

AGENDA

TOWN COUNCIL
COUNCIL CHAMBERS
SOUTH WINDSOR TOWN HALL

REGULAR MEETING
Monday, December 5, 2022
TIME: 7:00 P.M.

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Remarks

Councilor Lydecker
5. Adoption of Agenda

6. Communications and Reports from the 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 Kozikowski

Approval of November 21, 2022 Town Council Meeting Minutes

BE IT RESOLVED, that the South Windsor Town Council hereby approves the Minutes of the Regular Town Council Meeting of November 21, 2022.

9. Communication 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 the 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, and 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 the 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, and 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 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 the 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, and 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 the 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, and 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 sent to TownCouncilComments@southwindsor-ct.gov 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 the 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.

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 Paterna

A. First Reading

Motion to approve item 11 A 1 – 11 A 17 as a first reading on the consent agenda

1) Resolution reappointing Peter Anthony (D) as a member of the Patriotic Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Peter Anthony as a member of the Patriotic Commission for a term ending December 31, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

2) Resolution reappointing Cathy Gallagher (D) as a member of Library Board

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Cathy Gallagher as a member of the Library Board for a term ending November 30, 2026, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

3) Resolution reappointing Kathleen-Mary Sharos (D) as a member of the Library Board

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Kathleen Mary Sharos (D) as a member of the Library Board for a term ending November 30, 2026, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

4) Resolution reappointing Virginia Macro (D) as a member of the Historic District Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Virginia Macro (D) as a member of the Historic District Commission for a term ending November 30, 2027, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

(Consent agenda cont....)

5) Resolution reappointing Steve Carty (D) as a member of the Zoning Board of Appeals

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Steve Carty (D) as a member of the Zoning Board of Appeals for a term ending November 30, 2026, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

6) Resolution reappointing Joe Kennedy (D) as a member of the Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Joe Kennedy (D) as a member of the Agricultural Commission for a term ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

7) Resolution reappointing James Kupchunos (D) as a member of the Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints James Kupchunos (D) as a member of the Agricultural Commission for a term ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

8) Resolution reappointing Craig Zimmerman (D) as a member of the Public Building Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Craig Zimmerman (D) as a member of the Public Building Commission for a term ending November 30, 2026, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

9) Resolution reappointing Craig Zimmerman (D) as a member of the Cable Advisory Board

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Craig Zimmerman (D) as a member of the Cable Advisory Board for a term ending June 30, 2024, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

(Consent agenda cont....)

10) Resolution reappointing Sandra Jeski (D) as a member of the Demolition Delay Committee

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Sandra Jesku (D) as a member of the Demolition Delay Committee for a term ending December 31, 2024.

11) Resolution appointing Jeffrey L. Calissi (U) as a member of the Arts Commission

BE IT RESOLVED, that the Town of South Windsor hereby appoints Jeffrey L. Calissi (U) as a member of the Arts Commission for an undetermined term end date, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

12) Resolution reappointing Sandra Jeski (D) as a member of the Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Sandra C. Jeski (D) as a member of the Agricultural Commission for a term date ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

13) Resolution reappointing Cile Decker (D) as a member of the Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Cile Decker (D) as a member of the Agricultural Commission for a term date ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

14) Resolution reappointing Barbara Kelly (D) as a member of the Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Barbara Kelly (D) as a member of the Agricultural Commission for a term date ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

15) Resolution reappointing Edward Kasheta Jr. (D) as a member of the Agricultural Commission

(Consent agenda cont....)

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Edward Kasheta Jr. (D) as a member of the Agricultural Commission for a term date ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

16) Resolution reappointing Elizabeth McGuire (D) as a member of the Personnel Board of Appeals

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Elizabeth McGuire (D) as a member of the Personnel Board of Appeals for a term date ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

17) Resolution reappointing Edward O'Connell (D) as a member of the Public Building Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Edward O'Connell (D) as a member of the Public Building Commission for a term date ending November 20, 2026, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

Councilor Gamble

B. Second Reading

Motion to approve items 11.B 1 through 11.B 12 as a second reading on the Consent Agenda

1) Resolution reappointing Stephanie Dexter (R) to the Demolition Delay Committee

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Stephanie Dexter as a member of the Demolition Delay Committee for a term ending December 31, 2024.

2) Resolution reappointing Tim Shepard (R) as a member of the Demolition Delay Committee

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Tim Shepard (R) as a member of the Demolition Delay Committee for a term ending December 31, 2024.

(Consent agenda cont....)

3) Resolution reappointing Justin Bordua (R) as a member of the South Windsor Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Justin Bordua (R) as a member of the South Windsor Agricultural Commission for a term ending November 30, 2025.

4) Resolution reappointing James Futtner (R) to the South Windsor Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints James Futtner (R) as a member of the South Windsor Agricultural Commission for a term ending November 30, 2025.

5) Resolution reappointing Frank Niederwerfer (R) as a member of the South Windsor Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Frank Niederwerfer (R) as a member of the South Windsor Agricultural Commission for a term ending November 30, 2025.

6) Resolution reappointing Tim Shepard (R) as a member of the South Windsor Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Tim Shepard (R) as a member of the South Windsor Agricultural Commission for a term ending November 30, 2025.

7) Resolution reappointing Tad Bistor (R) as a member of the Historic District Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Tad Bistor (R) as a member of the Historic District for a term ending November 30, 2027.

8) Resolution reappointing Carolyn Carey (R) as a member of the Human Relations Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Carolyn Carey (R) as a member of the Human Relations Commission for a term ending November 30, 2025.

(Consent agenda cont....)

9) Resolution reappointing Arthur Sladyk (R) as a member of the Patriotic Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Arthur Sladyk (R) as a member of the Patriotic Commission for a term ending December 31, 2025.

10) Resolution reappointing Natalie O'Brien (U) as a member of the South Windsor Arts Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Natalie O'Brien (U) as a member of the South Windsor Arts Commission for a term ending December 31, 2024.

11) Resolution reappointing William Keohane (R) as a member of the Redevelopment Agency

BE IT RESOLVED, that the Town of South Windsor hereby reappoints William Keohane (R) as a member of the Redevelopment Agency for a term ending December 31, 2027.

12) Resolution reappointing Nick Jones (R) to the South Windsor Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Nick Jones (R) as a member of the South Windsor Agricultural Commission for a term ending November 30, 2025.

C. Miscellaneous

None

12. Unfinished Business

A. Discussion item: Draft resolution regarding purchasing exemptions

WHEREAS, Conn. Gen. Stat. § 4a-53a allows the Commissioner of Administrative Services (the "Commissioner") to serve as the contracting agent for a group of three (3) or more municipalities that seek to purchase supplies, materials or equipment, upon the request of the such group, provided that (1) the Commissioner determines that the group will achieve a cost savings through the Commissioner serving as the contracting agent, and (2) such cost savings are greater than the administrative costs to the State; and

(Unfinished business cont....)

WHEREAS, Conn. Gen. Stat. § 7-148v(b) allows the Town of South Windsor (the “Town”) to purchase equipment, supplies, materials or services from the list of eligible entities listed in the statute; and

WHEREAS, The Town is constrained in its ability to purchase equipment, supplies, materials pursuant to the Town Charter Section 714 (“Section 714”); and

WHEREAS, pursuant to Section 714, the Town has a \$5,000 cap on purchases without the Town Manager, Michael Maniscalco inviting sealed bids or proposals or getting the Town Council to waive such bidding process; and

WHEREAS, Section 714 is a constraint on the Town’s ability to achieve cost savings because during the waiver process, supplies disappear, or the opportunity to implement cost savings has changed; and

WHEREAS, the Town Council has determined that requiring sealed bids for purchases greater than \$5,000 is not in the best interest of the Town; and

BE IT RESOLVED, that notwithstanding Section 714, the Town Council authorizes the Town Manager, Michael Maniscalco to participate with the State of Connecticut contracting programs for the purchase of supplies, materials or equipment pursuant to Conn. Gen. Stat. § 4a-53a.

BE IT FURTHER RESOLVED, that notwithstanding Section 714, the Town Council authorizes the Town Manager, Michael Maniscalco to purchase equipment, supplies, materials or services from the list of eligible entities listed in Conn. Gen. Stat. § 7-148v(b).

BE IT FURTHER RESOLVED, that notwithstanding Section 714, the Town Council has determined that the \$5,000 threshold requiring sealed bids for the purchase of equipment, supplies or materials is an impediment to the efficient operations of the Town, and is not in the best interests of the Town, and hereby authorizes the Town Manager, Michael Maniscalco to waive the bidding requirements for the purchase of equipment, supplies or materials for contracts valued at \$25,000 or less for the remainder of the fiscal year.

13. New Business

A. Presentation Pleasant Valley Road bridge replacement project and detour alternatives, with discussion (Vincent Stetson and Jeff Doolittle to be present)

(New Business cont....)

Councilor Evans

B. Discussion adopting the Ordinance for the Social Justice Racial Equity Commission

See attached **exhibit A**

Councilor Lopez

C. Resolution approving the Town Council's 2023 Meeting Dates

BE IT RESOLVED, that the South Windsor Town Council hereby approves the meeting dates for the 2023 Town Council meetings, as fully described on **exhibit B**

14. Passage of Ordinance

None.

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. The speaker(s) shall limit their speaking time to five (5) minutes.

16. Communications from the Council

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).

None.

18. Adjournment

Town Council

Town of South Windsor

Minutes

**Monday, November 21, 2022
7:00 pm**

1. Call Meeting to Order

The Town Council Regular Meeting was called to order at 7:00pm.

2. Pledge of Allegiance

3. Roll Call

Members present Councilor Evans
 Councilor Koboski
 Councilor Lopez
 Councilor Paterna
 Mayor Pendleton
 Deputy Mayor King
 Councilor Kozikowski
 Councilor Lydecker

Others present: Michael Maniscalco, Town Manager
 Scott Roberts, Assistant Town Manager/ CIO/ Emergency Mgmt.
 Vanessa Perry, Assistant Town Manager/ HR Director

4. Mayor's Remarks

Mayor Pendleton begins her remarks. Good evening, South Windsor, I would like to take this opportunity to mention a few things before I begin.

My Comments tonight come with 2 warnings, now that's a scary thought right, the Mayor is giving us warnings before she speaks. Trust me, there's no reason to be nervous, it won't be that bad. Are you ready?

Warning #1 - In all the years I have been on the Town Council I don't ever recall a Mayor taking the time to say or do what I'm about to say or do...some could say, it could be considered a little unconventional. But that's O.K. Because unconventional is a good thing sometimes in certain circumstances.

Okay, now for the second warning, brace yourselves...

Warning #2 - I know I'm known for having shorter meetings than we had with past councils, which by the way, is greatly appreciated by many. We are still able to accomplish the task at hand and get the job done...This council is amazing! Unfortunately, tonight, I may not live up to the shorter meeting expectations and I ask that you please indulge me a moment of your time and bear with me because this meeting may run a little longer than usual due to everything I have to say, and I truly hope you won't be disappointed.

So, with that said, I would like to begin...

Since it is the season of thanksgiving and giving, words of gratitude and appreciation are very appropriate and go a long way. A simple THANK YOU or I APPRICIATE YOU could positively affect someone's

life and brighten their day, and the best part is, saying these simple words don't cost you anything and can be said all year round not just now.

