

# AGENDA

TOWN COUNCIL  
COUNCIL CHAMBERS  
SOUTH WINDSOR TOWN HALL

REGULAR MEETING  
Monday, April 1, 2024  
TIME: 7:00 P.M.

A Public Hearing will be held at 8:00 p.m. to receive Citizen Input on the Proposed Board of Education Budget for Fiscal Year 2024/2025

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Remarks

*(Councilor Lewis)*

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.

*(Councilor Buganski)*

8. Adoption of Minutes of Previous Meeting

**Approval of the March 18, 2024 Town Council Meeting Minutes**

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves the minutes of the Regular Town Council meeting of March 18, 2024.

**Approval of the March 18, 2024 Small Cities Grant Public Hearing Meeting Minutes**

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves the minutes of the Small Cities Grant Public Hearing held on March 18, 2024.

**Approval of the March 20, 2024 Town Council / Board of Education Special Work Session Meeting Minutes**

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves the minutes of the Town Council / Board of Education Special Budget Work Session of March 20, 2024.

9. Communication from Liaisons, Officers, and Boards Directly Responsible to the 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](mailto:TownCouncilComments@southwindsor-ct.gov) will only be read into the record. A Council member who brings an email forward will read the email into the record. No email shall be read if the substance of such email, at the discretion of the Mayor or any Council member, violates these rules, or if, upon 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:

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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**

None.

B. **Second Reading**

*(Councilor Balboni)*

Motion to approve **11 B 1** as a **Second Reading** on the Consent Agenda.

1. **Resolution Appointing Jeffrey Trachtenberg (R) as an Alternate Member of the Housing and Fair Rent Commission**

**BE IT RESOLVED**, that the South Windsor Town Council hereby Appoints Jeffrey Trachtenberg (R), as an Alternate Member of the Housing and Fair Rent Commission for a term ending November 30, 2026.

C. **Miscellaneous**

None.

12. **Unfinished Business**

None.

13. **New Business**

A. **Budget Presentations:**

Public Works

Fire Marshal

Emergency Management

Information Technology

Capital Projects

B. **Discussion Item: Siting Council Application for a Solar Farm at 186 Foster Street (*Town Manager, Michael Maniscalco*)**

*(Councilor King)*

**C. Resolution Appointing Michael Pare (D) as a Member of the South Windsor Town Council**

**BE IT RESOLVED**, that the South Windsor Town Council hereby Appoints Michael Pare (D), as a Member of the South Windsor Town Council for a term ending November 10, 2025, to fill the unexpired term of Erica Evans.

*(Councilor Pendleton)*

**D. Resolution Accepting the Resignation of Margaret Glover from Patriotic Commission**

**BE IT RESOLVED**, that the South Windsor Town Council hereby accepts with regret the resignation of Margaret Glover from the Patriotic Commission effective March 20, 2024; and

**BE IT FURTHER RESOLVED**, that the South Windsor Town Council extends its thanks to Margaret Glover for the time dedicated to serving her community by her membership on the Patriotic Commission.

*(Councilor Pendleton)*

**E. Resolution Accepting the Resignation of Paul Cote from the Inland Wetlands Agency/Conservation Commission**

**BE IT RESOLVED**, that the South Windsor Town Council hereby accepts with regret the resignation of Paul Cote from the Inland Wetlands Agency/Conservation Commission effective March 8, 2024; and

**BE IT FURTHER RESOLVED**, that the South Windsor Town Council extends its thanks to Paul Cote for the time dedicated to serving his community by his membership on the Inland Wetlands Agency/Conservation Commission.

*(Councilor Carey)*

**F. Resolution Accepting the Resignation of Corrine Bordua from the Public Building Commission**

**BE IT RESOLVED**, that the South Windsor Town Council hereby accepts with regret the resignation of Corrine Bordua from the Public Building Commission effective March 20, 2024; and

**BE IT FURTHER RESOLVED**, that the South Windsor Town Council extends its thanks to Corrine Bordua for the time she has dedicated to serving her community by her membership on the Public Building Commission.

*(Councilor Balboni)*

- G. Resolution Authorizing Town Manager, Michael Maniscalco to Execute and Deliver any and all Documents Deemed to be Necessary or Appropriate to the State of Connecticut, Department of Emergency Management and Homeland Security on behalf of the Town of South Windsor**

**BE IT RESOLVED**, that the Town of South Windsor may enter into, with and deliver to the State of Connecticut, Department of Emergency Management and Homeland Security any and all documents which it deems necessary or appropriate for the “Memorandum of Agreement Regarding use of Federal Fiscal Year 2023 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3”; and

**BE IT FURTHER RESOLVED**, that Michael Maniscalco, Town Manager of the Town of South Windsor is authorized and directed to execute and deliver any and all documents on behalf of the Town of South Windsor and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of the “Memorandum of Agreement Regarding Use of Federal Fiscal Year 2023 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3” including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

*(Councilor Buganski)*

- H. Resolution Granting the CT Water Company watermain easement rights as shown of schedule A (the Easement) and Authorizing Michael Maniscalco to execute and deliver to the Company the Easement and such other instruments as may be required in connection with the Easement**

**BE IT RESOLVED**, that the Town of South Windsor grant to The Connecticut Water Company, a Connecticut corporation (the "Company"), permanent rights for the installation, maintenance and repair of water pipes and mains over, under and across land of the Town of South Windsor situated in the Town of South Windsor, County of Hartford and State of Connecticut on substantially the same terms and conditions as set forth in the form of easement attached hereto and made a pm1 hereof as Schedule A (the "Easement"), and containing such other terms and conditions as may be required by the Company and deemed advisable by the Authorized Officer of the Town of South Windsor; and

**BE IT RESOLVED**, that Michael Maniscalco, Town Manager of the Town of South Windsor (the "Authorized Officer") be and hereby is authorized and empowered to execute and deliver to the Company the Easement and such other instruments as may be required in connection with the Easement; and

**BE IT RESOLVED**, that any and all actions heretofore taken by the Authorized Officer of the Town of South Windsor in connection with the Easement and the transactions contemplated therein are hereby ratified, confirmed and approved in all respects; and

**NOW THEREFORE, BE IT RESOLVED**, that no other consent or approval of the Town of South Windsor is required by the Town Charter of the Town of South Windsor for the execution and delivery by the Town of South Windsor of any instrument or document

authorized by the foregoing resolutions.

*(Councilor King)*

**I. Resolution Approving Refund Batch 39 for 10 Tax Refunds totaling \$7,637.33**

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves ten (10) refunds, the total of said refunds being \$27,100.94 and as more fully described in **Exhibit A**.

*(Councilor Lewis)*

**J. Resolution Approving Refund Batch 41 for five (5) Tax Refunds totaling \$1,218.22**

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves five (5) refunds, the total of said refunds being \$1,218.22 and as more fully described in **Exhibit B**.

*(Deputy Mayor Siracusa)*

**K. Resolution Appointing Katherine Senerth as Executive Assistant/Clerk of the Council**

**WHEREAS**, the Personnel Committee has recommended that the Town Manager's Executive Assistant take on the duties of Clerk of the Council position; and

**WHEREAS**, the Town Council approves the Executive Assistant/Clerk of the Council position to be added as a Grade 3 of the Non-Bargaining Job Classification listing; and

**WHEREAS**, the Town Council approves the combined Job Description for Executive Assistant/Clerk of the Council and as more fully described in **Exhibit C**); and

**BE IT RESOLVED**, that the South Windsor Town Council hereby appoints Katherine Senerth as Executive Assistant/Clerk of the Council;

**BE IT FURTHER RESOLVED**, that the South Windsor Town Council approves a salary increase of \$15,000 retroactive to February 20, 2024, which was the start of Ms. Senerth handling these duties. Benefits will continue to be associated with the Non-Bargaining Unit Members Fringe Benefit Description for Fiscal Year 2021/2022 - 2023/2024;

**BE IT FURTHER RESOLVED**, that the Town Council hereby directs the Town Manager to execute an appointment letter to Katherine Senerth.

**14. Passage of Ordinance**

None.

**15. Public Input for Any Matter**

Public Input for any other matter over which a Council has jurisdiction, 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 over which a Council has jurisdiction. 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 and Assistant Town Manager, Mr. Roberts and any other appropriate personnel deemed necessary).

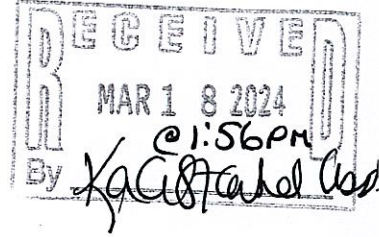
*A.* To discuss the possible sale of Town owned land pursuant to Connecticut General Statutes §1-210 (b)(7) (785 Sullivan Avenue)

*B.* To Discuss a Tax Abatement for Project Fin located at 30 Talbot Lane

18. **Adjournment**







TO BE PUBLISHED IN THE JOURNAL INQUIRER


March 18, 2024

**LEGAL AD**

**TOWN OF SOUTH WINDSOR**

Notice is hereby given that the South Windsor Town Council has set Monday, April 1, 2024 at 8:00 p.m., in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut, as the time and place for a Public Hearing to receive citizen input on the proposed Board of Education Budget for the Fiscal Year 2024/2025.

Dated at South Windsor, Connecticut this 18th day of March 2024.

Attested to by:   
**Katherine J. Senerth**  
Executive Assistant



price of item must be included, private party ads only, no commercial ads, no tag sale ads, no pet ads, ads will run for 90 days, 11 words maximum.

### Bargain Classifieds

\$11- for items priced \$501 - \$999.

3 lines for six days. Private party advertisers only selling autos or merchandise, no item changes. \$1 each additional line.

### Quick Sell Classifieds

\$22.95 - for items priced \$1000 or over.

3 lines for eleven days. Private party advertisers only selling autos or merchandise, no item changes. \$4 each additional line.

### Sure Deal Classifieds

\$42.75 - for items priced \$1000 or over.

5 lines for 30 days, includes a photo if provided. Private party advertisers only selling autos or merchandise, no refunds. \$4 each additional line.

### Let an Expert Ads

\$65.52 - 3 lines for 24 days.

### Tag Sale Ads

\$22.45 - 3 lines for 3 days. Please check your ad on the first day it appears in the paper and call us if there is something that needs to be corrected for the next day's paper. We will only be responsible for one incorrect or omitted insertion of your ad, and then it will be re-run once. Any error that does not lessen the value of the ad will not cause the ad to be re-run.

**Major Credit Cards Accepted.**

### Maximum award limits:

- Up to \$2,000,000 for Public Housing Modernization with priority to State Sponsored Housing Portfolio (SSHP).
- Up to \$1,000,000 for Infrastructure associated with the development of Affordable Housing (e.g., streets sidewalks, sewer lines, windmills).

Major activity categories are Acquisition, Housing Rehabilitation, Public Housing Modernization, Community Facilities, Public Services, and Economic Development. Projects funded with CDBG allocations must carry out at least one of three National Objectives: benefit to low- and moderate-income persons, elimination of slums and blight, or meeting urgent community development needs.

The purpose of the public hearing is to obtain citizen's views on the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development, or community facilities which could be part of the Town's new Application for funding for the year 2024.

Also, the public hearing will be to give citizens an opportunity to make their comments known on the program and for approval of the Program Income Reuse Plan, if applicable. If you are unable to attend the public hearing, you may direct written comments to the Town of East Windsor, First Selectman's Office, 11 Rye Street, Broad Brook, CT 06016, or you may telephone (860) 623-8122. In addition, information may be obtained at the above address between the hours of 8:30 a.m. and 4:30 p.m. Monday through Wednesday, 8:30 a.m. and 7:00 p.m. Thursday, and 8:30 a.m. and 1:00 p.m. Friday.

The Community Development/Housing Department on behalf of the Town of East Windsor anticipates applying for the maximum grant amount of \$2,000,000 under the Public Housing Modernization. In addition, the Town of East Windsor will create a revolving loan fund with program income (principal and interest) generated from the grant for a housing rehabilitation loan program (if applicable).

The Town of East Windsor promotes fair housing and makes all programs available to low- and moderate-income households regardless of race, creed, color, national origin, ancestry, sex, gender identity or expression, marital status, age, lawful source of income, familial status, learning disability or physical/mental disability, or sexual orientation.

*"All are encouraged to attend. The hearing is accessible to the handicapped. Any disabled persons requiring special assistance or non-English speaking persons should contact Melissa LaBelle, ADA Coordinator at (860) 698-1320 at least five days prior to the hearing."*

Equal Opportunity/Affirmative Action

way serving a proposed rear lot to be outside of the fee simple accessway at 189 Sadds Mill Road, APN 100-008-0002 in a Rural Agricultural Residential (RAR) zone.

**V202402** - MCC Lake Properties Trust, owner/applicant, request for variance of Ellington Zoning Regulations Section 3.2. 3-Minimum Yard Setbacks: to reduce the front yard setback from 35ft to 15ft to demolish and rebuild a home at 28 East Shore Road, APN 169-035-0000 in a Residential (R) zone.

**V202403** - Lindsey Beaudry, owner/applicant, request for variance of Ellington Zoning Regulations Section 3.2. 3-Minimum Yard Setbacks: to reduce the front yard setback from 35ft to 1ft, side yard setback from 10ft to 1ft, and rear yard setback from 10ft to 8ft to replace existing shed at 117 West Shore Road, APN 168-121-0000 in a Lake Residential (LR) zone.

Details to attend provided on the agenda at [www.ellington-ct.gov](http://www.ellington-ct.gov) Agendas and Minutes or call 860-870-3120. Applications may be reviewed in the Ellington Town Planner's Office, 57 Main Street, Ellington, CT.

JOURNAL INQUIRER: 3/20/2024 and 3/27/2024

### LEGAL AD TOWN OF SOUTH WINDSOR

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Dated at South Windsor, Connecticut this 18th day of March 2024.

Attested to by:  
Katherine J. Senerth  
Executive Assistant

proposed amendments to the Sidewalk Location Map to reflect completed projects and other changes pursuant to Article IV Section 279-31 of the Code of the Town of Manchester, Connecticut.

At this hearing interested persons may be heard, either in person or virtually via Zoom, and written communications received. This meeting will be shown live on Cox Channel 16 and streamed live at <http://www.channel16.org/CablecastPublicSite/watch/1?channel=1>. Individuals who wish to speak at or attend the virtual meeting must complete a Request to Attend Virtually form, available at <https://manct.us/meeting>, by 4:00 p.m. on the day of the meeting. These individuals will need to join the Zoom meeting and will be allowed to speak when directed by the Chairman. Zoom meeting information will be sent to individuals who complete a Request to Attend Virtually form. Only individuals who complete a Request to Attend Virtually form will be allowed to join the Zoom meeting. A physical location and electronic equipment will be provided for the public to use if a written request is received at least 24 hours in advance, via email to [pzcomments@manchesterct.gov](mailto:pzcomments@manchesterct.gov), or by mail to the Planning Department, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191.

Individuals may also submit comments in writing to the Planning and Economic Development Department via email to [pzcomments@manchesterct.gov](mailto:pzcomments@manchesterct.gov), or by mail to the Planning Department, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191. All written comments received by 4:00 p.m. on the day of the meeting will be presented and recorded as part of the hearing.

A copy of the proposed Sidewalk and Curb Plan amendments may be reviewed online at <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development>; by contacting the Town Clerk's office at [townclerkdept@manchesterct.gov](mailto:townclerkdept@manchesterct.gov) or (860) 647-3037 to request a PDF by email; or in the Planning and Economic Development Department, 494 Main Street, during regular business hours, 8:30 - 4:30, Monday through Friday. Information about this application will be available online at <https://Manchesterct.gov/pzc> by the Friday before the hearing.

Planning and Zoning Commission  
Eric Prause, Chair

**ASK ABOUT OUR SPECIALS  
CALL 203-333-4151  
Monday - Friday 8 a.m. - 3:30 p.m.**



# Town of South Windsor

## Town Manager's Report April 2024

Michael Maniscalco  
Town Manager



**Collins Crossing:** Comer Contracting milled off their failing chip stone surface on Collins Crossing on Monday, March 25th. Weather permitting, we plan to pave the finish surface of Collins Crossing on April 5th.

**Pavement for Progress Update:** Our Paving for Progress contractor for this year's paving program is Ondrick. They intend to start work the week of March 25th in Brook Street, Farmstead Drive, and Overlook Drive neighborhoods. This will be followed by the Hillside, Steep, Aroda, High and Skyline neighborhoods in the beginning of May. The balance of this year's streets will then commence following those two phases. Edgewood Drive, Elizabeth, Nancy, and Dawn areas can anticipate their roads to start sometime around the beginning of June. All residents that have work being performed in front of their homes have received a letter in the mail from the Public Works Department in regards to the project.

**Summer Camp:** Summer camp registration opened on March 27th. As has happened in previous years, the in-house camps are sold out completely. I would like to recognize the Parks & Recreation staff for their great work in making sure the many South Windsor parents have opportunities for their kids over the summer.

**Nevers Park Workout Facility:** The Parks Department has secured a purchase order with the "Pour in Place" contractor to pour the base for the work out area. It is expected that this work shall be completed within the first two weeks of April.



# Police Department

Kristian R. Lindstrom  
 Chief of Police

## Monthly Statistics February 2024:

Each month we publish the totals of some of our more common calls for service. Patrol, Investigative, and Administrative staff continue to work together to serve the community's public safety needs. From proactively checking businesses and facilities to traffic enforcement and responding to emergencies, the South Windsor Police Department is committed to providing the best public safety product in the region to those who live, work, and play, in the Town of South Windsor.

### February's numbers are below:

Total Computer Aided Dispatch Entries:	2094
Routine Calls Received/Outgoing:	3672
911 Calls	592
Directed Patrol/Premise Checks:	660
Motor Vehicle Stop - Attempt	5
Motor Vehicle Stops:	274
Driving Under the Influence	6
Emotionally Disturbed Persons:	9
Medical Assists:	231
Suspicious:	41
Alarms:	78
Motor Vehicle Violation	14
Motor Vehicle Accidents:	25
Welfare Check:	32
Assist Outside Agency:	37
Animal Problem:	35
Citizen Assist:	35
Miscellaneous Service:	20
Collision Reports:	14
BOLO:	12
Disabled Motor Vehicle:	36
Larceny - Motor Vehicle	3
Larceny:	13
Hazardous Conditions:	21
Pistol Permits:	16
Burglary	3
Burglary - Motor Vehicle	3
Civil Matter:	11
911 Check:	12
Fraud:	12
Domestic Dispute:	15
Violation of Town Ordinance:	42
Sexual Assault	0
Arrests	32
Youth Problem:	15

### 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.

During the month of February, one of our newer Dispatchers resigned during the field training phase of his employment. Last month's resignation of a new dispatcher set the hiring wheels in motion and on March 19<sup>th</sup> we conducted a full day of oral board examinations as the next step in identifying and selecting the best candidate for the position. We remain proud that we are one of the only agencies (if not the only agency) in the area that is at full strength on the sworn side of the board.

### Month End Sworn Personnel Summary:

With an authorized strength of 46 sworn members, we proudly employ 46. As is often the case, the fact that we have no vacancies does not negate the fact that only 42 are currently fully operational sworn FTE's. We currently have 1 in the academy (Martin), 2 officers in field training (Bravo, and Lamagna), and 1 out on light duty due to a work injury.

**Civilian Personnel Summary:** Among our 15 civilian employees, we currently have the aforementioned vacancy in Dispatch. In addition, 1 civilian employee is out on medical leave (work related).

### 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.



## Police Department

Kristian R. Lindstrom  
Chief of Police

### **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.

Everyone was Irish at the annual St. Patrick's Day parade in Hartford and SWPD Corporal Mike Thompson participated as South Windsor's Parade Marshal. Corporal Thompson has been working at SWPD for 35 years and always does his part to put the Department first and be a mentor to our newer staff.

Canine Mason celebrated his 4<sup>th</sup> Birthday on March 2<sup>nd</sup>. He and his handler, Ofc. Zachary Cosenza, continue to provide an invaluable resource to the agency and play a significant role in keeping the community safe.

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.

The agency continues to work with DOT and the Office of the State Traffic Authority (OSTA) to assess truck traffic in the area of Governor's Hgwy and Beldon Rd. OSTA has assigned an engineer to Chief Lindstrom's request for an investigation. The results of this investigation are pending.

In addition, we continue to work in partnership with the Office of the State Traffic Authority to address traffic proposals and projects.

### **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.

The most notable event of the month occurred at 8:00am on Monday, March 18<sup>th</sup> when three armed individuals robbed the 7-Eleven store on Ellington Road. No one was injured during the incident and the suspects fled the area immediately following the incident. The police department's Criminal Investigations Unit is overseeing this active investigation.

In the agency's pursuit of accreditation, it underwent an online assessment of our policies from March 1-9. This process involved a web-based review of over 150 different standards required for accreditation as well as multiple interviews of department staff. This was a large step in the accreditation process, and we were notified that we passed with flying colors. The next step will be an onsite assessment that will take place over a couple of days in mid-April.

