	860-648-6361	Municipal Agent	Human Services	860-648-6361
Emergency Food/Fuel/Housing (After Hrs)	Police	860-644-2551	<b>N</b>		
Employment Application	Human Resources	Ext. 280	Noise Complaint	Police	860-644-2551
Energy Assistance (State & Local)	Human Services	860-648-6361	Notary Public	Town Clerk	Ext. 325
Environmental Issues	Health Dept.	860-337-6161 Ext. 1006	Notary Public	Human Services	860-648-6361
Explosives Permit	Fire Marshal	860-282-0669 Ext. 1	Nuisance Complaints	Health Dept.	860-337-6161 Ext. 1006

SERVICE	DEPARTMENT	PHONE 860-644-2511	SERVICE	DEPARTMENT	PHONE 860-644-2511
<b>O</b>			<b>S (Continued)</b>		
Odor Complaints	Health Dept.	860-337-6161 Ext. 1006	Senior Support Groups	Human Services	860-648-6361
<b>P</b>			Senior Tax Assistance	Human Services	860-648-6361
Parade Permit	Police	860-648-6202	Senior Transportation	Human Services	860-648-6361
Parking Ticket Information	Police	860-644-2551	Senior Wellness Program	Human Services	860-648-6361
Parks Information	Parks & Recreation	860-648-6366	Septic System Permit	Health Dept.	860-337-6161 Ext. 1006
Passports	Town Clerk	Ext. 325	Sewage Complaints	Supt. of Pol. Control	Ext. 247
Personnel	Human Resources	Ext. 280	Sewer Treatment Plant	1 Vibert Road	860-289-0185
Plan of Development	Planning/Zoning	Ext. 329	Sewer Assessment	Tax Collector	Ext. 320
Planning & Zoning Minutes	Planning/Zoning	Ext. 329	Sewer Emergency (Day)	Treatment Plant	860-289-0185
Police Report (Criminal)	Police	860-648-6222	Sewer Emergency (Night/Weekend)	Police	860-644-2551
Police Report (Motor Vehicle)	Police	860-648-6223	Sewer Inspection/Testing	Engineering	Ext. 344
Pool INFO (Veteran's Memorial Pool)	Seasonal	860-648-6355, 860-289-1333	Sewer Permits	Engineering	Ext. 344
Pool Pass (Veteran's Memorial Pool)	Parks & Recreation	860-648-6355	Sewer Use Charge	Tax Collector	Ext. 320
Pool Permit (for installation)	Building Dept.	Ext. 330	Sheds (residential or commercial)	Zoning/Bldg.	Ext. 329/330
Pothole Complaints	Street Services	860-648-6366	Sidewalk Assessment	Tax Collector	Ext. 320
Probate Court		Ext. 371	Sidewalk Repairs (Town property)	Parks & Recreation	860-648-6355
Probation (Community Service)	Human Services	860-648-6361	Sidewalk Repairs (residential)	Engineering	Ext. 344
Property Assessment	Assessors	Ext. 312	Site Plan Application	Planning/Zoning	Ext. 329
Property Tax Bills	Tax Collector	Ext. 320	Snow Removal	Town Garage	860-648-6366
Public Transportation	CT Transit	860-525-9181	Social Security Disability Programs	Social Service Admin.	1-800-772-1213
Public Works Department			Social Security Disability Exemptions	Assessor	Ext. 312
Administration		Ext. 343	Social Services	Human Services	860-648-6361
Building Maintenance		Ext. 378	Solicitor Permits	Police	860-648-6202
Engineering		Ext. 344	Special Permit Application	Planning/Zoning	Ext. 329
Street Services		860-648-6366	Storm Drain Locations	Engineering	Ext. 344
Motor Equipment		860-648-6366	Street Excavation Permits	Engineering	Ext. 344
Waste Water Treatment Plant		860-289-0185	Street Light Out	Police	860-644-2551
After Hours Emergency		860-644-2551	Street Maps, Town	Engineering	Ext. 344
Purchasing	Finance	Ext. 364	Street Sign	Town Garage	860-648-6366
<b>R</b>			Street Sweeping	Town Garage	860-648-6366
Raffle Permit	Police	860-648-6202	Student Work Permits	High School	860-648-5000
Recreation HOTLINE	Parks & Recreation	860-648-6349	Subdivision Application	Planning/Zoning	Ext. 329
Recycling Information	Public Works	Ext. 343	Subdivision Regulations	Planning/Zoning	Ext. 329
Register to Vote	Registrar of Voters	Ext. 377	Subsidized Housing	Housing Authority	860-644-3144
Rental Assistance	Human Services	860-648-6361	SWAN (So. Windsor Aid to Neighbors)	Human Services	860-648-6361
Restaurant/Cafeteria Inspections/ Complaints	Health Dept.	860-337-6161 Ext. 1006	<b>T</b>		
River Use Permits	Police	860-648-6202	Tax Information	Tax Collector	Ext. 320
Roadkill	Town Garage	860-648-6366	Town Attorney		Ext. 208
Roadside Brush	Town Garage	860-648-6366	Town Clerk		Ext. 325
Rodent Complaints	Health Dept.	860-337-6161 Ext. 1006	Town Council Office		Ext. 206
Rotary Pavilion Reservations	Parks & Recreation	860-648-6355	Town Garage		860-648-6366
<b>S</b>			Town Manager		Ext. 200
Schools:			Trade Name Certificates	Town Clerk	Ext. 325
South Windsor High School	161 Nevers Road	860-648-5000	Traffic Signs	Town Garage	860-648-6366
Timothy Edwards Middle School	100 Arnold Way	860-648-5030	Traffic Survey	Police	860-648-6211
Eli Terry Elementary School	569 Griffin Road	860-648-5020	Trash/Rubbish/Garbage Complaints	Public Works	Ext. 343
Orchard Hill Elementary School	350 Foster Street	860-648-5015	Tree Removal	Tree Warden	860-648-6366
Philip R. Smith Elementary School	949 Avery Street	860-648-5025	Tree Trimming	Tree Warden	860-648-6366
Pleasant Valley Elementary School	591 Ellington Road	860-291-1280	Tree Warden		860-648-6366
School Bus Company	Dattco	860-357-5706	<b>V</b>		
Senior Citizens Center	150 Nevers Road	860-648-6361	Variance Application	Planning/Zoning	Ext. 329
Senior Handyman Program	Human Services	860-648-6361	Vendor Permit	Police	860-648-6202
Senior Health Screening	Human Services	860-648-6361	Vendor Inspections	Health Dept.	860-337-6161 Ext. 1006
Senior Home Delivered Meals	Human Services	860-648-6361	Veterans Memorial Park	Seasonal	860-289-1333
Senior Legal Clinic	Human Services	860-648-6361	Veterans Exemption	Assessor	Ext. 312
Senior Outreach	Human Services	860-648-6361	Voter Information	Registrar of Voters	Ext. 377
Senior Social Activities	Human Services	860-648-6361	<b>W</b>		
			Water Company	MDC	860-278-7850