This council and myself as your Mayor have been in position for 1 year, so in celebration of our 1-year anniversary, I would like to take this opportunity to relay my heartfelt words of gratitude and appreciation to so many people that provide services to our residents and businesses in our community on a daily basis.

I would like to reflect upon the past year and the accomplishments we have achieved together as a council, working with town staff or collaborating with the Board of Education. I would also like to point out the various highlights of each of our departments, a year in review if you will.

I would like to begin by calling up the Vice - Chair of the Board of Education Jessica Waterhouse.

Thank-you Jessica for being here in place of the Chair of the Board of Education Craig Zimmerman.

Jessica, all too often, the Board of Education only interacts with the Town Council when its concerning money. Well tonight you're here for a special reason and it has nothing to do with money. this is a free gift if you will...

I would like to thank you and all the elected officials on the Board of Education for their dedication to South Windsor's children by volunteering and giving of their time, energy and effort. Thank you to the Board of Education staff, from the custodians to the superintendent and everyone in between who faithfully and dutifully show up to their jobs and positivity affect our children's lives. Most importantly, thank you for working collaboratively with the town council and town staff to achieve and meet the new school's needs. Please take my words of gratitude back to the staff and pass it along to everyone involved in our school system. Keep up the great job of educating our children!

Now, I would like to address our town staff and their departments. I feel it's very important to acknowledge and praise the employees of our municipality for the many hours, ideas, and hard work they put in for betterment of our whole community. I have a listing in front of me with some of the highlights each department accomplished over the past year or any major project or projects that were completed.

Since Mr. Maniscalco is the Town Manager and CEO of our town, I am going to ask him to read this listing that was provided by his staff pointing out various highlights or accomplishments for each department.

2022 Department Accomplishments

Mr. Maniscalco begins detailing the accomplishments of each department.

BUILDING DEPARTMENT

Opening of Costco on a very fast track schedule. The department also had personnel changes and was able to keep up with permits and inspections.

ENGINEERING

Main Street Bridge was a huge challenge but once the permits and approvals were realized, the project was completed in nearly 6 months, that's 2 months earlier than scheduled and the project was also completed \$70,000 under budget.

Buckland Road was milled and paved in less than a month limiting impacts to surrounding businesses. This project was also completed ahead of schedule and within budget.

FINANCE DEPARTMENT

During the 21/22 Fiscal Year, the Finance Department accomplished:

- The Assessor's office compiled and submitted the 10/1/21 Grand List on time to OPM, recording a growth of 2.91% or \$3.2m estimated additional revenue.
- The Collector of Revenue attained a collection rate of 99.50% and held a tax-sale, which exceeded prior-year and interest budgeted revenues by \$2.6m.
- The Finance office completed the Town's June 30, 2021, delivered the Audit on time to OPM and received the Annual Comprehensive Financial Report (ACFR) award designation from the GFOA for the fourth time.

Each of these above factors contributed favorable to the upgrade of our bond rating to a AAA rating by Standard and Poor. Something we were working on for many years and finally achieved...

FIRE MARSHALLS OFFICE

Performed a successful town wide disaster tabletop exercise conducted by Texas A&M Engineering Extension Services. All town departments participated creating a great team building event with after action items to work on.

Construction of VMP communication tower and communication infrastructure upgrades. All preliminary work, planning, and ordering for communication infrastructure updates on the Sand Hill tower were completed.

FIRE DEPARTMENT

- Placing the new Support Vehicle (FP9) in service as well as increasing our Support Company (Company 6) membership.
- Placing the New Heavy Duty Rescue Truck in service
- Board of Fire Commissioners - Re-Appointment of Chief Cooney for another five (5) year term
- Completed phase three (3) of Door FOB and Exterior Camera Project
- Replaced hazardous apparatus floor at Station 3
- Successful Annual (2nd) RESCUE WEEKEND - Bringing over 100 Firefighters from over 45 different FD's to South Windsor
- Installed new electronic sign at Fire HQ

FLEET SERVICES

Implemented a new hook lift approach to the overall fleet resulting in the creation multi-use trucks. The trucks can be a flatbed truck, a dump truck, a salt sander, a leaf box, or a water trucks, creating flexibility, efficiencies and improving safety for our staff.

Fleet services also enhanced their vehicle preservation program. Undercoating several trucks to prevent the spread of corrosion and in turn will also make the mechanics job easier because they won't struggling be with rusty stuck bolts or premature wear of parts.

HEALTH DEPARTMENT

Applied for and received a second Enhanced Laboratory Capacity grant from the Department of Public Health to support additional staff. This additional staff completed a comprehensive Community Health Needs Assessment of our town which resulted in setting the health education priorities and guides future health department programming for this department and South Windsor. This report details many aspects of health in South Windsor that are otherwise not captured, and the report is available to view on our Towns website.

HUMAN RESOURCES

Performed many interviews throughout the year due to personnel changes in various departments making sure our departments are fully staffed.

Vanessa was also instrumental in Union Contract Negotiations with multiple collective bargaining units resulting in positive outcomes for all.

HUMAN SERVICES DEPARTMENT

Is using ARPA funds to provide behavioral health services for youth and adults including one on one therapy, groups and a bereavement group. South Windsor was the first town in the area to provide this, starting in October 2021, by increasing current part time youth counselors, hiring additional staff as well as contracting with Intercommunity Health Care to provide services. This is a direct response of seeing the increased need because of Covid-19 and the state of the world.

Human Services has also been able to respond to the financial needs of residents effected by the Covid-19 pandemic by using ARPA funds to assist residents with their bills while they struggle to make ends meet. These funds are in addition to the Fuel Bank, Food Bank, and Special Needs Fund, which are all private donations from the community.

IT DEPARTMENT

The largest project that the Information Technology Department completed during Fiscal Year 2021-2022 was migrating our on-premises email system to cloud-based O365. This involved closely coordinating with outside technical resources. We completed this project in a timely fashion. As a result, our email is now accessible from anywhere there is reliable internet connectivity, enabling us to remain in touch anywhere in the world.

Another major accomplishment was the migration of all users to a new multifactor authentication (MFA) application. The new application is easier to manage, and we greatly improved network security.

PARKS AND RECREATION

After a year of planning, challenges and thinking out the box, the Park and Recreation completed the much-anticipated Pickleball courts at Rye Street Park. The outdoor facility opened for our community on October 24! The department is very excited to offer this recreation space to continue the growth of the sport.

The Parks and Recreation also had a very successful second season with the Farmers Market! The market ran from May through October and had an average of 1,300 community members attend each Saturday. The department implemented improvements to the market resulting in nearly doubling our local vendors and provided healthier food options and local business shopping opportunities to our community.

PLANNING DEPARTMENT

In responses to changes in legislation, the Planning Department worked with the Planning and Zoning Commission to create new regulations to streamline the creation of accessory apartments in town. With the change to our Zoning Regulations, it is now easier for residents to create accessory apartments, while still allowing the Planning and Zoning Commission requirements on size and ownership of these apartments. This accomplishment aligns with Town's newly adopted Affordable Housing Plan.

Also, the planning staff have engaged the community on invasive species and managements through in person workshops and displays at Wood Memorial Library and through the ongoing development of the educational trail behind Town Hall. By providing educational opportunities to people of all ages but especially young children, we hope this encourages more people to get outdoors and to further learn about invasive species while raising awareness on how to manage these species in their own backyards.

POLICE DEPARTMENT

"The dominant theme at the Police Department over the last year has been that of change. We have seen changes to our facility, our practices, and our personnel. The process of encountering and embracing

these changes without interrupting our service to the Community translates directly to, and defines, our accomplishments.

As we continue to navigate the waters of change, we often rely on our longstanding Mission Statement to steer and guide us. This past year, two tenets of our Mission Statement under which significant accomplishments were made are “Keeping the Department Modern” and “Responsive to the Public’s Needs.”

The biggest accomplishment in the arena of modernity has been the upgrades made to our police facility and infrastructure. Most noticeable is the perimeter fence that was installed with automated gates and provides site security that protects critical town infrastructure such as vehicles, radio towers, communication equipment sheds, and fuel storage tanks. Less noticeable but no less important, is the renovation and expansion of the Women’s Locker Room which has created a ripple effect of renovation and repurposing of the areas adjacent to the Locker Room. This project is modernizing our facility and making it more conducive to our modern workforce.

In the area of “Responsive to the Public’s Needs”, the department continued to embrace the changes called for by this era of police reform and the Department officially applied for accreditation. This application marks a milestone in our agency’s demonstration that we are employing nationally recognized best practices with modern polices and standards. Tangential to the accreditation process are several initiatives that we started locally. For instance, an internal Fair and Unbiased Policing workgroup here at the police department was developed. The members of this group volunteered for this assignment, they met monthly to discuss, review, and address a variety of discussion points, topics, and trends. This work group has done excellent work and already brought to the surface changes in practice that can better serve South Windsor and ensure that the police department continues to provide a public safety product that is fair and professional.

Proudly, I report that neither renovation, nor reform, have disrupted our ability to answer approximately 30,000 calls for service in the last year. Police personnel have saved lives, solved crimes, assisted victims, and connected with the Community with a very high degree of success, and we will continue to do so for years to come."

PUBLIC BUILDINGS DIVISION

Removed and replaced all the carpeting on the first floor of the Public Library.

Through Eversource’s Small Business Energy Advantage Program we were able to upgrade the lighting inside the library building and received a substantial incentive for the upgrades. This change resulted in the energy use for the lighting being cut in half.

REFUSE/RECYCLING

Diverted over 2300 tons of material from the waste stream through the single stream, textile, electronic and scrap metal recycling programs. This saved \$190,000 in MSW tip fees.

STREET SERVICES

Had a management group study the snow removal program and determined that there was value to be found by acquiring additional plow trucks allowing us to able to transition away from hired plow

contracted services. This would not only create more control of the quality of the plowing but also create an estimated financial savings between 60k to 120k depending on the amount of snowfall.

Street services has also been finding more value with their operating budget. Taking savings realized throughout the year to mill and fill known pothole problem areas in Town. This year the program milled and filled nearly 5,000 square yards of poor condition roadway at various locations in town, providing a better quality of ride for residents and saving time and money on repeatedly patching the same potholes annually.

Street services continues to collaborate with other divisions of the town with many other projects. Having the town staff perform these tasks on various projects as opposed to outsourcing, results in a financial savings that are beneficial to the town's taxpayers. Examples of the town department collaborations are, the Fire Marshalls office with installing electrical conduit for the cell phone tower, the police department install of security gates at Vibert Road, Water pollution control with plant improvements, and many, many more.

TOWN MANAGER

Continued Economic Development with respect to the revitalization of the Promenade shops at Evergreen Walk 2.0

Negotiated the purchase and development of the Scantic River Property to create a Scantic River Blue Way Park for our community members.

WPCA

The WPCA allocated \$2.5m in ARPA funding that would have otherwise cost rate payers an additional \$192 to fund.

UV Disinfection is under design and expected to be in construction within the next year, at a cost of \$1.2 million. This upgrade will further improve our disinfection processes, reduce our energy consumption and improve our discharge.

Phase IV Sewer Improvements was the last phase of the 2015 sanitary sewer evaluation study recommended improvements. The improvements included lining 40 pipe segments totaling 6,165 feet which cost \$1 million dollars. The cost to dig/replace piping is estimated to be \$1.7 million dollars and we also rehabbed 28 manholes in various capacities.