On March 5<sup>th</sup> and 28<sup>th</sup>, Sgt. Cleverdon attended career fairs at the University of Hartford and Eastern Connecticut State University respectively. We have realized great success in attending these events and marketing this agency as a desirable place to work.

On March 6<sup>th</sup>, Officer Erika Kuzara served as a panelist at a Women in Policing Symposium at Central Connecticut State University. Our participation in events like this serve to attract women applicants to our profession and department and highlight our commitment to achieving a balanced work force.

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

Hopefully as the colder weather settles in, the car burglars will choose to stay inside and pursue another pastime. Unfortunately, what seemed to be an issue that only impacted unlocked cars in previous years, now seems to have expanded to suspects breaking windows to gain entry to vehicles. There is little if any predictability or patterning as to when and where these incidents take place, but when they do, they seem to occur in concentrated time frames and areas. For instance, one night there will be several burglaries concentrated in one neighborhood, and then a few weeks later, a similar spree will occur in a completely separate area. To combat this issue, the police department has received grant monies that allow us to put extra officers on overtime to focus on reducing car burglaries and thefts. The police department continues to explore other utilizing other tools that will maximize our effectiveness in reducing these crimes.

Residents and visitors in South Windsor are encouraged to lock their vehicles when leaving them unattended, try to leave them in a well-lit area, and to make sure their valuables, at a minimum, are hidden from view.

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

I hope that our citizens will continue to be mindful of



## Police Department

Kristian R. Lindstrom  
Chief of Police

the risks that significant weather events can present at this time of year.

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



## Facilities Maintenance

Clay Major  
Director of Facilities

### Recreation and Facilities Building Work

N.E. Masonry was onsite to provide a proposal to cut an opening in an exterior wall for the installation of a window A/C unit for one of the Management offices. I also received a proposal to replace the non-functioning mini split system for the Conference Room. Neither of these have been scheduled at this point but I am trying to get the opening in the wall done prior to the end of Spring.

### Town Wide ADA Upgrades

Annex: Handrails for entrance are now installed.

Town Hall: ADA upgrades in the men's room are complete with exception to replacing the door and closer. The bathroom is now a single use unisex bathroom. I received the final design for the Probate office service window and am now trying to get that work scheduled. The Lunch Room modifications have been solidified and a purchase order has been cut. I am working on finding an alternate place to set up the Lunch Room while the work is being completed. This will be a quick renovation/modification, most of the materials like countertops and cabinetry will be made in advance and installed once onsite.

VMP: No update on this work. I am currently soliciting proposals from Civil Engineers to provide design and bidding services for accessible routes from the upper and lower parking lots at the park. I am hopeful that the designs will be completed so the construction can begin after the 2024 season is over.

Police Department: I am working on having new compliant signage made for the interior offices.

Seasonal Sites: ADA compliant water fountain/bottle fillers have arrived. The contractor is finalizing the costs for install now and we hope to have them installed in the coming weeks.

### Public Works 2<sup>nd</sup> Floor Security Enhancements

I've received and reviewed the latest floor plan for the 2<sup>nd</sup> floor. The staff from the Building, Planning, Engineering, Pollution Control and Public Works have also reviewed the plan and gave me authorization to have the Architect proceed with the final set of drawings. The final drawings and bid documents should be ready to go out to bid in early May.

### Police Department Elevator Modernization

I've been working with an Elevator Consultant (free of charge) who has provided me with some very useful information regarding modernizing the elevator. Among other things he will be providing me with a list of elevator companies that do this type of work and based on the type of elevator we currently have, which might be the best solution for our needs. I expect more information from the consultant in the coming weeks.

### Wood Memorial Library HVAC Upgrades

The sign that the State requires us have made and installed on the property has been completed but not yet installed. Interior work consisting of laying out exact locations of the equipment has begun but no other major work has started. Once the sign in is in place the contractor will be able to start installing equipment.

### ARPA Projects- Library/Town Hall/Community Center Paver Replacement Project

The paver replacement project between Town Hall main entrance and the Library side entrance kicked off earlier this month. Thus far they have made good progress. About half of the concrete pavers have been removed and replaced with the new brick pavers. The work should be completed in another two to three weeks as long as the rain holds off.

I have a meeting with the Superintendent of Parks, the Parks Manager as well as the Director of Human Services to review the Teen Center Outdoor Space paver project later this month.

### VMP Epoxy Flooring Repairs- Filter Building

I have been in contact with the contractor who will be completing this work. We hope to be able to get this last part of the bathroom floor finished well before the seasonal opening.

### ARPA Project-Fire House/Town Hall HVAC Upgrades

After the install of a new VFD, motor and bearings on the return fan the Town Hall HVAC system was balanced. The system will still require a few minor tweaks over the next couple of weeks in order to comfortably say that its substantially complete. A final walkthrough will be done, and a punch list created to address any items that may need to be addressed before final payment is made. The Fire House HVAC system was also balanced however the contractor tells me that the manufacturer has yet to supply a couple of parts for the new condensing unit, the parts are expected in the coming weeks. The Fire House project is approximately ninety-five complete at this point. The system will be turned over to the Fire Department staff to manage as soon as all work has been completed and training has been completed.

### ARPA Project-Town Hall Windows/Renovations 1<sup>st</sup> Floor

All of the blinds have now been installed. A number of window handles also had to be replaced because the cam in the handle was faulty. Those too have now been

## Facilities Maintenance

Clay Major  
Director of Facilities

replaced. The window project is substantially complete.

### **Library Phone System Upgrade**

No Update; Due to staff reassignments within AT&T the process to get the main phone number port started was delayed. I finally received communication from the new Account Manager who provided me with the documentation needed to start this process. Frontier ultimately drives the timeline for this process so it would still be a few weeks before the numbers are ported to AT&T.

### **Public Works Private Cube Office**

No Update- The private cubicle office is mostly complete. It is in place, but the very top panels of the office wall still did not fit as expected. I'm working with the contractor to come up with a solution to rectify the issue.

### **Library Window Glass Replacements**

Commercial Storefront Services was onsite earlier this month to install the two pieces of glass that failed due to age. There are about ten more pieces of glass that also have to be replaced, those will be addressed as funds become available.

### **Community Center Dry Sprinkler System**

The contractor completed the installation of the systems components earlier this month. The attic dry sprinkler system has to be flushed and treated with a special chemical to kill the microbes that are eating the piping, that can't be done until the outdoor temperatures are consistently above freezing.

### **Town Garage Exterior Bay Sheathing Replacement.**

W.J. Mountford, a local contractor started this project earlier in the month. They've removed the rusted sheathing on the end of the east and west bays constructed forms and poured the concrete bases that the flashing will sit on top of. While opening up the sheathing they found that a couple of I Beam support columns were also in very poor shape. The contractor was able to get his welder to cut and fabricate the steel needed to make the repairs prior to closing up the siding.

*Clay Major*  
*Director of Facilities*

# Public Works Department

Vincent Stetson, Director of Public Works

## Engineering Department

### **Pleasant Valley Road Reconstruction Phase 1 & Bridge Replacement**

O&G Industries has substantially completed the reconstruction of Pleasant Valley Road Phase 1, from Ellington Road to Pepin Place and has substantially finished replacing the Pleasant Valley Rd bridge over the Podunk River. This bridge and road were reopened to traffic on December 1, 2023 and remaining punch list items will be completed in the spring of 2024 including turf establishment, paving the lower VMP parking lot and staining the bridge concrete that looks like stone. The necessary utility relocations are almost complete.

### **Pleasant Valley Road Reconstruction Phase 2**

Phase 2 of the reconstruction of Pleasant Valley Road from Long Hill Road to Clark Street has been awarded to Baltazar Construction. This design includes improving the road geometry, new drainage pipes and structures, new road base, pavement and curbing and sidewalks on at least one side of the road. Construction is scheduled to start in April 2024 and go through the fall.

### **Town Road Paving**

Ondrick Materials and Recycling has been awarded the contract to mill and repave Aroda Drive, High Street, Hillside Drive, Skyline Drive, Steep Road, Brook Street, Farmstead Drive, Overlook Road, Dawn Drive, Nancy Drive, Edgewood Drive and Elizabeth Street. They will start this work in April 2024 and go into the summer.

### **Town Sidewalk Repairs**

William M. Laydon Construction has been awarded the contract to replace concrete sidewalks in Town. This work will begin May 2024 and proceed through the summer.

### **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 design plans for these sidewalks and has responded to review comments from CRCOG. We have contacted utilities about relocations needed and are reaching out to residents about easements needed for this project. Once the easements have been completed, we will submit final plans to CRCOG. This project is scheduled to be constructed in the fall of 2024.

### **Eli Terry Safe Routes to School Project**

This project has been advertised and bids are due on April 3, 2024. It includes replacing the pedestrian bridge

and bituminous paths that connects this school to the Brook Street neighborhood, and other pedestrian improvements on roads around the school. We expect construction to be done in the summer and fall of 2024.

### **Kennedy Road Reconstruction**

The Town received a Notice to Proceed with a CT STEAP grant that was awarded in the amount of \$478,100 for the reconstruction of Kennedy Road. This will support the existing and future businesses that are on this road. The current schedule is to finalize plans and bid this project in the fall of 2024.

### **Dart Hill Road Reconstruction**

The reconstruction of Dart Hill Road from Neiderwerfer Road to the Vernon Town Line is being funded by the CT DOT LOTCIP and new sidewalks on this section are funded by ARPA. WMC Engineers is working on finalizing the design and notifying utilities of proposed improvements that will affect their lines, and we will then resubmit to CRCOG for another review. The project schedule is to finalize the design and bid this project for construction in the summer of 2024.

### **Reconstruction of Graham Road & Governors Highway**

VHB is working on the design for reconstruction of both Governors Highway and Graham Road. Both contracts will include improvements to the road geometry, new drainage pipes and structures, as well as new road base and pavement. We plan to complete plans for the reconstruction of Governors Highway between Main Street and Route 5 and bid this project this spring for construction later in the summer and fall. We are gathering more traffic data and looking at options for traffic calming on Governors Highway between Talbot Lane and Ellington Road. Plans for improvements to Graham Road are being revised based on public input and advanced to include drainage improvements and sidewalks.

### **LOTICIP Application for Town Center Sidewalks**

The completion of sidewalks around the Town Center area to fill in gaps on Deming Street, Clark Street and Ellington Road was approved by CT DOT to receive funding under LOTCIP. We are in the process of awarding the Survey and Design of this project.

### **Sidewalks on Birch Hill Drive and Ellington Road**

Survey and design of new sidewalks on Birch Hill Drive and Ellington Road between Pleasant Valley Road and Chapel Road has begun. The sidewalks on Ellington Road would connect to existing sidewalks in front of the

## Public Works Department

Vincent Stetson  
Director of Public Works

new Pleasant Valley Elementary School.

### **Other Projects**

The Engineering Department recently submitted two project applications to CRCOG for future LOTCIP funding. One is for pavement rehabilitation on Buckland Road between Ellington Road and Deming Street and the other is for reconstruction of Pierce Road.

The Town Stormwater 2023 Draft Annual Report was posted to the Town web site for public comment on February 15, 2024, in accordance with our DEEP MS4 permit. This report can be found on the South Windsor CT website under Departments > Engineering > Stormwater Management Program. Public comments on this draft report will be received by Engineering through the end of March, 2024.

### **Street Services**

The Streets Department put the finishing touches on the culvert structure removal on Troy Rd and Rye St. returning the riparian habitat to the area. This project was outside our comfort zone, but not outside our capabilities. All our maintainers stepped up and stepped in to get this project to the finish line with terrific results and not to mention, but we will, at a significant cost savings to the town. Great job men.

The department assisted Water Pollution Control with the refresh of the biofilter at the treatment plant. This biofilter helps eliminate odors from emanating from the plant. We removed the existing media and replaced it with a fresh organic mixture.

Maintainers are finishing up removing/disposing of spoils at the garage from construction projects in preparation for the upcoming construction season. At the same time, we are hauling back in new materials needed for jobs on the horizon.

Curb and lawn damage repairs from plowing operations are well underway due to the favorable weather. Now don't get too excited, this doesn't mean we are done with winter. We have had snow events that visited us in the first few days of May. But we are cautiously optimistic.

We assisted the Boy Scouts loaning them safety vests and work zone signage so they could conduct a project. This Eagle Scout project emblazoned small plaques on catch basins in a residential area letting everyone know that the water that goes into the catch basin flows to a

river or stream.

Crews are taking full advantage of the nice weather to begin drainage projects ahead of the upcoming construction season. We are staying ahead of the Paving for Progress program by repairing catch basins prior to resurfacing. Keeping these repairs in-house saves thousands of dollars vs having a contractor perform the work.

The sign shop installed or replaced 15 regulatory signs. The shop made notification signs for the Pleasant Valley Rd Phase II Paving for Progress project and also installed 23 retroreflective sign post strips for increased visibility for some existing signs.

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

*Scott Yeomans*  
*Associate Manager, Street Services*

## Finance Department

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

### Assessor

Board of Assessment Appeals hearings on the 2023 Grand List (2022 Supplemental Motor Vehicle) were conducted and finalized in March 2024. There were a total of 36 appeals, 23 residential properties, 2 commercial properties, 7 personal property, and 4 supplemental motor vehicle appeals. All appellants have been notified of the Board's decisions.

The Elderly/ Totally Disabled Homeowner's Program for income qualified residents started on February 1 continuing through May 15, 2024. A reminder letter to file was mailed to all residents currently on the Homeowner's Program in the beginning of February 2024. Please note the qualifying income limits have been updated on our website here: <https://www.southwindsor-ct.gov/assessor/pages/elderly-homeowners-totally-disabled-persons-renters-tax-relief-programs>  
Applications are being taken at Human Services/ Senior Center located at 150 Nevers Road. To file, an appointment must be made with Human Services.

The State's Renters Rebate application period began April 1, 2023. Applications for income qualified individuals are taken at Human Services at 150 Nevers Road, please contact: 860-644-6369 x. 3319.

A reminder for residents who have sold or otherwise disposed of a vehicle – if the plates were not transferred onto another vehicle please send the Assessor's Office a copy of the DMV Plate Cancellation Receipt along with one of the following: Bill of Sale, Junked Receipt, Trade-In Information, Out of State Registration, or a Total Loss Letter, in order to receive a refund or pro-ration to take effect. These forms of proof can be emailed to: [assessor@southwindsor-ct.gov](mailto:assessor@southwindsor-ct.gov) or submitted through our online webform here: <https://www.southwindsor-ct.gov/assessor/webforms/motor-vehicle-bill-adjustment>

## Building Department

Marc Melanson, Chief Building Official  
Adam Chrostowski, Asst. Building Official  
Valerie Muszynski, Asst. Building Official  
Morgan Middleton, Building Dept. Administrator

### February 2024

<b>Number of Permits Issued:</b>	<b>226</b>
<b>Number of Inspections Done:</b>	<b>348</b>
<b>Value of Work Done:</b>	<b>\$5,497,256</b>
<b>Amount of Revenue Collected:</b>	<b>\$101,574.63</b>

### Large Projects

#### **The Promenade Shops at Evergreen Walk**

The following work is in progress at the shops:

**My Salon Suite** – active inspections

#### **100 Cedar Ave**

Active inspections for 'Club Studio Fitness' (Interior fit-out of old 'L.A Fitness' building)

#### **158 Sullivan Avenue – Tenant Fit-Outs**

Certificate of Occupancy issued for 'Dazzling Pho & Drinks' – Suite 4

Certificate of Occupancy issued for 'Jamaican Kitchen' – Suite 3

#### **150 Sullivan Avenue - New Commercial Building**

Active inspections for new multi-unit commercial building

#### **1014 Sullivan Ave**

Active inspections for the new commercial retail building

#### **1540 Sullivan Ave**

Permit issued to remodel Town Hall 2<sup>nd</sup> floor bathroom to meet ADA requirements

#### **11 Cedar Ave**

Construction plans approved & permit issued for new 'Chipotle' restaurant – Inspections scheduled

#### **19 Cedar Ave**

Construction plans approved & permit issued for 'Starbucks' restaurant & drive-thru

#### **25 Buckland Rd, Unit D**

Certificate of Occupancy issued for 'Orthopedic Associates of Hartford Physical Rehab' interior fit-out of existing building

*Respectfully Submitted*  
Marc Melanson  
Chief Building Official

## Human Services Department

**Andrea Cofrancesco**  
Director of Human Services  
**Liz Langevin**  
Director of Youth and Family Services

### Human Services

The town has received settlement funds from Opioid manufacturers, distributors, and retailers as restitution for their role in the overdose epidemic. With the funds so far, we have been able to host several Narcan trainings, distribute lockboxes, develop resource pads for SW Police Department officers and the community and purchase Deterra medication disposal pouches.

We are now rolling out financial assistance for South Windsor residents that are in treatment/recovery or that want to/plan to get treatment/recovery services. We don't want finances to be a barrier for our residents to access the services they need. This is for youth and for adults and will help with deductibles, copays and out of pocket expenses to help people get the services they need. We cannot pay or reimburse individuals receiving services, payment would be directly to providers.

### Adult and Senior Services

#### **New! Food Bank Adopt-a-Shelf Program**

Food Banks help with so much more than food! We are launching a new opportunity for individuals, families, scout troops, businesses and neighborhoods to come together and support South Windsor families in need. Our "**Adopt-a-Shelf**" program will assist with the items that are not usually donated and that programs like SNAP (food stamps) do not cover. We ask that each donor, or group of donors, pledge to donate 30 (or more!) items from their chosen category each month and deliver them to Human Services on a day that is convenient for them. For more information or if you are interested in adopting a shelf, please contact Sue in South Windsor Human Services at 860-648-6359 or via email at

[susan.grundstrom@southwindsor-ct.gov](mailto:susan.grundstrom@southwindsor-ct.gov).

Thank you for supporting Our Community!!

#### **Community Service Rock Project**

The Senior Center's Community Service Group recently started a Painted Rock Project where we paint rocks with sayings and images to spread joy throughout South Windsor. These are hand painted with love and are delivered by dedicated volunteers to celebrate birthdays and anniversaries, to spread joy for those who need a little pick-me-up, or to thank someone for doing something extra special or for just being. So far we have delivered 13 rocks and the response has been amazing for both the recipients and deliverers. Letting people know they are thought of and remembered is priceless.



#### **Easter Basket Project**

The Senior Center's Community Service Group recently made and donated 22 Easter baskets for families that utilize our Food Bank. The Community Service Group is a group of adults committed to volunteerism. #Neighbors Helping Neighbors



#### **ELDERLY AND DISABLED PROPERTY TAX RELIEF**

Elderly and disabled homeowners who qualify can apply for reduced property taxes on their homes **until May 15, 2024**. If you are currently on the program the Assessor's Office will send you a letter if it is your year to reapply. **This year's income limits are \$43,800 maximum for an individual and \$53,400\*for a couple.** All gross income is counted including Social Security benefits. Documents you will need: Signed 2023 1040 Federal Tax form (if you file); 2023 Social Security Statement (SSA-1099); 2023 Pension Statement(1099); 2023 Bank Interest Statement(1099); Any other 2023 Income 1099. For more info or to schedule an

## Human Services Department

**Andrea Cofrancesco**  
Director of Human Services  
**Liz Langevin**  
Director of Youth and Family Services

appointment, call 860-648-6361 ext. 3335. ***\*Town of S.Windsor has an expanded local option which allows up to \$50,000/single homeowner and \$65,000/married couple, for a benefit of \$195.00 tax credit.***

**Medicare Advantage Plan Open Enrollment**  
**Medicare Advantage Open Enrollment Period (MA OEP)** occurs each year from **January 1 through March 31**. During this time, you can switch from your Medicare Advantage Plan to another Medicare Advantage Plan, **or** switch back to Original Medicare, with or without a stand-alone Prescription Drug Plan. Changes made during this period take effect the first of the month following the month you enroll, and you can only make one change. **Please note:** If you have chosen Original Medicare and a Part D plan for January 1, 2024, you **cannot** change your Part D plan during this time. For more info, please give us a call at 860-648-6361 ext.3335 and ask to speak with a CHOICES counselor or call 1-800-MEDICARE.

**Support Groups at the Community Center**  
**Bereavement Support Group:** Meetings are the **1<sup>st</sup> Friday of the month at 3:00 PM**. Facilitated by Intercommunity Health Care. Funded by ARPA  
**Depression and Anxiety:** Meetings are the **3<sup>rd</sup> Tuesday of the month at 10:30 AM**. Facilitated by Intercommunity Health Care. Funded by ARPA  
**Caregivers Support Group:** Facilitated by Susan Grundstrom, Caseworker in Adult and Senior Services. Meetings are typically the **2<sup>nd</sup> Friday of the month at 10:00 AM**.  
**Parkinson's Support Group:** Facilitated by a volunteer with the Parkinson's Association. Meetings are held the **2<sup>nd</sup> Thursday of the month at 1:00 PM**.

