

TOWN COUNCIL  
COUNCIL CHAMBERS  
SOUTH WINDSOR TOWN HALL



REGULAR MEETING  
MONDAY, DECEMBER 20, 2021  
TIME: 7:00 P.M.

Note: A Public Hearing will be held at 8:00 p.m. to receive citizen input on Amendments to Ordinance #141-Agricultural Land Preservation Advisory Commission for a name change, and a Public Hearing will be held at 8:15 p.m. to receive citizen input on the transfer of \$140,000 in FEMA Storm Isaias Reimbursement Monies to three Emergency Management Projects

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Remarks

5. Adoption of Agenda  
(Councilor Gamble)

6. Communications and Reports from Town Manager

7. Public Input for Items on the Agenda

Public Input shall not exceed thirty (30) minutes. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes

8. Adoption of Minutes of Previous Meetings  
(Councilor Lopez)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of December 6, 2021.

9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council

10. Reports from Committees

Public Meetings are the time and place at which the Town Council conducts official business of the Town. The Council reserves time and invites the public to be heard during **Public Input** of each Public Meeting, as follows:

Item #7:

Public Input on Agenda Items Only

In-Person Meetings:

Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes. This limit may not be exceeded, except when invoked by any member of the Council with the consent of a majority of the Council present. Town Council members will not respond to any public comments/questions. Emails will only be read into the record if brought forth by a Council member or if the person submitting the email has requested that the email is read into the record. A Council member who brings an email forward, will read the email into the record. No email shall be read if the substance of such email, at the discretion of the Mayor or any Council member violates these rules, or if, upon advice of the Town Attorney, would otherwise be improper. A Council member or the Mayor shall advise the rest of the Council in writing through the Clerk of the Council their objection to the email being read prior to the call of the meeting.

Virtual Meetings:

Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes. This limit may not be exceeded, except when invoked by any member of the Council with the consent of a majority of the Council present. Town Council members will not respond to any public comments/questions. Emails sent to [TownCouncilComments@southwindsor-ct.gov](mailto:TownCouncilComments@southwindsor-ct.gov) will only be read into the record. A Council member who brings an email forward, will read the email into the record. No email shall be read if the substance of such email, at the discretion of the Mayor or any Council member, violates these rules, or if, upon advice of the Town Attorney, would otherwise be improper. A Council member or the Mayor shall advise the rest of the Council in writing through the Clerk of the Council their objection to the email being read prior to the call of the meeting.

Item #15:

Second Public Input - on any matter over which the Council has Jurisdiction

In-Person Meetings:

Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any matter over which the Council has jurisdiction. The speaker(s) shall limit their speaking time to five (5) minutes. This limit may not be exceeded, except when invoked by any member of the Council with the consent of a majority of the Council present. Town Council members will not respond to any public comments/questions. Emails will only be read into the record if brought forth by a Council member or if the person submitting the email has requested that the email is read into the record. A Council member who brings an email forward, will read the email into the record. No email shall be read if the substance of such email, at the discretion of the Mayor or any Council member violates these rules, or if, upon advice of the Town Attorney, would otherwise be improper. A Council member or the Mayor shall advise the rest of the Council in writing through the Clerk of the Council their objection to the email being read prior to the call of the meeting.

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**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 20, 2021**

**11. Consent Agenda**

[All items listed under this section are considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and be considered in its normal sequence on the Agenda.]

(Councilor Lydecker)

Motion to Approve Agenda Items 11.a.A. through 11.a.B. as a First Reading on the Consent Agenda

**A. Resolution Appointing James Murray (D) to the Water Pollution Control Authority and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints James Murray (D) to the Water Pollution Control Authority for a term ending November 30, 2025, to fill the expired term of Thomas Ruby and postpone consideration of this motion until the Town Council's next regularly scheduled meeting.

**B. Resolution Appointing David Basile (D) an Alternate to the Water Pollution Control Authority and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints David Basile (D) an Alternate to the Water Pollution Control Authority for a term ending November 30, 2023, to fill the expired term of Shawn Jacobaccio and postpone consideration of this motion until the Town Council's next regularly scheduled meeting.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 20, 2021**

**11. Consent Agenda (Continued)**

(Councilor Kozikowski)

Motion to Approve Agenda Items 11.b.A through 11.b.G. as a Second Reading on the Consent Agenda

b. Second Reading

**A. Resolution Reappointing Joseph Botti (R) to the Water Pollution Control Authority**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Joseph Botti (R) to the Water Pollution Control Authority for a term ending November 30, 2021.

**B. Resolution Reappointing Veronica Nowak (R) to the Housing Authority**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Veronica Nowak (R) to the Housing Authority for a term ending November 30, 2026.

**C. Resolution Appointing Corrine Bordua (R) to the Public Building Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Corrine Bordua (R) to the Public Building Commission for a term ending November 30, 2025.

**D. Resolution Appointing Daniel Edwards (R) to the Blighted Property Appeals Board**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Daniel Edwards (R) to the Blighted Property Appeals Board for a term ending November 30, 2024, to fill the expired term of James Ainsworth.

**E. Resolution Appointing Justin Bordua (R) to the South Windsor Agricultural Land Preservation Advisory Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Justin Bordua (R) to the South Windsor Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, to fill the unexpired term of Elizabeth Warren.

**AGENDA**

**Regular Meeting – Town Council**

**Monday, December 20, 2021**

**11. Consent Agenda (Continued)**

b. Second Reading (Continued)

**F. Resolution Appointing Dan Katzbek (R) to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Dan Katzbek (R) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2025.

**G. Resolution Approving a Mayoral Appointment of Jamie Gamble (R) to the Connecticut Water Customer Advisory Council**

Resolution Approving a Mayoral Appointment of Jamie Gamble (R) to the Connecticut Water Customer Advisory Council for a term ending November 13, 2023.

(Councilor Lopez)

Motion to Approve Agenda Items 11.b.H through 11.b.N. as a Second Reading on the Consent Agenda

**H. Resolution Reappointing Mary Justine Hockenberry (D) to the Human Relations Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Mary Justine Hockenberry (D) to the Human Relations Commission for a term ending November 30, 2024.

**I. Resolution Appointing Srinivasi Chalikonda (D) an Alternate to the Parks and Recreation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Srinivasi Chalikonda (D) an Alternate to the Parks and Recreation Commission for a term ending December 31, 2021.

**J. Resolution Appointing Will Coursey (D) a Full Member to the Patriotic Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Will Coursey (D), a Full Member to the Patriotic Commission for a term ending December 31, 2021, to fill the unexpired term of Kenneth Lewis.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 20, 2021**

**11. Consent Agenda (Continued)**

**b. Second Reading (Continued)**

**K. Resolution Appointing Margaret Glover (D) an Alternate to the Patriotic Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Margaret Glover (D) an Alternate to the Patriotic Commission for a term ending December 31, 2023, to fill the unexpired term of Will Coursey.

**L. Resolution Appointing Kristen Greenier (D) to the South Windsor Arts Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Kristen Greenier (D) to the South Windsor Arts Commission for a term ending December 31, 2023.

**M. Resolution Reappointing Ritu Goel (D) to the South Windsor Alliance for Families**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Ritu Goel (D) to the South Windsor Alliance for Families for a term ending September 1, 2023.

**N. Resolution Appointing Atif Quarishi (D) an Alternate to the Planning and Zoning Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Atif Quarishi (D) an Alternate to the Planning and Zoning Commission for a term ending December 1, 2023, to fill the expired term of Alan Cavagnaro.

**c. Miscellaneous**

None

**12. Unfinished Business**

- A. Discussion Item: Transfer of \$140,000 in FEMA Storm Isaias Reimbursement Monies to Three Emergency Management Projects - *Continued from the December 6, 2021 Regular Town Council Meeting (requested by Town Manager Michael Maniscalco)***

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 20, 2021**

**13. New Business**

**A. Discussion Item: Transferring Excess Appropriations from the Orchard Hill Elementary School Project, and the Philip R. Smith Elementary School and Eli Terry Elementary School Project to the Pleasant Valley Elementary School Project**

WHEREAS, the Town of South Windsor, Connecticut (the “Town”) adopted a resolution entitled “Resolution Appropriating \$33,521,724 For Planning, Design, Acquisition, Construction, Equipping and Furnishing Of A New Orchard Hill Elementary School And Related Costs And Authorizing The Issuance Of \$33,521,724 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose” on February 18, 2014, which was approved at referendum on March 25, 2014 (the “Orchard Hill Elementary School Resolution”); and

WHEREAS, the Town adopted a resolution entitled “Resolution Appropriating \$69,900,000 For Planning, Design, Acquisition, Construction, Equipping and Furnishing Of New Philip R. Smith And Eli Terry Elementary Schools And Related Costs And Authorizing The Issuance Of \$69,900,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose” on February 6, 2017, which was approved at referendum on March 21, 2017 (the “Philip R. Smith Elementary School and Eli Terry Elementary School Resolution”); and

WHEREAS, the Town adopted a resolution entitled “Resolution Appropriating \$58,500,000 For Planning, Design, Acquisition, Construction, Equipping and Furnishing Of New Pleasant Valley Elementary School And Related Costs And Authorizing The Issuance Of \$58,500,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose” on February 3, 2020, which was approved at referendum on March 10, 2020 (the “Pleasant Valley Elementary School Resolution”); and

WHEREAS, Section 2 of the Orchard Hill Elementary School Resolution and the Philip R. Smith Elementary School and Eli Terry Elementary School Resolution each provides that “the appropriation for the Project which is not required to meet the actual cost of the Project may be transferred by the Town Manager, upon approval of the Town Council, to meet the actual cost of any other public improvement for which a valid appropriation and bond authorization is outstanding”; and

**(Resolution Continued on Next Page)**

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 20, 2021**

**13. B. (Continued)**

WHEREAS, the Town desires to transfer \$\_\_\_\_\_ of the appropriated funds and any unexpended bond proceeds related thereto from the Orchard Hill Elementary School project, and \$\_\_\_\_\_ of the appropriated fund and any unexpended bond proceeds related thereto from the Philip R. Smith Elementary School and Eli Terry Elementary School project to the Pleasant Valley Elementary School Resolution to provide for additional contingency for the Pleasant Valley Elementary School project; and

WHEREAS, such transfers will not increase the aggregate appropriations or bond authorizations approved by the Town through referendum for the Orchard Hill Elementary School project, the Philip R. Smith Elementary School and Eli Terry Elementary School project for the Pleasant Valley Elementary School project

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves a total of \$\_\_\_\_\_ of the appropriated funds and any unexpended bond proceeds related thereto from the Orchard Hill Elementary School project, and \$\_\_\_\_\_ of the appropriated funds and any unexpended bond proceeds related thereto from the Philip R. Smith Elementary School and Eli Terry Elementary School project to the Pleasant Valley Elementary School project; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