Mayor Pendleton goes on to say, thank you, Mr. Maniscalco, I'll take it from here.
Hang in there, I'm almost done...

As you have heard the many highlights or accomplishments from each department, please be aware it takes quality employees to make all this happen. I would like to say thank you, to all the staff for these amazing highlights or accomplishments that were achieved this past year.

Your collaboration with each other resulted in financial savings for the town.
Your ability to think out of the box creating new ways of doing business resulting in new programs or a cost savings to the town.
Your ability to address the needs of South Windsor by creating regulations, opportunities to purchase healthy food, welcome a new sport or providing much needed mental health services to our residents.
Thank you for your forward thinking, improvements, educational opportunities and financial savvy resulting in savings for our taxpayers.
Thank you, to our first responders including our dispatchers for the continue protection and services you provide to our community.

Here in South Windsor, we are very fortunate to have creative, intelligent, exemplary employees who get the job done! We appreciate you and look forward to another great year!

I would be remiss if I didn't mention our other staff that offers so many direct services to our community members in various ways on a daily basis.

PUBLIC LIBRARY

I'd like to thank the South Windsor Public Library for offering over 500 in-person programs along with a variety of programs virtually.

They also ordered over 19,000 items for South Windsor residents from other libraries across the State and Country through the Inter-library Loan systems.
Thank you, Mary, for making sure our residents can still utilize the inter-library loan system here in CT!

REGISTRARS OF VOTERS

The South Windsor Registrars of Voters for handling the task of informing nearly 900 voters of the new redistricting in town and where their new voting location would be. They accomplished this by mailing letters in March, August and October out each impacted voter.

The registrars of voters conducted two major election events this year. One being the Democratic and Republican primaries that were held on August 9th and the other being the Gubernational Election that was held on Nov. 8th. All polling locations were staffed and ready for voter turnout.

Our very own Democratic Registrar Sue Larsen was awarded the Medallion Award from the National Secretaries of State for her outstanding leadership as President of the Registrar of Voters Association during the 2020 Presidential Election.

Congratulations Sue!!!

TOWN CLERK

The Town Clerk's office for being the records management and information center for the Town.

The Connecticut General Statutes and Town Charter charge the staff with hundreds of functions here are only just a few:

- Record, report and maintain all land records
- Maintain birth, death and marriage records of South Windsor residents and those vital events that occur in South Windsor
- Issue certified copies of vital records
- Issue marriage licenses
- Issue dog licenses and maintain records
- Process and record all Town resident notary appointments
- Issuance and processing of Absentee Ballots
- Record and maintain election results
- Process and publish Town ordinances
- Accept lawsuits and claims for filing
- Implemented the Department of Public Health's new Electronic Death Registration System in the office

Thank you, Town Clerks office, for being the guardian of the most vital documents of our residents and community!

I would also like to recognize the 2 employees that have direct contact with the Town Council...

TOWN ATTORNEY

Thank you for coming on board and dealing with our legal matters resulting in positives outcomes for the town

The legal advice offered to our council and staff and

For your availability and timely response to the town staff and town council

And the last of the staff I would like to recognize is the most important staff member this council has, and that is the...

CLERK OF THE COUNCIL

Thank you for jumping in and learning as quickly as possible and dealing with the challenges and the many aspects of your position. You are an invaluable and integral part of the TEAM and I and we sincerely appreciate you!

And now last, but far from least, our Town Council Members!

I would like to point out this month we are celebrating our one-year anniversary together. A year ago, at our first meeting we changed our seating arrangement to unify our ability to work well together, it seems to have worked. I also asked all council members to remember these three components while

conducting our business meetings, self-respect, mutual respect, and decorum, this we also accomplished at every meeting and again, I thank you!

I would like to express my deepest gratitude to each and every one of you, for your time, ideas, collaboration and respect we have shared together over the past year, it certainly has made our job much easier.

Ya know, we're probably the most under-appreciated people in our community because we're the ones who set the mill rate which ends up in the math equation that generates the tax bills.

However, folks need to remember the tax bill is what helps pay for the services they receive and all those highlights and projects that were mentioned above and so much more. It also pays the staff that completed those projects, the Board of Education staff who teach our children, along with others that make South Windsor an amazing community to live in!

We make a great team and have accomplished so much over this past year while maintaining transparency, listening to each other, listening to our citizens, and listening to our town manager. I look forward to working with all you and the progress this Council will achieve over the next year. We can accomplish even more exciting things by working together with continues support of our economic development and redevelopment, infrastructure, budgets, Capital Improvements, first responders, schools, inclusivity, and a permanent home for our Parks and Recreation Department! Thank you!!!

Now I can't forget to recognize the many volunteers of our community from the Fire Department to the American Legion and the other civic groups of community, the volunteers on our Boards, Commissions, and committees who are all instrumental in making so many programs and events happen. I Thank you!

In closing I would like to say...

This is the season of giving thanks and gratitude is one of the many positive emotions one could have. It's about focusing on what's good in our lives and being thankful for the things we have and saying so. Gratitude is pausing to notice and appreciate the things that we often take for granted, like having an amazing community to live in, created by so many people...and for that, I say a very heartfelt THANK YOU to everyone who is involved in making South Windsor a great place to live, work, learn, and play!!!

5. Adoption of Agenda

- **Councilor Lydecker**

-

- Motion was seconded by Deputy Mayor King. Councilor Paterna makes a motion to move item 13 A, discussion of revaluation presented by Mary Huda right after the adoption of the agenda. Councilor Evans seconded the motion to revise the agenda. Councilor Kozikowski makes a motion to adopt the revised agenda, the motion was seconded by Councilor Paterna. **MOTION PASSES.**

6. Communications and Reports from the Town Manager

Mr. Maniscalco updates the council on some daycare legislation that the State of Connecticut recently passed. Public Act 22-81 which allows municipalities to provide assessment ferals to daycares within their communities by passing an ordinance. The abatement can be up to five years and up to 100% of the property value. The town does not have a definitive list of daycares within the community. If each daycare was eligible for an abatement that would cost the town \$204,525 a year or \$1,022,625 over the lifespan of the abatement agreement. Mr. Maniscalco says that should council members be interested, he can work with them and draft a plan accordingly.

As the holiday season approaches, Mr. Maniscalco reminds everyone that the food bank is still accepting donations. Over the coming months planning for road paving will begin. The plans will be available on the Town website.

Scott Roberts thanks Mr. Maniscalco and begins the Emergency Management Presentation given by the IT Department. This presentation highlights how to prepare for sever weather and how to pack a go bag in case of an emergency. Details, including a list of supplies to pack can be found on the South Windsor Town home page under Emergency Management.

Per Deputy Mayor King's request, Mr. Maniscalco and Mr. Roberts will look into the reverse 911 system to send an email or alert to make the public aware of updates and changes.

13 A Discussion of the Revaluation:

Mary Huda approaches the podium. The 2022 personal property declarations have been filed. The majority of personal property declarations have been received. Those that have not filed or have received an extension will be penalized accordingly, based on the assets on file. If those that have not filed failed to do so by the time the grand list comes out, that will be an estimate. The penalty will then be calculated based on the estimate.

All Connecticut municipalities are required by state statute to revalue. The revalue includes all parcels within the town boundaries on a given five-year cycle. A complete revaluation of all the real-estate in town results in the uniformity of real property valuations and secures a more equitable distribution of the property tax burden. This ensures that everyone is responsible for their fair share, no more, no less. Also required by statute, is to make sure that the Town continues to receive state funding.

November 14th through the beginning week of December, the assessor's office will be holding informal hearings. The assessor's office is more than willing to work with tax payers to go over the assessment. November and December, they will be working on finalizing the personal property declarations and applying exemptions. December 5th, they will be receiving the motor vehicle records from DMV. December 20th is the target date for the adjustment letters. The Town assessor's office is looking to meet a deadline of January 26, 2023. The grand list will be signed January 31, 2023. This will give the council their starting point for their budget process. This will give a net value of the overall town properties. Ms. Huda references the assessors page on the town website to use as a tool. Overall, the town increased about 26%, that is prior to adjustments that are being looked at now.

Councilor Lydecker asks if it is possible to roll out the increase, or in other words ease the burden. Ms. Huda explains that in terms of taxes, there is no such possibility. For assessment purposes there is a municipal local option.

Councilor Evans asks if there may be some changes to numbers. Once the grand list goes out, there will be change in the overall tax value that tax payers are seeing. The mill rate is what will affect the taxes.

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 Koboski

Approval of November 7, 2022 Town Council Meeting Minutes

BE IT RESOLVED, that the South Windsor Town Council hereby approves the Minutes of the Regular Town Council Meeting of November 7, 2022.

Motion was seconded by Councilor Lydecker the motion passes with unanimous voice vote.
MOTION PASSES.

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

Councilor Lydecker reports that the Board of Education is holding a presentation about student enrollment on November 22, 2022. Councilor Lydecker encourages council members and tax payers to tune in.

Councilor Evans brings up the Social Justice Racial Equity Commission. She asks fellow council members to consider taking a look at this commission. The commission has experienced difficulties finding meeting times and dates, there are only five appointed commissioners, with four remaining seats. In order for a meeting to take place, all members must be present. When the commission was created in June of 2021, the ordinance was created in such a way to be as non-political as possible. Now, Councilor Evans asks the rest of the council if they would consider adjusting the ordinance. She notes that the Republican Town Committee has only brought forth one member. Councilor Evans invites members of the community to give feedback about the commission and share their thoughts with the council.

Councilor Kozikowski reports on behalf of the Planning and Zoning Commission. At the meeting on Tuesday, November 15, 2022 they approved two plans. One is for the expansion of a 30,000 square foot building at the scrap metal facility on Nutmeg Road North. The other, is an expansion of the solar farm on Rye Street, Sullivan Avenue.

10. Reports from Committees

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.]

A. First Reading

Deputy Mayor King made a motion to approve items 11 A 1- 11 A 12 as a first reading on the consent agenda. The motion was seconded by Councilor Koboski the motion passes with unanimous voice vote. **MOTION PASSES.**

1) Resolution reappointing Stephanie Dexter (R) to the Demolition Delay Committee

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Stephanie Dexter as a member of the Demolition Delay Committee for a term ending December 31, 2024, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

2) Resolution reappointing Tim Shepard (R) as a member of the Demolition Delay Committee

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Tim Shepard (R) as a member of the Demolition Delay Committee for a term ending December 31, 2024, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

3) Resolution reappointing Justin Bordua (R) as a member of the South Windsor Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Justin Bordua (R) as a member of the South Windsor Agricultural Commission for a term ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

4) Resolution reappointing James Futtner (R) to the South Windsor Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints James Futtner (R) as a member of the South Windsor Agricultural Commission for a term ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

5) Resolution reappointing Frank Niederwerder (R) as a member of the South Windsor Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Frank Niederwerder (R) as a member of the South Windsor Agricultural Commission for a term ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

6) Resolution reappointing Tim Shepard (R) as a member of the South Windsor Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Tim Shepard (R) as a member of the South Windsor Agricultural Commission for a term ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

7) Resolution reappointing Tad Bistor (R) as a member of the Historic District Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Tad Bistor (R) as a member of the Historic District for a term ending November 30, 2027, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

8) Resolution reappointing Carolyn Carey (R) as a member of the Human Relations Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Carolyn Carey (R) as a member of the Human Relations Commission for a term ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

9) Resolution reappointing Arthur Sladyk (R) as a member of the Patriotic Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Arthur Sladyk (R) as a member of the Patriotic Commission for a term ending December 31, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

10) Resolution reappointing Natalie O'Brien (U) as a member of the South Windsor Arts Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Natalie O'Brien (U) as a member of the South Windsor Arts Commission for a term ending December 31, 2024, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

11) Resolution reappointing William Keohane (R) as a member of the Redevelopment Agency

BE IT RESOLVED, that the Town of South Windsor hereby reappoints William Keohane (R) as a member of the Redevelopment Agency for a term ending December 31, 2027, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

12) Resolution reappointing Nick Jones (R) to the South Windsor Agricultural Commission

BE IT RESOLVED, that the Town of South Windsor hereby reappoints Nick Jones (R) as a member of the South Windsor Agricultural Commission for a term ending November 30, 2025, and postpones consideration of this motion until the Town Councils next regularly scheduled meeting.