### 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?
- 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.

### **Behavioral Health Services**

South Windsor Human Services received funding from the American Rescue Plan Act to provide behavioral health services to residents of all ages who can benefit from counseling. Social isolation, the inability to see family during the pandemic and general concerns about the state of the world has brought on anxiety, depression and loneliness for many people. We are partnering with Intercommunity Health Care to provide both individual and group therapy **at the Senior Center** to support those in need and provide strategies to cope. If you find yourself struggling with getting back into the swing of things or if you want someone to talk to, please contact Liz Langevin in Human Services at 860-648-5050. Liz will work with getting you connected to Intercommunity. Services are confidential. It's okay to not be okay.

### **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

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

## Youth and Family Services

### Teen Center

March has been a great month. We had our second Youth Council Meeting. It was a small group of five, many of the Middle Schoolers are working on their production of Finding Nemo Jr. Even though it was small we talked about upcoming event ideas and volunteer opportunities. Our biggest event this month will be the Egg Hunt March 29<sup>th</sup>. We will sell donuts, water, juice and collect toothbrushes, toothpaste, deodorant, and shampoo. Our sales and donations will be given to our town Food Shelter and Fuel Bank.

This month we collected more makeup/socks for the upcoming prom. These will be donated to Cornerstone in Rockville to help students who are attending prom and need a little extra help getting ready. Cornerstone collected shoes, dresses, and jewelry. We are hoping to set up a time with Cornerstone during Rising Star Sessions where we can volunteer in the kitchen and dining area.



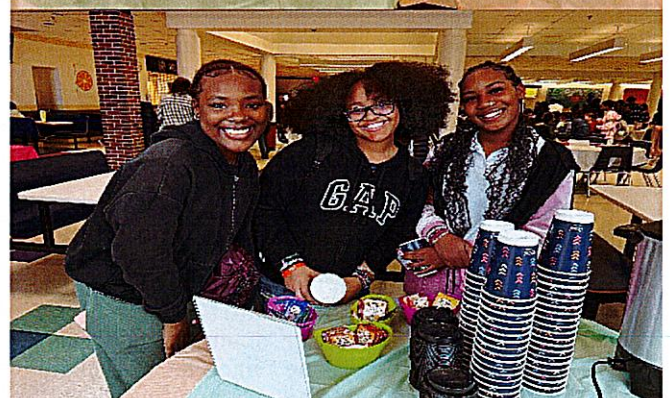
### Bottle Returns

Thanks to all who drop off bottles. This is a nice help for those who are looking for some volunteer hours. We have them organize all the cans, glass and plastic. Devin and Jay have been returning them twice a month. The money has been useful when we need to order pizza for larger groups.

### Relieve The Stress Fest at South Windsor High School

Teens Teas was a great hit. Who knew that students would love hot herbal tea as

much as they did? They also liked our boxes we made filled with chocolates, teen center phone frogs, a bracelet reminding them to be brave and post its with our Youth and Family Logo. Both High School and Middle School students put together the boxes, which turned into a nice time to talk and get to know each other better. It was nice to have so many who attend the Teen Center stop by and hang out with us, they really seemed comfortable and happy to see Jay and I outside of the center. Looking forward to next year.



### School Outreach and Prevention

5 SWHS students, who are a part of the Student's Against Destructive Decisions (SADD) Club, were honored with the opportunity to give public testimony on Bill 5249 at the CT Legislative Office Building. These students have been working on the Deterra safe disposal project and were asked by the CT Governor's Prevention Partnership to speak in support of a bill that would essentially mandate that pharmacies give out a free Deterra pouch with every opioid prescription filled to help reduce those medications getting into the wrong hands. The initiative would be fully funded so it would

# Human Services Department

**Andrea Cofrancesco**  
Director of Human Services  
**Liz Langevin**  
Director of Youth and Family Services

not create a financial burden on pharmacies. These 5 students represented SWHS and our community with poise and confidence. They made an impact on the Realtor and Insurance Committee, which was the group that was hearing the proposed legislation. The students who spoke were Catherine Downes, Finn Jennings, Klaudia Panek, Morgan Reed and Elise Suffish.



The SADD Club also hosted the "Relieve the Stress Fest" at SWHS after school on March 7, 2024. About 250 students participated in an afternoon of activities to promote healthy choices when dealing with stress. A variety of high school clubs participated by offering a wide range of activities to the students, including bracelet making, trivia games, painting, jumbo games, music, treats, corn hole, ping pong, science experiments, a tea station and so much more. Sound therapy was a big hit with both students and staff, as well as the 2 pet therapy dogs in attendance. Each attendee also got a free Kona Ice. Everyone had a wonderful time connecting with friends and relaxing together. We look forward to offering this program for years to come!


The "Magnificent Monday" Club at Eli Terry has been an exciting addition to our programs. Once a week we are meeting with a small group of 2<sup>nd</sup> and 3<sup>rd</sup> graders to work on social skills, learn about feelings, build confidence and have fun! We are enjoying our time getting to know these wonderful students.

## Counseling and Parent Education

Counselors remain busy with 75 open and active cases of youth seen for mental health counseling. We have 5 youth on our waitlist, which has gone down since last

month due to hiring two additional ARPA funded counselors. Our Clinical Coordinator, Robin Lagasse assesses each referral so that we can get kids and families connected to the right resources. Our referrals are coming from South Windsor schools, police and parents/guardians. 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.

We are now hosting a monthly parenting group at the community center. Each month we will discuss a different topic.



### SOUTH WINDSOR YOUTH AND FAMILY SERVICES INVITES YOU TO JOIN US

**Do you ever feel...**  
Overwhelmed by the responsibilities of parenting?  
Unsure if the choices you are making are right for your child?  
Worried about your teen?  
Alone and wanting to connect with other parents?

**Parenting Support**  
The first Wednesday of the month  
6:30-7:30pm  
In person at the Community center  
150 Nevers Rd. AND via Zoom (March meeting only)

**Groups will be facilitated by a Y&FS Counselor**  
Topics will be discussed, resources will be shared and time will be set aside for Q & A  
This is a drop in program. You are welcome to join any or all dates.  
Child Care and Light Refreshments will be available  
RSVP if you need child care or to attend the March meeting on Zoom  
[liz.langevinsouthwindsor-ct.gov](mailto:liz.langevinsouthwindsor-ct.gov)

**Topics to be Discussed**  
**February 7th:**  
Mental Health Check-ins: the what and how  
**March 6th:**  
Dealing with Parental Burnout  
**April 3rd:**  
Setting Limits:  
From toddler to teen  
All kids need boundaries

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

## Human Services Department

**Andrea Cofrancesco**  
Director of Human Services  
**Liz Langevin**  
Director of Youth and Family Services

**“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.

To sign up for a class-

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Free with Code: SWindsorPeace



## Parks & Recreation Department

**Molly Keays**  
Director of Parks & Recreation

### “Discover the Benefits!”

John Caldwell, Jr.  
Parks Superintendent

Jennifer Filer  
Asst. Director of Parks &  
Recreation



**Park & Recreation Commission (PARC):** The Park and Recreation Commission will meet on Wednesday, April 3, at 7:30 pm in the Town Council Chambers.

**South Windsor Walk and Wheel Ways (SWW&WW):** The committee hosted their first Bike

Maintenance Event at the Parks and Recreation Facility on Saturday, March 16. This event offered the opportunity to learn how to make basic repairs to a bicycle.

#### RECREATION DIVISION “*Feel great – recreate!*”

**Youth Basketball:** Our Jim Snow basketball league allows players to participate in a basketball environment that promotes good sportsmanship and the respect of others. The beginner division for the league concluded on March 16<sup>th</sup> while the Intermediate and Senior divisions playoffs concluded on March 24.

**Mighty Mites:** We have 160 Kindergarten through first grade participants in our co-ed introductory basketball program. The purpose of this program is to teach youth the fundamentals of the game in a fun environment. This program concluded on March 2<sup>nd</sup>.

**More Mighty Mites:** This program is a co-ed opportunity to be introduced to basketball in a instructional format that incorporates scrimmages and games in a non-competitive environment. This season, we had 109 youth participate in the program and had our final day of the program on March 2<sup>nd</sup>.

**Youth Wrestling:** Due to popular demand, we expanded our wrestling program to run a session in the spring! We have 12 youth in the program with the ability for additional youth to drop in to the program each week.

**Creative Cardio:** Our year-round traditional aerobics class continues to be popular this month with 32 participants joining the weekly class in-person and on Zoom.

**Kripalu Yoga:** Our year-round yoga program had 40 participants attend our in-person and Zoom classes this month.

**Jukido Jujitsu:** We had 30 participants of all ages in the program this month practicing their skills each week.

**Self Defense is Karate:** Our program had 12 participants over the age of 16 participate in weekly classes. This opportunity provides our community another form of recreation that sets itself aside from standard athletic

movements and practices.

**Learn to Skate:** South Windsor Arena's skating 101 program through the South Windsor Parks and Recreation Department is a beginning Ice Skating program that's fun and rewarding. Participation enable beginner skaters of all ages (3 years old and up) & ability levels to learn the fundamentals of skating, while teaching them skills necessary for further advancement. We had 65 participants in the program with a large waitlist. We end the program in April.

**4TH R:** March brought forth a plethora of recreational activities, adding more excitement to our calendar! Among the notable events were a spring-themed scavenger hunt, crafting personalized lanterns, lively festivities for St. Patrick's Day featuring charming leprechaun hats, and the introduction of engaging games like “Ring Around The Mat Ball.” Additionally, half-day Wednesdays started back up, which brought with them the revival of our beloved “special interest groups.”

Furthermore, the mischievous 4th “R” leprechaun paid a surprise visit to one of our sites, adorning the cafeteria with cascading green streamers, spreading joy and cheer!

**Preschool:** We are concluding Session C with an abundance of enjoyable learning-through-play experiences! Some of our cherished activities encompassed a basketball-themed March Madness day (where we honed our basket-making skills!), engaging in a color-themed bunny-hop around our classroom, and commemorating St. Patrick's Day with various shamrock crafts and sensory stations. Moreover, we delighted in a sing-along concert led by our preschool teacher, Mr. Will, showcasing his guitar skills and lead vocals!

**Max Challenge Day of Giving:** The third annual Max Challenge Family Fun Fair was held on Saturday, March 16! We appreciate the continued support from the Max Challenge as they contribute to a variety of recreational projects within our community.

**The Egg Hunt:** We hosted our annual Egg Hunt on Friday, March 29 at the High School! There were over 30,000 eggs distributed for youth under two all the way through second grade! Thank you to Imperial Oil for their continued sponsorship as this allows us to make it a free event for the community.

**Summer Camp Registration:** In order to offer our residents an earlier camp registration and to efficiently streamline our registration process, this year we had camp registration on Wednesday, March 27. The remainder of our summer programs have resident registration on April 3 and non-resident registration on

# Parks & Recreation Department

**Molly Keays**  
Director of Parks & Recreation

April 10.

## **PARKS DEPARTMENT** *“Caring for South Windsor’s Growing Needs”*

**Athletic Fields & Grounds:** Spring arrived on March 19th, bringing temperatures in the 40s. Thanks to our dedicated team of Parks employees, we’ve completed servicing all small equipment necessary for spring and summer operations, including mowers, trimmers, blowers, sod cutters, and various other pieces of equipment. With favorable weather on our side, our crew has made significant progress in ballfield renovation and has begun painting all High School and Middle School sports fields. Our sports teams will be starting practices and games by early April.

**Parks & Open Space:** In Parks & Open Space, tree work continues along with the clearance of overgrown bushes and mowing of encroaching vegetation. At Major Michael Donnelly Park, replacement boardwalks and trail enhancements have been finished, and old bridge sections have been dismantled and transported to the landfill. To ensure the walkway’s stability, filter fabric and stone have been laid down as a solid foundation for bridge construction. Additionally, corrugated pipes supporting the bridge sections were repurposed, with wooden sections placed on top.

**Projects:** In terms of projects, amidst storms, the crew has been focused on cleaning up and organizing items around the town garage. Progress at the outdoor fitness center is nearly complete, with only the pouring of the rubber floor pending, awaiting warmer weather.



More Mighty Mites end of season Team photos



St. Patrick's Day leprechaun hats and four leaf clover projects!

## Parks & Recreation Department PHOTOS



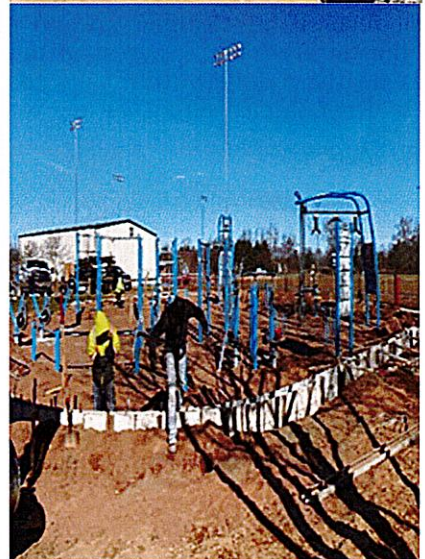
Boys' basketball playoffs ran from March 15-March 24.



Girls' Basketball Clinic  
coached by Alex Goslin-  
Top of Form



Renovations were made to the Little League Complex along with the TE and Orchard Hill Fields to prep for early practices.



Some projects this month included replacement bridges at Major Michael Donnelly and concrete curbing at the outdoor fitness space.

## ***April 2024 Town Council Meetings and Events***

### **Meetings**

#### **Monday, April 1, 2024**

**7:00 pm Town Council Regular Meeting**

**8:00 pm Public Hearing— Proposed FY 24/25 Board of Education Budget**

*Council Chambers*

#### **Tuesday, April 9, 2024**

**7:00 pm Town Council Special Budget Work Session**

*Council Chambers*

#### **Thursday, April 11, 2024**

**7:00 pm Town Council Special Budget Work Session**

*Council Chambers*

#### **Monday, April 15, 2024**

**7:00 pm Town Council Regular Meeting**

**8:00 pm Public Hearing— Proposed FY 24/25 General Government Budget**

*Council Chambers*

### **Holidays**

#### **Monday, April 22, 2024**

**Earth Day**

#### **Wednesday, April 24, 2024**

**Administrative Professionals Day**

*Layout by Nicole Kowalik, Administrative Secretary*







## Minutes

TOWN COUNCIL  
COUNCIL CHAMBERS  
SOUTH WINDSOR TOWN HALL

REGULAR MEETING  
Monday, March 18, 2024  
TIME: 7:00 P.M.

1. Call Meeting to Order

Mayor Delnicki called the meeting to order at 7:00pm.

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Audrey Delnicki  
Deputy Mayor Matthew Siracusa  
Councilor Richard Balboni  
Councilor Michael Buganski  
Councilor Carolyn Carey  
Councilor Steven King Jr.  
Councilor Toby Lewis  
Councilor Elizabeth Pendleton

Others present: Michael Maniscalco, Town Manager  
Richard Carella, Town Attorney  
Scott Roberts, Assistant Town Manager  
Bonnie Armstrong, Town Clerk

4. Mayor's Remarks

Mayor Delnicki held a moment of silence for South Windsor High School Sophomore, Arush Agarwal who passed away unexpectedly on March 10th.

5. Adoption of Agenda

Councilor Buganski made a **Motion to adopt the agenda** as presented. Councilor Lewis **seconded the Motion**.

Deputy Mayor Siracusa made a **Motion to amend the agenda to add Item 13. H. Resolution Authorizing the Town Manager to sell, donate or dispose of Surplus Equipment**. Councilor Carey **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

Deputy Mayor Siracusa made a **Motion to add Executive Session to the agenda** to discuss a personnel issue – position of Clerk of the Council. Councilor Lewis **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

Councilor King made a **Motion to move Item 13.G. to after Item 7. Public Input.** Councilor Lewis seconded the motion which was approved by unanimous voice vote. **MOTION CARRIES**

Councilor Balboni made a **Motion to amend the agenda** to remove Item 11. A. 1, 11. A. 3 and 11. A. 4 from the Consent Agenda as it was submitted in error by the Republican Town Committee and has not been voted on yet. Councilor Lewis **seconded the motion.** **MOTION CARRIES**

Mayor Delnicki **Moved to adopt the agenda as amended.** Councilor Lewis seconded the motion which was approved by unanimous voice vote. **MOTION CARRIES**

6. **Communications and Reports from the Town Manager**

**Siting Council Reviews:** Mr. Maniscalco reported on two potential projects that will be going to the Siting Council. The first project is North of Foster Farm for a large solar array. The second project is a seven-acre battery storage facility on Barber Hill Road by the electric transfer station. Mr. Maniscalco is concerned that both of these projects would have a negative impact on the character of the community. Mr. Maniscalco said that both of these types of projects are overseen by the Siting Council, which takes away a large portion of the “say” away from the Town.

**Splash Pad Update:** Mr. Maniscalco gave an update on the splash pad project and said that Aqua Turf has committed to provide the water features by April 1<sup>st</sup>. They have expressed concern for implementing the tough coat when temperatures dip below 50 degrees at night. Staff are currently working to get on the schedule for the tough coat application. Internally, staff are finishing fencing, external concrete finish work, and the shade structures. The goal is to open the splash pad for Memorial Day weekend unless the weather does not cooperate.

**Council Questions:**

Councilor Carey asked if the Town Council could receive additional information as to why the Siting Council has selected this area for a solar farm. She also asked if the council could receive information on the impact to the grand list. Mr. Maniscalco said that this will impact the grand list in two way; one would be that there is a new infrastructure in the community that they would get taxes from. The other would be the impact of resident’s home values being close to a solar farm or battery storage facility. The battery storage facility has not gone in front of the Siting Council yet.

Deputy Mayor Siracusa asked if there has been any money receive back from Aqua Turf for the splash pad project or if there have been additional costs incurred for the project. Mr. Maniscalco said that they have not received any money back yet and there have not been any change orders to date.

Councilor Pendleton asked Mr. Maniscalco if the property where the solar farm is proposed is leased or sold. Mr. Maniscalco said that he believes that it is a ground lease. He is not aware of the sale of that property. Property taxes are still required to be paid with the solar installed.

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.

Michael Pare of 1497 Main Street, spoke on behalf of his appointment to Town Council. Mr. Pare met with some Town Councilors recently and said that he is committed to working together with the Council

Linda Jeski of 70 Mohegan Trail, spoke in support of Michael Pare's appointment to Town Council and presented 200 letters that were written in support of Michael Pare.

John Pelkey of 446 Pleasant Valley Road, spoke in support of Michael Pare. Mr. Pelkey quoted the oath of office as written in the Town Charter.

Andrew Paterna of 301 Strawberry Lane, spoke in support of Michael Pare. He feels that he is very qualified and reiterated Mr. Pare's qualifications.

Craig Zimmerman of Amato Drive, Mr. Zimmerman spoke as a resident in support of Michael Pare's appointment to Town Council. Mr. Zimmerman also spoke about the discussion item, Smoking Ordinance in Parks Survey. He does not feel that smoking should be allowed in the parks.

Joseph Kennedy of 81 Alison Drive, Spoke in support of Michael Pare's appointment to Town Council

Daria Plummer of 235 Orchard Hill Drive, spoke in support of Michael Pare's appointment to Town Council. She said Mr. Pare is qualified and it is the Town Council's responsibility to fill the position. It is a reflection on the Town Council's character and reputation.

Tim Appleton of 161 Woodland Drive, spoke in support of Michael Pare's appointment to Town Council. Mr. Pare has consistently shown passion for education and an ethical approach to decision making. He urges the Town Council to accept Mr. Pare's nomination.

Anitha Elango of 108 Lisa Drive, spoke in support of Michael Pare's appointment to Town Council. He can work across the isle and his qualifications speak for themselves.

Mary Justine Hockenberry of 16 Fox Glove Lane, spoke in support of Michael Pare's appointment to Town Council. She said that there is nobody more eligible to sit on the council than Michael Pare.

**Item: 13 New Business**

**G. Resolution Appointing Michael Pare (D) as a Member of the South Windsor Town Council**

**BE IT RESOLVED**, that the South Windsor Town Council hereby Appoints Michael Pare (D), as a Member of the South Windsor Town Council for a term ending November 10, 2025, to fill the unexpired term of Erica Evans.

Councilor King made a **Motion appointing** Michael Pare (D), as a Member of the South Windsor Town Council for a term ending November 10, 2025, to fill the unexpired term of Erica Evans.

Councilor Pendleton **seconded the motion**.

Councilor Buganski made a statement in regards to Mr. Pare's appointment.

Deputy Mayor Siracusa made a **Motion** to take a 5-minute recess. Councilor **Lewis seconded the motion. MOTION CARRIES**

Returning to Item 13.G. after the 5-minute recess and there being a motion on the floor made by Councilor King and seconded by Councilor Pendleton, Mayor Delnicki gave a statement to Mr. Pare. Mayor Delnicki then called for a roll call vote for those in favor and those opposed of Michael Pare's appointment to the Town Council, the results of which are as follows; **4 ayes** (King, Pendleton, Delnicki, Buganski), and **4 nays** (Balboni, Lewis, Carey, Siracusa). **MOTION FAILS.**

**8. Adoption of Minutes of Previous Meeting**

**Approval of the March 4, 2024, Town Council Meeting Minutes**

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves the minutes of the Regular Town Council meeting of March 4, 2024.

Councilor Pendleton made a **Motion to approve the minutes of March 4, 2024**, as presented.