- B. Discussion Item: Hazard Mitigation Grant *(requested by Town Manager, Michael Maniscalco) (Vincent Stetson, Director of Public Works to be present)***
- C. Resolution Approving a Hazard Mitigation Grant in the amount of \$77,500 from Capital Improvement Project Undesignated Non-Recurring Fund Balance to Engage with Weston and Sampson to Prepare a Preliminary Design Plan and Cost Estimate and Submit to FEMA/DEMHS the Hazard Mitigation Grant Program Application**

WHEREAS, the Town of South Windsor suffered negative impacts to its infrastructure during Hurricane Henri on August 22, 2021, with incidents on Chandler Drive, Sele Drive, and Veterans Memorial Pool; and

WHEREAS, the State of Connecticut Division of Emergency Management and Homeland Security (DEMHS) is facilitating a Hazard Mitigation Grant Program (HMGP) to assist Towns with mitigating risks to infrastructure in severe storm events like Hurricane Henri; and

**(Resolution Continued on Next Page)**



**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 20, 2021**

**13. D. (Continued)**

WHEREAS, the Town of South Windsor has identified the impacts of Storm Henri to Town Infrastructure on Chandler Drive, Sele Drive, and Veterans Memorial Pool as viable candidates for the Hazard Mitigation Grant Program (HMGP); and

WHEREAS, the Town of South Windsor had conducted a Request for Proposals from our on-call engineering services to assist the Town in completing and submitting the Hazard Mitigation Grant Program Application; and

WHEREAS, the engineering consulting firm Weston and Sampson has been identified as the firm of choice in assisting the Town of South Windsor in submitting the Hazard Mitigation Grant Program Application for the sum of \$77,500

NOW, THEREFORE, BE IT RESOLVED that the Town Council authorizes the utilization of \$77,500 from Capital Improvements Projects Undesignated Non-Recurring Fund Balance to engage with Weston and Sampson to prepare a preliminary design plan and cost estimate and submit to FEMA/DEMHS the Hazard Mitigation Grant Program application

BE IT FURTHER RESOLVED, that the Town Council authorizes Town Manager Michael Maniscalco to sign any agreements necessary to develop this design plan and have it approved by the Connecticut Division of Emergency Management and Homeland Security.

**D. Discussion Item: Update on School Projects *(requested by Town Manager, Michael Maniscalco) (a representative from the Public Building Commission to give a presentation) (Patricia Perry, Director of Finance to be present)***

**E. Discussion Item: Strategic Planning Committee Membership**

**F. Resolution Approving a “South Windsor Citizen Matching Mini-Grant Program” Donation Request  
(Councilor Gamble)**

WHEREAS, the South Windsor Town Council created a “South Windsor Citizen Matching Mini-Grant Program” on June 20, 2005; and

WHEREAS, Wood Memorial Library is requesting a South Windsor Citizen Matching Mini-Grant in the amount of \$5,000 for tree stump excavation and a landscaping site plan to connect the parking lot to the ADA/elevator entrance in a safe and welcoming way; and

**(Resolution Continued on Next Page)**

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 20, 2021**

**13. F. (Continued)**

WHEREAS, Town Manager Michael Maniscalco has reviewed and approved this project and application and has determined that it meets all of the criteria of the "South Windsor Citizen Matching Mini-Grant Program

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to issue \$5,000 of matching funds to Wood Memorial Library from the "South Windsor Citizen Matching Mini-Grant Program" to help fund this project.

**G. Resolution Approving the Transfer of \$5,000.00 from the Contingency Account to the South Windsor Mini-Grant Professional Account**  
**(Councilor Koboski)**

BE IT RESOLVED that the South Windsor Town Council hereby approves the transfer of \$5,000.00 from the Contingency Account to the South Windsor Mini-Grant Professional Account to cover costs associated with the Citizens Matching Mini-Grant program.

**H. Resolution Approving the Transfer of FEMA Storm Isaias Funds to Three Town Projects and Authorizing Town Manager Michael Maniscalco to Sign and Execute All Necessary Agreements, Documents, and Contracts**  
**(Deputy Mayor King)**

WHEREAS, on August 4, 2020, Tropical Storm Isaias caused significant damage and power outages that lasted for days in the Town of South Windsor; and

WHEREAS, Town Departments responded to requests for service to clear roads and tree debris; and

WHEREAS, on January 13, 2021, President Trump signed a Federal Emergency Declaration so Towns could begin to apply to FEMA for reimbursement of costs associated with Storm Isaias; and

WHEREAS, the Town of South Windsor applied for and received \$249,294.74 from FEMA; and

WHEREAS, the Town of South Windsor Emergency Management Department would like to reinvest these monies into three projects

**(Resolution Continued on Next Page)**

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 20, 2021**

**13. H. (Continued)**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the transfer of FEMA Storm Isaias funds to three projects as follows: \$10,000 for Crisistrack field technology, \$80,000 to install emergency back-up generators at Flax Hill and Wapping Mews community houses, and \$50,000 to replace and repair emergency communication equipment located on the tower at the Police Department; and

BE IT FURTHER RESOLVED that the Town Council authorizes Town Manager Michael Maniscalco to sign and execute all necessary agreements, documents, and contracts to complete the above-mentioned projects.

**I. Discussion Item: Park and Recreation Temporary Committee and Membership Considerations (The following Resolution was approved at the December 6, 2021 Regular Meeting)**

WHEREAS, the Town of South Windsor operates a robust Parks and Recreation program that includes children, teens, adults, and seniors; and

WHEREAS, since July 2017, the South Windsor Parks and Recreation Department has been housed at Wapping School; and

WHEREAS, the Town of South Windsor invested \$1,341,277.90 into the upgrade, maintenance, and operation of Wapping School in order to operate its programs; and

WHEREAS, Wapping School is still under the control of the South Windsor Board of Education; and

WHEREAS, the Town of South Windsor has seen a significant increase in the student population; and

WHEREAS, the Board of Education has notified the Town that they will need Wapping School for educational purposes to meet the needs of the increased student population by July 1, 2023; and

WHEREAS, the Town of South Windsor needs of a permanent home for the Parks and Recreation Department

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby creates a Park and Recreation Facility Planning and Implementation Committee with the express purpose to:

**(Resolution Continued on Next Page)**

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 20, 2021**

**13. I. (Continued)**

1. Identify the needs of the South Windsor Parks and Recreation Department and the recreational needs of the South Windsor community.
2. Identify and vet locations for the South Windsor Parks and Recreation Department based on the following criteria:
  - a. Meeting Department programming needs.
  - b. Space for growth and meeting the needs of the community today and tomorrow.
  - c. Accessibility to all residents.
  - d. Cost effectiveness.
3. Propose the chosen solution to the Town Council for a referendum.
4. Educate and advocate for the proposed Facility solution and for resources to implement the plan.
5. Lead the building and implementation of the plan if it is approved.
6. The Committee shall be absolved at the completion of a proposed project or the failure of a referendum to allocate resources for a proposed project; and

BE IT FURTHER RESOLVED that the Committee shall consist of 7 voting members with no more than a bare majority being from one single political party. One member shall also be a member on the Public Building Commission and bring experience in design and building of public facilities; one member shall be from the Parks and Recreation Commission who will bring an understanding and knowledge of the community's recreational needs; 5 members shall be voting members of the community and must have experience in planning, building, architecture, design, and recreation; and

BE IT FURTHER RESOLVED that a member of the Town Council from the majority party and minority party shall be ex officio members with the right to speak at meetings but not vote. The Town Manager and/or his designee shall also be ex officio members with the right to speak at meetings but not vote.

BE IT FURTHER RESOLVED, that the names of the seven members shall be received by December 20<sup>th</sup> to the Town Manager so that they can meet in January to begin conducting business.

## AGENDA

### Regular Meeting – Town Council Monday, December 20, 2021

- J. **Discussion Item: ARPA (American Rescue Plan Act) Small Business Funding Grant. (Requested by Councilor Paterna)**
- K. **Resolution Approving a Refund of Taxes to Thirty-Five (35) South Windsor Taxpayers**  
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to thirty-five (35) South Windsor Taxpayers, the total of said refunds being \$8744.54 and as more fully described on attached **Exhibit A**.

- L. **Resolution Accepting the Resignation of Joshua Johnson (D) from the Mass Transit and Highway Advisory Commission**  
(Councilor Evans)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Joshua Johnson (D) from the Mass Transit and Highway Advisory Commission, effective November 18, 2021; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Joshua Johnson for the time he has dedicated to serving his community by his membership on the Mass Transit and Highway Advisory Commission

#### 14. Passage of Ordinance

- A. **Resolution Adopting the Proposed Amendments to Ordinance #141 – Agricultural Land Preservation Advisory Commission**  
(Councilor Paterna)

BE IT RESOLVED that the South Windsor Town Council hereby adopts the proposed amendments to Ordinance #141 - Agricultural Land Preservation Advisory Commission, as shown in **Exhibit B**.

#### 15. Public Input for Any Matter

Public Input for any other matter shall not exceed thirty (30) minutes. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes

#### 16. Communications from Council

**Read into Record: Letter from Melissa A. Kotulski**

17. Executive Session

(Please invite Town Manager, Michael Maniscalco, Assistant Town Manager, Mrs. Perry and Assistant Town Manager, Mr. Roberts and any other appropriate personnel deemed necessary.)

- A. To discuss the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-200(6)(D) (Dart Hill Road).
- B. To discuss a personnel issue (position of Clerk of the Council).
- C. To discuss pending litigation (460 Miller Road) pursuant to Connecticut General Statutes §1-210(b)(4) and §1-200(6)(E).

18. Adjournment

TOWN  
CLERK

TO BE PUBLISHED IN THE JOURNAL INQUIRER

December 16, 2021

LEGAL AD

TOWN OF SOUTH WINDSOR

RECEIVED  
DEC 16 2021  
@ 4:04pm  
By Debrah W. Reid, Asst

Notice is hereby given that the South Windsor Town Council has set Monday, December 20, 2021, at 8:15 p.m., in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut, as the time and place for a Public Hearing to receive citizen input on Amendments to Ordinance #141 - Agricultural Land Preservation Advisory Commission, a copy of which is on file in the Office of the Town Clerk.

Dated at South Windsor, Connecticut this 15<sup>th</sup> day of December 2021.

Attested to by:

  
Katherine Senerth  
Executive Assistant



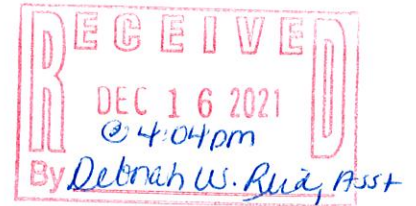


TO BE PUBLISHED IN THE JOURNAL INQUIRER

December 16, 2021

LEGAL AD

TOWN OF SOUTH WINDSOR



Notice is hereby given that the South Windsor Town Council has set **Monday, December 20, 2021, at 8:00 p.m.**, in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut, as the time and place for a Public Hearing to receive citizen input on the transfer of \$140,000 in FEMA Storm Isaias Reimbursement monies to three Emergency Management Projects.