B. Second Reading

Councilor Paterna made a motion to approve items 11.B 1 through 11.B 3 as a second reading on the Consent Agenda. Councilor Lopez seconded the motion, motion passes with unanimous voice vote. **MOTION PASSES.**

1) Resolution appointing David Basile (D) as a member of the Water Pollution Control Authority

BE IT RESOLVED, that the Town of South Windsor hereby appoints David Basile (D) as a member of the Water Pollution Control Authority to fulfill the unexpired term of Carol Fletterick (D) for a term ending November 30, 2025.

2) Resolution appointing Mitchell Marks (D) as a member of the Human Relations Commission

BE IT RESOLVED, that the Town of South Windsor hereby appoints Mitchell Marks (D) as a member of the Human Relations Commission to fulfill the unexpired term of Mary Justine Hockenberry (D) for a term ending November 30, 2024.

3) Resolution appointing William Wollschlager (D) as a member of the Housing Authority

BE IT RESOLVED, that the Town of South Windsor hereby appoints William Wollschlager (D) as a member of the Housing Authority to fulfill the unexpired term of Marion Burke (D).

C. Miscellaneous

None

12. Unfinished Business

13. New Business

A. **Discussion item: Revaluation Mary Huda to be present**

Councilor Kozikowski made a motion for the following resolution:

B. Resolution approving Town Manager, Michael Maniscalco to accept and execute a STEAP Grant from the State of Connecticut for the reconstruction of Kennedy Road

WHEREAS, The Town of South Windsor has been awarded a grant from the State of Connecticut Small Town Economic Assistance Program in the amount of \$478,100 for the reconstruction of Kennedy Road; and

BE IT RESOLVED, that the South Windsor Town Council authorizes Town Manager, Michael Maniscalco on behalf of the Town of South Windsor accept a 2022 Connecticut STEAP Grant in the amount of \$478,100 for the reconstruction of Kennedy Road; and

BE IT FURTHER RESOLVED, that Town Manager, Michael Maniscalco, is hereby authorized to enter into and execute any and all agreements, contracts, and documents necessary to obtain said 2022 STEAP Grant with the State of Connecticut.

Motion was seconded by Councilor Evans the motion passes with unanimous voice vote.
MOTION PASSES.

C. **Discussion item: Draft resolution regarding purchasing exemptions**

WHEREAS, Conn. Gen. Stat. § 4a-53a allows the Commissioner of Administrative Services (the “Commissioner”) to serve as the contracting agent for a group of three (3) or more municipalities that seek to purchase supplies, materials or equipment, upon the request of the such group, provided that (1) the Commissioner determines that the group will achieve a cost savings through the Commissioner serving as the contracting agent, and (2) such cost savings are greater than the administrative costs to the State; and

WHEREAS, Conn. Gen. Stat. § 7-148v(b) allows the Town of South Windsor (the “Town”) to purchase equipment, supplies, materials or services from the list of eligible entities listed in the statute; and

WHEREAS, The Town is constrained in its ability to purchase equipment, supplies, materials pursuant to the Town Charter Section 714 (“Section 714”); and

WHEREAS, pursuant to Section 714, the Town has a \$5,000 cap on purchases without the Town Manager, Michael Maniscalco inviting sealed bids or proposals or getting the Town Council to waive such bidding process; and

WHEREAS, Section 714 is a constraint on the Town’s ability to achieve cost savings because during the waiver process, supplies disappear, or the opportunity to implement cost savings has changed; and

WHEREAS, the Town Council has determined that requiring sealed bids for purchases greater than \$5,000 is not in the best interest of the Town; and

BE IT RESOLVED, that notwithstanding Section 714, the Town Council authorizes the Town Manager, Michael Maniscalco to participate with the State of Connecticut contracting programs for the purchase of supplies, materials or equipment pursuant to Conn. Gen. Stat. § 4a-53a.

BE IT FURTHER RESOLVED, that notwithstanding Section 714, the Town Council authorizes the Town Manager, Michael Maniscalco to purchase equipment, supplies, materials or services from the list of eligible entities listed in Conn. Gen. Stat. § 7-148v(b).

BE IT FURTHER RESOLVED, that notwithstanding Section 714, the Town Council has determined that the \$5,000 threshold requiring sealed bids for the purchase of equipment, supplies or materials is an impediment to the efficient operations of the Town, and is not in the best interests of the Town, and hereby authorizes the Town Manager, Michael Maniscalco to waive the bidding requirements for the purchase of equipment, supplies or materials for contracts valued at \$25,000 or less for the remainder of the fiscal year.

Mr. Maniscalco explains that due to inflation and the cost of goods, it may be wise to increase the limit from \$5,000 to \$25,000. Bidding everything costs more in terms of labor, staff using their time, missing out on time sensitive opportunities, and more issues from a purchasing perspective. This would waive the requirement for bidding moving forward for the rest of the fiscal year. The idea is that on an annual basis when passing the budget, this resolution will be brought forth for approval.

Councilor Lydecker expresses her concern. She mentions the option of opening the charter. Mr. Maniscalco explains that opening the charter would take 12-18 months. Councilor Lydecker goes on to say that she prefers town business be brought to the attention of the council before proceeding. Councilor Lydecker brings up the possibility of opening the charter while also have the purchasing exemption as a temporary option while the charter is in the process of being opened.

Mr. Maniscalco explains that a charter revision would require the council to pass a resolution to set up a charter revision commission. They would have to be put on a time line and conduct research and review the charter. That commission would then have to

put together a report and present it to the council. After that the council would need to determine which parts they would want to keep, and which to decline. That would then go on a referendum ballot for the community to vote on.

Councilor Kozikowski goes on to ask, how long the original \$5,000 has been in place for. Since the 1960's that has been the agreement. Adjusting the number for inflation would be a wise decision, Councilor Kozikowski agrees. The general consensus of the council is not violating the charter.

Deputy Mayor King asks who is the commissioner in the drafted resolution. Town Attorney Mr. Carella goes on to explain that the commissioner is the State Department of Administrative Services. The state statute specifically says notwithstanding any charter provisions of a municipality. Municipalities can combine with the state and complete state purchasing under a state purchasing blanket contract, through DAS. This is what the town has been doing in certain circumstances for purchasing. The second statute goes over councils of government or purchasing cooperatives, or other municipalities that have contracts that can be opened so that the Town of South Windsor may participate with those purchasing agreements. The last section is designed to handle the constraints that the current \$5,000 cap has on the Town Managers or the towns ability to enter into a contract timely and efficiently. Mr. Carella goes on to say that this exemption would only be applicable for the rest of this fiscal year, which is an additional four months.

Councilor Koboski points out that if the council were to create a commission to revise the charter, that would open up the charter for any revision. Not just the revision of purchasing exemptions. Though he does understand Councilor Lydeckers' perspective, he does prefer the resolution over opening the charter.

Councilor Evans is in favor of opening the charter. This may be a project better suited for a new council to oversee. By the time the charter is opened, the current council may not stand as is today. She suggests that next November the charter be opened.

Councilor Lydecker asks Mr. Maniscalco to provide a list of projects that would be eligible for this exemption. This would give the council a better understanding of the work that is to come and allow them to make a more informed decision. According to Mr. Maniscalco the original \$5,000 would be equivalent to \$50,000 today.

Mayor Pendleton asks that in the near future the councilors revisit this discussion. It is decided that the purchasing exemption be discussed again at another meeting.

Deputy Mayor King made a motion for the following resolution:

D. Resolution accepting the resignation of Stephanie Weintraub (R) from the Human Relations Commission effective November 2, 2022

BE IT RESOLVED, that the South Windsor Town Council hereby accepts, with regret the resignation of Stephanie Weintraub (R) from the Human Relations Commission effective November 2, 2022; and

BE IT FURTHER RESOLVED, that the South Windsor Town Council extends its thanks to Stephanie Weintraub (R) for the time she has dedicated to serving her community by her membership on the Human Relations Commission.

Motion was seconded by Councilor Lydecker the motion passes with unanimous voice vote. **MOTION PASSES.**

Mayor Pendleton extends her thanks to Stehania.

Councilor Evans made a motion for the following resolution:

E. Resolution Approving of eight (8) refunds, the total of said refunds being \$5,122.26

BE IT RESOLVED, that the South Windsor Town Council hereby approves a refund of property taxes to eight (8) South Windsor Taxpayers, the total of said refunds being \$5,122.26 and as more fully described on attachment exhibit A

Motion was seconded by Councilor Koboski the motion passes with unanimous voice vote. **MOTION PASSES.**

Councilor Lopez made a motion for the following resolution:

F. Resolution approving of eight (8) refunds, the total of said refunds being \$16,231.85

BE IT RESOLVED, that the South Windsor Town Council hereby approves a refund of property taxes to eight (8) South Windsor Taxpayers, the total of said refunds being \$16,231.85 and as more fully described on attachment exhibit B

Motion was seconded by Councilor Paterna, the motion passes with unanimous voice vote. **MOTION PASSES.**

14. Passage of Ordinance

None.

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. The speaker(s) shall limit their speaking time to five (5) minutes.

Dan Edwards 131 Hilton Drive speaks in regards to Councilor Evans comment on the Social Justice Racial Equity Commission. Mr. Edwards believes it to be a duplicate commission. He suggests getting rid of the Racial Equity Social Justice Commission and utilize the Human Relations Commission instead. He goes on to say that Republicans are not making nominations, he claims that in the past when they have made nominations they are rejected.

16. Communications from the Council

Councilor Evans goes on to explain that earlier in the meeting she did bring up the need for more volunteers on Social Justice Racial Equity Committee. She asks that volunteers reach out to the Republican Town Committee.

Councilor Lydecker adds that during the meeting there were twelve Republican nominations that were passed without discussion, comments or removals.

Deputy Mayor King thanks the staff of the Town Garage that are out in the cold night, in the dark collecting leaves. He recognizes their hard work and dedication.

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) Under CGS 1-200(6)(B) and 1-210(b)(4) for purposes of discussing strategy and negotiations with respect to pending claims or pending litigation related to 460 Miller Road including the following pending cases:

- 1) Town of South Windsor v Kristin Lanata a/k/a Kristin Norton, HHD-CV17-6083374-S; and
- 2) Kristin Norton v Town of South Windsor FIC #2022-0631; and
- 3) Luigi Satori Dir. Of Health Town of South Windsor v. Kristin Norton, a/k/a Kristin Lanata HHD-CV-20-6125402-S; and
- 4) Kristin Norton f/k/a Kristin Lanata v Town of South Windsor USBC Adv. Case No. 19-02011 JJT.