Councilor Lewis **seconded the Motion**, which was approved by unanimous voice vote. **MOTION CARRIES.**

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

Councilor Lewis gave a report of the Water Pollution Control Authority and said that the commission recently passed a resolution for a clean water grant for Clark Street sewer shed sanitary sewer evaluation and has asked the Town Manager to seek funds. There is also a Plan of Conservation Development for the sewer service area map. He also said that the Parks and

Recreation Commission is at Phase 1A of the Cross-Town Trail project. They are also holding an Earth Day cleanup on April 13<sup>th</sup> at The International Magnet School of Global Citizenship located at 625 Chapel Road at 1pm. Registration is not required. Summer camp registration began on March 27<sup>th</sup>, Main registration for spring and summer programs/aquatics will begin on April 3<sup>rd</sup> for residents, non-residents registration will begin on April 10<sup>th</sup>. They are also working on updating the Master Plan. There was also a \$10,000 donation from Whole Foods to the South Windsor Community Gardens.

Councilor Balboni updated the council on the Public Building Commission. They are still having discussions about the work being done at Pleasant Valley School. Gilbane has said they are waiting for the weather to break to start work. Paving will begin during the summer break. Jim Barret spoke about punch list activities continuing. They are having problems with drainage on the south end, shed and sidewalk that they are trying to work out.

Mayor Delnicki reported on the Housing and Fair Rent Commission and said that the first meeting is scheduled for April 22 in the Sprekel Room

Mayor Delnicki **recessed** the Regular Town Council meeting at **8pm** to hold a Public Hearing to receive Citizen Input on a Small Cities Grant for Renovations and Upgrades to Flax Hill (Public Hearing Minutes attached as Exhibit C).

**The regular meeting resumed at 8:17pm**

**10. Reports from Committees**

Councilor Carey reported on the Pension Committee meeting and said that the actuarial evaluation was given at the last meeting by Fiducient Advisors. The Committee voted to change the agency that handles the bonds for the Town. The next Pension Committee meeting will be held on June 12<sup>th</sup>.

Mayor Delnicki reported on the Personnel Committee meeting that was held on March 18<sup>th</sup> regarding the Clerk of the Council position. The Committee had discussions during Executive Session.

**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**

**Motion to approve 11 A 2 as a First Reading on the Consent Agenda.**

- 1. Resolution Appointing Jeffrey Trachtenberg (R) as an Alternate Member of the Housing and Fair Rent Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

**BE IT RESOLVED**, that the South Windsor Town Council hereby Appoints Jeffrey Trachtenberg (R), as an Alternate Member of the Housing and Fair Rent Commission for a term ending November 30, 2026 and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Councilor Lewis made a **Motion to approve 11 A 2 as a First Reading** on the Consent Agenda. Councilor Carey **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

**B. Second Reading**

None.

**C. Miscellaneous**

None.

**12. Unfinished Business**

None.

**13. New Business**

**A. Discussion Item: Smoking Ordinance in Parks Survey Results**

Mr. Maniscalco stated that a survey was done of other Towns that have smoking ordinances in place. Mr. Maniscalco said that CCM provided some information on smoking bans in town parks around the state. He asked that the Council revisit this after the budget.

**B. Discussion Item: Town Manager Presentation of FY 24/25 General Government Budget**

Mr. Maniscalco presented the Fiscal Year 2024/2025 General Government budget. The Town Manager's Proposed Budget for Fiscal Year 2024/2025 is attached as **Exhibit B** and can be found on the Town of South Windsor website at: [Town of South Windsor \(southwindsor-ct.gov\)](http://Town of South Windsor (southwindsor-ct.gov))

Councilor Carey asked Mr. Maniscalco if the Council could get this year's budget year to date status sent to them either monthly or quarterly. She also requested that next year's budget be put into an excel format. Mr. Maniscalco asked the Council to look at the Munis reports that are in the budget to see if that information would suffice; otherwise, a significant amount of time will need to be spent putting it into an excel format.

**C. Resolution setting a Time and Place for a Public Hearing to receive Citizen Input on Proposed General Government Budget for Fiscal Year 2024/2025**

**BE IT RESOLVED**, that the South Windsor Town Council hereby sets **Monday, April 15, 2024 at 8:00 pm** in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut as the time and place for a Public Hearing to receive citizen input on the Proposed General Government Budget for Fiscal Year 2024/2025

Councilor Balboni made a **Motion setting the time and place for a Public Hearing** to receive citizen input on the Proposed General Government Budget for Fiscal Year 2024/2025. Councilor Lewis **seconded the motion. MOTION CARRIES**

**D. Resolution Accepting the Resignation of Terry Hart (R) from the Mass Transit & Highway Advisory Commission**

**BE IT RESOLVED**, that the South Windsor Town Council hereby accepts with regret the resignation of Terry Hart (R) from the Mass Transit & Highway Advisory Commission effective February 26, 2024; and

**BE IT FURTHER RESOLVED**, that the South Windsor Town Council extends its thanks to Terry Hart for the time he has dedicated to serving his community by his membership on the Mass Transit & Highway Advisory Commission.

Councilor Buganski made a **Motion accepting the resignation** of Terry Hart (R) from the Mass Transit & Highway Advisory Commission effective February 26, 2024. Councilor Lewis **seconded the motion. MOTION CARRIES**

**E. Resolution Accepting the Resignation of Carol Stroud (R) from the South Windsor Library Board**

**BE IT RESOLVED**, that the South Windsor Town Council hereby accepts with regret the resignation of Carol Stroud (R) from the South Windsor Library Board effective April 01, 2024; and

**BE IT FURTHER RESOLVED**, that the South Windsor Town Council extends its thanks to Carol Stroud for the time she has dedicated to serving her community by her membership on the South Windsor Library Board.

Councilor Carey made a **Motion accepting the resignation** of Carol Stroud (R) from the South Windsor Library Board effective April 01, 2024. Councilor Pendleton **seconded the motion. MOTION CARRIES**

**F. Resolution Appointing Kevin Foley to the Town Council Subcommittee Open Space Task Force**

**NOW, THEREFORE, BE IT RESOLVED**, that the South Windsor Town Council hereby appoints Kevin Foley to the Town Council Subcommittee Open Space Task Force as the Planning and Zoning Representative.

Deputy Mayor Siracusa made a **Motion appointing Kevin Foley to the Town Council Subcommittee Open Space Task Force** as the Planning and Zoning Representative. Councilor Lewis **seconded the motion. MOTION CARRIES**

**H. Resolution Authorizing the Town Manager to sell, donate or dispose of Surplus Equipment**

**BE IT RESOLVED** that the South Windsor Town Council hereby declares the vehicles/equipment to be “Surplus Equipment”, as shown in **Exhibit A**, and authorizes Town Manager, Michael Maniscalco to sell, donate, or otherwise dispose of the vehicles/equipment.

Deputy Mayor Siracusa made a **Motion** declaring the vehicles/equipment to be “Surplus Equipment” and authorizes Town Manager, Michael Maniscalco to sell, donate, or otherwise dispose of the vehicles/equipment. Councilor Lewis **seconded the motion. MOTION CARRIES**

**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.

Linda Jeski of 70 Mohegan Trail, Acting Chair of the Democratic Town Committee, Is disappointed in the decision of the Town Council with regard to Michael Pare’s appointment to Town Council. Ms. Jeski thanked Mayor Delnicki for her words about Ed Havens and thanked Councilor Buganski for his positive vote.

Michael Pare of 1497 Main Street, is disappointed because the council seat will be vacant for this budget cycle. He feels he has been transparent. He welcomed those councilors who voted no to share their reasons. He is said that it is unfortunate that politics are getting in the way of the operation of town government.

Janice Favreau of 446 Pleasant Valley Road, Ms. Favreau is disappointed in the Council and outcome of Mr. Pare’s appointment to Town Council. She is a taxpayer and feels that she is being denied her right to representation on the Town Council. She urged the Town Council to reconsider.



Terry Yanaway of 139 Kent Lane, in support of Michael Pare's appointment and feels that as a citizen of the Town that she is not being represented. She would like the Council to reconsider Mr. Pare's appointment.

Kiernan Yanaway of 139 Kent Lane, is disappointed in the outcome of Mr. Pare's appointment to Town Council. He drove 30 hours driving from Colorado to come to the meeting for Mr. Pare's appointment and is disappointed. He feels that it is weak of the Town to not fill this position after weeks of deliberation. He asked the Town to reconsider.

**16. Communications from the Council**

Councilor Pendleton asked for a reconsideration of Item 13.G. due to all of the comments and those in attendance supporting Mr. Pare along with the 200 letters that were submitted in support of Mr. Pare's appointment.

Councilor Pendleton **Motioned to Reconsider** Item 13.G. Resolution Appointing Michael Pare (D) as a Member of the South Windsor Town Council

Councilor King **seconded** the motion.

Councilor Pendleton feels that it is imperative that Mr. Pare is seated on the Council especially being active in to the budget season. She hopes that those that voted no will reconsider. She also thanked Mayor Delnicki for her kind words about Mr. Havens.

Mayor Delnicki called for a roll call vote for those in favor and those opposed of **reconsidering** Michael Pare's appointment to the Town Council, the results of which are as follows; **4 ayes** (King, Pendleton, Delnicki, Buganski), and **4 nays** (Balboni, Lewis, Carey, Siracusa). **MOTION FAILS.**

Councilor King said that he respects his fellow councilor for their choice to vote they way they choose, however he feels that the Town Council filibustered what they are trying to accomplish. Actions speak louder than words. Councilor King feels that they are in a situation where they cant move forward how they are supposed to even though they have someone for the position who was duly elected by the members of South Windsor. The Town has said to seat Mr. Pare. This situation is keeping the Council from doing the business of the Town and unless there are letters asking the Council not to seat Mr. Pare, then he should be seated as a member of the council.

**17. Executive Session**

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

**Executive Session began at 9:16 pm**

March 18, 2024

Those in attendance include Councilor Buganski, Councilor Lewis, Councilor Balboni, Councilor Carey, Mayor Delnicki, Deputy Mayor Siracusa, Councilor King, and Councilor Pendleton, Michael Maniscalco – Town Manager

**a) Personnel Issue- Position of Clerk of the Council**

**Executive Session concluded at 9:44 pm.**

**18. Adjournment**

Councilor Lewis made a **Motion to Adjourn** the meeting at 9:44 pm.

Councilor King **seconded the Motion** which was approved by unanimous voice vote.  
**MOTION CARRIES.**

Respectfully submitted,

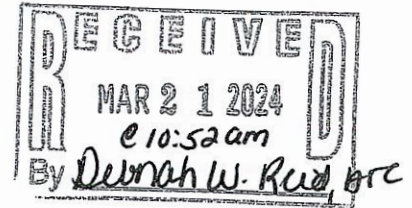
*Katherine J. Senerth*

Katherine J. Senerth  
Executive Assistant

**PUBLIC HEARING MINUTES**

**Monday, March 18, 2024  
8:00 p.m.**

**South Windsor Town Council**



**PURPOSE:** To receive citizen input on a Small Cities Grant for renovations and upgrades to Flax Hill.

Mayor Delnicki called the Public Hearing to order at 8:00 p.m.; and requested that the Recording Secretary read the call of the meeting (a copy of which is attached hereto).

**Public Comment**

Mayor Delnicki asked if there was anyone from the public that would like to speak.

George Daniels of 19 Hightower Drive came forward and gave an overview of the needs for Flax Hill and Wapping Mews.

Craig Zimmerman of 5A Amato Drive expressed concern that there are no AED's or defibrillators at the senior housing facilities and asked the Town Council to look into the safety issue and possibly get the AED/defibrillators like Parks and Recreation has at their parks.

Cory Hartline of J. D'Amelia & Associates came forward and added to Mr. Daniels comments. He said that the funding for a Small Cities Grant is often used as leverage to gain additional funding. If they are granted funding, they would leverage additional funding which is sometimes larger than the funding they are currently asking for.

Mayor Delnicki asked for a Straw Vote, the results of which were as follows:

Those **supporting** a Small Cities Grant for renovations and upgrades to Flax Hill: **10**

Those in **opposition** a Small Cities Grant for renovations and upgrades to Flax Hill: **0**

The Public Hearing was closed at 8:16 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Katherine J. Senerth". The signature is written in a cursive style and is positioned above a horizontal line.

**Katherine J. Senerth**  
Executive Assistant

**Public Hearing Notice – attached**





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TO BE PUBLISHED IN THE JOURNAL INQUIRER

March 5, 2024

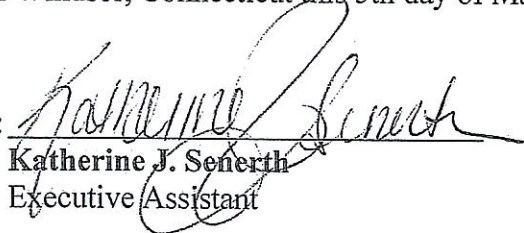
LEGAL AD

TOWN OF SOUTH WINDSOR

Notice is hereby given that the South Windsor Town Council has set Monday, March 18, 2024 at 8:00 p.m., in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut, as the time and place for a Public Hearing to receive citizen input on a Small Cities Grant for renovations and upgrades to Flax Hill.

Dated at South Windsor, Connecticut this 5th day of March 2024.

Attested to by:

  
Katherine J. Senerth  
Executive Assistant



# MINUTES

## JOINT BUDGET WORK SESSION

### TOWN COUNCIL AND BOARD OF EDUCATION

TIMOTHY EDWARDS MIDDLE SCHOOL  
ROOM ALT. #6

DATE: MARCH 20, 2024  
TIME: 7:00 P.M.

1. Call Meeting to Order

Mayor Delnicki called the meeting to order at 7:01 pm.

2. Roll Call

Members present:

Town Council: Audrey Delnicki, Mayor  
Matthew Siracusa, Deputy Mayor  
Michael Buganski, Town Council  
Toby Lewis, Town Council  
Rick Balboni, Town Council  
Carolyn Carey, Town Council  
Steven King Jr. Town Council  
Elizabeth Pendleton, Town Council  
Michael Maniscalco, Town Manager (left at 8:50pm)

Board of Education: Chairwoman Maneeley  
Dr. Carter, Superintendent of schools  
Ms. Chemerka, Director of Finance BOE  
Ms. Peterson, Assistant Superintendent  
Mr. Sanzo, Assistant Superintendent

3. Public Input

[Per Town Council Rules, this segment of the meeting shall not exceed thirty (30) minutes unless extended by the Chair with the consent of the majority of the Council present.]

Michael Pare, 1497 Main Street – Spoke in support for the Board of Education budget. The Administration and Board of Education has been dealing with many challenging situations including an enrollment increase. He feels the budget increase is relatively low considering there is a 15% population growth. The budget is responsible.

Andrew Paterna, 301 Strawberry Lane – Spoke in support of the Board of Education budget. He said that residents come to South Windsor because of their school system and quality of education.

## MINUTES

TOWN COUNCIL  
ALT ROOM 6  
TIMOTHY EDWARDS MIDDLE SCHOOL

WORK SESSION

Phil Koboski, 1909 Main Street – Spoke in support of the Board of Education budget and said that the increase in the budget is due to unprecedented enrollment growth.

#### 4. Items for Discussion

##### A. Board of Education Proposed Budget for Fiscal Year 2024/2025

Chairperson Maneeley opens the comments and referred to Dr. Carter for opening remarks.

Dr. Carter gave an overview of the Board of Education budget and said that the proposed budget is a 7.29% increase. Board of Education budget information can be found at [Budget Information - South Windsor Public Schools \(southwindsorschools.org\)](https://southwindsorschools.org/Budget-Information). Dr. Carter said that she has tried to strike a balance between meeting the needs of the students and moving the school district forward while still delivering a fiscally responsible budget but does not feel that there is a balance because it exclusively favors fiscal restraint, with very little emphasis on moving the district forward. The once balanced scale is now lopsided because this budget only keeps pace with the enrollment growth and places fiscal responsibility as the priority. This budget does not make schools safer, it does not bring new academic programs, it does not lower classroom size, and it does not improve secondary school facilities. It simply reflects the cost to maintain the status quo. Enrollment growth causes financial challenges and deferring costs of the enrollment growth is not in the best interest of the taxpayers as it will cause a bigger spike in the next budget. Dr. Carter urged town leaders to adopt this budget in full.

The budget was supported unanimously by all members of the Board of Education.

Councilor Carey asked questions regarding adding a new assistant principal (Page 11). Dr. Carter said that the rationale is due to forecasting staff. There are behaviors that require more supervision and support. Student body ratios are very high for three associate principals. They are a two-building campus (Wapping & Main Campus).

On page 12, Councilor Carey asked about clerical secretary position. Dr. Carter said this position is for finding substitute coverage.

On page 14, the pay to play fees have dropped and questioned why. Dr. Carter said that they are estimated based upon next year. Councilor Carey questioned why Title 3 and Title 4 grants are showing a decrease. Ms. Petersen said that the grants vary based upon a variety of factors but they don't know what the amounts will be until notified by the state so they are forecasting based upon what the allocations were for this year.



## MINUTES

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Councilor Carey asked about PTO fundraising (Page 31). She asked if the PTO supports the school in purchasing books. Dr. Carter said that the PTO's are very generous. These books that are being replaced are for the library and they are deemed past their useful life.

Page 67- Councilor Carey asked about the 16.9% water increase. Chris Chemerka said the water is increasing 18%. She also answered Councilor Careys question about pay for play fees and said that the middle school is \$100 per student and \$400 family cap. The high school is \$125 per sport with a \$500 cap. Hockey and gymnastics are \$400 with an \$800 cap per family.

Page 75- Councilor Carey said the percentage increase for copier expense, professional services and equipment expense is a little high and asked about the year to date cost. Dr. Carter said on page 74 there are justifications for these items.

On Page 77, Councilor Carey asked about the 18.85% increase in life insurance and asked if they are self-insured. Chris Chemerka said that they are not self-insured and they have an agency that manages the life insurance. Ms. Chemerka said that the increase is due to a portion being accidental death and dismemberment was not included last year and is included in this year's budget.

Councilor Carey asked about budgeted tuition reimbursement amounts. Mr. Sanzo said that this is due to a survey that is sent out to staff in preparation of the budget and that is where that number is generated.

Councilor Lewis asked if the tuition reimbursement leads to salary increases. Dr. Carter said that yes, typically that is the case. Mr. Lewis asked if the Board of Education is in the best position possible with the medical and dental rates. Ms. Chemerka said that every few years they go out to bid for medical and stop-loss insurance and they were able to negotiate lower rates. She also said that \$700k of that increase is due to not having reserves last year.

Deputy Mayor Siracusa asked about the laptop leases (Page 81) and wanted to know if the repairs are included in the lease. Ms. Chemerka said that the laptops are leased for 4 years and then bought out. If repairs are needed, there is an insurance policy that students' families pay for. Some repairs can also be made in house.

Councilor Balboni asked about the unfunded mandates and asked for a copy of the list of unfunded mandates and the total dollar amount of the mandates. Dr. Carter said that it would be difficult to provide a total cost but provided some examples. There is a 50-page document of mandates (not just unfunded mandates). Some examples of unfunded mandates are:

## MINUTES

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- composting effective January 1<sup>st</sup>. This would cost an additional estimated \$11,000 for an elementary school with around 340 students.
- Indoor air quality – just the inspections can cost an additional \$150k which does not exempt new buildings.
- There is also an act regarding paraprofessionals where it states that all full-time paraprofessionals would have a starting salary of \$45k.
- Some mandates require para training which equates to an added \$25,000 expense to the Town for one additional required training.

Councilor Balboni asked for the total impact of unfunded mandates. Dr. Carter stated that the unfunded mandates are not the drivers of the budget like the increasing enrollment is. Councilor Balboni asked what the penalties are for ignoring these mandates. Dr. Carter said that the question has been talked about.

Councilor Balboni asked why the electricity has decreased \$103,000 in the budget (Page 67). Ms. Chemerka said that is due to an energy credit for efficiency of Pleasant Valley School.

Deputy Mayor Siracusa asked for clarification regarding the composting mandate and asked when it will take effect and if the compost is able to be sold. Chris Chemerka said that it is in effect as of January 1<sup>st</sup>. The law is written that the compost must be disposed of or given to a certified composting facility. Mr. Siracusa asked if the Town's composting facility could handle the compost. Town Manager Michael Maniscalco said that the Town's composting facility cannot handle the composting because it is food waste and the Town only handles leaf composting.

Councilor Pendleton asked what the negative impact would be to the students and staff as a whole. Dr. Carter said that if they were to cut the budget, the reductions will create a deeper hole. Once they are able to keep pace with enrollment, the numbers will start to go down.

Councilor King (Page 72) asked about the safety enhancements for cameras. His concern is that there have been robberies at gun point, break-ins and vehicle thefts and he asked what the safety enhancements are. Dr. Carter said that these are for replacement cameras or for cameras to be added in other areas. Safety is the number one concern. Dr. Carter said that she would have safety officers at every school if money were no object.

Mr. Zimmerman clarified that the building and sites projects that listed on page 72 are the projects that are in the budget. He also said that Dr. Carter has had the same conversations about increases for several budget cycles.