Dated at South Windsor, Connecticut this 15<sup>th</sup> day of December 2021.

Attested to by:   
Katherine Senerth  
Executive Assistant



**BOARD, COMMISSION, AND COMMITTEE APPOINTMENTS, REAPPOINTMENTS, OR RESIGNATIONS**

(This form is to be filled out for each appointment, reappointment, or resignation that is being requested)

BOARD OR COMMISSION	NAME	ADDRESS AND EMAIL	PHONE NUMBER	APPTMT REAPPTMT OR RESIGNATION	NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY	PARTY AFFILIATION	TERM
WATER POLLUTION CONTROL AUTHORITY	JAMES MURRAY	786 NORTH KING STREET	860-289-7304	APPT, FULL	TOM RUBY	D	11-30-25
WATER POLLUTION CONTROL AUTHORITY	DAVID BASILE	1030 ELLINGTON ROAD WOREGANO@GMAIL.COM	860-904-3570	APPT,ALT	STEVEN KING, JR <i>Shawn Jacobaccio</i>	D	11-30-25

All appointments or reappointments are to be submitted to the Town Council Office on the Monday prior to the Council meeting. If they are not received on the Monday prior to the Town Council Meeting, appointments or reappointments WILL NOT be put on that agenda and would need to wait until the following Town Council Meeting. All resignations must be accompanied with a letter of resignation. If the resignation is from an elected position, the letter must be original and sent to the Town Clerk to be processed. The date and time the Town Clerk posts on the letter, is when the resignation is official. Also, all information should be filled in or WILL NOT be accepted.

Submitted by: Sandra C Jeski Party Affiliation: D Date: 12-13-2021



# MEMO

**DATE:** December 14th, 2021

**FROM:** Vincent Stetson

**TO:** Mayor Pendleton, Town Council Members and Capitol Improvement Committee Members

**SUBJECT:** Utilization of Undesignated None Recurring CIP Funds for Hazard Mitigation Grant Program

**CC:**

**# OF PAGES:** 2

Please note that messages to and from the Town of South Windsor may be subject to public release in accordance with applicable laws.

It is financially beneficial for the Town to apply for the FEMA Hazard Mitigation Grant Program (HMGP). In order to apply for HMGP it is necessary to utilize \$77,500 dollars of Capital Improvement Plan Undesignated None Recurring Fund Balance to engage with our On-Call engineering consultants Weston Sampson to complete and submit the HMGP on the Towns behalf.

## BACKGROUND

Hurricane Henri impacted the Town of South Windsor's infrastructure negatively on August 22, 2021 with Spring Pond behind Veterans Memorial Pool overflowing into the pool and flooding the surrounding area. Chandler Drive storm drainage system became overwhelmed and failed creating an environmental hazard and potentially impacted the surrounding homes with flood waters. Additionally, Sele Drive experienced a similar scenario where there was a real potential for the entire road to be washed away during the storm event while the transverse drainage pipe was inundated with water.

All areas were made safe after the storm event with our on-call construction services replacing the failed pipe on Chandler Drive. VMP had to be closed early in the season due to all the pollutants introduced creating a loss of use and revenue. Further inspection showed there were no other mitigating factors in the failure of these storm systems other than the excessive amount of rain.

## **ANALYSIS**

The Town and its residents would benefit from the injunction of Federal funds to further bolster our infrastructure in the aforementioned areas in an effort to avoid future flooding and loss events.

The HMGP grant is a 25% match from the Town program with 75% coming from outside funding sources. Preward reimbursement is permitted if proper procurement processes have been followed. In this instance we have utilized a competitive bid process to determine which on-call consultant would best fit the Town's needs.

Review and award process with FEMA can take upwards of 6 to 12 months, grant submission will require a letter of commitment for the match funding and it is anticipated that the match funds would not need to be encumbered until sometime in early 2023.

## **EVALUATION AND FOLLOW UP**

After consulting with our on-call consultants and the DEMHS grant facilitator, we are of the opinion that there is a high likely hood of grant award to the Town based upon the award decision factors and scope of projects being submitted.

## **COORDINATION**

This grant process has been coordinated through multiple divisions in Town with engagement with Emergency Management, Finance Department, Parks and Recreation, Engineering Division, Pollution Control Division, Wetlands and Public Works.

## **FISCAL/POLICY ALIGNMENT**

Applying for this grant is an opportunity to leverage and stretch our tax base dollars in an effort to improve our infrastructure and insulate the Town and its residents from potential future loss events.

## **ASSISTANCE NEEDED FROM THE TOWN COUNCIL AND CIP**

In an effort to meet the FEMA schedule for submission of grant we would request that the CIP committee provide a recommendation to the Town Council utilizing the undesignated nonrecurring fund balance of CIP to cover Weston and Sampsons' cost for submission of the Towns application.

Additionally, in an effort to meet the FEMA schedule we would kindly request that the Town Council follow this recommendation and make a motion to approve the resolution after discussion for the utilization of said funds for the purpose of executing submission of the HMGP grant.

## Senerth, Katherine

---

**From:** Stetson, Vincent  
**Sent:** Tuesday, December 14, 2021 2:34 PM  
**To:** Senerth, Katherine; Maniscalco, Michael; Roberts, Scott  
**Cc:** Perry, Vanessa; Doolittle, Jeffrey; Summers, Walter  
**Subject:** Hazard Mitigation Grant Resolution and Memo  
**Attachments:** Resolution for utilization of CIP funds for HGMP grant Final.doc; TC-CIP Memo UDFBNRF HMGP Final.docx

All:

Please find my final drafts attached. Please feel free to edit as you see fit, but if there are any substantial changes to fact or form please forward along those changes to me so I'm aware moving forward.

Additionally, if possible please include the adoption of the resolution after the discussion item in the town councils meeting agenda for December 20th so we may have the potential to button up this application process next week and still meet the submission schedule.

As usual, please feel free to reach out to me with any comments, questions or concerns.

*Vincent Stetson*  
*Director of Public Works*  
*Town of South Windsor*  
*Town Garage*  
*860-648-6366*

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# Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074-2786  
AREA CODE 860/644-2511  
FAX 860/644-3781

OFFICE  
OF THE  
TOWN COUNCIL

June 23, 2021

Mr. Michael Maniscalco, Town Manager  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074

Dear Mr. Maniscalco:

At its Regular Meeting of June 21, 2021, the South Windsor Town Council approved the following Resolution:

WHEREAS, the Town of South Windsor undertook a strategic planning process in 2001 and 2016; and

WHEREAS, the Town Council has the desire to make decisions and implement strategies in a plan-full manner with the intent of doing the best for all South Windsor's residents; and

WHEREAS, the Town Council recognizes that the Town can achieve more effective and efficient service delivery to residents through planning processes; and

WHEREAS, the Town Council has the desire to develop a vision, goals, and objectives through working with a broad spectrum of residents who represent diversity in age, race, and gender

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby creates a Strategic Planning Committee with the express intent to accomplish the following:

1. Through broad outreach to the community, develop a vision statement for what the community would like to become:
  - a. The Committee will advertise and hold two (2) public hearings to gather input from the community.
  - b. Through support of the Town staff, the Committee can consider conducting a survey using multiple mediums for dissemination.
  - c. Develop and deliver a report to the Town Council by 7/1/2022 that will explain the Committees recommended vision and why it is the recommended vision.

(Resolution Continued on Next Page)

Establishment of a Strategic Planning Committee

June 23, 2021

Page 2

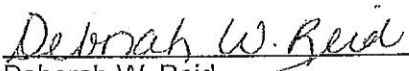
2. Work collaboratively with the Town Council to develop goals that will accomplish the vision.
3. Work with the Town Council and Town staff to create specific, measurable objectives that will accomplish the identified goals; and

BE IT FURTHER RESOLVED that the Committee shall be appointed by the Town Council and shall be made up of no more than nine members. Two members must attend South Windsor Public Schools; two members must consider themselves to be senior citizens; there must be representatives from diverse gender identities, and there must be representation from active political parties. All efforts shall be made to seek both cultural and ethnic diversity in representation. The Town Manager, Mayor, and Minority Leader (or their designee) will be considered ex officio members with full rights to participate at meetings but will have no right to vote in the process; and

BE IT FURTHER RESOLVED that two Councilors, one being the Mayor and one being the Minority Leader, will accept nominations from Town Council members and residents (residents may also nominate themselves); and

BE IT FURTHER RESOLVED that the Mayor and Minority Leader shall review nominations for this Committee, bring the full list of nominations to the Council for review, and bring their recommendation for the Committee make-up to the Town Council for approval.

Respectfully submitted,



Deborah W. Reid  
Clerk of the Council

cc: Scott Roberts, Assistant Town Manager/CIO/Emergency Management  
Vanessa Perry, Assistant Town Manager/Director of Human Resources



## Senerth, Katherine

---

**From:** Maniscalco, Michael  
**Sent:** Tuesday, December 7, 2021 11:04 AM  
**To:** Perry, Vanessa; Senerth, Katherine  
**Subject:** FW: [External]Wood Memorial Library Association Mini Grant Application 2021  
**Attachments:** Wood Memorial Library Assoc Mini Grant App 2021.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Both,

Please see the attached for the next Town Council Agenda. We should include this as a discussion item.

Best,

Mike

**From:** Anne Berry <anne.berry@wmltrust.org>  
**Sent:** Sunday, November 28, 2021 10:42 AM  
**To:** Maniscalco, Michael <Michael.Maniscalco@southwindsor-ct.gov>  
**Cc:** Jessica Glass <jessica.glass@wmltrust.org>; Kathy Kerrigan <kathy.kerrigan@wmltrust.org>  
**Subject:** [External]Wood Memorial Library Association Mini Grant Application 2021

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Dear Mr. Maniscalco,

I hope you had a restful holiday. On behalf of the Wood Memorial Library Association (WMLA), I am delighted to submit an application to the Town of South Windsor's Matching Mini Grant Program. The WMLA respectfully requests funding to 1) excavate tree stumps, and 2) support a comprehensive site plan for the library's grounds. As a result of this project, patrons, staff, and volunteers of the library will benefit from easier and safer access to the building's entrances.

Please see attached for the completed application materials. Let me know if you have any questions, and thank you for your consideration of this request.