## Services

SERVICE	DEPARTMENT	PHONE 860-644-2511
<b>W (Continued)</b>		
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	1-800-287-3327
Better Business Bureau	860-740-4500
Chamber of Commerce	860-644-9442
Connecticut Natural Gas	860-727-3000
Connecticut Humane Society	860-452-0114
Consumer Protection	860-713-6100
Day Care Providers (Info Line)	211
Dept. of Environmental Protection	860-424-3000
Fire Emergency	911
F.I.S.H. (Friends In Service Here (Volunteer Trans.))	860-647-3609
Info Line	211
Medicare Claim Appeal (Medicare Advocacy)	860-456-7790
Poison Control	911 or 1-800-222-1222
Police (Emergency)	911
Police (Routine)	860-644-2551
Post Office, 850 Clark Street	860-648-2451
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	860-566-4840
Visiting Nurse & Community Care (Rockville/Vernon)	860-872-9163
Unemployment Office, 893 Main Street., Manchester	860-643-0006

**TOWN HALL** - 1540 Sullivan Avenue  
Mon-Fri 8 a.m. to 4:30 p.m.

**TOWN HALL ANNEX** - 1530 Sullivan Avenue  
Mon-Fri 8 a.m. to 4:30 p.m.

**COMMUNITY CENTER** - 150 Nevers Road  
**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

**PARKS AND RECREATION**  
91 Ayers Road  
Mon-Fri 8 a.m. to 4:30 p.m.

**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  
**Timothy Edwards Middle School**  
100 Arnold Way  
**South Windsor High School**  
161 Nevers Road