## MINUTES

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WORK SESSION

Councilor Carey asked what happens to unexpended funds. Dr. Carter said that they are able to fund healthcare that is over expended, pensions and liabilities are also funded with the unexpended funds as well as other projects that didn't make the budget list.

Councilor Pendleton asked Mr. Maniscalco to find out what the ½ mill at 1.75, would increase the budget and the tax payers would be. Mr. Maniscalco agreed.

Mr. Macchi said that he feels it is important as the council reviews the Board of Education budget that they keep in mind the bigger picture. We have to support the idea that we want better programs for our children and give support and resources to the students and teachers by funding the programs that set South Windsor apart from other districts.

Mayor Delnicki asked about the enrollment projections for the high school and said these are the same numbers through the 1980's but they only had two principals then. Dr. Carter said that this is a different time. The demands and requirements to keep the building safe, special education has huge demands on administrative staff. Evening programs require more supervision as well. Chairperson Maneeley supported Dr. Carters comments and stated that the Board Of Education supports the superintendents proposed budget.

Mayor Delnicki gave closing remarks and stated that the Public Hearing for the 24/25 Board of Education budget will be held on Monday, Aril 1, 2024 at 8pm in the Council Chambers of the South Windsor Town Hall.

5. Executive Session

None.

6. Adjournment

Councilor Lewis made a motion to adjourn the meeting at 8:59 pm. Councilor Pendleton seconded the motion, which passes by unanimous voice vote. **MOTION CARRIES.**

Respectfully submitted,



**Katherine J. Senerth**  
Executive Assistant



**Petition of C-Tec Solar, LLC for a Declaratory Ruling that  
no Certificate of Environmental Compatibility and Public  
Need is Required for the Proposed Construction,  
Operation and Maintenance of a Solar-Based Electric  
Generating Facility to be Located at 186 Foster Street,  
South Windsor, Connecticut**

**Prepared for The Connecticut Siting Council  
March 2024**

**C-TEC SOLAR, LLC  
1 Griffin Road South  
Suite 200  
Bloomfield, CT 06002**



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EXHIBIT B – DOCUMENTATION OF PUBLIC OUTREACH	



# **1 Introduction**

Pursuant to Conn. Gen. Stat. §§ 4-176 and 16-50k(a) and Regs. Conn. State Agencies § 16-50j-38 *et seq.*, C-Tec Solar, LLC (the "Petitioner"; or "C-Tec") respectfully requests that the Connecticut Siting Council (the "Council") approve, by declaratory ruling, C-Tec's proposed installation and development of a solar-based electric generating facility, with an output of approximately 1.66 megawatts<sup>1</sup> ("MW") (the "Project"), located in the Town of South Windsor, Connecticut ("Town").

Conn. Gen. Stat. § 16-50k(a) provides,

"Notwithstanding the provisions of this chapter or title 16a, the council shall, in the exercise of its jurisdiction over the siting of generating facilities, approve by declaratory ruling. . . (B) the construction or location of any. . . grid-side distributed resources project or facility with a capacity of not more than sixty-five megawatts, as long as such project meets air and water quality standards of the Department of Energy and Environmental Protection[.]"

The proposed Project will comply with the Connecticut Department of Energy and Environmental Protection's ("DEEP") air and water quality standards and will not have an undue adverse effect on the existing environment and ecology. Further, the proposed Project is neither defined as an "affecting facility"<sup>2</sup> nor located within an "environmental justice community"<sup>3</sup> under Connecticut General Statutes § 22a-20a.

The Project will be located at 186 Foster Street in South Windsor, Connecticut ("Property"). The Property is a parcel of approximately 16.47 acres. It is largely cleared, with a single, barn-type structure located in the southwestern portion of the Property. Narrow wooded areas are found along the northern, eastern, and southern boundaries. The Property is privately owned and zoned Rural Residential (RR).

---

<sup>1</sup> The output referenced is Alternating Current (AC).

<sup>2</sup> "Affecting facility" is defined, in part, as any electric generating facility with a capacity of more than ten megawatts.

<sup>3</sup> "Environmental justice community" means (A) a United States census block group, as determined in accordance with the most recent United States census, for which thirty per cent or more of the population consists of low income persons who are not institutionalized and have an income below two hundred per cent of the federal poverty level, or (B) a distressed municipality, as defined in subsection (b) of § 32-9p.



## **2 Proposed Project**

### **2.1 Project Setting**

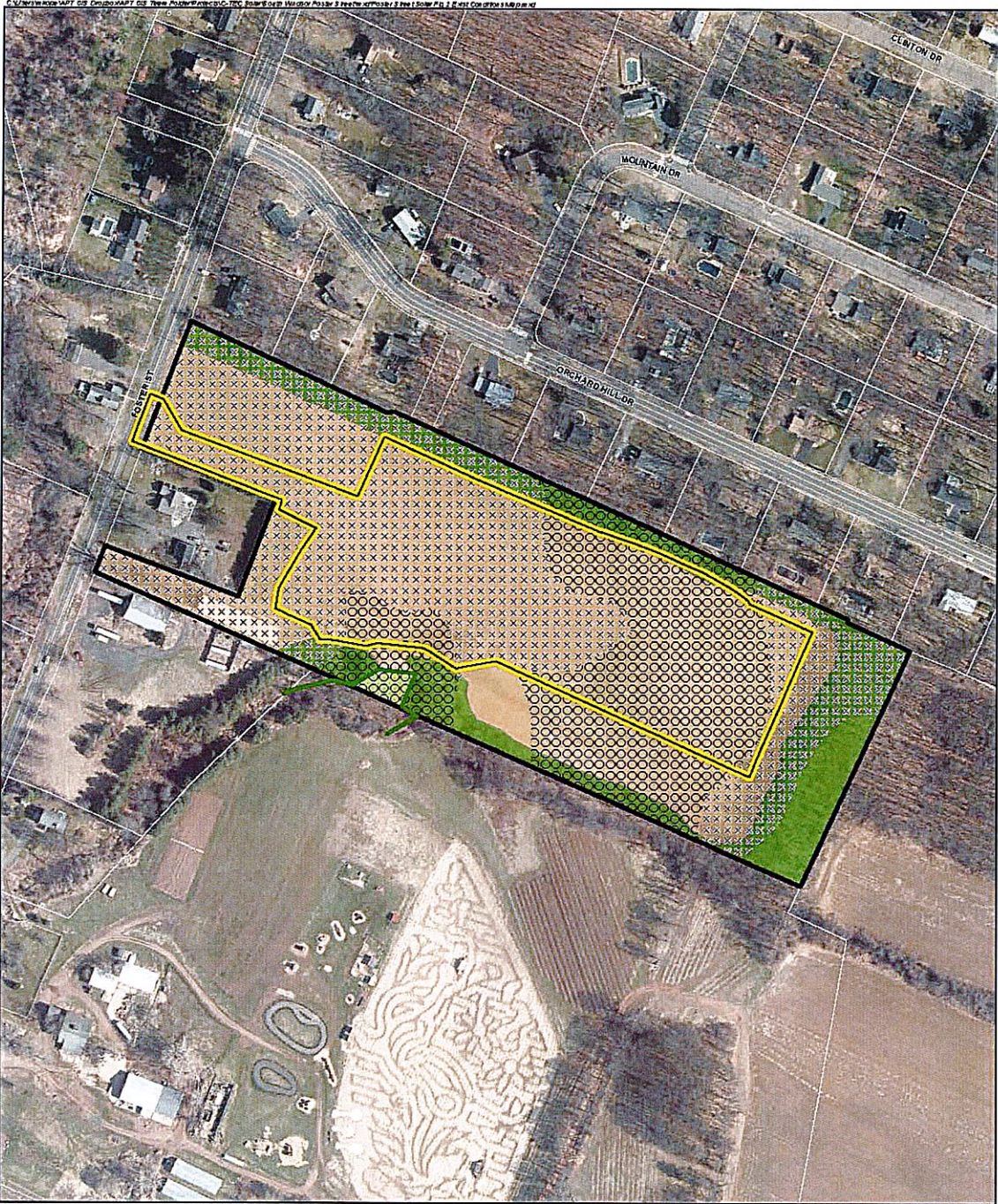
The Property is located on the eastern side of Foster Street, in the southeastern section of South Windsor. The Project will be located within the central and eastern portion of the Property. Access will be via a proposed gravel drive extending from Foster Street. The interconnect route will follow the access drive. The Project in its entirety will occupy approximately 7.91 acres of the Property ("Site" or "Project Area").

The Property's existing topography ranges from approximately 229 feet above mean sea level ("AMSL") in the southwestern corner to 313 feet AMSL at the northeastern corner. Grades within the Project Area generally slope downward from the northeastern portion to the south and west.

Figure 2, *Existing Conditions*, depicts the Site and current conditions on the Property.

The surrounding land use is characterized primarily by residential development to the north, east, and west, and residential development and agricultural use to the south. The Green Ridge Open Space, which appears to be Town open space designated as a result of subdivision development is located to the northwest across Foster Street; it consists of a mix of cleared and wooded land.

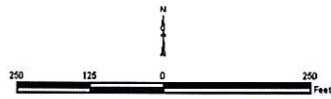




**Legend**

- |                             |                  |                                    |
|-----------------------------|------------------|------------------------------------|
| Property                    | Edge Forest      | Prime Farmland Soils               |
| Site                        | Forested Wetland | Statewide Important Farmland Soils |
| Approximate Parcel Boundary | Open Field       |                                    |
| Wetland Area                |                  |                                    |
| Delineated Wetland Boundary |                  |                                    |

**Map Notes:**  
 Base Map Source: CTECO 2019 Aerial Photograph  
 Map Scale: 1 inch = 250 feet  
 Map Date: November 2023



**Figure 2**  
**Existing Conditions Map**

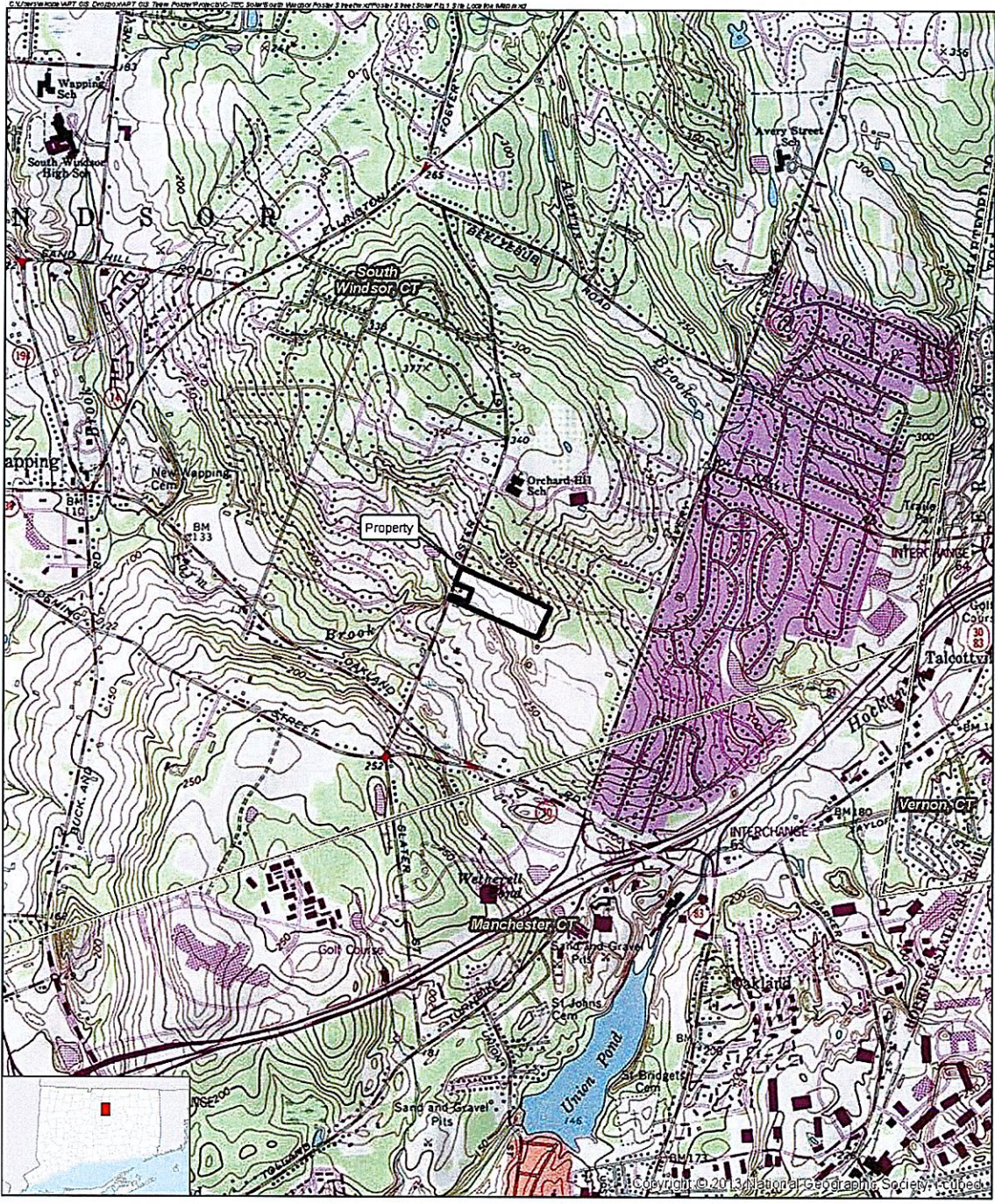
Proposed Solar Facility  
 186 Foster Street  
 South Windsor, Connecticut





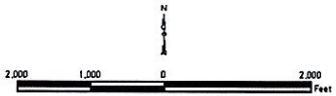


Figure 1, *Location Map*, depicts the location of the Property and surrounding area.



**Legend**  
 [Black outline] Property  
 [Thin black line] Municipal Boundary

**Meta Notes:**  
 Base Map Source: USGS 7.5 Minute Topographic  
 Quadrangle Map, Manchester, CT (1992)  
 Map Scale: 1:24,000  
 Map Date: November 2023



**Figure 1**  
**Location Map**  
 Proposed Solar Facility  
 186 Foster Street  
 South Windsor, Connecticut





## 2.2 Project Development and Operation

### 2.2.1 The Site

Upon its completion, the solar electric energy generating Project will consist of a total of 3,680 photovoltaic modules ("panels"); 13 inverters; pad mounted switchgear and one 1000-kVA transformer on a concrete pad ("Facility"). A ground-mounted racking system will be used to secure the panel arrays. The perimeter of the Facility will be surrounded by a seven-foot chain link fence.

The Facility will be accessed via a new gravel access drive extending east from Foster Street to the western fence line. The access drive will be approximately 448 feet long and 15 feet wide, ending at a chain-link fence on the western side of the Facility.

The Project will require one electrical service interconnection that will require the installation of five new utility poles. The interconnection route will extend overhead from the existing Eversource distribution system along Foster Street to utility poles on the north side of the access drive to pad-mounted electrical equipment, and from there, underground within the Facility.

Once complete, the fenced Facility will occupy approximately 5.24 acres of the Site with an additional  $\pm 2.67$  acres of improvements beyond the fenced limits, for a total Project Area of  $\pm 7.91$  acres. Proposed development drawings are provided in Appendix A of Exhibit A, *Project Plans*.

The leading edge of the panels will be approximately thirty-six (36) inches above the existing ground surface, which will provide adequate room for any accumulating snow to "sheet" off the panels. Any production degradation due to snow build-up has already been modeled into the annual system output and performance calculations. No need for snow removal operations is anticipated; rather, the snow will be allowed to melt or slide off.

The Facility will be unstaffed; after construction is complete and the Project is operable, traffic at the Site will be minimal. It is anticipated that the Facility will require routine inspection/maintenance of the electrical equipment one time per year. Annual maintenance will typically involve two technicians for a day. Repairs will be made on an as-needed basis.

It is anticipated that construction hours will be from 7am to 4pm, Monday through Saturday. It is anticipated that the Facility will be completed in accordance with the schedule listed below. It



should be noted, however, that while this schedule is a reasonable approximation of construction activities given current knowledge, it is possible that the schedule may change somewhat depending on continuing supply chain and/or labor issues.

- Receive Siting Council Declaratory Ruling - on or before September 2024
- Complete Procurement of Long Lead Equipment - March 2024
- Site mobilization – beginning October 2024
- Delivery of racking and PV modules – October 2024 through November 2024
- Racking installation completion – November 2024
- PV module installation completion – December 2024
- DC electrical installation completion – January 2025
- AC electrical installation completion – February 2025
- Cold commissioning – February 2025
- Mechanical completion – March 2025
- Hot commissioning – March 2025
- Commercial operation date – April 2025
- Final punch list and site demobilization – from April 2025 through May 2025

### **2.2.2 Public Health and Safety**

The Project will meet applicable local, state, national and industry health and safety standards and requirements related to electric power generation. The Facility will not consume any raw materials, will not produce any by-products and will be unstaffed during normal operating conditions.

The Facility array will be fenced and entrance to the Facility will be gated, limiting access to authorized personnel only. All Town emergency response personnel will be provided access via a



Knox padlock. The Facility will be remotely monitored and will have the ability to remotely de-energize in the case of an emergency.

### **2.2.3 Land Use Plans**

The Project is consistent with state and federal policies and will support the state's energy goals by developing a renewable energy resource while not having a substantial adverse environmental effect. The Project will benefit the local community by improving electrical service for existing and future development through the availability of enhanced local generating capacity that does not rely solely on the congested regional electrical transmission network.

The Town's Zoning Regulations include a section on large scale solar energy systems, the intent of which is to "promote the use of large scale solar collectors and provide for the regulation of the construction and operation of Large Scale Solar Energy Systems, subject to reasonable conditions that will protect the environment, public health, safety, and welfare." Zoning Regulations, Section 7.21 Large Scale Solar Energy System.

The Town's 2013 Plan of Conservation and Development ("POCD") identifies a strategy to plan for alternative energy, specifically noting solar energy. POCD, Section 14.D.

### **2.2.4 Community Relations**

C-Tec has been in communication with and has had informal interactions with Town officials regarding the design and development of the Project. C-Tec also contacted Town officials regarding the Petition both by mail and by telephone immediately before the Petition was filed. In addition, C-Tec drafted letters to the abutters to the Facility informing those abutters about the Petition and the Facility. Documentation of these contacts may be found in Exhibit B.

## **2.3 Petitioner Information**

The legal name of the Petitioner is C-Tec Solar, LLC. C-Tec Solar, LLC is a Connecticut limited liability company with its principal place of business at 1 Griffin Road South, Suite 200, Bloomfield, Connecticut 06002. C-Tec Solar, LLC has successfully developed over 100 MW of commercial solar projects in the Northeast. C-Tec's portfolio of projects range from rooftop to ground-mounted power plants, and several notable projects of C-Tec include:





1. **The Agawam Corporate Center** (Agawam, MA): Ballasted Roof Mount using Ecolibrium and DCE racking, 456,28 kW;
1. **Thompson Farm** (Thompson, CT): Virtual Net Metering Driven Post Ground Mount Project, which sells power to the Town of West Hartford and the City of Hartford through Power Purchase Agreements ("PPA"), 3.74 MW;
2. **All Granite Charlton** (Charlton, MA): Ballasted Roof Mounted Solar Array under SREC 2, 108.2 kW;
3. **Hartford Distributors, Inc.** (Manchester, CT): Metal Roof Mount - Financed as PPA through Connecticut Green Bank, 748 kW;
5. **Brewport** (Bridgeport, CT): Roof Mount, 105 kW;
6. **Klingberg** (New Britain, CT): Roof Mount, 129 kW;
7. **Board of Education** (Bloomfield, CT): The first project under Connecticut's Shared Clean Energy Facility Pilot Program, 2 MW;
8. **Voluntown Road** (Griswold, CT): a Virtual Net Metering ("VNM") facility, providing power to municipalities throughout Connecticut, 2.4 MW;
9. **Bilton Road** (Somers, CT): VNM facility, providing power to municipalities throughout Connecticut, 3.6 MW;
10. **Lesro Industries** (Bloomfield, CT): Ballasted Roof Mount, 998 kW;
11. **NE Tool** (Manchester, CT): Solar Carport, 100 kW; and
12. **Mitchell** (Simsbury, CT): Installation at the Mitchell Automotive Group's Simsbury location, 130kW.

C-Tec is also regarded as a leader in Solar-Plus-Storage, currently developing several battery-powered projects in the states of Connecticut and Massachusetts, while also being awarded one of the first Solar Massachusetts Renewable Target Program ("SMART") projects in the State of Massachusetts.

As a fully integrated solar development company, C-Tec manages all aspects of the solar development and implementation process—including design and engineering to procurement and installation. C-Tec brings its years of industry knowledge and experience to bear on every project pursued.







Correspondence and other communications concerning the Project are to be addressed to, and notices, orders and other papers may be served upon, the following:

Michael Morrison  
C-Tec Solar, LLC  
1 Griffin Road South, Suite 200  
Bloomfield, CT 06002  
michael.morrison@ctecsolar.com  
(860) 580-7174 ext. 121

Lee D. Hoffman  
Pullman & Comley, LLC  
90 State House Square  
Hartford, CT 06103-3702  
lhoffman@pullcom.com  
(860) 424-4315

Both individuals consent to electronic mailings of all Council and Petition-related correspondence.