Best,  
Anne Berry  
Grants Consultant  
Wood Memorial Library Association  
783 Main Street  
South Windsor, CT 06074  
[www.woodmemoriallibrarytrust.org](http://www.woodmemoriallibrarytrust.org)



# WOOD MEMORIAL LIBRARY ASSOCIATION, INC.

November 28, 2021

Mr. Michael Maniscalco, Town Manager  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074

Dear Mr. Maniscalco,

In June of 2020, the Town provided a \$5,000 Citizens' Matching Mini-Grant to the Wood Memorial Library, located on 783 Main Street in South Windsor. We leveraged that money into a new security and fire safety system. We are deeply grateful for your help.

We come to you once again with a request for a matching Mini-Grant. The past year has been a challenge for the Library. Aging trees – 13 of them in total – required removal, and Covid closed the Library to the public for more than six months. We are gradually reopening our doors now and inviting guests to visit us inside the building and to tour Nowashe Village behind it.

Our southern entry to the Library has become the new entry of choice by visitors and volunteers parking their cars in our repaved parking lot. **We must connect the parking lot to our ADA/elevator entrance in a safe and welcoming way.** Tree stump excavation will cost \$7,100. A landscaping site plan will cost \$6,500, and will guide the placement of the walkway and direct future enhancements to the property. Pledges are in place to match a \$5,000 Town mini-grant and cover the net cost related to these two critical projects.

Enclosed please find

- a completed application for the mini-grant, requesting \$5,000
- photos of the entryway to the Library from our re-paved parking lot
- quote for tree stump excavation
- quote for a conceptual plan for comprehensive site improvements

We hope that both you and our Town Attorney will approve our request and bring it before the Town Council in the near future.

Thank you for your consideration.

Kathy Kerrigan, Secretary of the Board  
Wood Memorial Library Association  
[kathy.kerrigan@wmltrust.org](mailto:kathy.kerrigan@wmltrust.org)  
860 816 4470





Town of  
**South Windsor**  
CONNECTICUT



**Matching  
Mini Grant  
Program  
Intent**

***The intent of this matching grant program is to:***

1. Encourage the investment of private dollars to support and fund small-scale projects and programs that will benefit or enhance the Town of South Windsor and its citizenry.
2. Provide a formal method for private money and matching Town funds to be applied toward a small-scale public project or program that will benefit the Town of South Windsor and its citizenry.
3. Create and fund a Town account that can grow from year to year in the event the designated dollars from prior year budgets are not applied to a current project or program.

***Criteria for projects or programs:***

The following criteria represent the types of projects or programs for use by and benefit of Town citizens and which the Town Council may approve matching funds under this Program.

1. The creation of a new physical asset.
  - a. Some examples could be a new building or structure, a piece of sculpture for public display or a new walking trail.
2. A project that adds to, improves or renovates an existing physical asset of the Town.
  - a. Some examples are lights for a ball field, annex to a Town building, an additional piece of equipment for a park or playground or the extension of an existing walking trail.
3. Any project intended to enhance or beautify an existing physical asset of the Town.
  - a. Examples are drapery, paint or wallpaper, new plantings in existing flowerbeds, murals in or out of buildings, improved sound system, scoreboard or lighting.
4. The creation of certain programs or programming or other items.
  - a. Examples could be the creation of training programs or computer programs, a stage production for community viewing; generally something requiring creativity.

***Eligibility:***

1. The project must be approved by the Town Council.
2. Required Town funds must be available at the time of the approval.
3. The project itself must meet the criteria as listed above.
4. The Town reserves the right, in its sole discretion, to reject applications that, in the opinion of the Town Manager, Town Attorney or Town Council, do not meet the intent and criteria of the Program.
5. Projects on school grounds or related to school activities must first be approved by the Superintendent of Schools.





6. The project or program must be determined to be enjoyed by a significant number of South Windsor residents.
7. The project or program must not create an undue burden on the Town.

***Requirements and priorities:***

1. A Citizens Matching Mini-Grant Application must be completed and approved by the Town Manager and Town Attorney before the Town Council can consider approval of the project or program.
2. The project or program may have been started prior to Town Council approval but will not be funded unless and until it is approved by the Town Council.
3. Projects deemed eligible will be funded on a first-come, first-served basis.
4. The Town Council may choose to fund projects at various levels but generally not more than 50% of the entire project cost.
5. All money required for the complete project, excluding any matching funds approved by the Town Council, must be raised and in hand (not merely pledged) before any Town money is dispersed.
6. The Town Council will set deadlines by which date all funding must be raised and the project completed to the satisfaction of the Town. Failure to meet these deadlines may result in loss or suspension of funding.
7. The value of in-kind services must be agreed to prior to using such calculations in any funding arrangement under this Program.
8. Where in-kind services are utilized, a performance schedule linking disbursement of Town funds to the performance of these services must be approved by the Town as a prerequisite for funding.
9. The maximum grant amount that may be requested per project is \$5,000 regardless of match percentage.
10. The Town Attorney will review each project or program for liability concerns and compliance with State laws regarding financial contributions by local governments, as well as any potential liability imposed upon the Town.
11. Match items can be donated professional services; donated materials or supplies; and volunteer labor or cash. Professional services are valued at the "reasonable and customary rate".





Town of  
**South Windsor**  
CONNECTICUT



**Matching  
Mini Grant  
Program  
Application**

Citizen Donor or Owner of  
Fundraising Chair: Kathy Kerrigan, Director and Board Secretary Property: Wood Memorial Library Trust  
Address where grant end product will be located/stored or program conducted: Wood Memorial Library & Museum 783 Main Street, South Windsor, CT 06074  
Applicant phone: (860)816-4470 Property owner phone: (917)549-0562  
Grant amount sought: \$ 5,000 Total cost of project or program: \$13,600 Raised to date: \$  
Pledged to date: \$ 8,600 Person or Entity Pledged By: Private Donor and Burgess Insurance  
Contact Info: The Trust is happy to provide documentation of matching funds upon request.

**Briefly describe your project and which of the four criteria it meets:**

We have an urgent need to provide safe, easy, attractive access to the Wood Library for visitors, staff and volunteers. This project meets criteria #2. It will add to, improve and renovate an existing physical asset of the town by preparing to connect our newly repaved parking area to our ADA accessible elevator entrance on the south side of the building. Tree stumps need to be excavated (in order to prepare for paved pathways). A comprehensive landscape plan will guide placement of walkways after stumps have been removed, improving accessibility and the overall appearance of the building and grounds. The Wood Memorial Library and Museum is an important historical structure on Main Street in South Windsor, listed on the National Register of Historical Places, and a significant landmark for the town.

**Describe any work to be completed by contractor(s). (Attach detailed estimates from all contractors.)**

1) A tree company will execute stump removal. 2) A landscaping firm will create a comprehensive Site Enhancement Plan to enable better accessibility with new walkways, and to create a holistic landscaping plan for library grounds. We have obtained competitive quotes from two companies for this part of the project (please see enclosed for details).

**Describe Fund Raising efforts to date:**

While Covid-19 kept the Wood's doors closed, we were able to obtain a grant from the State Historic Preservation Office to conduct a comprehensive Building Condition Assessment Study. Due in November 2021, the study will provide a detailed examination of all aspects of the building, and identify its short- and long-term needs. The Wood's Joint Building Committee can then assess and prioritize needs, and identify private and public resources to fund future projects.

**Describe any work you will be completing privately (volunteers)**

A volunteer committee (the Wood Joint Building Committee) oversees ongoing maintenance of the building and grounds. This group has agreed that obtaining a Site Enhancement Master Plan and Phase 1 walkway completion are our most pressing priority. Once the walkways have been installed and landscaping plans analyzed, volunteers will aid in the overall beautification of Wood Library's grounds.

**Describe work completed to date:**

The driveways and parking areas have been repaved. Thirteen trees were removed due to age, and to improve accessibility.

**Describe any Town facilities, equipment, or support work desired by Town staff which you will be requesting: None.**

Estimated date of completion: November 30, 2022

(Attach project schedule)

Budget: Materials: \$ 0 Labor: \$ 13,600 Value of In-Kind Services: \$ 0  
(This value must be agreed to by the Town if it is to be used for matching purpose.)

**On a separate sheet provide any sketches, photos of similar projects, manufacturer's schematics, or any other supporting details that may better describe your project.**

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools (if required)

\_\_\_\_\_  
Date





**FOR TOWN STAFF USE ONLY**

**Matching Mini-Grant Checklist for Town Manager, Town Attorney, or Town Staff**

Are any permits required?	Yes	No	N/A
Are any bonds required?	Yes	No	N/A
Are any waivers required?	Yes	No	N/A
Will call before you dig be required?	Yes	No	N/A
Do they have the property owner's waivers in writing?	Yes	No	N/A
Do they have the property owner's permission in writing?	Yes	No	N/A
If a school related project, has the Superintendent approved it in writing?	Yes	No	N/A
If any work is done by volunteers, are they insured?	Yes	No	N/A
If the work is done by volunteers, do they need to sign a waiver?	Yes	No	N/A
Has future maintenance been evaluated?	Yes	No	N/A
Will any Town staff need to sign off once complete?	Yes	No	N/A
Will the project interfere with or negatively impact any existing or planned use or program?	Yes	No	N/A



Wood Memorial Library & Museum  
783 Main Street, South Windsor, CT

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East side of Library



South side of Library



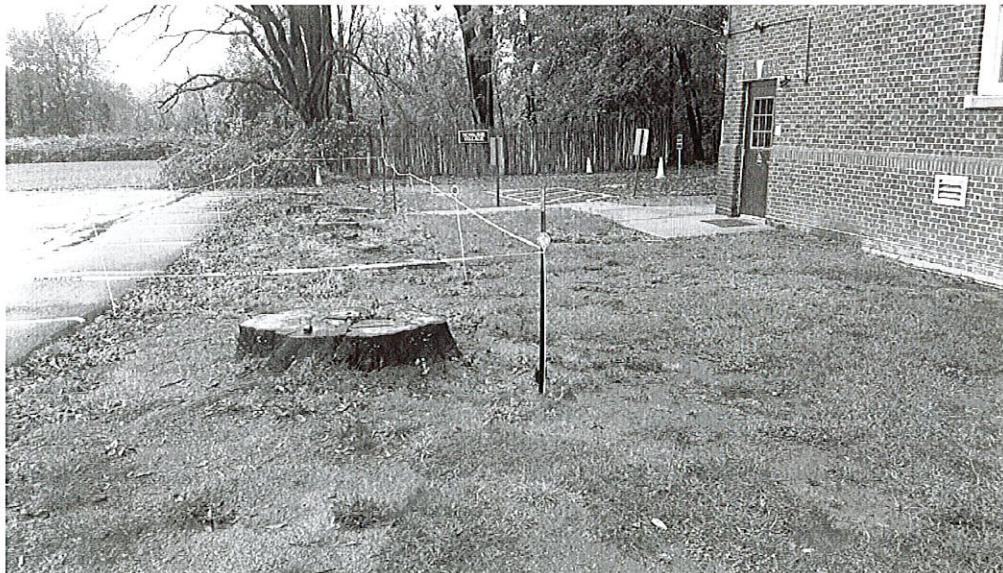


Wood Memorial Library & Museum  
783 Main Street, South Windsor, CT

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South side of Library; green  
door is ADA entrance