18. Adjournment

Meeting adjourns at 9:15pm.

The motion was made by Councilor Kozikowski the motion was seconded by Deputy Mayor King and passes with unanimous voice vote. **MOTION PASSES.**

Town of South Windsor

Town Manager's Report December 2022



Michael Maniscalco
Town Manager

Budget Policy Statement

Annually, the Town Council puts together a Budget Policy Statement that provides staff and myself with some guidance as we draft the next year's budget. I wanted to remind the Council that we will need this statement done by the end of December so that the staff can use it to inform decisions as the budget is being formulated.

Human Services Food Bank

The Food Bank did very well through the Thanksgiving Holiday due to the help of countless civic groups, businesses and residents that made donations. There are so many we might be here all night if I listed them all. With the holiday season still upon us, there are continued needs at the Food Bank. Cleaning products, paper products and toiletries are the most needed items right now. These are not covered by the SNAP program and they are expensive. To use the Food Bank, contact Human Services at 860-648-6361 ext. 3335 and a caseworker will schedule an appointment. Proof of residency and income is required.

State Economic Development Forum

I had the opportunity to attend the State Economic Development Forum. This event has been held over the last few years and has provided interesting insight into the economic development stance of the state. This year was all about breaking myths regarding business and the health of our state. The key take away is that we all have the power to make the message about our community and state based on the way we talk about them. There are a lot of business friendly things to celebrate in Connecticut. For example, during the forum it was shown that there was actually a population net increase in the state; and business taxes are average when compared to other states when comparing actual dollars. So in keeping with the message of the forum, I think it is important for us all to remind each other that South Windsor is a great place for business and is ready to welcome new and redevelopment projects.

Strategic Planning

It has been a bit difficult to get a quorum of this committee with the holidays but I wanted to let everyone know that the committee is working on a short survey that will be sent out to the community. The expectation is the survey should go out towards the end of December via email. Keep your eyes open and if someone from the public is interested in getting the survey please make sure they send their email into the Town Managers Office.

Michael Maniscalco, MPA
Town Manager



Police Department

Kristian R. Lindstrom
 Chief of Police

Monthly Statistics October 2022:

Each month we publish the totals of some of our more common calls for service. We continue to see some minor fluctuations in activity levels as school schedules change and Covid trends shift. Patrol staff continue to proactively check businesses and facilities whose schedules and business models have been impact by the public health crisis.

October's numbers are below:

Total Computer Aided Dispatch Entries:	2383
Routine Calls Received/Outgoing:	3712
Directed Patrol/Premise Checks:	985
Motor Vehicle Stops:	217
Emotionally Disturbed Persons:	11
Medical Assists:	178
Suspicious:	88
Alarms:	69
Motor Vehicle Accidents:	45
Welfare Check:	54
Assist Outside Agency:	20
Animal Problem:	26
Citizen Assist:	25
Miscellaneous Service:	16
Collision Reports:	20
BOLO:	15
Disabled Motor Vehicle:	23
Larceny - Motor Vehicle	1
Larceny:	31
Hazardous Conditions:	8
Pistol Permits:	5
Burglary	5
Burglary - Motor Vehicle	1
Civil Matter:	7
911 Check:	8
Fraud:	17
Domestic Dispute:	10
Violation of Town Ordinance:	3
Sexual Assault	1
Youth Problem:	11

Covid 19 Update (cont. from last month)

As has been the case for the past several months, the month of November saw Covid numbers remaining at a dull simmer. This was especially nice to see given the fact that school has been back in session for a couple of months. Community spread has remained manageable and

those infected with the virus have, for the most part, recovered fully and quickly.

As we are now in the beginning of the third year of dealing with Covid, we have moved from a pandemic status to an endemic status. Covid is here to stay and it appears as though its potency is certainly weakening. That being said, the police department continues to be cognizant of the fact that for many the transition away from Covid will be welcomed with open arms and enthusiasm, while for many others it will bring increased levels of anxiety and concern. For these reasons, we will continue to not only respond to the community's needs as a whole, but also respond to the individual needs of community members regardless of their position on the pandemic and the socio-political topics embedded within.

Department officials continue to work collaboratively with other local officials to continually monitor community health trends and needs.

Personnel and Recruiting Status

The strength of the South Windsor Police Department always has been, and continues to be, the staff who keep things moving day in and day out.

This month a variety of personnel movements occurred that impact the police department. This month Officer Victoria Weiss graduated from the New Britain Police Academy. After more than 1300 hours of basic training, she is now here at the Police Department and has begun her 14 weeks of field training.

In the wake of the promotions that occurred over the last couple of months, multiple administrative assignments needed to be filled. Most notably, the promotions caused the need for a new



Police Department

Kristian R. Lindstrom
Chief of Police

Criminal Investigator and a Traffic Investigator. The competitive tests to fill these positions were held this month and Corporal Klein and Officer Dabrowski will fill those positions respectively. The challenge at this point will be finding a time to transfer these officers that will not disrupt the patrol schedule and staffing levels.

This month Officer Bill Eastwood informed Chief Lindstrom that there is a high likelihood that he will resign from his position to take a position with the State Capital Police Department. We do not have a date for his departure at this time, however it is expected in the next month or two.

Community Service Officer Kaley Curtis continues to progress through her field training and is acclimating well to her new position. On the sworn personnel side of things, Ofc. Weiss' aforementioned academy graduation leaves us with two officers still attending the police academy (Sarfo and Rogers). All indications are that they are performing well and learning at a pace that is expected of them.

Although our new officers (Weiss, Sarfo, and Rogers) will not be fully operational for several months. When the above additions and departures are calculated, we are left with one vacancy at the moment. In consult with Sgt. Mark Cleverdon, Chief Lindstrom decided to close the current hiring window. This decision was made based on the overall number and quality of applicants that was seen in the latest round of oral board examinations. The hiring window will re-open after the holidays at which time the new window will be advertised with a social and mainstream media blitz in an effort to draw new qualified applicants to the process. Sgt. Cleverdon continues to oversee our recruiting efforts and is actively working to identify new and innovative ways to streamline this process while maximizing its reach and impact so that we can find and hire the right candidate in a timely manner.

Unfortunately, this month our staffing levels were negatively impacted by factors such as injuries and family leave.

Sworn Personnel Summary: With an authorized strength of 46 sworn members, we currently have 2 in the academy (Sarfo and Rogers), 1 out on medical leave (non-work related), 2 out on medical leave (work related), 1 in field training, and 1 vacancy within our sworn ranks. By month's end, 45 of our 46 authorized sworn personnel are employed at this agency and 39 are fully operational sworn FTE's.

Civilian Personnel Summary: Among our 14 civilian employees, we currently have zero vacancies.

Local and National Social Justice Movements (cont. from last month)

The South Windsor Police Department remains strongly opposed to racism and biased policing. It continues to serve the public with the element of its mission to "Respect the Rights of Individuals" in mind.

We continue to monitor the community for changes and trends in the social justice arena.

As an agency, and as a profession, we continue to stand ready to engage in crucial conversations to make meaningful change that enhances the world that we live in.

Community Activities and Support from our Citizens

The South Windsor Police Department continues to make efforts to engage the community through non-confrontational consensual encounters. It is our hope that these contacts and efforts will help to build trust and legitimacy with the community.

In addition department personnel were able to get back to their community engagement ways at several events in town during the month of November. The most notable of these events was at the CREC International Magnet School on November 9th. On this date, several department members attended a 1st Responder's Breakfast and then stayed at the school to meet with students for question and answer sessions with students as well as provide "tours" of cruisers and other



Police Department

Kristian R. Lindstrom
Chief of Police

department vehicles.

In partnership with the Fire Department and the Ambulance Service of Manchester, police personnel participated in the annual "Emergency of Hunger" holiday food drives at Geissler's and Stop & Shop.

This month the Department received a grant for its K-9 program. The grant is from Aftermath®, a private company that provides trauma cleanup and biohazard removal, and awards funding to K-9 programs based on community voting. This year, department and community members voted on social media and their support earned an award for K-9 Mason. This money will be put towards advancing the K-9 program to improve the service that our K-9 provides to the community.

This month, police personnel were thrilled to receive dozens of gift bags from high school and middle school students through the efforts of South Windsor Youth and Family Services.

On November 10th, Chief Lindstrom attended the ribbon cutting ceremony at the Cambria Hotel located near the Tempo Apartments behind Evergreen Walk.

In addition to the above events and support, behind the scenes the Department continues to provide car seat installations, and other non-enforcement related programs to the community.

The department continues to benefit from regular gestures of support from various members of the community.

Traffic Safety

Our Traffic Unit continues to exercise the "3 E's" of Engineering, Enforcement, and Education as we address complaints ranging from speed to Commercial Vehicle travel. We continue to work in partnership with the Office of the State Traffic Authority to address traffic proposals, and projects.

The month of November saw no major

developments in the Traffic world. The department continued to urge community members to not put their leaf piles in the streets. Any effort that can be made to keep the roads as wide as possible and keep the storm drains clear is helpful as DPW crews move through town to collect these piles.

As the holidays approach, we are continuing to monitor traffic flow on Buckland Road and in Evergreen Walk. This time of year brings with it an increase in motor vehicle traffic in that section of town. Additional patrols in that area are expected and will serve to ensure traffic is moving safely.

The reconstruction of the King Street Bridge continues to move forward and is expected to wrap up very soon.

Police Activity and Significant Events

The South Windsor Police Department remains active and dedicated to the traditional law enforcement function by responding to the public's needs.

On November 3rd, patrol officers responded to Route 5 to a report of a catalytic converter theft where the suspects fired a gun at a witness in the area. Luckily no one was injured, but his incident is a stark reminder of the dangers that lurk in the community.

This month, department Use of Force instructors completed department wide training of the new Use of Force curriculum that is being rolled out by the State. As of November 3rd, all department personnel have been trained in this new curriculum.

Many people may have noticed that the State Police Canine unit has been in South Windsor doing training over the last several weeks. As luck would have, this additional presence paid dividends when on November 8th, a State Trooper's lunch break was interrupted when he observed a larceny suspect fleeing Stop & Shop. The Trooper attempted to stop the suspect vehicle on Buckland Rd and the incident resulted in a foot



Police Department

Kristian R. Lindstrom
Chief of Police

pursuit and the suspect being arrested. The incident caused considerable commotion on Buckland Rd as the suspect vehicle was involved in multiple car accidents as it attempted to flee the area.

The expansion and update of the women's locker room facilities continues to progress. Our officers continue to work around and alongside a fully functioning construction zone. As has been explained previously, because we are not expanding the footprint of the building, this expansion within it will cause a ripple effect that will impact and subsequently update several rooms in the lower level of police headquarters. It is understood that our lower level may be in a state of disarray for several months, we are excited for the finished product anticipated near the end of this calendar year.

Unlocked Car Burglaries & Car Thefts (cont. from last month)

With warmer weather on the horizon, we will wait to see if car burglaries and catalytic converter thefts spike once again. For the time being the police department continues to monitor the trend in the region and deter crime with high visibility patrols. We have temporarily stopped our public service messaging on social media in an effort to prevent it from becoming "white noise" and ignored. We will resume disseminating those messages in the coming months if the need arises.