## Meeting Schedules

### Boards and Commissions Meeting Schedule \*

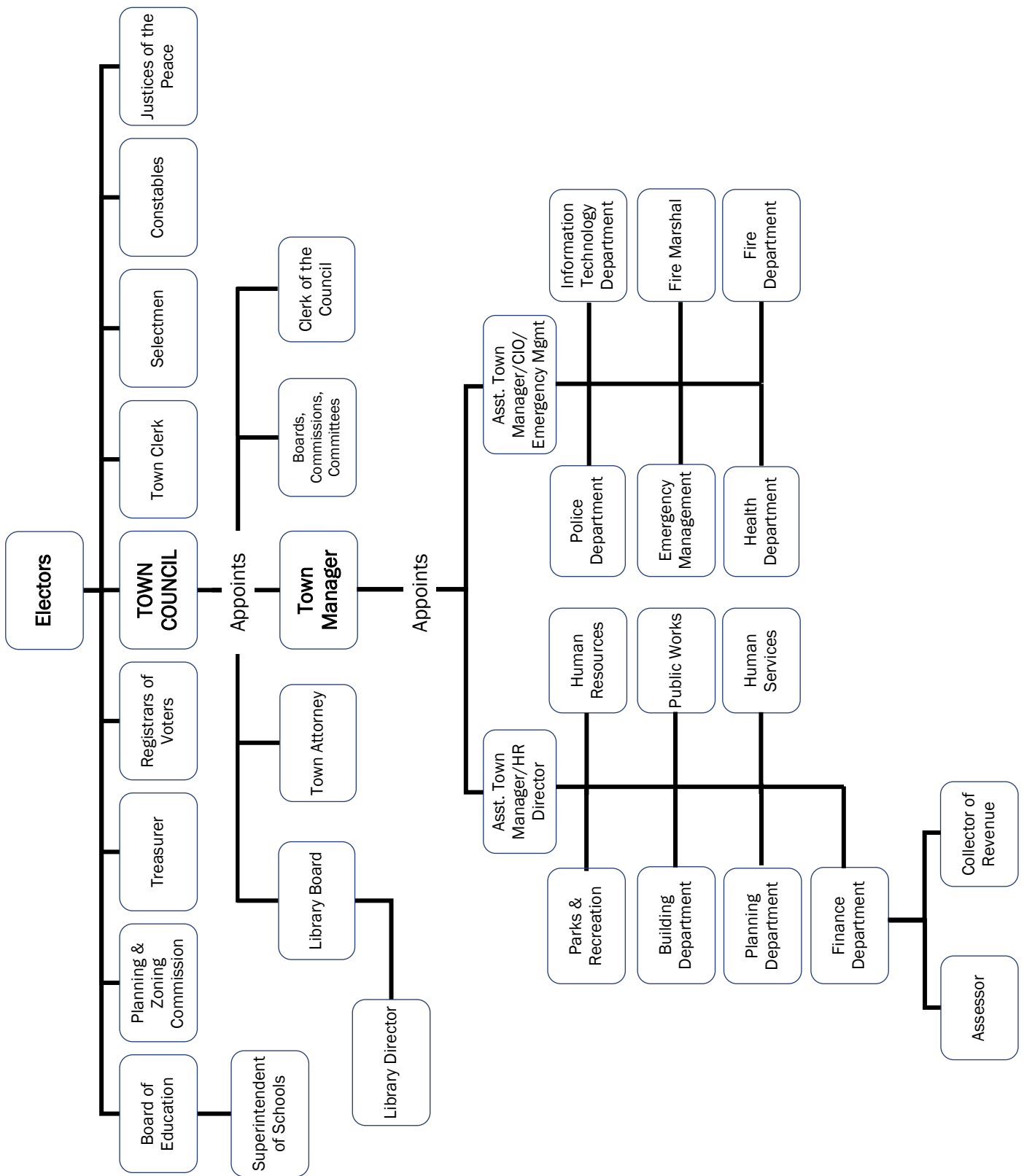
Agricultural Land Preservation	3rd Tues of every other month	Town Hall	7:00 p.m.
Alliance for Families	Contact Town Clerk's Office	Community Center	6:00 p.m.
Board of Education	2nd & 4th Tues	Middle School	7:00 p.m.
Economic Development Commission	4th Wed	Town Hall	7:00 p.m.
Historic District Commission	1st Tues	Town Hall	7:00 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	Parks & Rec Dept.	7:30 p.m.
Patriotic Commission	3rd Mon	Town Hall	7:00 p.m.
Planning & Zoning Commission	2nd & 4th Tues	Town Hall	7:00 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 Authority	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.