### **3 Environmental Conditions**

This section provides an overview of the current environmental conditions at the Site and an evaluation of the Project's potential impacts on the environment. The Project will comply with the DEEP air and water quality standards and will not have an undue adverse effect on the existing environment and ecology.

Please refer to Figure 3, *Proposed Conditions* for a depiction of the Project and its compatibility with the Site resources discussed herein.







- Legend**
- Property
  - Approximate Parcel Boundary
  - Delineated Wetland Boundary
  - Utility Pole
  - Fence
  - Grass Berm
  - Stormwater Swale
  - Interconnection Path
  - Underground Electrical Utility
  - Contour
  - Stone Trench
  - Solar Modules
  - Concrete Equipment Pad
  - Gravel Access Drive
  - Stormwater Structure
  - Wetland Area
  - Limit of Disturbance

Map Notes:  
 Base Map Source: © TECO 2019 Aerial Photograph  
 Map Scale: 1 inch = 250 feet  
 Map Date: December 2023



**Figure 3**  
**Proposed Conditions Map**  
 Proposed Solar Facility  
 186 Foster Street  
 South Windsor, Connecticut





## **3.1 Air Quality**

The Site is primarily undeveloped land, with a single uninhabited structure. Due to the nature of a solar energy generating facility, no air emissions will be generated during operations and, therefore, the operation of the Project will have no adverse effects on air quality and no permit is required.

Temporary, potential, construction-related mobile source emissions will include those associated with construction vehicles and equipment. Any potential air quality impacts related to construction activities can be considered *de minimis*. Such emissions will, nonetheless, be mitigated using available measures, including, *inter alia*, limiting idling times of equipment; proper maintenance of all vehicles and equipment; and watering/spraying to minimize dust and particulate releases. In addition, all on-site and off-road equipment will meet the latest standards for diesel emissions, as prescribed by the United States Environmental Protection Agency.

## **3.2 Water Resources**

### **3.2.1 Wetlands and Watercourses**

Registered Soil Scientists conducted a review of publicly available data and client provided resources associated with the Property. A field inspection and wetland investigation were completed on October 27, 2022; a portion of one (1) wetland was delineated on the Property. The results of the wetland delineation are summarized below. The location of this resource is depicted on Figure 2, *Existing Conditions*; it is included in Forested Wetland habitat.

The delineated wetland is a seasonally saturated wetland system resulting from hillside seepage and anthropogenic influences related to the historic agricultural use of the Property. The majority of the wetland complex is located outside the Property as it drains in a southwesterly direction. This narrow wetland complex contains a variety of vegetative communities including emergent scrub/shrub and forest habitats. Beginning at the northernmost point, emergent vegetation dominated by reed canary grass, soft rush, and broad-leaf cattail dominates the cover type, then transitions to a more scrub-shrub dominant area with native and invasive species including elderberry, silky dogwood, and multiflora rose in the wetland's central portion. The interior southern extents of this system, on the abutting property, are forested with red maple and silver maple as the dominant tree species. A discontinuous intermittent watercourse is located within



the wetland interior. This channel is less than one foot wide, contains a silty bottom and is highly ephemeral, with hydrology driven primarily by runoff from the adjacent agricultural field. Evidence of varying degrees of historic alteration to the wetland is present with cut/fill areas, field stone that reinforces the interior watercourse channel and deposition of woody debris.

### 3.2.2 Wetland Impacts

The Project avoids direct impact to the delineated wetland resource. Installation of solar panels and perimeter fencing will generally maintain a 100-foot buffer from the wetland. The southeast corner of the grass-lined stormwater management basin will be located  $\pm 58$  feet from the limit of grading to the nearest wetland area; the limit of disturbance to install this feature, consisting of the associated erosion controls, is  $\pm 50$  feet from the wetland. A proposed 12-inch culvert outfall at the southern end of the stormwater basin will be located  $\pm 100$  feet from the wetland and will both protect and recharge hydrology to this resource. These indirect Project wetland impacts in proximity to the wetland resource (50 to 100 feet) occur entirely in areas of existing dense, primarily herbaceous vegetation with low erodibility potential and limited need for removal of mature woody vegetation. In addition, the Project’s erosion control and stormwater plans have been designed in accordance with both the *Connecticut Guidelines for Soil Erosion and Sediment Control* and the *Connecticut Stormwater Quality Manual*, both effective as of March 30, 2024. As such, the Project is not anticipated to result in a likely adverse impact to the nearby wetland. Any potential secondary wetland impacts will be further mitigated through the implementation of a Resource Protection Plan during Site construction. The detailed Resource Protection Plan is contained in the Project Plans, Appendix A of Exhibit A.

Table 1, Wetland Impacts provides the approximate impacts and distances from the Project to wetland resources located on the Property.

Table 1: Wetland Impacts		
Site Proximity to Wetlands (from limit of disturbance)	Distance ( $\pm$ ft.)	Direction (of wetland from LOD)
Site Proximity to the wetland	50	SE



### **3.2.3 Floodplain Areas**

The United States Federal Emergency Management Agency ("FEMA") Flood Insurance Rate Map ("FIRM") is the official map of a community on which FEMA has delineated both the special hazard areas and risk premium zones applicable to the community. The area of the Property is mapped on FIRM PANEL #09003C 0383 F, dated September 26, 2008, and FIRM PANEL #09003C 0384 F, dated September 26, 2008. The majority of the Property and all but the western portion of the access road are located within FIRM PANEL #09003C 0384 F, with the remainder of the Property and the access drive within FIRM PANEL #09003C 0383 F. Based upon the reviewed FIRM Maps, the Property and proposed Site are located in an area designated as Area of Minimal Flood Hazard – Zone X.

The Site is not located within a 100- and 500-year flood zone and as such, no special considerations or precautions relative to flooding are required for the Project.

## **3.3 Water Quality**

Once operative, the Facility will be unstaffed, and no potable water uses or sanitary discharges are planned. No liquid fuels are associated with the operation of the Facility. Stormwater generated by the proposed development will be properly handled and treated in accordance with the *Connecticut Stormwater Quality Manual*, effective as of March 30, 2024, and Appendix I, Stormwater Management at Solar Array Construction Projects ("Appendix I") of the General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities ("Stormwater General Permit").

### **3.3.1 Groundwater**

Groundwater underlying the Property is classified by DEEP as "GA".<sup>4</sup> This classification indicates groundwater within the area is presumed to be suitable for human consumption without treatment. Based upon reviewed DEEP mapping, the Property is not located within a preliminary or final mapped DEEP Aquifer Protection Area ("APA").

The Project will have no adverse environmental effect on ground water quality.

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<sup>4</sup> Designated uses in GA classified areas include existing private and potential public or private supplies of drinking water and base flow for hydraulically connected surface water bodies.





### **3.3.2 Surface Water**

Based upon DEEP mapping, the majority of the Site is located in Major Drainage Basin 4 (Connecticut River), Regional Drainage Basin 40 (Connecticut River), Subregional Drainage Basin 4004 (Podunk River), and Local Drainage Basin 4004-02 (Farm Brook above Unnamed Brook 4004-03-1). The remainder of the Site is located in Major Drainage Basin 4 (Connecticut River), Regional Drainage Basin 45 (Hockanum River), Subregional Drainage Basin 4500 (Hockanum River), and Local Drainage Basin 4500-09 (Averys Brook above Unnamed Brook 4500-10-1). The nearest mapped waterbody is Farm Brook located on the opposite (west) side of Foster Street from the Property. Farm Brook flows southward with the closest portion located downgradient and approximately 500 feet from the closest limits of disturbance associated with the Project. Farm Brook is classified as a Class A surface waterbody by the DEEP<sup>5</sup>. The Site will have no effect on this surface waterbody. Based upon DEEP mapping, the Property is not located within a mapped Public Drinking Supply Watershed.

The Project will be sufficiently set back from water resources proximate to the Site and will have no adverse environmental effect on surface water quality. During construction, E&S controls will be installed and maintained in accordance with the *Connecticut Guidelines for Soil Erosion and Sediment Control*, effective March 30, 2024. Once operative, stormwater will be managed in accordance with the *Connecticut Stormwater Quality Manual*, effective as of March 30, 2024.

### **3.3.1 Stormwater Management**

In addition to the Connecticut Stormwater Quality Manual and Connecticut Guidelines for Soil Erosion and Sediment Control, both effective March 30, 2024, the Project has been designed to meet Appendix I of the Stormwater General Permit. Combined, these documents address three (3) main concerns: stormwater runoff peak attenuation, water quality volume treatment, and E&S control during construction. The Applicant will apply for a Stormwater General Permit from DEEP. Technical details, mapping, and HydroCAD modeling results are provided in a Stormwater Management Report to be provided to DEEP and are included as Appendix B to Exhibit A. A summary of these results is provided below.

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<sup>5</sup> Designated uses for A classified waterbodies include fish and other aquatic life and wildlife habitat, potential drinking water supply, recreational use, navigation, and water supply for industry and agriculture.



### **Stormwater Runoff Peak Attenuation**

The potential for changes in runoff from the Site as a result of Project construction has been evaluated and addressed in compliance with Appendix I. The Project will require the installation of underground utilities and overhead interconnection, an access drive and multiple stormwater management features. A ½ step reduction is required for the entire solar array to account for the compaction of soils that result from extensive machinery traffic over the course of the construction of the array. The full step reduction is required where grading exceeds a two (2) foot difference between existing and proposed grades. These reductions result in an increase in runoff.

To manage the increase in post-development runoff, one (1) grass-lined stormwater management basin with associated diversion with rip-rap lined overflow and one (1) rock lined stormwater infiltration trench are proposed. The stormwater management basin will collect surface runoff from within the Facility, while the stormwater infiltration trench will collect surface runoff from the 448-foot gravel access road thus managing the timing and release of flow from the Project Area.

The stormwater calculations for the Project predict that the post-development peak discharges to the waters of the State of Connecticut for the 2-, 25-, 50- and 100- year storm events are less than the pre-development peak discharges. Therefore, the Project is not anticipated to result in any adverse conditions to the surrounding areas and properties.

### **Water Quality Volume Treatment**

The Project design also provides for adequate treatment of water quality volume associated with effective impervious cover, which includes the proposed gravel access drive and concrete equipment pads. The proposed basin is designed to provide the requisite treatment volume associated with these features.

### **Erosion and Sediment Control During Construction**

To safeguard water resources from potential impacts during construction, the Petitioner is committed to implementing protective measures in the form of a Stormwater Pollution Control Plan ("SWPCP"), to be finalized and submitted to the Council, subject to approval by DEEP Stormwater Management. The SWPCP will include monitoring of established E&S controls that are to be installed and maintained in accordance with the *Connecticut Guidelines for Soil Erosion*



*and Sediment Control*, effective March 30, 2024, the Stormwater General Permit, and Appendix I.

To meet the requirement of the Stormwater General Permit, one (1) temporary sediment basin will be installed prior to the start of Facility construction. Perimeter erosion controls, including a compost filter sock and silt fence will encircle the Project Area to capture sediment potentially mobilized during site work. The basin will be cleaned of deposited sediment as needed during construction to maintain sufficient sediment storage capacity. Upon final site stabilization, the temporary sediment basin will be converted to a permanent stormwater management basin by removing any accumulated sediments, removal of sediment baffles if applicable, and installation of permanent outlet control structures.

Open areas will be temporarily stabilized with quick growing annual seed during construction. The Project Area will subsequently be seeded with a permanent Ernst Pollinator-friendly Solar Farm Seed Mix (ERNMX-147 Fuzz & Buzz) upon completion of construction. The phased erosion control plan and details are provided in Appendix A of Exhibit A, *Project Plans*.

With the incorporation of these protective measures, stormwater runoff from Project development is not anticipated to result in an adverse impact to water quality associated with nearby surface water bodies.

### **3.4 Habitat and Wildlife**

Three (3) distinct habitat types (vegetative communities) separated by transitional ecotones are located on the Property; two (2) of them are found within the Site. These habitats were assessed using remote sensing and publicly available datasets and were physically inspected during the October 27, 2022 field evaluation.

The habitats occupying the Property are as follows:

- Open Field
- Edge Forest; and
- Wetland Forest

Open Field and Edge Forest habitats are found within the Site.



## **Habitat Types**

### **Open Field**

Open Field habitat dominates a majority of the Property with a narrow band of Edge Forest along the northern, eastern and southern boundaries. This habitat type consists of a large open field segregated into two distinct agricultural uses: the eastern end of the field consists of maintained cool season grasses for the production of hay; the central and western portions of the field extending out to Foster Street are cultivated for crop production. A minor transitional ecotone of goldenrod, orchard grass, and multiflora rose divides this habitat from the bordering Edge Forest to the north, south, and east. Additionally, an existing access road leading to the Open Field habitat has been included within this functional habitat type due to the unimproved nature of the farm road surface. A majority of the Project's footprint will occur within Open Field. The Project will not result in a significant adverse impact to the existing Open Field from a wildlife habitat perspective due to the existing high level of human activity, disturbed nature of these areas from agricultural practices, limited wildlife habitat values, and minimal species utilization. The Project will actually result in some improvement to wildlife habitat utilization with the planting of native pollinator-friendly meadow species within and around the perimeter of the fenced solar Facility.

### **Edge Forest**

Edge Forest habitat occupies the northern, eastern, and southern boundaries of the Property and consists of a narrow, predominantly upland, forest margin. The upland Edge Forest differs from the small area of Wetland Forest by occurring entirely within upland soils and consisting of significantly different vegetative species indicative of well-drained soils. Tree species within this habitat are dominated by even aged red maple, red oak, eastern white pine, quaking aspen, and black cherry. Invasive species autumn olive and multiflora rose dominate the understory with pockets of staghorn sumac in complex with fox grape along forest edges.

Minimal clearing of Edge Forest is proposed along the northern and southern portions of the Project Area. Any potential secondary short-term impacts to this forested area during construction of the Project will be minimized through the proper stabilization of soils through strict adherence to the *Connecticut Guidelines for Soil Erosion and Sediment Control*, effective as of March 30, 2024. While Site development necessitates removal of a limited area of forest for shading purposes, the proposed clearing will be isolated to the outside margin of Edge Forest. This limited





clearing to the north is located within close proximity to a residential development and the Open Field, which experiences routine maintenance and a high level of human activity. Similar narrow forested habitat occurs along the eastern boundary with a larger continuation of Edge Forest extending east off the Property. As such, the Project is not anticipated to result in a significant impact to the Edge Forest habitat type.

**Wetland Forest**

Wetland Forest habitat occurs in the southcentral portion of the Property and in complex with a portion of the Upland Forest habitat which serves as a buffer between the Wetland Forest and the Open Field. The Wetland Forest is dominated by red and silver maple in the overstory with honeysuckle and gray dogwood dominating the shrub layer. Native herbaceous species observed consist of soft rush and skunk cabbage. Native shrub species include elderberry and silky dogwood in complex with herbaceous vegetation. A small pocket of emergent and scrub-shrub habitat is present within the northern limits of the wetland complex, likely due to historic maintenance that suppressed vegetation growth. This embedded vegetative community was discussed in Section 3.2.1 and is included within the Wetland Forest habitat type. Wetland Forest differs from other forest habitat on the Property by occurring entirely within poorly drained wetland soils and consisting of significantly different vegetative species.

Project impacts will not encroach into this habitat and are therefore not anticipated to result in a negative impact to the Wetland Forest habitat. Any potential short-term impacts to this habitat will be minimized through the proper stabilization of soils during construction through strict adherence to the *Connecticut Guidelines for Soil Erosion and Sediment Control*, effective March 30, 2024 and the Resource Protection Plan.

Table 2, Habitat Areas provides the total acreages of each habitat type located on the Property and within the Site, and the changes resulting from development of the Project.

Table 2: Habitat Areas		
Habitat Type	Total Area On-Property (±ac.)	Area Displaced by Project (±ac.)
Open Field	12.40	7.82
Edge Forest	3.94	<0.10
Wetland Forest	0.12	0.00



### **3.4.1 Wildlife**

Development of the Site will primarily occur within the Open Field habitat, with limited impacts to Edge Forest. The roughly 12.40-acre Open Field provides limited value from a wildlife utilization standpoint as a result of historic and current routine agricultural management of these areas, small habitat block size, lack of diverse vegetative communities and/or structure and a high level of human activity. The limited Edge Forest area offers higher quality forested habitat, but will be minimally affected by the Project, and extends to the east off the Property.

Based on the surrounding land uses, the adjacent disturbed areas located in proximity to the Property are likely utilized by species that are more tolerant of human disturbance and habitat fragmentation. Generalist wildlife species common to the region, including several resident and migrant song birds and mammals such as raccoon, striped skunk, grey squirrel, Virginia opossum, white-tailed deer, and eastern chipmunk could be expected to use this area. Due to the limited removal of Edge Forest habitat within the Property, and given the abundance of more suitable habitat for these common species surrounding the Property, the Project is not anticipated to result in a likely adverse impact to wildlife.

Noise and associated human activities during construction may result in limited, temporary disruption to wildlife using the Property. Any possible wildlife displaced during construction would be expected to temporarily disperse deeper into the nearby Wetland Forest and Edge Forest habitats. Post-construction, operation of the Facility will likely not result in an adverse effect to wildlife using these habitats due to its unoccupied nature and lack of significant noise, traffic, or high level of human activity.

### **3.4.2 Core Forest Determination**

The DEEP's *Forestland Habitat Impact Mapping*, does not depict an area mapped as core forest on the Property. Therefore, the Project will not affect core forest resources.

## **3.5 Rare Species**

Publicly available information was reviewed to determine the potential presence of state/federally listed species and critical habitat on or proximate to the Site. A discussion is provided in the following sections.



### **3.5.1 Natural Diversity Data Base**

The DEEP Natural Diversity Data Base (“NDDB”) program performs hundreds of environmental reviews each year to determine the impact of proposed development projects on state-listed species and to help landowners conserve the state’s biodiversity. In furtherance of this endeavor, DEEP also developed maps to serve as a pre-screening tool to help determine if there is the potential for project-related impact to state-listed species.

The NDDB maps represent approximate locations of (i) endangered, threatened and special concern species and (ii) significant natural communities in Connecticut. The locations of species and natural communities depicted on the maps are based on data collected over the years by DEEP staff, scientists, conservation groups, and landowners. In some cases, an occurrence represents a location derived from literature, museum records and/or specimens. This data is compiled and maintained in the NDDB. The general locations of species and communities are symbolized as shaded (or cross-hatched) polygons on the maps. Exact locations have been masked to protect sensitive species from collection and disturbance and to protect landowners’ rights whenever species occur on private property.

The most recent DEEP NDDB mapping, updated as of June 2023, revealed that no known areas of state-listed species are located within or adjacent to the Property. The nearest NDDB polygon exists ±0.63-miles south of the Property. Since the proposed Site and Property are not located within an NDDB buffer area, consultation with DEEP is not required in accordance with DEEP’s review policy.<sup>6</sup>

### **3.5.2 USFWS Consultation**

Federal consultation was completed in accordance with Section 7 of the Endangered Species Act (“ESA”) through the U.S. Fish and Wildlife Service’s (“USFWS”) Information, Planning, and Conservation System (“IPaC”). Based on the results of the IPaC review, the federally-listed<sup>7</sup> Endangered species northern long-eared bat (“NLEB”; *Myotis septentrionalis*) habitat range includes the Property. The NLEB’s range encompasses the entire State of Connecticut and suitable

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<sup>6</sup> DEEP Requests for NDDB State Listed Species Reviews.

[http://www.ct.gov/deep/cwp/view.asp?a=2702&q=323466&deepNav\\_GID=1628%20](http://www.ct.gov/deep/cwp/view.asp?a=2702&q=323466&deepNav_GID=1628%20)

<sup>7</sup> Listing under the federal Endangered Species Act



NLEB roost habitat includes trees (live, dying, dead, or snag) with a diameter at breast height of three (3) inches or greater.

The DEEP's publicly available *Northern long-eared bat areas of concern in Connecticut to assist with Federal Endangered Species Act Compliance* map, updated as of February 1, 2016, was reviewed to determine the locations of any known maternity roost trees or hibernacula in the state. This map reveals that there are currently no known NLEB maternity roost trees in Connecticut. The nearest NLEB habitat resource to the Site is located in East Granby, approximately 13.4 miles to the northwest.

Effective March 31, 2023, the NLEB is classified as Endangered under the ESA. The reclassification eliminates use of the previous 4(d) rule for the NLEB, which is applicable only to Threatened species. An NLEB Interim Consultation Framework has been developed by USFWS to facilitate transition from the 4(d) rule to typical Endangered species consultation procedures for activities that are reasonably certain to occur before April 1, 2024, which is the date the NLEB Interim Consultation Framework expires. The new NLEB Determination Key for this Project revealed the Project will likely not result in an adverse effect or incidental take of NLEB and does not require a permit from USFWS. A USFWS letter dated July 21, 2023 confirmed the "No Effect" determination.