Never too early to prepare for an emergency (cont. from last month)

After experiencing some significant weather events through the summer, I hope that our citizens will think about all-hazard preparations especially with the potential of significant winter weather events on the horizon.

The Ready.gov webpage has great information pages on preparation for natural disasters, severe weather, and active shooters. Please share with friends and family that may rely on you in a severe weather event, or have questions about how to react to an active shooter event.

We have had our share of severe weather in Connecticut and now is a good time to review your plan to protect yourself and your family.

<https://www.ready.gov/>

Follow us on Social Media

We continue to have a strong presence on Social Media and update our citizens on all kinds of activity. Our Facebook page and Twitter feed are also displayed on our webpage <https://www.southwindsor.org/police>. We encourage everyone to follow us and share information with friends and family. Facebook: South Windsor Police Department Twitter: @SWPD_PIO

Public Works Department

Vincent Stetson
Director of Public Works

Street Services

With the leaves quickly falling The Streets Department, with the assistance of the Parks Department, has directed this month's focus on the annual leaf harvest. It has been a particularly heavy first pass. All leaves picked up are delivered to the Town Garage where they are windrowed, beginning the composting process. Streets is also taking in deliveries of The Town of Vernon's leaves utilizing 100 CY walking floor trailers.

For an update on the leaf harvest, residents are encouraged to contact the leaf hotline at 860-648-6371. The hotline is updated each afternoon with a message indicating a projection of where the crews will be picking up the following day.

In addition to the leaf harvest the Streets crews have also installed and backfilled curb at our Miller Road drainage repair location, and performed a catch basin repair within town. We also continued backfilling the recently paved curbing at the Town Hall and Library, and set up signage for our recent election.

Residents are encouraged to use Connect South Windsor to report hazards:
WWW.SOUTHWINDSOR.ORG/CONNECT
or look for the app for iPhones and Androids.

Fleet Services

With Winter quickly approaching, The Fleet Department has been diligently readying vehicles for the snow plowing season. In between all the breakdown repairs of leaf season and the day-to-day maintenance of the Town's vast fleet, the mechanics have been prioritizing equipment preservation with some minor rust scaling and painting, followed by an application of a rust inhibiting protective film. This process is imperative to counteract the corrosion effects of road salt giving us more longevity for our equipment.

A new vehicle for Engineering arrived, requiring Fleet to outfit it with strobe lighting, a camera, and other necessary equipment.

Marco Mucciacciaro

Superintendent of Street Services

Engineering

Beelzebub Road Reconstruction

The reconstruction of the eastern half of Beelzebub Road from Avery Street to about Norton Drive is substantially complete. Spazzarini Construction has installed new storm drainage pipes and structures, excavated the old road pavement and base and installed new stone base and 2 layers of Hot Mix Asphalt pavement, bituminous curbs and some concrete sidewalks on this part of the road. They will shut down for the winter in December and reconstruction of the western half of Beelzebub Road reconstruction will begin in early April, 2023 and is scheduled to be completed in the Fall of 2023. Eversource Gas and their contractor NPL have completed installing a new gas main west from Norton Drive to Foster Street. Frontier and Eversource are continuing their relocation of about 12 utility poles and overhead wires in coordination with this project. We received a signed Special use License from CT DEEP to work on their property on the south side of the road and are waiting for the final 2 easements needed from DEEP.

Pleasant Valley Road Reconstruction

WMC Consulting Engineers is working on preliminary plans for the drainage improvements and reconstruction of Pleasant Valley Road from Clark Street to just past Hilton Drive. They have completed surveying, soils investigations, and a preliminary layout. They are advancing the design including improving the road geometry, laying out new sidewalks on one side and improved drainage pipes and structures. We expect to have preliminary design plans for public input and permitting in December.

Pleasant Valley Road Bridge Replacement

WMC Consulting Engineers has developed preliminary plans for the replacement of the Pleasant Valley Road Bridge over the Podunk River. These plans will allow for this bridge replacement with both the shortest construction schedule and close to the lowest cost, and will be used for permitting and public input in December.

Public Works Department

Vincent Stetson
Director of Public Works

Pleasant Valley Road/Clark Street Sidewalk Project

Costa & Son LLC has completed most of the new sidewalk connections on the eastern section of Pleasant Valley Road and the southern part of Clark Street and residents are using the new sidewalks. They need to complete construction of a retaining wall and the last piece of sidewalk over Quarry Brook to finish this project.

Town Hall and Library Paving

Palmer Paving has completed repaving the Town Hall and Library parking lots

Kennedy Road Reconstruction

The Town received notification that it has been selected for a CT STEAP grant in the amount of \$478,100 to fund the reconstruction of Kennedy Road. This will support the existing and future businesses that are on this road. We are waiting for the grant agreement and instructions from CT DOT to proceed with finalizing this design.

Town Road Paving, Sidewalks and Drainage Improvements

With the support of the Town residents approving the 2022 Bond Referendum for Town Road Paving, Sidewalks and Drainage improvements, we have issued two RFP's for consultants to help with existing subsurface conditions investigations and surveys for designs of these projects in the next couple of years. We are preparing the list of roads and other improvements to be done each year (including updating cost estimates) with these bond funds and will be working on bid specifications and plans this winter so this work can begin in the spring of 2023.

Sidewalk Repairs

Sidewalk repair and replacement work is wrapping up for the year and we continue to update the list of sidewalks that need to be repaired. Atlas Concrete is raising concrete sidewalk slabs. Hathaway Landscaping is replacing concrete sidewalks throughout Town.

LOTICIP Sidewalk Project on Ayers Road, Nevers Road, Foster Street, and Buckland Road

This project is to complete sidewalks and fill in gaps where they are missing on the above roads. WMC Engineers has developed preliminary design plans for these sidewalks that we have reviewed and sent them comments on. A public information meeting will be held on these sidewalks this winter.

Abbe Road Drainage Study

Weston & Sampson has investigated the drainage problems that have occurred on Abbe Road in past years and have verified where the existing drainage system is insufficient and needs to be improved. We are working with them to finalize recommended improvements to alleviate the drainage problems on this road.

Eli Terry Safe Routes to School Project

This project includes replacement of the pedestrian bridge that connects this school to the Brook Street neighborhood, and other pedestrian improvements on roads around the school. CT DOT has reviewed the final plans and contract documents and sent us comments to address in these plans. Our Consulting Engineer for this project is working on responding to these comments. Additional funding may be needed to complete this project.

LOTICIP Application Submitted for the Reconstruction of Dart Hill Road

An application for funding the reconstruction of Dart Hill Road has been selected for the State LOTICIP program by CRCOG. This project has been sent to CT DOT for review and approval. After CT DOT has reviewed and approved the project, they will issue a Commitment to Fund letter and we can engage our selected consultant with the design of this project.

Jeffrey Doolittle
Asst. Director of Public Works/Town Engineer

Finance Department

Patricia Perry, Director of Finance
Mary Huda, Assessor
Jennifer Hilinski-Shirley, Collector of Revenue

Assessor's Office

The 2022 Town-wide Revaluation current market values and assessments have now been completed. The revaluation assessment notices were mailed to all property owners on November 7, 2022. Vision Government Solutions offers an informal hearing to any property owner who has questions regarding their new assessment value or the mass appraisal methodology used to arrive at the value. These hearings are to be scheduled with Vision directly online here: www.vgsi.com/schedules. If a taxpayer does not have computer access, they may call the number listed in the paragraph below to schedule an informal meeting via phone.

December 15, 2022, to avoid a 25% penalty for late filing.

In order to schedule an appointment, property owners must have the Parcel ID number (PID#), located at the top of the letter. If there are multiple properties to discuss, please set up your appointment by calling Vision Government Solutions at: 1-888-844-4300 between the hours of 9:00AM and 4:00PM Monday through Friday. Please do not call the Assessor's Office to set up an appointment with Vision as we do not have access to the entire schedule.

There are many answers to Frequently Asked Questions regarding the revaluation process on the Town's webpage, please go to the Assessor's department to access this document and other resources, including a GIS map of qualified sales utilized to create the residential mass appraisal model. Please be aware that the goal of a revaluation, as mandated by State Statute, is to uniformly value all real property to ensure the fair and equitable distribution of the Town's property tax burden. The mill rate set by the Town Council in May 2023 will determine the taxes that will be payable in July 2023 and is based on several data components or factors that are not yet available to the Town. The overall net taxable grand list figure, the amount of State aid or funding that will be received from the biannual budget and the budgeted or projected cost of providing Town services.

Any business that has previously requested and been granted an extension of time to file their 2022 Personal Property Declarations, must do so by

Health Department

Heather Oatis, Director of Health
Melissa Peirce, Environmental Officer

With the Enhanced Laboratory Capacity (ELC) grant funding from the Department of Public Health, the COVID-19 Contact Tracers/Compliance Monitors have diligently been working on a Community Health Needs Assessment. They facilitated a comprehensive online and paper-copy survey earlier this year and have put together a comprehensive report available on the Health Department's website. This needs assessment will continue over the winter in the form of focus groups to drill down into further detail about the needs of the Town. Upon completion, the goal is to implement future Health Department programming specific to the needs of the residents of South Windsor.

The same staff went even further, in cooperation with the GIS Department, to put together a Community Health Hub. This hub is also available for the public on the Health Department's website. The Community Health Hub is a very unique asset to the town. It incorporates countless data sources to provide a one-stop shop for the health needs of the Town. This hub is so unique that the main creator, Idelys Amador, was asked to present at the Connecticut State GIS Day Event at Fairfield University. We are very proud of the work that has been accomplished with the ELC grant to promote the community health of South Windsor.



Human Services Department

Andrea Cofrancesco
Director of Human Services

**Town Manager's Report ~
November 2022
Andrea Cofrancesco, Director of Human
Services**

put together Thanksgiving baskets for 125 people AND food for an additional 125 families; The Rotary Club Food Drive, with the help of the Police and Fire Departments and Ambulance Service of Manchester yielded \$6,000 and a bunch of food!

Reading in the Schools

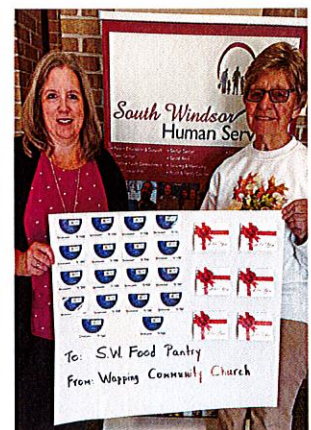
The Senior Advisory Council's Reading in the Schools Program is once again up and running for the first time since before Covid! We were so excited to be able to read to the children at PR Smith School. This program, which has been in existence since 2011, allows our senior readers to go into every classroom to all four elementary schools once throughout the school year. Books were donated from The South Windsor Community Foundation and the Lions Club.



Season of Giving

The Human Services Department was feeling the love from the community again this year! The donations have been coming in from a variety of sources including churches, schools, civic groups, businesses and individuals. We could not do what we do without the generosity of so many!

Scouting for Food brought in over \$3,000 in gift cards and money, plus **many** boxes of food; The High School Football Players delivered a total value of \$2400 which includes gift cards and turkeys; Wapping Community Church donated \$600 in gift cards with more to come; the Jaycees



Human Services Department

Andrea Cofrancesco
Director of Human Services



Handmade Bears

The Sew Stuffed Ladies once again delivered handmade bears, which will be given out as part of our Adopt a Child Program. We “sew” appreciate the love they put into these!