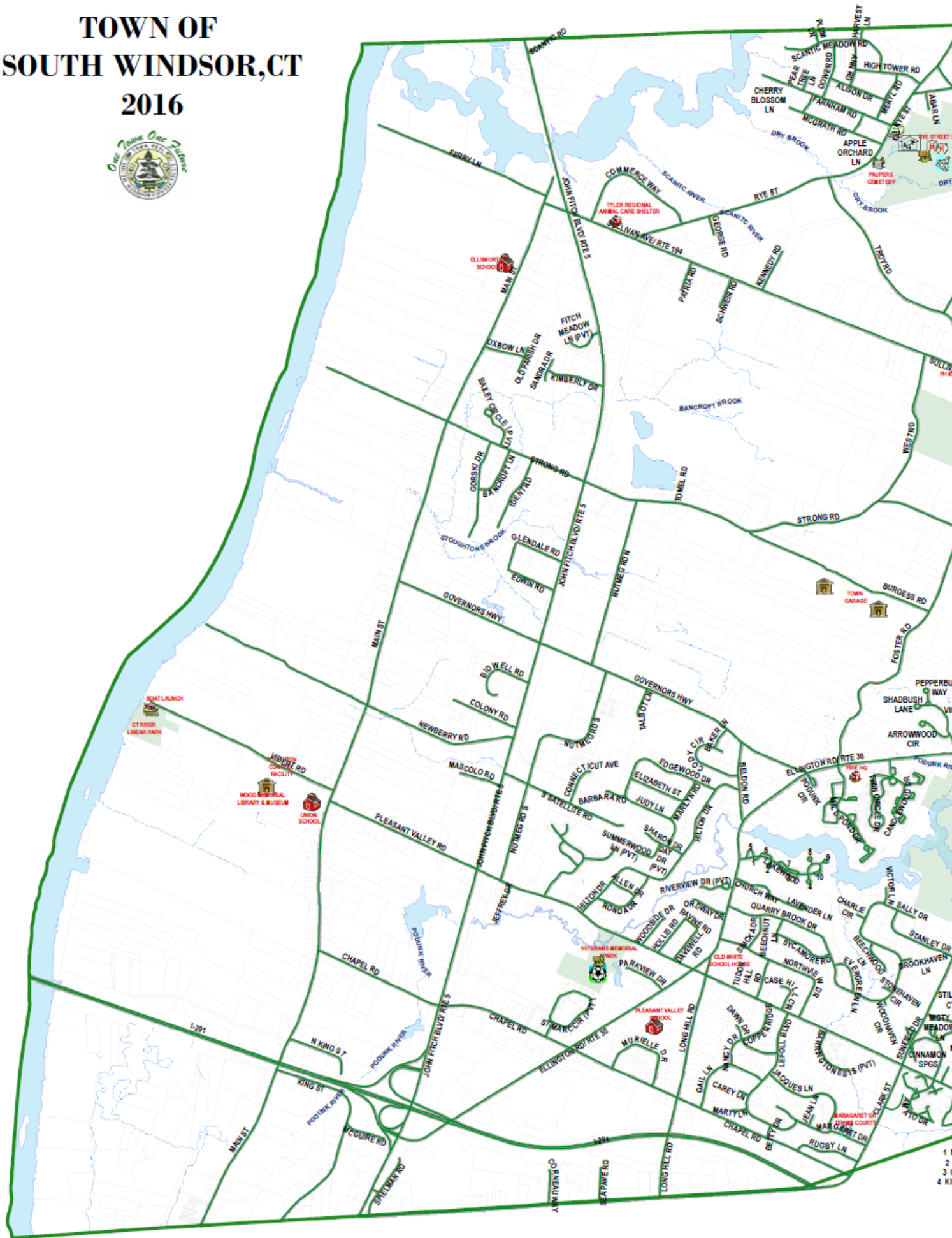
\* Most Boards/Commissions do not meet in the month of August