A full review of the *Endangered Species Act (ESA) Compliance Determination* and USFWS's Response Letter is provided in Appendix C of Exhibit A, *USFWS and NDDDB Compliance Statement*.

### **3.6 Soils and Geology**

Construction of the water quality basin and swales and grading within the Project Area will generate excess material. To the extent feasible, that will be redistributed on Site. Topsoil will be segregated from underlying soil, stockpiled, and spread over disturbed areas being seeded. Any excess materials will be removed from the Site in accordance with appropriate regulations and guidelines.

All exposed soils resulting from construction activities will be properly and promptly treated in accordance with the *Connecticut Guidelines for Soil Erosion and Sediment Control*, effective as of March 30, 2024.





Surficial materials on the Property are predominantly thin deposits of glacial till, as well as coarse deposits of sand and gravel. Bedrock beneath the Property is identified as Portland Arkose. Portland Arkose is described as a reddish-brown to maroon micaceous arkose and siltstone and red to black fissile silty shale which grades eastward into coarse conglomerate (fanglomerate).

The Petitioner does not anticipate encountering bedrock during Project development.

### **3.6.1 Prime Farmland Soils**

In accordance with the Code of Federal Regulations, CFR Title 7, part 657, farmland soils include land that is defined as prime, unique, or farmlands of statewide or local importance based on soil type. They represent the most suitable land for producing food, feed, fiber, forage, and oilseed crops.

According to the Connecticut Environmental Conditions Online Resource Guide<sup>8</sup>, approximately 9.52 acres of the Site contain Prime Farmland Soils (See Figure 2, *Existing Conditions Map*), with approximately 4.56 acres located within the Project Area. The Site encompasses areas currently under cultivation for agricultural purposes. The Site has been designed to maximize the areas remaining for cultivation while meeting the requirements of Appendix I.

Excavation and regrading activities are necessary, along with some tree removal, within areas mapped as Prime Farmland Soils to facilitate Project development. Topsoil removed from these areas will be segregated from underlying horizons, temporarily stockpiled and used as top dressing for reestablishing vegetation (with a pollinator-friendly seed mix). No topsoil will leave the Site.

After its useful life, the Facility will be decommissioned and all of the disturbed areas will be reseeded with the same (or approved equivalent) blend as established within the rest of the Project Area, ultimately creating additional available cleared areas for agricultural use. Therefore, the Project will not materially affect Prime Farmland Soils and will serve as an optimal site for agrivolatics.

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<sup>8</sup> Connecticut Environmental Conditions Online (CTECO) Resource Guide, [www.cteco.uconn.edu](http://www.cteco.uconn.edu).



### **3.7 Historic and Archaeological Resources**

On behalf of the Petitioner, Heritage Consultants LLC (“Heritage”) reviewed relevant historic and archaeological information to determine whether the Site holds potential historic or cultural resource significance. Heritage’s review of historic maps and aerial images of the Site, examination of files maintained by the Connecticut State Historic Preservation Office (“SHPO”), and a pedestrian survey of the Site revealed that there is a pre-contact era archeological site near the southeast corner of the Property and 14 historic or potentially historic structures within half a mile of the Project, including for that are located on or in the immediate vicinity of the Property. As a result of these findings, the Petition intends to have a Phase 1B investigation performed prior to construction. Additional information can be found in Appendix D of Exhibit A, *Cultural Resources Reconnaissance Survey Report*.

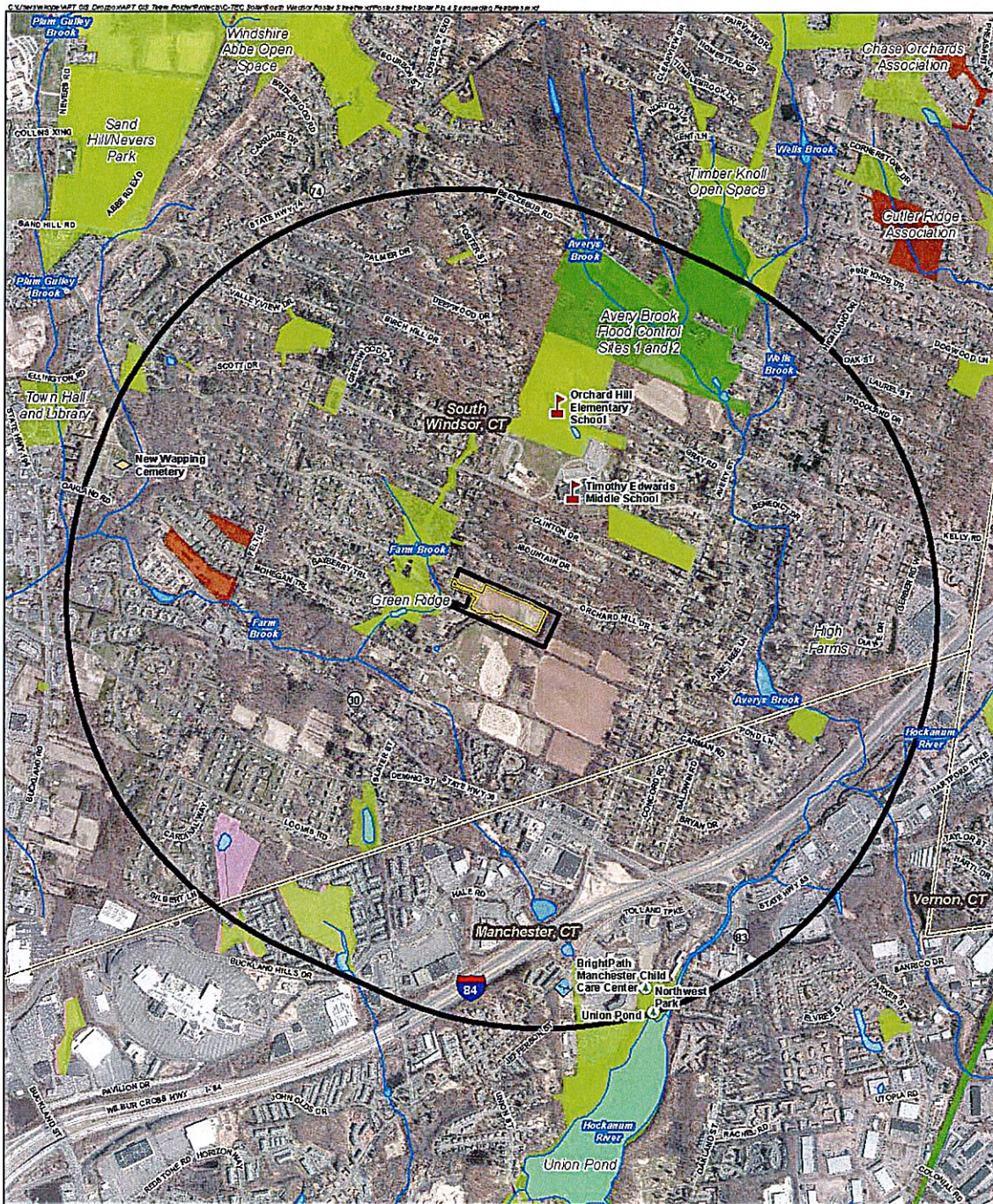
### **3.8 Scenic and Recreational Areas**

No state or local designated scenic roads or scenic areas are located near the Site and therefore none will be physically or visually impacted by development of the Project. The nearest designated scenic road is a portion of State Route 74, approximately 6.2 miles to the northeast. Additionally, there are no Connecticut Blue Blaze Hiking Trails located proximate to the Site.

The nearest existing recreational area to the Site is Green Ridge Open Space, which is west of the Property across Foster Street. No impacts are anticipated to this resource.

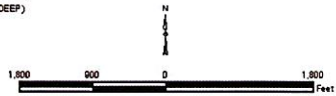
See Figure 4, *Surrounding Features Map*, for this and other resources located within one mile of the Site.





- Legend**
- |                    |                                |                              |
|--------------------|--------------------------------|------------------------------|
| Property           | Surrounding Features           | Open Space Property (CTDEEP) |
| Site               | Cemetery                       | Land Trust                   |
| 1 Mile Radius      | Daycare                        | Municipal                    |
| Municipal Boundary | Park / Recreation / Open Space | Private                      |
|                    | School                         | State                        |
|                    |                                | Watercourse (CTDEEP)         |
|                    |                                | Open Water (CTDEEP)          |

**Map Notes:**  
 Base Map Source: 2019 Aerial Photograph (CTECO)  
 Map Scale: 1 inch = 1,000 feet  
 Map Date: December 2023



**Figure 4**  
**Surrounding Features Map**  
 Proposed Solar Facility  
 186 Foster Street  
 South Windsor, Connecticut





### **3.9 Visibility**

Portions of the Facility are predicted to be visible from the immediately surrounding area to the north and west. The interconnection poles could be visible in areas extending to the south. Visibility in these areas will be primarily seasonal, when the leaves are off the deciduous trees, with year-round visibility limited to the Property and a limited area within 0.25 miles to the south.

See Appendix E of Exhibit A, *Viewshed Maps and Photo-Simulations*, for additional information.

### **3.10 Noise**

The bulk of the noise associated with the Project will be the result of construction activity, which is exempt from regulation under Connecticut law. Once the Project is operational, there will be minimal noise associated with the Project, mostly emanating from the Project's inverter and transformer.

The Site is bounded by single-family residences to the north, west, and east and by agricultural properties to the south and southeast. The Site is located 0.8 miles away from interstate highway I-84 to the southeast and 10 miles from Bradley International Airport's eastern approach corridor. The Site is also immediately north of the Foster Family Farm, located at 90 Foster Street, which operates as a historic traditional farm during the planting season and as a corn maze attraction during October.

The nearest property to the proposed Project equipment is the residence located at 178 Foster Street, with a property line approximately 150 feet from this equipment. The existing sound levels at this property are currently measured at approximately 39.5 dBA. It is anticipated that the Project equipment would generate sound levels between 33.6-34.3 dBA at a distance of 150 feet away during the daytime when the Facility would be generating electricity, and that this would increase the current noise levels by 1.0-1.1 dBA, which is significantly below DEEP's allowable 61 dBA for daytime noise limits for Class A noise receptors.

See Appendix F to Exhibit A, *Noise Study*, for additional information.





### **3.11 Lighting**

No exterior lighting is planned for the Project. There will be some small, non-intrusive lighting fixtures within the equipment to aid in maintenance. It is not anticipated that this lighting will be used when maintenance is not required. Given the existing ambient lighting within the area of the Property, any incremental effect of Project lighting will be minimal.

### **3.12 FAA Determination**

Relevant Project information has been submitted to the Federal Aviation Administration (“FAA”) for an aeronautical study to evaluate potential hazards to air navigation. The FAA provided a Determination of No Hazard to Air Navigation on December 11, 2023. See Appendix G to Exhibit A, *FAA Determination*.

The nearest airport is Bancroft Airport, located approximate 4.75 miles northwest of the Site in the East Windsor Hill section of East Windsor, Connecticut.



## 4 Conclusion

As demonstrated in this Petition, the Project will comply with the DEEP air and water quality standards. Further, it will not have an undue adverse effect on the existing environment and ecology; nor will it affect the scenic, historic and recreational resources in the vicinity of the Project. Once operative, the Facility will be unstaffed and generate minimal traffic.

The Site will be developed on an approximately 16.47-acre Property located east of Foster Street in South Windsor and will occupy approximately 7.91 acres of the Property.

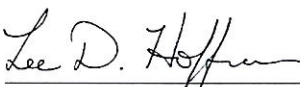
No wetlands or watercourses will be directly or indirectly impacted by the Project. The nearest point of the Project to wetlands, the stormwater management basin, will maintain a setback of 50 feet from this resource.

No core forest is located on the Site. No prime farmland will be affected; topsoils will be retained on the Property and the Site will be reseeded and available for return to agricultural cultivation upon decommissioning of the Project.

The Facility is anticipated to be visible within the immediately surrounding area, primarily on a seasonal basis. The Facility is expected to comply with all DEEP and local noise regulations.

As demonstrated by the foregoing, the Project satisfies the standards set forth in C.G.S. § 16-50k(a) and in light of its anticipated benefits, C-Tec Solar, LLC respectfully requests that the Siting Council approve this Petition for the Project, as it is currently designed.

Respectfully Submitted,  
C-Tec Solar, LLC

By:   
\_\_\_\_\_  
Lee D. Hoffman  
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Pullman & Comley, LLC  
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Hartford, CT 06103-3702  
860-424-4300 (p)  
lhoffman@pullcom.com  
lfeinn@pullcom.com



(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
TOWN COUNCIL	MICHAEL A PARE	1497 MAIN STREET MIKEPARESW@GMAIL.COM	860 798 1227	APPTMT	ERICA EVANS	DEMOCRAT	11-10-2025

**RECEIVED**  
 MAR 19 2024  
 TOWN MANAGER'S OFFICE  
 TOWN OF SOUTH WINDSOR

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 if official. Also, all information should be filled in or WILL NOT be accepted.

Submitted by: Sandra C Jeski Party Affiliation: D Date 3-19-2024

*Nominating Chair*

*For the next Town Council agenda. Thank you, scj*



RECEIVED  
MAR 23 2024  
TOWN MANAGER'S OFFICE  
TOWN OF SOUTH WINDSOR

Hi everyone,

Maggie here. I regret I must resign from the commission. The appeal with the town for the 240 Deming St. property has taken too much time away from me and my business. I am also going through a divorce/separation due to the stress of this appeal amongst other things.

Thank you for having me on the committee. Hope to see you all around town

**Margaret Tanner Glover, former Captain USAF**

CEO Excellence in Measurement Technology, LLC

Certified CMMI High Maturity Lead Appraiser

Lean/Six Sigma Black belt ISO 9001/27001, AS9100-D Lead Auditor

Scaled Agile Framework (SAFe) Certified Program Consultant

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Service Disabled Veteran Owned/Woman Owned Business

On 03/20/2024 7:49 AM EDT [dariap@aol.com](mailto:dariap@aol.com) wrote:

Gentlemen and Ladies,

Kindly see attached the minutes from our last meeting and the agenda for our upcoming meeting on Monday. Please let me know if you will not be in attendance (Will I know that you are traveling and will send in your report to me.)

Margaret is resigning from the Commission at this time. While her resignation with regret has yet to be given to Town Council and a new appointment made, Peter Bortolan will be joining the Commission as

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MAY 21 1964

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U.S. DEPARTMENT OF  
COMMERCE



## Senerth, Katherine

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**From:** Delnicki, Audrey  
**Sent:** Tuesday, March 12, 2024 3:21 PM  
**To:** Senerth, Katherine  
**Cc:** Armstrong, Bonnie  
**Subject:** Fw: [External]Fwd: Resignation

Good afternoon,

I am sending the resignation from Paul Cote that is at the bottom of this email chain to your attention. I do not know if this resignation has been submitted to you, so I wanted to pass it along for the record.

Thank you,

**Audrey Delnicki**  
Mayor

Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074  
860-310-8281

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**From:** j phillips <jtphillipspe@gmail.com>  
**Sent:** Sunday, March 10, 2024 4:18 PM  
**To:** Delnicki, Audrey <Audrey.Delnicki@southwindsor-ct.gov>; Maniscalco, Michael <Michael.Maniscalco@southwindsor-ct.gov>  
**Cc:** Kelly, Barbara <kelly10@snet.net>; Lipe, Michele <Michele.Lipe@southwindsor-ct.gov>  
**Subject:** [External]Fwd: Resignation

Some people who received this message don't often get email from jtphillipspe@gmail.com. [Learn why this is important](#)

I am forwarding to you the email from Paul Cote that he has resigned from the IWA/CC. This causes a vacancy on the commission that needs to be filled.

Jack Phillips  
Vice Chair

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

**From:** Paul Cote <swpaulc@gmail.com>  
**Date:** Fri, Mar 8, 2024 at 4:15 PM  
**Subject:** Resignation  
**To:** Barbara Kelly <kelly10@snet.net>, j phillips <jtphillipspe@gmail.com>

After serious consideration it is with regret that I submit my resignation as a member of the Inland/wetlands Commission due to changes in my life which will cause me to miss additional meetings. It has been an enjoyable and interesting experience. Please let me know if there are others I need to notify.

Sincerely,

Paul Côté

--

John T. (Jack) Phillips, P.E. (ret)

“When we tug at a single thing in nature, we find it attached to the rest of the world.”

– John Muir

## Senerth, Katherine

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**From:** Stephanie Dexter <stephd3@cox.net>  
**Sent:** Thursday, March 21, 2024 2:10 PM  
**To:** Senerth, Katherine  
**Subject:** [External]Fwd: PBC Resignation

Out of an abundance of caution, I'm forwarding Corrine Bordua's resignation from PBC.

Steph D  
Sent from my iPhone

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

**From:** Corrine Bordua <corrinebordua@yahoo.com>  
**Date:** Wed, Mar 20, 2024 at 10:36 PM  
**Subject:** PBC Resignation  
**To:** RTC SW <swrtc1@gmail.com>

Please accept this as notice of my resignation from my position on the Public Building Commission.

Corrine Bordua

Sent from my iPhone



RESOLUTION:

BE IT RESOLVED that the Town of South Windsor may enter into, with and deliver to the State of Connecticut, Department of Emergency Management and Homeland Security any and all documents which it deems necessary or appropriate for the “Memorandum of Agreement Regarding use of Federal Fiscal Year 2023 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3”; and

BE IT FURTHER RESOLVED that Michael Maniscalco, Town Manager of the Town of South Windsor is authorized and directed to execute and deliver any and all documents on behalf of the Town of South Windsor and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of the “Memorandum of Agreement Regarding Use of Federal Fiscal Year 2023 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3” including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.



## **Senerth, Katherine**

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**From:** Perry, Patricia  
**Sent:** Monday, March 25, 2024 8:15 AM  
**To:** Senerth, Katherine  
**Subject:** EMPG Res  
**Attachments:** RESOLUTION NEEDED FOR EACH GRANT YEAR.docx

Hi Kathy,

Walter sent you a resolution last week, but it had the wrong wording. Can you please use the attached instead? This is so we can apply for the annual EMPG Grant and asks the TC to give permission for Mike to sign to enter into the grant.

Thanks  
Patty

**Patricia Perry**  
Director of Finance

Town of South Windsor  
1540 Sullivan Avenue | South Windsor, CT 06074  
Tel (860) 644-2511 ext 2263 | Fax (860) 648-2179

Email: [patricia.perry@southwindsor-ct.gov](mailto:patricia.perry@southwindsor-ct.gov)





## Senerth, Katherine

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**From:** Roberts, Scott  
**Sent:** Thursday, March 21, 2024 4:43 PM  
**To:** Senerth, Katherine  
**Cc:** Summers, Walter; Perry, Patricia; Maniscalco, Michael  
**Subject:** FW: resolution  
**Attachments:** EMPG Resolution Authorizing Town Manager.docx

Kathy

Can we please get this on the next TC meeting?

Scott

---

**From:** Summers, Walter <Walter.Summers@southwindsor-ct.gov>  
**Sent:** Thursday, March 21, 2024 4:25 PM  
**To:** Roberts, Scott <Scott.Roberts@southwindsor-ct.gov>  
**Cc:** Perry, Patricia <Patricia.Perry@southwindsor-ct.gov>  
**Subject:** resolution

Scott,  
Please see the attached resolution for the Council meeting on April 1<sup>st</sup> for the EMPG grant.

Thanks

*Walter Summers, Fire Marshal*  
*Mail: 1540 Sullivan Ave., South Windsor, CT., 06074*  
*Office: 232 West Rd.*  
*860-282-0669 Ext 1*  
[www.southwindsor-ct.gov](http://www.southwindsor-ct.gov)

*Working Smoke Alarms and Carbon Monoxide Alarms Saves Lives*

*Please be advised that all emails to and from the Town of South Windsor are subject to FOI requests. This e-mail message is intended only for the named recipient(s) above. It may contain confidential information that is privileged or that constitutes official work product. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution or copying of this e-mail and any attachment(s) is strictly prohibited.*



## CERTIFIED TOWN COUNCIL RESOLUTION

The undersigned, being the Secretary/Clerk of the South Windsor Town Council hereby confirms that the Town of South Windsor, at a meeting held on \_\_\_\_\_, 2024, at which a quorum of the Town Council was present and acting throughout, adopted the following resolutions:

- RESOLVED: That the Town of South Windsor grant to The Connecticut Water Company, a Connecticut corporation (the "Company"), permanent rights for the installation, maintenance and repair of water pipes and mains over, under and across land of the Town of South Windsor situated in the Town of South Windsor, County of Hartford and State of Connecticut, on substantially the same terms and conditions as set forth in the form of easement attached hereto and made a part hereof as Schedule A (the "Easement"), and containing such other terms and conditions as may be required by the Company and deemed advisable by the Authorized Officer of the Town of South Windsor; and
- RESOLVED: That Michael Maniscalco, Town Manager of the Town of South Windsor (the "Authorized Officer") be and hereby is authorized and empowered to execute and deliver to the Company the Easement and such other instruments as may be required in connection with the Easement; and
- RESOLVED: That any and all actions heretofore taken by the Authorized Officer of the Town of South Windsor in connection with the Easement and the transactions contemplated therein are hereby ratified, confirmed and approved in all respects; and
- RESOLVED: No other consent or approval of the Town of South Windsor is required by the Town Charter of the Town of South Windsor for the execution and delivery by the Town of South Windsor of any instrument or document authorized by the foregoing resolutions.