American Rescue Plan Act Funds

The Human Services staff is proud to be able to offer assistance to residents who are directly impacted financially by Covid-19. Funds can be used for a variety of needs based on the following criteria:

- Are you a South Windsor resident?
- Have you experienced a hardship due to COVID-19?
- Is your income less than \$54,950 (single) or \$62,800 (couple) (and more for larger families)?
- Please call Human Services for assistance. 860-648-6361 ext. 3335 (ask to speak to a caseworker)

Residents will be asked to provide proof of their income and assets as well as be able to demonstrate that their specific hardship is a result of loss of income or death due to COVID-19.

These funds are part of the American Rescue Plan Act (ARPA) provided to towns from the Federal Government. Call Adult and Senior Caseworkers at 860-648-6361 ext. 3335.

Bereavement Support

If you are grieving the loss of a loved one and would like to find support from others, please come to our group. A licensed therapist from Intercommunity Health Care will be **at the center on the 1st and 3rd Fridays of each month at 3 PM**. Everyone deals with loss differently. Let's come together and talk and get tips on how to cope. Free. American Rescue Plan Act (ARPA) funds are used for this program.

CARES Program (Space is Available)

Center Activity Recreation Exercise Socialization

The “CARES” group is for residents over sixty and meets five days a week from 9:30-12:30 PM. The charge is \$3 per day and is billed monthly. Lunch is a \$3 donation daily. CARES offers a variety of activities including music, crafts, games, reminiscence, current events, exercise, and holiday celebrations. If you have limitations or disabilities, but do not need medical or self-care assistance while in the group, you may qualify to attend. Call Lindsey at 860-648-6361 ext. 3319 for more information.

Human Services Department

Andrea Cofrancesco
Director of Human Services



The month of November flew by at the Teen Center. We started off the month with a game night fundraiser to benefit the Teen Center and future events and programs. Middle school students registered for the game night to participate in fun competition with peers and staff. On Election Day, we held a yoga event to relax and de-stress on the students day off from school. Our Youth Council students participated in a volunteer opportunity where we put together kindness bags filled with candy and positive messages to deliver to the Police Department in honor of Kindness Day to thank them for their hard work.



Our Youth Council members held a Thanksgiving Donation Drive the week before Thanksgiving to accept food donations for the S.W. Food & Fuel Bank. We volunteered at the Parks & Recreation Turkey Trot collecting non-perishable food donations and selling donuts and pastries to raise money for the Food Bank to support them during the holiday season.

A few days before Thanksgiving, students from the Teen Center got together for a Friendsgiving Potluck where we enjoyed dinner together, played games, and shared what we are thankful for. This has been a great month, and has given us a lot to be thankful for.



School Outreach & Prevention

The Students Against Destructive Decisions (SADD) Club was busy during the month of November. They organized their annual "Sock It To The Cold" sock drive to assist local shelters. They hope to support our community by helping to supply a little warmth of feet, and more importantly, of hearts.

The SADD Club also held a leadership meeting one afternoon after school. About 45 students came together to make connections, work on projects and learn about prevention in their every day life. They decorated liquor store bags with messages reminding people to make safe choices this holiday season. This project is a simple way to show the adults in their lives that their actions also make a difference. The club Presidents made a great Jeopardy game that all of the students got to play as well. The questions were about alcohol and drug prevention, safe driving and healthy relationships. It was a fun afternoon filled with teamwork and connection!

Human Services Department

Andrea Cofrancesco
Director of Human Services



The Girls Circle programs are being run 2 days a week at Timothy Edwards Middle School. We have been having great conversations about important topics, including friendship and self esteem. During one session, they made beautiful bracelets with each color representing a word that describes a strong friendship. The groups have been a great way to get to know students a bit better and take the time to celebrate each other.



Youth Counseling, Parent Education and Support

Counselors remain busy with 75 active cases of youth seen for mental health counseling! All of the spots for counseling with Alexander Pepe from Intercommunity are filled. Our two part time counselor's are filled as well and thankfully they were both willing to take on additional hours. We are thankful that we have ARPA funds to support our youth and families that need mental health services. We are concerned that the funding is

temporary but the mental health needs will likely continue to grow.

Our Director and Clinical Coordinator were invited to join a staff meeting at Orchard Hill School this month. It was a great opportunity to discuss our entire department and services that we provide. We got some great questions from teachers.

Although we no longer have a Parent Educator, thanks to DCF Enhancement grant funds, we have contracted services with Peace At Home Parenting, Inc.

“Connection, Cooperation, Joy – let Peace At Home Parenting Solutions help you define your relationship with your child. We start by teaching from the heart.”

South Windsor Youth & Family Services has collaborated with Peace At Home Parenting Solutions to bring you expert guidance and evidence-based strategies that solve parenting challenges and increase connection and cooperation with your kids.

November Classes Include:

- Positive Discipline for Peace at Home
- LGBTQ+ What to Say to Your Child and How to Communicate it with Love and Acceptance
- Infant Toddler Brain Development
- Dad, Lets Talk. Giving your child the playful attention they crave

School Success: Inspire Motivation

To sign up for a class- South Windsor – Peace At Home Parenting Solutions

Free with Code: SWindsorPeace

*Liz Langevin, LCSW
Youth and Family Services*



SOUTH WINDSOR
Parks & Recreation

Parks & Recreation Department

Molly Keays
Director of Parks & Recreation

“Discover the Benefits!”

John Caldwell, Jr.
Parks Superintendent

MONTHLY REPORT

Jennifer Filer
Asst. Director of Parks &
Recreation



MONTHLY REPORT November 2022

Park & Recreation Commission (PARC)

The Commission did not meet the month of November. The next meeting will be at Town Hall on Wednesday, December

14, at 7:30 pm.

South Windsor Walk and Wheel Ways (SWW&WW)

The committee met with Kevin Grindle from Barton & Loguidice to review the overall Crosstown Trail design plan. They also held a moonlight hike on Saturday, November 5, and over 70 participants attended. Their next meeting will be at the Parks and Recreation Facility on Wednesday, December 7, at 7 pm.

RECREATION DIVISION “Feel great – recreate!”

Farmers Market

We kicked off our Winter Farmers and Craft Market on Saturday, November 26, at the Parks and Recreation Facility. We had a special guest swing by the market this weekend! Kids who came to the market got to say Hi and take a picture with Santa! Our winter market features over 25 local vendors each Saturday through December 17. Shop local this season at our market!

4th R Program

4th "R" participants enjoyed an abundance of recreation activities this month, with highlights such as a Disney theme day, "Noodle Tag," a life-size, physical game of Wordle, and creating masterpieces out of air-dry clay! We hosted the second installation of the Color Wars Staff Bonding night. Staff at each 4th "R" site came together to compete in fun challenges such as a group ski dash, a game of "Silhouette Sleuth" and a couple of action

-packed rounds of "Round Up!" The standings are very close, with only a couple of points separating all four teams!

Preschool

Preschool session A wrapped up, and Session B began on 11/15! All ten classes for our 3-5-year old's and all three classes for parent/child are full. Five of our nine 2-year-old classes are full, with the other four classes at 75%. All of our preschool participants are enjoying coming to class for songs, stories, art projects, sensory activities, fun with friends, and learning through play! Some highlights include exploring a cut-open pumpkin, painting with feathers, and turning ourselves into scarecrows!

Adult Volleyball

The season has been running smoothly for our 38 adult volleyball teams!

Men's Basketball

Our first games of the Men's Basketball League started November 13, at South Windsor High School. We have 10 teams between our A & B Divisions.

Jukido

We have 20 participants of all ages in our program this month.

Learn to Skate

We have 36 youth participating in our learn to skate program at the South Windsor Arena this month.

Adult Open Gym

For November, South Windsor Parks & Recreation offered the following open adult gym opportunities: Pickleball, Volleyball, and Women's Throwball. These open gym opportunities are free to South Windsor residents.

Family Open Gym

Family Open Gym is hosted on Wednesdays from 5:00 pm - 6:30 pm through December 21, with a

break for the Thanksgiving Holiday. The three sessions that have taken place since November 2 and have had an average attendance of 25 with some new faces each week!

Basketball Evaluation Days

We hosted two evaluation days for our Junior, Intermediate, Advanced, and Senior division players on Saturday, November 5 and 12. We enjoyed meeting all the players and coaches, and we are excited to start the season!

Coaches Clinic

We held a coaching clinic run by Wins for Life for our basketball coaches on Sunday, November 20. We had 35 coaches in attendance for this clinic. They are ready to coach our youth this season!

Turkey Trot

The third annual Turkey trot was attended by 200, with 60 children ages 3-10 competing for a Thanksgiving Turkey. The SW food and fuel bank were on site collecting non-perishable donations and selling baked good. SWPRD started each heat with fun Thanksgiving themed games and stretches before being broken into different heats. The top two of each heat competed in the final heat for the Thanksgiving prizes.

Veterans Day Ceremony

In coordination with the South Windsor Patriotic Committee, SWPRD set-up for the Veteran's Day Ceremony at Veterans Memorial Park (VMP). The ceremony was attended by approximately 86 members of the Community and by Town Officials. The Police department provided a three-round volley, and community members sang and provided taps. This was a wonderful event for to honor our Veterans.

PARKS DEPARTMENT *"Caring for South Windsor's Growing Needs"*

Activity Highlights: Athletic Fields & Grounds/ Parks & Open Space projects

This month began our annual Leaf program, where we work beside Public Works to attend to the leaves around South Windsor. Below are other projects and maintenance we completed.

- We winterized 14 Irrigation systems, including the bark park and our two community gardens.
- The Avery and Beelzebub Dams, which are flood control structures, were mowed and successfully inspected by DEEP.
- As the garden season came to an end, we picked

up garden debris and mowed gardens at Avery and Deming Gardens to close the spaces for the winter.

- Two new memorial benches were installed at Nevers Park along the trail system, and we continued our work on the COVID memorial patio as we installed stone along with a six-foot piece of granite to represent social distancing.
- This month we mowed approximately 125 Acres of open space once the frost began so we would not disturb the pollinators.
- The crew cut back perennials and decorated Buckland Islands to start our decorating for the Holiday Season.
- We had volunteers from the South Windsor High Schools environmental club come to help plant a Red Oak tree and learn proper planting techniques with Parks Manager, David Turkington. We installed two new powder-coated metal logo signs for the Rotary club and Parks & Recreation department on the Nevers park Bathroom building.

Parks Photos:



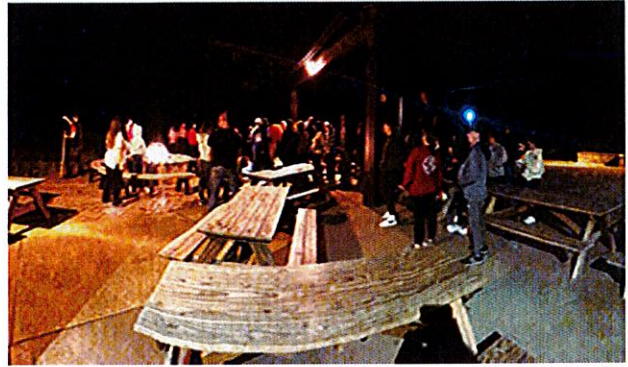
Park Department working hard on the leaf program



Environmental Club Planting new trees at Nevers Park. Thank you to the World Malayalee Council for their donation.