South side of Library; stumps  
in need of removal

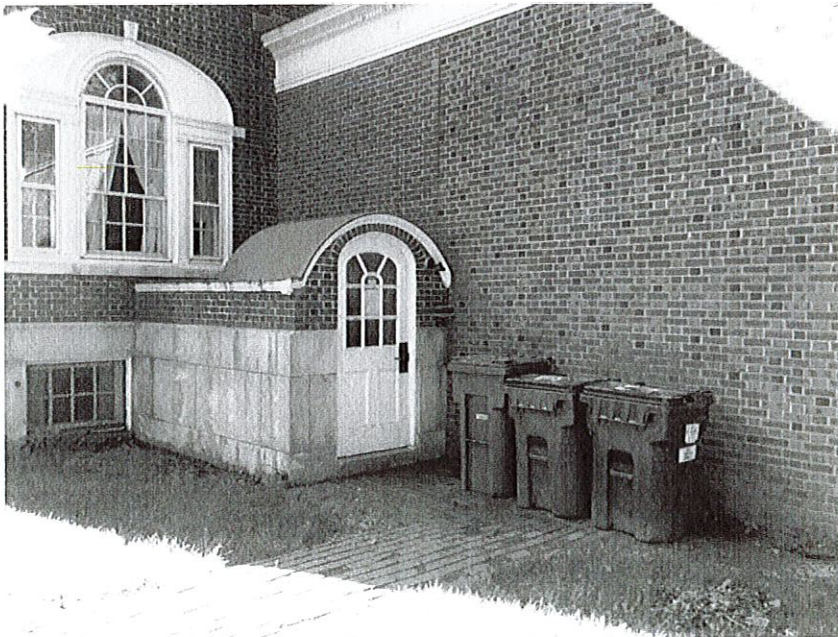


Wood Memorial Library & Museum  
783 Main Street, South Windsor, CT

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West side of Library;  
brick has collapsed  
into drainage area



North side of Library;  
kitchen entry and  
trash storage area



Wood Memorial Library & Museum  
783 Main Street, South Windsor, CT

---



View from parking lot  
to ADA entry



# PROPOSAL



**Bucksaw Tree Felling LLC**

**#HIC.0660693**

860-707-3836

---

Wood Memorial Library  
783 Main Street  
South Windsor CT 06074

## SCOPE OF WORK

1. Remove 9 Stumps in between parking lots. Stumps to be dug out and hauled off site. Excavation to be backfilled with processed gravel in preparation for new parking area.
2. Grind 1 stump in front of building. Shavings to be hauled offsite and hole to be filled with screened topsoil then seeded.

\$7100.00 (Tax Exempt)

---







P.O. BOX 1167  
21 JEFFREY DRIVE  
SOUTH WINDSOR, CT 06074  
PHONE: 860.291.8755  
FAX: 860.291.8757  
www.designprofessionalsinc.com

**CIVIL & TRAFFIC ENGINEERS / LAND SURVEYORS / PLANNERS / LANDSCAPE ARCHITECTS**  
*Serving Connecticut, Massachusetts, & Rhode Island*

November 5, 2021  
*Revised November 24, 2021*

Kathy Kerrigan  
Wood Memorial Library Trust  
PO Box 105  
East Windsor Hill, CT 06028

Re: Proposal for Services  
Wood Memorial Library and Museum  
783 Main Street  
South Windsor, Connecticut

DPI No.: 1969

Dear Ms. Kerrigan:

As per your recent request, Design Professionals, Inc. (DPI) is pleased to offer the following land surveying and landscape architecture services pursuant to your intention to construct various landscape improvements at the Wood Memorial Library and Museum located at 783 Main Street in South Windsor, Connecticut. This proposal is specifically oriented toward the preparation of site plans for bidding and construction. We have also included fees for submitting applications to the Town of South Windsor Planning & Zoning Commission if it is required. This proposal is subject to the general terms noted herein, and any other terms mutually agreed to by the parties in writing.

Scope of the Services to be Rendered

1. Topographic Survey update .....	\$2,100
2. Landscape & Site Plan .....	\$4,400
3. Total .....	\$6,500

Services and costs incurred by others are the responsibility of the client. Services shall be rendered commencing upon receipt of an executed copy of this agreement.

The above will be performed for lump sum and/or hourly fees as noted and will be billed on a periodic (or task) basis, based on work performed and direct costs incurred. Any lump sum fee item that is only partially completed will be invoiced on a pro-rata basis. Direct costs will be reimbursed by the client on an at-cost basis based on the attached fee schedule.

Additional services will be performed by DPI based on our attached normal hourly rates and direct costs. The attached fee schedule is subject to change January 1 of each succeeding year.

The above quotes assume:



1. Topographic Survey Update will survey changes since last survey was completed, including, but not limited to, the new elevations of the pavement.
2. An updated Property Survey will not be provided.
3. Access to the property will be provided (permission to enter, use of our UTV if feasible, keys for gates, etc.)
4. Field survey can be performed during a period of minimal or no snow cover. Inclement weather may affect our ability to complete the field survey in the allocated time frame.
5. We do not anticipate the need for Police/Traffic protection for our survey work within the right-of-way. However, should it become necessary, we will bill you for the protection as a direct cost.
6. Site conditions will allow for GPS technologies to be utilized with appropriate accuracies, where specified. Otherwise, additional time and/or fees may be incurred for the survey portion of the project.
7. Horizontal control will be based on the North American Datum of 1983 (NAD 83). Vertical control will be based on the North American Vertical Datum of 1988 (NAVD 88).
8. Existing utilities will be based on previous mapping completed by DPI.
9. The Client shall inform DPI of the location of any private utilities, irrigation, etc. DPI shall not be held responsible for damage to utilities not disclosed by the Client or Call Before You Dig.
10. By conventional field survey, topographic features within the specified survey area will be located, such as: buildings, sheds, roads, drives, parking, walks, tree lines, major individual trees, plantings, walls, fences, signs, poles, lights, spot elevations, top of frame and invert elevations of storm and sanitary sewer lines, gas gates, water gates, electric and telephone manholes and hand holes, and finish floor elevations of existing buildings.
11. An existing conditions base plan will be prepared at a scale of 1"=40' with one foot contours, depicting all of the information obtained above.
12. The above plan and field survey will be prepared in accordance with the accuracies of a Class T-2 Topographic Survey, as defined in: "Standards and Suggested Methods and Procedures for Surveys and Maps in the State of Connecticut, Prepared and Adopted by the Connecticut Association of Land Surveyors, Inc., August 29, 2019".
13. Zoning variances, zoning amendments, and/or a zone change will not be required.
14. Landscape & Site Plan will address items listed in the "Wood Memorial Library & Museum Landscaping Wish List" dated September 2021.
15. Drainage solutions will not require engineered calculations and/or reports.
16. Post-submission, post-approval and other services to be billed hourly and will depend on our level of involvement in the approval process and the requirements of the regulatory agencies. Budget amounts listed for items to be billed hourly are for budget purposes only. The total invoiced amount for each respective item may be greater than or less than the amount listed.
17. Post-submission refers to services after the land use application is submitted (e.g. variance, re-subdivision, site plan, wetlands or WPCA), including, but not limited to, presentations of applications to municipal commissions (ZBA/PZC/WPCA/IWA); minor revisions to the plans as requested by the Town or client; preparation of exhibits; and general coordination work.
18. Post-approval refers to services after the land use application is approved, including, but not limited to, general coordination; meetings with Town staff, client or other vendors; revisions to size and location of utilities based on utility company comments; revisions to plans in anticipation of filing; and preparation of recordable mylars for the site plan filing in the Town Clerk's office.
19. The following items are not included as a part of this proposal, but can be provided by DPI for additional fees:
  - a. Property survey
  - b. ALTA Land Title survey
  - c. Property corner, right-of-way, and/or easement pinning and/or monumentation
  - d. Stakes along property line
  - e. Bid specifications
  - f. Irrigation plan
  - g. Drainage computations
  - h. Bid and/or Construction administration
  - i. Construction stake-out
  - j. As-built survey
  - k. Easement maps and surveyor's written descriptions
  - l. Opinions of probable construction costs



m. Site Plan Post-Submission Services (if required).....\$1,700  
n. Site Plan Post-Submission Services (if required).....\$1,700  
o. Site Plan Post-Approval Services (if required).....\$900  
p. Other related work, as required or requested by our client.....Hourly

Significant changes in the Project requirements, such as, but not limited to, changes in the Client’s requirements or changes in applicable regulations, may require a modification to the Scope of Services and/or compensation due to DPI. Any addition or modification of services provided shall be reflected by amendment to the Scope of Services or by addendum in writing to this Agreement. Any such changes shall equitably adjust the compensation due to DPI and the time allowed to complete the Scope of Services.

Payment of monthly invoices will be due within 20 days of the invoice date. A late fee on the unpaid balance will be applied at a rate of 1.5% per month after 20 days, and the client hereby agrees to pay said late payment fee for the past due balances. Payment of any invoice by the Client to DPI shall mean that the Client is satisfied with DPI’s services to date of payment and finds no deficiencies or objections in the services provided. Any queries in regard to invoices should be made within ten (10) days of the invoice date; non-communication assumes acceptance of invoice as submitted.

Payment of any local, state and/or federal sales tax, or any other governmental taxes or fees associated with services provided by Design Professionals, Inc., that is in effect at any time throughout the duration of this agreement shall be the sole responsibility of the Client.

Should the Client fail to make payment due DPI for services and/or expenses within twenty (20) days after receipt of the invoice, DPI may suspend services and withhold work product under this Agreement until any and all outstanding and/or delinquent invoices have been paid in full for all amounts due for services, expenses and charges performed under this Agreement. DPI shall have no liability to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment of all amounts due by the Client, DPI shall resume services under this Agreement with equitable adjustments for reasonable time and expenses necessary for DPI to resume performance. This agreement also provides for the payment of reasonable attorneys’ fees by the Client when overdue balances are referred to an attorney for collection, should it be necessary.

All documents, in both physical and electronic form, including, but not limited to, drawings, plans, CAD files, survey data, diagrams, calculations, reports, processes, operational and design data, specifications, and all other documents and information prepared or furnished by DPI (and DPI’s independent professional associates and consultants) pursuant to this Agreement are instruments of service in respect to the Project. DPI shall be deemed the authors and sole and exclusive owners of the instruments of service whether the Project is completed or not and shall retain all common law, statutory, and other reserved rights, including copyrights. Digital copies of items prepared by DPI, including but not limited to CAD files, can be provided for the use of the Client for additional fees.