The undersigned further certifies that the foregoing resolutions have not been amended, modified or revoked and are in full force and effect on the date hereof.

The following person named herein is the duly appointed officer of the Town of South Windsor, such persons holds the office of Town Manager as set forth opposite his name on the date hereof and the Signature of such person a set forth opposite his name is his true Signature:

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

Dated at South Windsor, Connecticut this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Secretary/Clerk of Town Council

After recording, return to:  
The Connecticut Water Company  
c/o Developer Services  
93 West Main Street  
Clinton, CT 06413

### WATER MAIN EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that the TOWN OF SOUTH WINDSOR acting herein by its undersigned and duly authorized Town Manager (hereinafter "Grantor"), for a valuable consideration, receipt whereof is hereby acknowledged, does hereby grant to THE CONNECTICUT WATER COMPANY, a corporation specially chartered by the General Assembly of Connecticut and having its principal office and place of business in the Town of Clinton, County of Middlesex, in said State (hereinafter "Grantee"), its successors and assigns, the permanent right to install, inspect, operate, maintain, change the size of, renew, replace and repair one or more lines of water pipes or mains (with all appurtenances including meters) as are from time to time needed for the transportation and/or supply of water, and together with the right to enter in connection therewith, all under, over and across Grantor's land in the Town of South Windsor, County of Hartford, and State of Connecticut, described as follows (the "Easement Area"):

Beginning at a Point, which is on the Northeasterly side of Skyline Drive,  
S S 04°35'43" W a distance of 193.86 to a Monument w/ Disc Found, thence the following courses & distances:

A curve to the Left having a Delta Angle of 08°36'14", a Radius of 200.54', a Length of 30.11' and a chord bearing of N 44°53'53" W a distance of 30.09' to a point.

N 49°25'07" E a distance of 80.18' to a point

N 19°44'09" E a distance of 169.92' to a point

S 68°01'52" E a distance of 30.02' to a point

S 19°44'09" W a distance of 176.70' to a point

S 49°25'08" W a distance of 85.86' to a point and point of beginning

Said easement area contains 7,678.60 Sq. Ft. ± or 0.18 Acres ±, and is referenced on "Easement Map Showing Proposed Water Easement in Favor of The Connecticut Water Company Over 375 Graham Road South Windsor, Connecticut Prepared for The Connecticut Water Company" Dated October 11th, 2023, Revised through January 4th, 2024. Scale = 1" = 20' Prepared by Gesick & Associates P.C. (the "Utility Plan").

Being a portion of the premises described in the Town of South Windsor Land Records in Volume 125, Page 99.

Together with any fire hydrants, water pipes or mains, and related appurtenances thereto, service lines and related appurtenances thereto, including but not limited to curb stops, curb boxes, water meters, meter pits or meter vaults, whether real property or personal property, situated on, or to be situated on the Easement Area.

Any right herein described or granted or any interest therein or part thereof may be assigned to any assignee or assignees by Grantee, its successors and assigns, and Grantor, for Grantor and Grantor's, successors and assigns, hereby agrees to and does ratify any such assignment or assignments.

In the event that any part of the Easement Area above described in or on which said line or its appurtenances shall be located is now or shall hereafter become a public street or highway or a part thereof, permission, as provided in the General Statutes of Connecticut relating to adjoining landowners, is hereby given to Grantee, its successors and assigns, to use that portion for the purposes and in the manner above described.

Any fire hydrants, water pipes or mains, and related appurtenances thereto, any service lines extending to a curb stop from the water pipes or mains, and any appurtenances related thereto, including but not limited to any curb stops, and water meters, situated on the Easement Area shall be and remain the property of Grantee and shall be the Grantee's obligation to repair and maintain.

In addition to the above granted rights, Grantee shall have all other rights and benefits necessary or convenient for the full enjoyment or use of the rights herein granted, including, without limitation, the right at any reasonable time or times to enter upon said Easement Area at such point or points as Grantee may deem expedient or necessary for the purpose of exercising its rights hereunder. Grantee covenants that said rights shall be exercised, so far as is practicable, with consideration of the convenience of Grantor and without doing any unreasonable damage. Grantee covenants that it will, upon completion of any work hereunder, replace and restore said Easement Area, to the extent feasible, to the same condition as that existing before beginning such work.

TO HAVE AND TO HOLD the said granted and bargained easement, privilege, and right of way and its appurtenances to Grantee and its successors and assigns forever, to its and their own proper use and behoof.

Grantor reserves for Grantor and Grantor's successors and assigns, the right to fully use and enjoy said Easement Area, subject to the rights, privileges and authority herein granted, provided, however, that Grantee shall have the right from time to time to trim and keep trimmed, cut, clear and remove, by mechanical means or otherwise, trees, underbrush and other growth (other than crops or grassland except in the exercise of this easement) which are within the limits of said Easement Area and which may interfere with the exercise of the rights and/or easements herein granted, or any of them, or which may injure, endanger or interfere with the construction and use of said water pipes or mains or the appurtenances thereto, or which may create a hazard; the right to dispose of all wood cut; and the right to remove any structure within or projecting into said Easement Area.

Grantor, for Grantor and Grantor's heirs, successors and assigns, covenants not at any time to disturb or damage said water pipes or mains or the appurtenances thereto. Grantor further agrees that, without the prior written approval of Grantee, which shall not be unreasonably withheld, nothing shall be attached to the property of Grantee installed by virtue of this easement except such things as are placed thereon by Grantee, and not at any time to construct or permit to be constructed any building or structure on or below ground (including but not limited to on-site septic system, leaching galleries,

drywells), place or store any materials on, store any vehicles on, grade, excavate, fill or flood said Easement Area, or otherwise use said right of way in any manner which, may obstruct or hinder Grantee in the use and enjoyment of its rights, privileges and authority under this easement or may interfere with the free and unrestricted exercise of the rights and/or easements herein granted, or any of them, or which may create a hazard. Nothing herein shall limit or prevent Grantor from granting easements to other utilities, with prior written approval by the Grantee, provided such easements do not interfere with the Grantee's said easement and rights herein granted. Notwithstanding anything contained herein to the contrary, the existing sanitary sewer line traversing the Easement Area as depicted on the Utility Plan is approved by Grantee, and Grantor is permitted to maintain, improve, repair and replace said existing sanitary sewer line.

Grantor, for Grantor and Grantor's successors and assigns, hereby covenants to promptly notify Grantee in writing at the mailing address herein, or as changed by the Grantee, of any environmental problem, event or condition Grantor discovers or has knowledge of, on or affecting said premises which may pose a threat to the health, safety or welfare of persons or the environment or to said water pipes or mains and appurtenances thereto.

And Grantor, for Grantor and Grantor's successors and assigns, covenants with Grantee, its successors and assigns, that at and until the ensealing of these presents Grantor is well seized of the premises as a good indefeasible estate in fee simple and has good right to bargain and sell the same in manner and form as is above written, and that the same is free from all encumbrances whatsoever, except for encumbrances of record approved by Grantee.

AND FURTHERMORE, Grantor does by these presents bind Grantor and Grantor's heirs, successors and assigns forever to WARRANT AND DEFEND its title to the above granted and bargained Easement Area to Grantee, its successors and assigns, against all claims and demands whatsoever as related to Grantor's title therein, except as hereinbefore mentioned.

The provisions hereof shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Whenever used, the singular number shall include the plural, the plural the singular, and the use of any gender shall include all genders.





EXHIBIT A

# MEMO

**DATE:** March 22, 2024  
**FROM:** Linda Russell, Deputy Collector of Revenue  
**TO:** Kathy Senerth  
**SUBJECT:** Refund Batch #39 for Town Council – April 1, 2024 Agenda  
Michael Maniscalco, Town Manager  
**CC:** Patricia Perry, Director of Finance  
Jennifer R. Hilinski-Shirley, Collector of Revenue  
**# OF PAGES:** 2

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

I respectfully request the Town Council’s consideration and approval of 10 refunds totaling \$7637.33 as noted on the attached report. All refund requests received by February 27, 2024 are included.



	Bill	Prop Loc/Vehicle Info.	Reason
ALTY LLC	2022-01-0001337	396 BURNHAM STREET	Sec. 12-129 Refund of Excess Payments.
ALTY LLC	2022-01-0001338	410 BURNHAM STREET	Sec. 12-129 Refund of Excess Payments.
ALTY LLC	2022-01-0001339	430 BURNHAM STREET	Sec. 12-129 Refund of Excess Payments.
EASE LTD	2020-04-0080679	2021/AZ15221/1C6RRFFG2MN5533	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc
EASE LTD	2022-03-0053632	2020/AG46334/1C4RDJDG3LC12429	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc
LLC	2022-04-0800660	2013/AB04053/1FD0X5HT5DEB8969	Sec. 12-129 Refund of Excess Payments.
LLC	2022-04-0800661	2012/AE11501/1NKDX4TX9CJ31325	Sec. 12-129 Refund of Excess Payments.
	2022-01-0009028	9 ST MARC CIRCLE B	Sec. 12-129 Refund of Excess Payments.
ITI LT LLC	2022-03-0066572	2019/AX10557/JN1BJ1CR8KW35049	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc
G RACHEL L &	2019-03-5025879	2009/B44JAB/JTLKE5DE891D90285	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc

**Total of 10 Refunds**

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Drafted by:

*Linda Russell*

Linda Russell, CCMC - Deputy Collector of Revenue

Approved by:

*Jennifer R. Hilinski-Shirley*

Jennifer R. Hilinski-Shirley, CCMC, CCMO - Collector of Revenue

*2/27/24*

*[Signature]*

151.37+

1,359.32+

975.81+

948.96+

550.59+

335.41+

627.78+

2,321.46+

228.75+

137.88+

*[Signature]*

7,637.33\*+



## Senerth, Katherine

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**From:** Russell, Linda  
**Sent:** Friday, March 22, 2024 12:34 PM  
**To:** Senerth, Katherine  
**Cc:** TaxCollector; Perry, Patricia; Maniscalco, Michael; Hilinski, Jennifer  
**Subject:** Refund Batch 39  
**Attachments:** Refund Batch 39 memo.docx; DOC032224-005.pdf

Good Morning Kathy,

Will you also please add the attached Refund Batch 39 to the agenda for the Town Council meeting on April 1<sup>st</sup>, in addition to the Refund Batch 41 ? Please let me know if you need anything else. Thanks so much for your assistance and have a great weekend!

Kind Regards,

*Linda Russell*

Linda Russell, CCMC  
Deputy Collector of Revenue  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074

T 860.644.2511 ext. 2221 | F 860.648-6390

[linda.russell@southwindsor-ct.gov](mailto:linda.russell@southwindsor-ct.gov)

Town Hall Hours have changed:  
Monday 8:00 a.m. – 7:00 p.m.  
Tuesday – Thursday 8:00 a.m. – 4:30 p.m.  
Friday 8:00 a.m. – 1:00 p.m.



EXHIBIT B

# MEMO

**DATE:** March 19, 2024

**FROM:** Linda Russell, Deputy Collector of Revenue

**TO:** Kathy Senerth, Executive Asst. to the Town Manager

**SUBJECT:** Refund Batch #41 for Town Council – April 1, 2024 Agenda  
Michael Maniscalco, Town Manager

**CC:** Patricia Perry, Director of Finance  
Jennifer R. Hilinski-Shirley, Collector of Revenue

**# OF PAGES:** 2


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

I respectfully request the Town Council’s consideration and approval of 5 refunds totaling \$1,218.22 as noted on the attached report. All refund requests received by March 19, 2024 are included.





Bill	Prop Loc/Vehicle Info.	Reason
2022-03-0073702	2019/AF02622/1C4PJMDN4KD438461	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen or
2022-03-0061592	2019/AU81888/4S3GTAM65K3738064	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen or
2022-03-0060444	2021/BB32652/2HKRW2H91MH621051	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen or
WDSOR 2020-03-0075225	2019/AV87826/KNMAT2MV3KP548761	Sec. 12-129 Refund of Excess Payments.
2022-03-0073182	2021/BA25306/JTJDARDZ4M2240302	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen or
		<b>Total of 5 Refunds</b>

Drafted by:   
Linda Russell, CCMC - Deputy Collector of Revenue

Approved by:   
Jennifer R. Hilinski-Shirley, CCMC, CCMO - Collector of Revenue

3/19/24  
JR

005

213.91+  
386.89+  
291.76+  
100.00+  
225.66+

1,218.22\*+



## Senerth, Katherine

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**From:** Russell, Linda  
**Sent:** Friday, March 22, 2024 12:05 PM  
**To:** Senerth, Katherine  
**Cc:** TaxCollector; Perry, Patricia; Maniscalco, Michael; Hilinski, Jennifer  
**Subject:** Refund Batch 41  
**Attachments:** Refund Batch 41 memo.docx; DOC032224-004.pdf

Good Morning Kathy,

Will you please add the attached Refund Batch 44 to the agenda for the Town Council meeting on April 1<sup>st</sup>? Please let me know if you need anything else. Thanks so much for your assistance and have a great weekend!

Kind Regards,

*Linda Russell*  
Linda Russell, CCMC  
Deputy Collector of Revenue  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074

T 860.644.2511 ext. 2221 | F 860.648-6390

[linda.russell@southwindsor-ct.gov](mailto:linda.russell@southwindsor-ct.gov)

Town Hall Hours have changed:  
Monday 8:00 a.m. – 7:00 p.m.  
Tuesday – Thursday 8:00 a.m. – 4:30 p.m.  
Friday 8:00 a.m. – 1:00 p.m.

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**Resolution Appointing Katherine Senerth as Executive Assistant/Clerk of the Council**

**WHEREAS**, the Personnel Committee has recommended that the Town Manager's Executive Assistant take on the duties of Clerk of the Council position; and

**WHEREAS**, the Town Council approves the Executive Assistant/Clerk of the Council position to be added as a Grade 3 of the Non-Bargaining Job Classification listing; and

**WHEREAS**, the Town Council approves the combined Job Description for Executive Assistant/Clerk of the Council and as more fully described in **Exhibit C**); and

**BE IT RESOLVED**, that the South Windsor Town Council hereby appoints Katherine Senerth as Executive Assistant/Clerk of the Council;

**BE IT FURTHER RESOLVED**, that the South Windsor Town Council approves a salary increase of \$15,000 retroactive to February 20, 2024, which was the start of Ms. Senerth handling these duties. Benefits will continue to be associated with the Non-Bargaining Unit Members Fringe Benefit Description for Fiscal Year 2021/2022 - 2023/2024;

**BE IT FURTHER RESOLVED**, that the Town Council hereby directs the Town Manager to execute an appointment letter to Katherine Senerth.

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**TOWN OF SOUTH WINDSOR**  
**EXECUTIVE ASSISTANT/CLERK OF THE COUNCIL**  
**TOWN MANAGER'S OFFICE**

**NATURE OF WORK**

This is a highly responsible secretarial, administrative, supervisory and fiscal support position. The top priority of this position is to perform all functions, administration, and operations of the South Windsor Town Council and Town Manager's Office. Performs secretarial and office administrative work of a complex and responsible nature for the Mayor, Members of the Council, and Town Manager.

Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administrative policies and procedures, Town operations, and Charter. Work also involves responsibility for calculating, verifying, and balancing a variety of financial transactions. Work assignments are generally given with broad statements of objectives and performed with a considerable degree of independence. Work is reviewed for the achievement of desired results.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

- Supervises administrative staff in the Town Manager's Department.
- Attends meetings.
- Prepares and processes agenda, documents, legal notices, and minutes for Town Council meetings, as well as Standing Committees, Committees, and Sub-Committees directly reporting to the Council.
- Types and transcribes letters, reports, and meeting minutes from rough draft, transcription equipment, or notes.
- Composes correspondence, reports, and other Council related materials.
- Provides information and directs the public as necessary.
- Receives and processes various reports, petitions, communications, proclamations, and certificates, as necessary.
- Maintains Council's and Town Manager's records.
- Processes purchase requisitions and perform related bookkeeping duties.
- Gathers materials, data, and other information for review by the Mayor, Council Members, and/or Town Manager.
- Prepares complex statistical and narrative reports.
- Organizes and prepares materials for publication, such as administrative regulations and activity schedules.
- Maintains and updates memberships and attendance of Boards and Commissions.
- Maintains the Town Council monthly Liaison report.
- Maintains a list of pending/closed items.
- Schedules and coordinates the use of Town-owned buildings and facilities.

- Assists in the preparation and monitoring of the Council's and Town Manager's budgets.
- Establishes and maintains various Council and Town Manager records and files.
- Maintain calendar of community events, openings, ribbon cuttings, etc. for the Town Manager, Mayor, Deputy Mayor, and all Town Councilors to access.
- Greets visitors; screens incoming correspondence and calls, and follows up to ensure timely response; responds to inquiries and requests from the public; attempts to resolve complaints that are not referred to division heads.
- Plans, organizes and executes work according to standard procedures and oral directions from the Town Manager and Assistant Town Manager consistent with the Town's quality service goals and the development of cost-effective, customer-friendly service delivery.
- Independently composes letters and reports; types and transcribes confidential letters, reports, and records from dictation notes, transcription equipment, or rough notes; performs special assignments, studies and routine administrative functions as directed.
- Documents and forwards all legal requests approved by the Human Resources Director to law firm appointed as Town Attorney. Maintains spreadsheet of legal requests and fees.

### **OTHER JOB FUNCTIONS**

Receives direction from the Town Manager, Mayor, and Councilors. Plans and organizes work according to established or standard office procedures and/or in compliance with Charter, Statutes, and FOI requirements. Performs other duties and assignments as directed by the Council and Town Manager.

### **REQUIREMENTS OF WORK**

Associate degree in Secretarial Science or Business and/or five years' experience in executive secretarial position; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills.

Knowledge of Roberts Rules of Order pertinent to the administration of Council, Committee, and Sub-Committee meetings and ability to confer with the Town Attorney, as necessary.

Working knowledge of appropriate technology utilized by the Town to enter and retrieve information.

Working knowledge of office practices and procedures.

Working knowledge of business English, grammar, punctuation, and arithmetic.

Working knowledge of computer software as applied to office applications.

Knowledge of financial record keeping principles, methods, and procedures.



Ability to organize and express thoughts and ideas orally and through written communications.

Ability to maintain confidentiality and make responsible decisions in accordance with established policies and procedures.

Ability to perform work consistent with the Town's quality service goals and the development of cost-effective, customer-friendly service delivery.

Ability to prioritize, organize, and perform work independently.

Ability to plan and maintain record-keeping systems.

Ability to compose and prepare effective correspondence.

Ability to establish and maintain effective working relationships with other employees, public officials, and the public, to convey information effectively and discreetly.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

## **Addendum to the Clerk of the Council Job Description**

With the changing of the Town Council Members every two years, there are often questions raised during the Executive Assistant/Clerk of the Council's yearly evaluation regarding the various aspects of this position. For benefit purposes, the Executive Assistant/Clerk of the Council follows the Non-Bargaining Groups Fringe Benefit Package. There are a few aspects of this position that are not treated the same as they would for a Non-Bargaining Group employee; those facets and working conditions are as follows:

The Executive Assistant/Clerk of the Council reports to the Mayor and the Town Manager. With daily supervision by the Town Manager.

The Personnel Committee, appointed by the Mayor, conducts the Executive Assistant/Clerk of the Council's yearly evaluation in conjunction with the Town Manager.

The Executive Assistant/Clerk of the Council position does not receive the standard salary increases on July 1 of each year as the Non-Bargaining Group employees do. The Executive Assistant/Clerk of the Council's yearly salary increase is determined by the Personnel Committee in conjunction with the Town Manager and approved through a Town Council Resolution.

The Executive Assistant/Clerk of the Council must work at least 37.5 hours per week. Evening meetings that the Town Council requires the Executive Assistant/Clerk of the Council to attend, count as hours worked for the week.

Due to the above, the Executive Assistant/Clerk of the Council's daily hours are flexible. Although the Executive Assistant/Clerk of the Council's non-meeting working hours will be conducted at Town Hall, during Town Hall Operating Hours, the Executive Assistant/Clerk of the Council may not work the standard Town Hall Operating Hours.

Although the Executive Assistant/Clerk of the Council's hours are flexible, the Executive Assistant/Clerk of the Council is still required to take accrued vacation, personal, and sick time, as needed regardless of the amount of hours worked that week, the same as any other employee.

Due to the Executive Assistant/Clerk of the Council's flexible hours, the Executive Assistant/Clerk of the Council does not receive the Comp Time as it is explained in the Personnel Rules & Regulations for other Non-Bargaining Group Employees when attending Town Council Meetings.

When the Executive Assistant/Clerk of the Council plans to be out of the office, the Clerk of the Council's time off is approved in advance by the Town Manager. All Council members should be informed as soon as it is approved.