Installed new benches at the Rotary pavilion just in time for the November Moon light walk. We had over 70 community members attend the event.



Parks installed new metal logo signs that were laser cut and layered so that they are dimensional. The signs are located at the Rotary bathrooms at Nevers Park.



We mowed our open space field after frost so the pollinators are not disturbed.

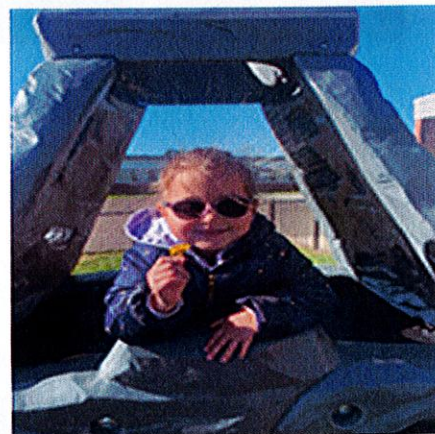
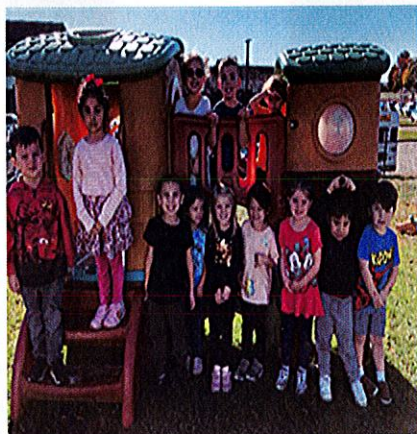
Recreation Photos:



4th R participants creating seasonal crafts



Our hardworking 4th R staff enjoying the color war team building night!



Our friends had so much fun playing and making crafts!



Family open gym scrimmages! We love seeing community members of all ages recreating together!



Our first Men's league game of the season on November 13!

Recreation Photos



Our runners competing for fun Thanksgiving prizes at our annual Turkey Trot.



Our Veteran's day event hosted at VMP to honor all those who served.

December 2022 Town Council Meetings and Events

Meetings

Monday, December 5, 2022

7:00 pm Town Council Regular Meeting
Council Chambers

Monday, December 19, 2022

7:00 pm Town Council Regular Meeting
Council Chambers

Holidays

Sunday, December 18, 2022

Hanukkah, Begins at Sunset

Wednesday, December 21, 2022

First Day of Winter

Sunday, December 25, 2022

Christmas Day

Town Offices closed on Monday, December 26th

Monday, December 26, 2022

Kwanzaa Begins

Saturday, December 31, 2022

New Year's Eve

Layout 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
PERSONNEL BD OF APPEALS	ELIZABETH MCGUIRE	89 HERITAGE DRIVE ERM999@AOL.COM	860 690 1126	RE-APPT	N/A	D	11/30/2025
PUBLIC BUILDING COMMISSION	EDWARD O'CONNELL	48 NORMAN DRIVE	860 644 0511	RE-APPT	N/A	D	11/20/2026

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: 11/20/2022

(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 OR RESIGNATION	NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY	PARTY AFFILIATION	TERM
ARTS COMMISSION	JEFFREY L. CALISSI	56 CLINTON DRIVE JLCALISSI@YAHOO.COM	860 432-7793 860 888-2163	APPTMT	NEW	U	TBD
AGRICULTURAL COMMISSION	SANDRA C JESKI	32 DAVEWELL RD scj@cox.net	860 436-5914 860 989-9599	RE-APPT		D	11-30-2025
AGRICULTURAL COMMISSION	CILE DECKER	91 BERLE ROAD CILEDECKER@AOL.COM	860 644-1000 860 604-4391	RE-APPT		D	11-30-2025
AGRICULTURAL COMMISSION	BARBARA KELLY	27 PINE KNOB DRIVE	860 644-9488	RE-APPT		D	11-30-2025
AG COMMISSION	EDWARD KASHETA, JR	IDENT ROAD	860 528-8421	RE-APPT		D	11-30-2025

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Submitted by: Sandra C Jeski Party Affiliation: D Date 11-20-2022

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
AGRICULTURAL COMMISSION	JOE KENNEDY	ALISON DRIVE	860 559 9451	RE-APPT	N/A	D	11/30/2025
AG COMMISSION	JAMES KUPCHUNOS	CHRISTINE LANE	860 803 9024	RE-APPT	N/A	D	11/30/2025
PUBLIC BUILDING	CRAIG ZIMMERMAN	5 AMATO DR, #A CRAIG_ZIMMERMAN@MSN.COM	860 670 5224	RE-APPT	N/A	D	11/30/2026
CABLE ADVISORY BD	CRAIG ZIMMERMAN	5 AMATO DRIVE, #A CRAIG_ZIMMERMAN@MSN.COM	860 670 5224	RE-APPT	N/A	D	6/30/2024
DEMOLITION DELAY	SANDRA JESKI	32 DAVEWELL ROAD scjip@cox.net	860 436 5914	RE-APPT	N/A	D	12/31/24

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Submitted by: Sandra C Jeski Party Affiliation: D Date: 11/20/2022

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 OR RESIGNATION	NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY	PARTY AFFILIATION	TERM
PATRIOTIC COMMISSION	PETER ANTHONY	50 BAILEY CIRCLE	860 528 0941	RE-APPT	N/A	D	12/31/2025
LIBRARY BOARD	CATHY GALLAGHER	12 BAILEY CIRCLE	860 436 4948	RE-APPT	N/A	D	11/30/2026
LIBRARY BOARD	KATHLEEN-MARY SHAROS	25 ALLEN DRIVE	860 528 3833	RE-APPT	N/A	D	11/30/2026
HISTORIC DISTRICT COMMISSION	VIRGINIA MACRO	1828 MAIN STREET EAST WINDSOR HILL 06028	860 528 0838	RE-APPT	N/A	D	11/30/2027
ZBA	STEVE CARTY	55 OLD FARM ROAD	860 648 2679	RE-APPT	N/A	D	11/30/2026

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Submitted by: Sandra C Jeski Party Affiliation: D Date: 11/20/2022

Ordinance

Social Justice & Racial Equity Commission

1. Establishment & Composition

A Social Justice and Racial Equity Commission is hereby established consisting of an eight (8) member panel of non-elected community members with education, training, or work experience in racial or social equity work and/or demonstrated practice or other relevant qualifications as equity leaders, all of whom shall be residents of the Town of South Windsor. All members shall be appointed to the Commission by the Town Council and shall include, to the extent possible, appointees with racial, ethnic, economic, and gender (“REEG”) diversity. The Commission will consist of two (2) members who shall be Republicans, two (2) members who shall be Democrats, two (2) members who are not affiliated with the Republican Party but appointed by the Republican Party, and two (2) members who are not affiliated with the Democratic Party but appointed by the Democratic Party. At its establishment, commissioners will hold variant term lengths with four commissioners’ terms (one Republican, one Democrat, one member who is not affiliated with the Republican Party but appointed by the Republican Party, and one member who is not affiliated with the Democratic Party but appointed by the Democratic Party) to expire at two years, and four commissioners’ terms (one Republican, one Democrat, one member who is not affiliated with the Republican Party but appointed by the Republican Party, and one member who is not affiliated with the Democratic Party but appointed by the Democratic Party) to expire at one year. Thereafter, each commissioner’s term will be for a set term of two years.

2. Liaisons

There shall be a panel of non-voting liaisons to the Commission as follows: the Town Manager (or designee), a Town Councilor, a Board of Education Member, the Police Chief (or designee), and an individual from the South Windsor business community recommended by the South Windsor Chamber of Commerce and appointed by the Town Council for a three-year term. Liaisons shall be invited to each regular and special meeting of the commission but shall not be counted in terms of establishing a quorum of, or minority representation on the Commission.

3. Organization

At the first meeting on or after December 1 of each year, the Commission shall elect from its members a chairperson, vice-chairperson, and secretary, and other officers as deemed appropriate by the Commission.

The Commission will meet on a monthly basis according to the schedule as determined by appointed members annually and may hold special meetings as determined by the membership.

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

If a vacancy occurs outside the regular allotted terms as set out above, an individual will be appointed by the Town Council for the unexpired portion of the term.

4. Purpose

The purpose of the Commission is to foster the development of a more diverse community, to address specific issues at the root of REEG bias, and to suggest and implement proactive opportunities to combat REEG disparities as a public health crisis. The Commission will also collaborate with appropriate town groups and affiliates to carry forward the mission set forth in the Statement of Support created by the Black Lives Matter Sub-Committee and as approved by the South Windsor Town Council on March 1, 2021. The Commission will recognize and support the goals of social justice and racial equality in our community, passionately stand against REEG discrimination, and condemn violence against black, indigenous, and people of color (BIPOC).

5. Duties

- a. Work with Town Staff to ensure effective anti-racist and anti-bias training is offered for every town employee and elected official on an annual basis of at least two (2) hours, with a goal of twelve (12) hours minimum.
- b. Take action to investigate and promote policy changes that address REEG bias and disparity to create a more inclusive community.
- c. Collaborate with Town Staff to search and utilize specific avenues focused on the recruitment of BIPOC candidates for government opportunities.
- d. Drive occurrence of training sessions, community conversations, reading lists, and forums through a variety of media for all South Windsor residents, specifically targeted to bring about awareness of the following:
 - i. Critical self-reflection on racism
 - ii. Existing and historic inequities faced by those of REEG diversity
 - iii. Action and advocacy to fight REEG injustice
- e. Ensure the Town Government and Police Department continually improves upon policies and procedures that eliminate racism, bias, and profiling interactions in the hiring process. Increase diversity of employment through recruitment and hiring. Develop a system of open and transparent communication between town employees and citizens to create dialogue regarding REEG disparity within our community.
- f. Report annually to the Town Council and community the results and outcomes of the Commission's work.

TO: Bonnie Armstrong, Town Clerk
FROM: Town Council
DATE: 11-21-22
RE: Revised Schedule for Regular Monthly Meetings 2023

The Town Council will meet the first and third Monday of every month, except for the month of August. If there is a Nationally recognized Holiday on a Monday meeting, that meeting will be moved to that Tuesday following the Holiday. The Town Council will hold meetings in the Council Chambers of Town Hall at 7:00pm. The meeting dates are as follows:

- | | |
|----------------------------|----------------------------|
| Tuesday, January 3, 2023 | Tuesday, September 5, 2023 |
| Tuesday, January 17, 2023 | Monday, September 18, 2023 |
| Monday, February 6, 2023 | Monday, October 2, 2023 |
| Tuesday, February 21, 2023 | Monday, October 16, 2023 |
| Monday, March 6, 2023 | Monday, November 6, 2023 |
| Monday, March 20, 2023 | Monday, November 20, 2023 |
| Monday, April 3, 2023 | Monday, December 4, 2023 |
| Monday, April 17, 2023 | Monday, December 18, 2023 |
| Monday, May 1, 2023 | |
| Monday May 15, 2023 | |
| Monday, June 5, 2023 | |
| Tuesday, June 20, 2023 | |
| Monday, July 3, 2023 | |
| Monday, July 17, 2023 | |