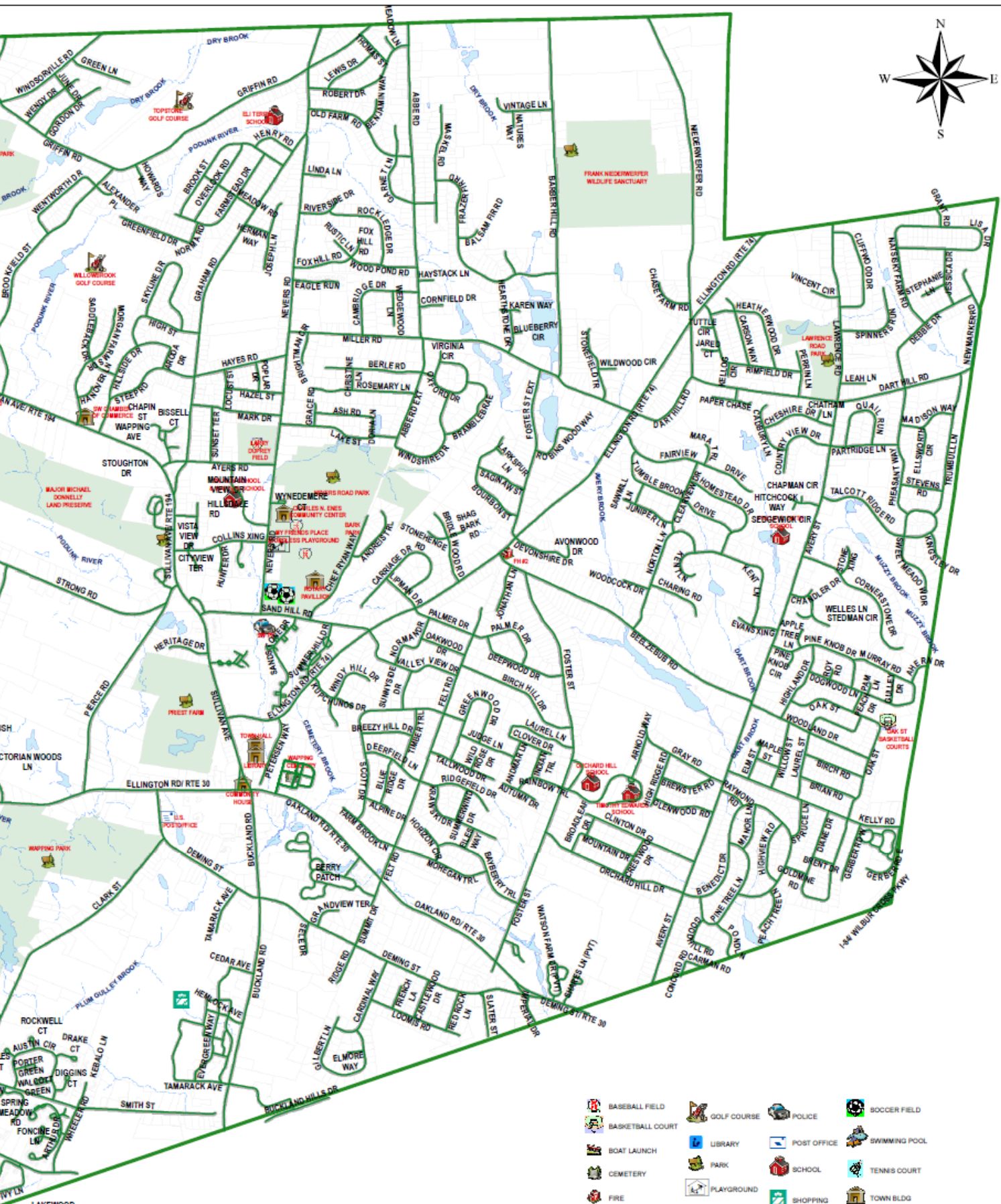
# Organizational Chart 2019



# 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

- LAKEWOOD**
- 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