The Client may terminate this Agreement at its convenience and without cause upon giving DPI not less than seven (7) days written notice. Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) days written notice for any of the following reasons:



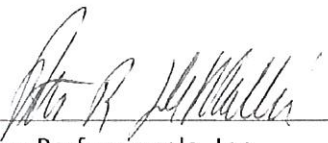


- a. Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- b. Assignment of this Agreement or transfer of the project by either party to any other entity without the prior written consent of the other party;
- c. Suspension of the project or of DPI's Professional Services by the Client for more than eighty (80) days; and
- d. Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the project, and the failure of the parties to reach Agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of termination of this Agreement by either party, the Client shall within fifteen (15) days of the termination pay DPI for all services rendered and all reimbursable costs incurred by DPI up to the date of termination, in accordance with the payment provisions set forth in this Agreement.

All terms as outlined are accepted and approved, and Design Professionals, Inc. is hereby authorized to proceed. Design Professionals, Inc. reserves the right to modify the terms of this agreement, including scope of services and fees, if not signed within thirty (30) days of the proposal date. The fees for items above are individually subject to change if not commenced within one year of the execution of this agreement.

Each Party represents and warrants that its signatory whose signature appears below has been and is on the date of this Agreement duly authorized by all necessary corporate or other appropriate action to execute this Agreement.

_____	_____	_____
Client Signature	Printed Name	Date
	Peter R. DeMallie	11/24/2021
Design Professionals, Inc.	Printed Name	Date







***FEE STRUCTURE***  
***Effective January 1, 2021***

**Staff:**

Principal .....	\$175/hour
Director.....	\$140/hour
Project Manager (Licensed Professional) .....	\$125/hour
Project Engineer / Project Planner / Landscape Designer .....	\$105/hour
Crew Chief / Senior Technician.....	\$90/hour
Technician.....	\$75/hour
Support Staff / Clerical .....	\$65/hour
Survey Crew .....	\$75/hour per person
Survey – Robotic Total Station (1 person) or GPS (1 person).....	\$110/hour
Deposition / Testimony.....	\$250/hour

**Direct Costs:**

8.5x11 copies/prints.....	\$0.30
11x17 or 12x18 copies/prints.....	\$1.00
Black/White Print (large format).....	\$3.00
Color Print (large format).....	\$20.00
Mylar Print.....	\$50.00
Mileage .....	\$0.55/mile

**Reimbursable Expenses:**

Postage .....	at cost
Courier/FedEx .....	at cost
Reprographic (Third party).....	at cost
Copies of Town Records/Maps .....	at cost
Property Marking Supplies (monuments, sign posts, signs, etc., delivered to site) .....	at cost
Application Fees .....	at cost
Equipment Rental .....	at cost
Subconsultants.....	cost + 15%



Exterior Masterplan Entrance Accessibility Improvement Project for the Wood Memorial Library

<b>Project Timeline - Phase 1 Town of S. Windsor Minigrant Request</b>		
Task	Months	Date
Schedule Site Improvements Planning	1	December 2021
Schedule Stump Removal Services	.25	March 2022

<b>Project Timeline - Phase 2 Installation (Scope of Work to be completed following Minigrant grant request)</b>		
Task	Months	Date
Fundraising	12	Ongoing, as needed
Installation of walkways	1	November 2022
Installation of Plantings/Regrading	2	April into May 2022
Refuse Fencing Enclosure	1	May 2022
Repair of rear entryway	2	February 2023



## Senerth, Katherine

---

**From:** Perry, Patricia  
**Sent:** Monday, December 13, 2021 5:23 PM  
**To:** Senerth, Katherine  
**Subject:** FW: [External]South Windsor Reconciliation

fyi

**From:** Charles Warrington <charles.warrington@collierseng.com>  
**Sent:** Monday, December 13, 2021 5:16 PM  
**To:** Perry, Patricia <Patricia.Perry@southwindsor-ct.gov>  
**Cc:** Maniscalco, Michael <Michael.Maniscalco@southwindsor-ct.gov>; Kate Carter - South Windsor Public Schools (kcarter@swindsor.k12.ct.us) <kcarter@swindsor.k12.ct.us>; Chemerka, Chris <cchemerka@swindsor.k12.ct.us>; Sklenka, Marc <Marc.Sklenka@colliers.com>; Nick A. Conti - Gilbane Building Company (NConti@Gilbaneco.com) <nconti@gilbaneco.com>; Matt Montana (montanam15@gmail.com) <montanam15@gmail.com>  
**Subject:** [External]South Windsor Reconciliation

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Patty,

We've reconciled our budget blocks to the general ledgers and have the following findings for each school based on our accounting of the projects.

### Orchard Hill:

- Orchard Hill has been closed out for over two years now. Our financial showed a total paid amount of \$32,260,795. The Total Approved Budget was \$33,521,724 as approved in the referendum. The result is a final savings of **\$1,260,929**.

### Eli Terry:

- Based on the latest ledger dated 12/2/21, Colliers reconciles to the general ledger within 4 cents.
- The TOTAL ANTICIPATED COST for the project is \$36,273,700. This is The approved project cost at referendum is \$37,419,000 thus providing a projected savings of **\$1,135,300**.

### Phillip R. Smith:

- Colliers budget block reconciles with the general ledger.
- The TOTAL ANTICIPATED COST for the project is \$31,718,200. The approved project cost at referendum was \$32,481,000 thus providing a projected savings of **\$762,800**.

In total, Colliers calculates there to be **\$3,169,029** of total project savings between the three projects. Throughout the projects Colliers and the town have reconciled the general ledgers against our financial records to ensure the at all project costs are being accurately managed and tracked. We have consistently reconciled each time attesting to the great teamwork between your team and ours. I have great confidence in these values and would be happy to meet with you review our financials in detail. If you wish to do so, I'll be happy to set up a Zoom meeting with you, Chris Chemerka, and myself to review them at your convenience.

Thank you for your time today.



Sincerely,

**Charles E. Warrington, Jr., P.E.**

Director of Project Management | Project Leaders

[charles.warrington@collierseng.com](mailto:charles.warrington@collierseng.com)

*\*Please note my email address has recently changed, please update your records.\**

Mobile: 860-235-5313

135 New Road | Madison, CT 06443



[cplusa.com](http://cplusa.com)



*A Division of Colliers Engineering & Design*

DISCLAIMER This e-mail is confidential. It may also be legally privileged. If you are not the addressee you may not copy, forward, disclose or use any part of this email text or attachments. If you have received this message in error, please delete it and all copies from your system and notify the sender immediately by return e-mail. Internet communications cannot be guaranteed to be timely, secure, error or virus free. The sender does not accept liability for any errors or omissions. Any drawings, sketches, images, or data are to be understood as copyright protected.

100



## Senerth, Katherine

---

**From:** Armstrong, Bonnie  
**Sent:** Thursday, December 9, 2021 12:53 PM  
**To:** Senerth, Katherine  
**Subject:** FW: [External]Fwd: Josh Johnson - Resignation  
**Attachments:** Mass Transit Committee Resignation.docx

Kathy,

Please see attached resignation letter.

Thanks,

Bonnie

Bonnie L. Armstrong, CCTC  
Town Clerk  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074

**From:** Bonnie Armstrong <bonnieleearmstrong@gmail.com>  
**Sent:** Wednesday, December 8, 2021 7:31 PM  
**To:** Armstrong, Bonnie <Bonnie.Armstrong@southwindsor-ct.gov>  
**Subject:** [External]Fwd: Josh Johnson - Resignation

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

----- Forwarded message -----

**From:** <kewagner@aol.com>  
**Date:** Sun, Dec 5, 2021 at 5:53 AM  
**Subject:** Fwd: Josh Johnson - Resignation  
**To:** [bonnieleearmstrong@gmail.com](mailto:bonnieleearmstrong@gmail.com) <[bonnieleearmstrong@gmail.com](mailto:bonnieleearmstrong@gmail.com)>

Bonnie, FYI

-----Original Message-----

**From:** Joshua Johnson <joshua.mi.johnson@gmail.com>  
**To:** Sandy Jeski <scjip@cox.net>; josie stevenson <kewagner@aol.com>  
**Sent:** Thu, Nov 18, 2021 5:54 pm  
**Subject:** Josh Johnson - Resignation

Evening Karen & Sandy,

Please see the attached.

Thank you,



Joshua Johnson  
39 Greenhurst Road  
West Hartford, CT 06107

11/18/2021

Dear Karen, Sandy, et al.

Please accept this letter as formal notice of my resignation from my position as Mass Transit Committee member with the town of South Windsor.

I couldn't be more humbled and thankful for this opportunity to work with you, the members, and the town at large. I thank you for the opportunity to make a difference. It will be an experience I will take with me in all my future endeavors. My only regret is that I couldn't do more. I couldn't be prouder of our committee, those involved and how well we all worked as a team. If it wasn't for my recent move, I would undoubtedly continue to be a part of this team. I would especially like to especially thank Karen who showed exceptional leadership during my tenure. Without question the Mass Transit Committee and the town of South Windsor is better off with her leadership.

I would like to do anything I can to help with the transition if needed. If I can be of any other assistance, please let me know.

Thank you again for the opportunity, and I wish you and the South Windsor Mass Transit Committee all the best in the future.

Yours sincerely,

Joshua M. Johnson



## Senerth, Katherine

---

**From:** Andrulat, Carlene  
**Sent:** Wednesday, December 1, 2021 12:02 PM  
**To:** Booth, Ashley; Senerth, Katherine  
**Cc:** Maniscalco, Michael; Perry, Patricia; TaxCollector  
**Subject:** Refund Batch 7 for Town Council meeting  
**Attachments:** memo & excel scan for 12.20 meeting.pdf

Good morning,

Attached is refund batch #7 to be added to the agenda for December 20, 2021. Since Deb is no longer the clerk of the town council I didn't know who to forward this to, any help would be appreciated thank you. If you need anything else please let me know.

Best regards,

Carlene Andrulat  
Revenue Clerk

Collector of Revenue  
Town of South Windsor  
1540 Sullivan Ave.  
South Windsor, CT 06074

Phone: (860)-644-2511 ext. 321 | [Carlene.Andrulat@southwindsor-ct.gov](mailto:Carlene.Andrulat@southwindsor-ct.gov)



06  74

SWACT

JENNIFER R. HILINSKI SHIRLEY, CCMC, CCMO  
COLLECTOR OF REVENUE

# MEMO

**DATE:** December 1, 2021  
**FROM:** Carlene Andrulat  
**TO:** Ashley Booth & Kathy Senerth – Town Managers Office  
**SUBJECT:** Refund Batch #7 for Town Council – December 20, 2021  
Agenda  
**CC:** Michael Maniscalco, Town Manager  
Patricia Perry, Director of Finance  
**# OF PAGES:** 2

Please note that messages to and from the Town of South Windsor may be subject to public release in accordance with applicable laws.

I respectfully request the Town Council's consideration and approval of 35 refunds totaling \$8,744.54 as noted on the attached report. All refund request received by November 30, 2021 are included.





Name	Bill	Address	Prop Loc/Vehicle Info.	Reason	Over Paid
ALLY FINANCIAL	2020-03-0073270	P.O. BOX 9001951	2018/9312FD/LCHHXDGAHW137005	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(222.43)
ALLY FINANCIAL	2020-03-0073275	P.O. BOX 9001951	2017/AN11790/LCPJMDSDHWH651591	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(404.80)
ALLY FINANCIAL	2020-03-0073279	P.O. BOX 9001951	2018/AN12030/LCPJMDSDHWH651591	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(184.45)
ALLY FINANCIAL	2020-03-0073288	P.O. BOX 9001951	2019/AU21875/ZASPAKAWK7C95906	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(377.46)
CHALWERS WAYNE S	2020-03-0053730	130 DEBBIE LANE	2013/AN12040/3TMDUWENXNDXND10730	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(50.20)
CHALWERS WAYNE S	2020-03-0053731	130 DEBBIE LANE	2007/C194327/2CFCG15XK7193408	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(12.88)
CHASE AUTO	2019-03-5011758	PO BOX 901076	2017/295MTL/JT2SIAE31H189879	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(452.17)
CHIN YA C	2019-03-5004166	257 PENWOOD XING	2011/SONATA/J18C1BA782044285	Sec. 12-129 Refund of Excess Payments.	(13.44)
CONNECTICUT STEAM CLEANING INC	2020-03-0054424	PO BOX 354	2006/C016417/1A4GPA5R16857379	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(5.64)
CONNECTICUT STEAM CLEANING INC	2019-03-5004620	PO BOX 354	2003/C044868/1FTRE14223H801636	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(32.84)
CORELOGIC	2019-03-5003867	3 VICTORIAN WOODS LANE	3 VICTORIAN WOODS LANE	Sec. 12-129 Refund of Excess Payments.	(2,562.58)
CSC SERVICES LLC	2019-03-5006006	PO BOX 354	2011/C176026/ZCTFLUC9B65353862	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(250.01)
CSC SERVICES LLC	2019-03-5006008	PO BOX 354	2006/C176026/ZCTFLUC9B65353862	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(67.12)
CSC SERVICES LLC	2020-03-0054799	PO BOX 354	2006/C172882/1HGCRCF376A155233	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(111.34)
CSC SERVICES LLC	2020-03-0054800	PO BOX 354	2011/C176026/ZCTFLUC9B65353862	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(236.63)
CSC SERVICES LLC	2020-03-0054802	PO BOX 354	2006/C176026/ZCTFLUC9B65353862	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(151.82)
CSC SERVICES LLC	2020-03-0054803	PO BOX 354	2011/C189610/51811012WJ005207	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(209.70)
CSC SERVICES LLC	2020-03-0054813	PO BOX 354	2011/C21552/1FTNE2E4WBD82564	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(177.59)
ENTERPRISE FM TRUST	2020-03-0056957	9345 OLIVE BLVD.	2017/AE24307/3C5TRVAG4H5E0381	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(142.01)
FAIR TITLING TRUST	2020-03-0057258	PO BOX 24770	2017/AN12146/51NPZ2AF8H500838	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(845.78)
FAIR TITLING TRUST	2020-03-0057259	P.O. BOX 24770	2016/AT80688/1HGCRCF376A155233	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(276.76)
GORBORNO JOHN L	2020-03-0058861	5 WOODSIDE DR	2004/900C57/1D7HG42N745596416	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(69.14)
HONDA LEASE TRUST	2020-03-0060113	600 KELLY WAY	2019/AN4510/518TCH79KL001328	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(251.09)
HONDA LEASE TRUST	2020-03-0060198	600 KELLY WAY	2018/AN46172/516RWM7P591L014622	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(280.69)
HUANG WU KUANG & CHIN YA CHIN	2018-01-0004379	257 PENWOOD XING	11 KUPCHUNOS DRIVE	Sec. 12-129 Refund of Excess Payments.	(140.74)
HYUNDAI LEASE TITLING TRUST	2020-03-0060584	4100 WILDWOOD PKWY	2018/AN11876/KNDPMKAC1J7A04000	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(233.59)
MORRARTY MICHAEL J	2020-03-0065625	415 CHAPEL RD	2016/G0R4ZL/1K4FK88176D832627	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(9.20)
MUMFORD WILLIAM W 3RD	2020-03-0065626	415 CHAPEL RD	2003/00CTG/7J95F02023383134	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(1,158)
REICHEL BARBARA H	2020-03-0065833	945 CRYSTAL WATER WAY	2015/AM58370/WALUGFAKCF016977	Sec. 12-129 Refund of Excess Payments.	(116.99)
SULLIVAN DANIEL P 3RD	2020-03-0068876	151 WINDSORVILLE RD.	2012/RFARM5/ZFMDKAKCDA76586	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(48.05)
TOYOTA LEASE TRUST	2020-03-0071802	30 SPINNERS RUN	2016/683TRJ/1HGCRCF2F16A0M4362	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(35.13)
TOYOTA LEASE TRUST	2020-03-0072694	20 COMMERCE WAY SUITE 800	2018/AE68812/57D2ZRF1W5885771	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(143.64)
TOYOTA LEASE TRUST	2020-03-0072828	20 COMMERCE WAY SUITE 800	2017/C070526/1JUM17FX2H5L3013	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(841.10)
VW CREDIT LEASING LTD	2018-03-5024157	1401 FRANKLIN BLVD	2016/AD51044/NM112AFYGA332554	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(195.08)
VW CREDIT LEASING LTD	2019-03-5024428	1401 FRANKLIN BLVD	2017/568XWU/3VWDB745HW161680	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(123.87)
<b>Total of 35 Returns</b>					<b>(8,744.54)</b>

Drafted by: *Carlene Andrusak* Date: 12/1/21

Carlene Andrusak  
Revenue Clerk

Approved by: *Jennifer R. Hillinski-Shirley* Date: 1 Dec. 2021  
Jennifer R. Hillinski-Shirley  
Collector of Revenue, CCMC, CCMO



## Senerth, Katherine

---

**From:** Maniscalco, Michael  
**Sent:** Monday, December 13, 2021 12:04 PM  
**To:** Senerth, Katherine  
**Subject:** Fwd: [External][Town of South Windsor CT] Park & Rec Facility Planning Committee (Sent by David Goslin, drgoslin1@gmail.com)

### **Michael Maniscalco, MPA**

Town Manager  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074  
Tel: (860) 644-2511  
Fax: (860) 644-3781  
michael.maniscalco@southwindsor.org

Begin forwarded message:

**From:** "Maniscalco, Michael" <Michael.Maniscalco@southwindsor-ct.gov>  
**Date:** December 8, 2021 at 10:28:54 AM EST  
**To:** "Pendleton, Elizabeth" <Elizabeth.Pendleton@southwindsor-ct.gov>  
**Subject:** **Re: [External][Town of South Windsor CT] Park & Rec Facility Planning Committee (Sent by David Goslin, drgoslin1@gmail.com)**

This is a Council appointment but they certainly look like a good applicant

### **Michael Maniscalco, MPA**

Town Manager  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074  
Tel: (860) 644-2511  
Fax: (860) 644-3781  
michael.maniscalco@southwindsor.org

On Dec 8, 2021, at 10:13 AM, Pendleton, Elizabeth  
<Elizabeth.Pendleton@southwindsor-ct.gov> wrote:

Someone to consider



*Thank - you,*

*Mayor Elizabeth E Pendleton*

*Town of South Windsor*

*Cell - 860-310-8281*

---

**From:** Contact form at Town of South Windsor CT <cmsmailer@civicplus.com>  
**Sent:** Wednesday, December 8, 2021 8:34 AM  
**To:** Pendleton, Elizabeth  
**Subject:** [External][Town of South Windsor CT] Park & Rec Facility Planning Committee  
(Sent by David Goslin, drgoslin1@gmail.com)

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Hello lpendleton,

David Goslin ([drgoslin1@gmail.com](mailto:drgoslin1@gmail.com)) has sent you a message via your contact form (<https://www.southwindsor-ct.gov/user/636/contact>) at Town of South Windsor CT.

If you don't want to receive such e-mails, you can change your settings at <https://www.southwindsor-ct.gov/user/636/edit>.

Message:

Dear Mayor Pendleton,  
I would like to be considered for selection as committee member for the Park & Rec Facility Planning Committee. I feel my experience as a licensed architect can be of value to the committee. I also sit on the town's Architectural Design Review Board and am a member of the South Windsor Historical Society. My daughter, Alex, is an assistant director for the Park and Rec's Camp Discovery summer camp program, so I have some inside knowledge of their programs which could be beneficial as well. Thank you for your consideration.

Stay safe!



ORDINANCE #141

ORDINANCE ESTABLISHING  
AGRICULTURAL LAND PRESERVATION ADVISORY COMMISSION

BE IT ORDAINED BY THE TOWN COUNCIL OF SOUTH WINDSOR THAT:

Ordinance No. 113 is hereby repealed and the following Amended Ordinance enacted in its place:

SECTION 1: ESTABLISHMENT AND COMPOSITION:

An Agricultural Land Preservation Advisory Commission is hereby established consisting of twelve (12) members to be appointed by the Town Council as follows:

1. Four (4) residents of South Windsor who are either farmers or are otherwise associated with the agriculture industry.
2. A representative from the Hartford County Soil & Water Conversation District who is a resident of South Windsor.
3. A member or alternate of the South Windsor Inland Wetlands Agency/Conservation Commission.
4. A representative from the South Windsor Land Trust.
5. A resident of South Windsor, preferably with experience in or knowledge of real estate transactions or investments.
6. A resident of South Windsor employed by or associated with a banking or other financial institution.
7. Three (3) persons, at large, who are residents of South Windsor.

The members of the Commission shall be appointed for a term of three (3) years. All members shall hold office until their successors are appointed.

SECTION 2: ORGANIZATION:

The Commission shall elect, annually, its own Chairperson and Secretary and a Vice-Chairperson who shall act in the place of the Chairperson in the event of the Chairperson's absence or incapacity. However, the Chairperson, Vice-Chairperson and Secretary shall continue to hold such offices until their successors are elected.

The Commission shall establish its own rules and procedures for the conduct of its business. Otherwise, it shall follow Roberts Rules of Order where applicable and not in conflict with its own adopted rules and procedures.

The Commission shall establish a schedule of regular meetings. Special meetings may be called at any time by the Chairperson or upon written request of any seven (7) members. Seven (7) members shall constitute a quorum.





SECTION 3: PURPOSE:

The purpose of the Commission shall be to act in an advisory capacity to the Town Council by establishing farmland preservation priorities for the Town and conveying these priorities to the Town Council with specific recommendations as to what the Town Council, Town agencies and/or the Town government administration can or should do to maintain and promote a viable agriculture industry within the Town in accordance with such priorities.

SECTION 4: DUTIES:

The duties of the Commission shall be as follows:

1. Inventory and develop information and maps which show active and inactive farmland, prime and important farmland and farms in relation to zoning, inland wetlands, drainage basins, surface and groundwater, flood hazard areas, aquifers and recharge areas, and any other environmentally or resource sensitive areas.
2. Conduct surveys to gather information from farmers and other in the agriculture industry concerning attitudes, conditions and opinions about the future of farming and related activities and what actions would be required to maintain or enhance agriculture within the Town of South Windsor.
3. Promote the use of local agriculture products through displays, fairs, or any other method deemed appropriate by the Commission.
4. Sponsor an agriculture day or days to educate local citizens concerning the multiple benefits of a local agriculture industry and encourage the participation in such events by schools, farmers and community organizations.
5. If the Town, at any time, establishes an Agricultural Land Preservation Fund pursuant to the Connecticut Public Act 84-184 as amended, the Commission shall act as an advisor to the Town Council regarding said Fund.
6. Keep records of its meetings and its activities and submit an annual report to the Town Council.
7. Appoint advisors to assist it in the fulfillment of its duties as it deems appropriate.

This ordinance shall become effective ten (10) days after publication in a newspaper having a circulation in the Town of South Windsor.

Adopted at a regular meeting of the Town Council held on February 3, 1997

**LEGAL NOTICE**

Notice is hereby given that the following ordinance for the Town of South Windsor was duly adopted at the regular meeting of the Town Council held on February 3, 1997.

Ordinance #141  
AMENDMENT TO ORDINANCE #113  
"AGRICULTURAL LAND PRESERVATION  
ADVISORY COMMISSION"

Dated at South Windsor, CT this 4th day of February, 1997.

ATTEST: Liana T. Kuras  
Town Clerk

ATTEST:

  
Liana T. Kuras, Town Clerk



South Windsor CT Code of Ordinances

DIVISION 13. Agricultural Commission

Amendment to Ordinance #141

Sec. 2-396 – Establishment and composition

- (a) An Agricultural commission is established consisting of 12 members to be appointed by the town council as follows:
- (1) **(Four)** 2-4 residents of the town who are either farmers or are otherwise associated with the agriculture industry.
  - (2) A member or alternate of the South Windsor Inland-Wetlands Agency/Conservation Commission. \*
  - (3) A representative from the South Windsor Land Trust.
  - (4) A resident of the town, preferably with experience in, or knowledge of, real estate transactions or investments.
  - (5) A resident of the town employed by or associated with a banking or other financial institution.
  - (6) **(Three)** 3-6 persons, at large, who are residents of the town.
- (b) The members of the commission shall be appointed for a term of three years. All members shall hold office until their successors are appointed.  
(Ord. No. 141, Sec. 1, 2-3-97, Amended, 1/ /18)

Sec. 2-397 – Organization

- (a) The agricultural commission shall elect, annually, its own chairperson, secretary and vice-chairperson, who shall act in the place of the chair in the event of the chair's absence or incapacity. However, the chair, vice-chair, and secretary shall continue to hold such offices until their successors are elected.
- (b) The commission shall establish its own rules and procedures for the conduct of business. Otherwise, it shall follow Robert's Rules of Order, New Revised, where applicable and not in conflict with its own adopted rules and procedures.
- (c) The commission shall establish a schedule of regular meetings. Special meetings may be called at any time, with a 24-hour notice by the chair, or upon written request of any **(Seven)** FIVE members with a 24- hour notice. **(Seven)** FIVE members shall constitute a quorum.  
(Ord. No. 141, Sec. 2, 2-3-97, Amended, 1/ /18)

Sec. 2-398 – Purpose

The purpose of the Agricultural Commission shall be to act in an advisory capacity to the town council by establishing farmland preservation priorities for the town and conveying these priorities to the town council with specific recommendations as to what the town council, town agencies and/or the town government administration can or should do to maintain and promote a viable agriculture industry within the town in accordance with such priorities.

(Ord. No. 141, Sec. 3, 2-3-97)

Sec. 2-399 Duties

The duties of the agricultural commission shall be as follows:

- (1) Inventory and develop information and maps that show active and inactive farmland, prime important farmland and farms in relation to zoning, inland wetlands, drainage basins surface water and groundwater, flood hazard areas, aquifers, and recharge areas, and any other environmentally or resource sensitive areas.
- (2) Conduct surveys to gather information from farmers and others in the agriculture industry concerning attitudes, conditions, and opinions about the future of farming and related activities and what actions would be required to maintain or enhance agriculture within the town.
- (3) Promote the use of local agriculture products through displays, fairs, farmers market, *agritourism*, or any other method deemed appropriate by the commission.
- (4) Sponsor an agriculture day or days to educate local citizens concerning the multiple benefits of a local agriculture industry and encourage the participation in such events by schools, farmers, and community organizations.
- (5) If the town, at any time, establishes an agricultural land preservation fund, pursuant to C.G.S. 7-131q, act as an advisory to the town council regarding that fund.
- (6) We apply for Federal, State and Private Funds to improve town-owned property.
- (7) Keep records of its meetings and its activities and submit an annual report to the Town Council.
- (8) Appoint advisors and/or liaisons to other town commissions and committees dealing with farmland preservation and to assist them in the fulfillment of their duties.

(Ord. No. 141, Sec. 4, 2-3-97, Amended, 1/ /18)

## The Agriculture Commission MASTER PLAN: MAY 2017

### 1.3 Purpose

- Preserve and protect the three large rural areas indicated on Town Planning Maps
- the Farmland/Floodplain--of the Connecticut River (Main St. Greenway)
- the Central Wetlands —Sullivan Ave/Podunk River/Governor's Hwy/Nutmeg Rd North
- the Farmland/Wetlands/Abbe Rd/BarberHill Rd/Niederwifer Rd/to the Ellington line
- Protect Aquifers (groundwater resources) for future years and future water supplies
- Promote new concepts in neighborhood development as 'farming neighborhoods' which would include farmland areas (open space), or greenhouse farms, with produce shared by the homeowners.
- Develop and propose a 'Right to Farm' ordinance to the Town Council.
- Develop a method to coordinate and identify farmers who may be interested in selling Development Rights, or an outright land sale, or enter a partnership with the town to keep farms in agricultural use.
- Support the South Windsor Farmers Market in assisting local farmers by providing a retail option for their locally grown products.
- Promote Agri-Tourism in town (farm activities, farm events, farm festivals, tours).
- Support future development of Community Gardens in town.
- Develop and propose incentives to encourage local farms to offer Community Supported Agriculture (CSA) programs.
- Support and encourage farmers to enter the Public Act 490, which permits farmers to have their land assessed at current use rather than potential use, and reduce property taxes.
- Develop a method to promote the use of local produce in restaurants, schools, hospitals, and at town sponsored events.
- Conserve natural resources including maintaining optimum water quality and soil health.

### 2. Agriculture Commission-Definition

**The South Windsor Agriculture Commission, as created by the Town of South Windsor, shall examine, analyze, and recommend all such concepts, guidelines, and policies designed to preserve farmland, and support farming in the Town of South Windsor:**

- Conducting- inventories of present farmland
- Protecting- farmland, the business of farming, and natural resources
- Recommending- local farms for farmland preservation (PDR)
- Identifying- concerns of farmers in town policies and regulations
- Insuring- all town Commissions know the impact of policies on the farming community
- Increasing- public awareness regarding the benefits of local farms
- Identifying- ways for the town to support the business and land use needs of local farms
- Facilitating- farmer/neighbor conflict resolution
- Sponsoring- town celebrations of agriculture
- Supporting- the South Windsor Farmers Market
- Coordinating- with the Open Space Task Force to identify future land use policies, open space acquisitions, and the purchase of development rights for farmland
- Investigating- grants from the State of CT Ag Viability Grant Program—to create Agri-tourism in town, promote a farm-link program to help provide land to young and future farmers, and developing the Right to Farm Ordinance.



## Senerth, Katherine

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**From:** Pendleton, Elizabeth  
**Sent:** Thursday, December 16, 2021 9:19 AM  
**To:** Senerth, Katherine  
**Subject:** Fw: [External][Town of South Windsor CT] M. Kotulski: Manchester(Guitar Center)&SW(Sakura) (Sent by Melissa A. Kotulski, melissa.kotulski@aol.com)

Im reading

*Thank - you,*

*Mayor Elizabeth E Pendleton  
Town of South Windsor*

*Cell - 860-310-8281*

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**From:** Contact form at Town of South Windsor CT <cmsmailer@civicplus.com>  
**Sent:** Saturday, November 27, 2021 12:43 PM  
**To:** Pendleton, Elizabeth  
**Subject:** [External][Town of South Windsor CT] M. Kotulski: Manchester(Guitar Center)&SW(Sakura) (Sent by Melissa A. Kotulski, melissa.kotulski@aol.com)

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Hello lpendleton,

Melissa A. Kotulski ([melissa.kotulski@aol.com](mailto:melissa.kotulski@aol.com)) has sent you a message via your contact form (<https://www.southwindsor-ct.gov/user/636/contact>) at Town of South Windsor CT.

If you don't want to receive such e-mails, you can change your settings at <https://www.southwindsor-ct.gov/user/636/edit>.

Message:

Dear Manchester & South Windsor Leadership:

I enjoyed a pleasant evening in your jurisdictions on November 26, 2021. Alex and I followed our "jam session" among the wares of Guitar Center with a nice sushi dinner at Sakura.

Thank you for providing the opportunities for such lovely entertainment options in your area!

All the best,

Melissa A. Kotulski

CC -- Manchester local leaders (Mayor Moran, Chief Darby); Manchester state leaders (Representatives Rojas, Currey, Luxenberg, Doucette; Senator Cassano); Manchester federal leader (Congressman Larson)  
South Windsor local leaders (Mayor Pendleton; Chief Lindstorm); South Windsor state leaders (Representatives Currey & Delnicki; Senator Anwar); South Windsor federal leader (Congressman Larson)  
Connecticut State Leaders (Governor Lamont; Colonel Mellekas); Connecticut federal leaders (Senators Blumenthal & Murphy); White House (President Biden)

