

# REVISED AGENDA

TOWN COUNCIL  
COUNCIL CHAMBERS  
SOUTH WINDSOR TOWN HALL

Regular Meeting  
Monday, October 3, 2022  
TIME: 7:00 P.M.

A Public Hearing will be held at 8:00pm to receive citizen input on the Health Department Ordinance Chapter 50, Articles 5-10

After Roll Call is complete, the Mayor will issue citations to the South Windsor 2022 Eastern Region Little League Champions.

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Remarks

On September 27<sup>th</sup>, retired Town Clerk Lori Trahan passed. At this time, the Council would like to observe a moment of silence in honor of her memory.

5. Adoption of Agenda

(Councilor Philip Koboski)

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, 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.

8. Adoption of Minutes of Previous Meetings

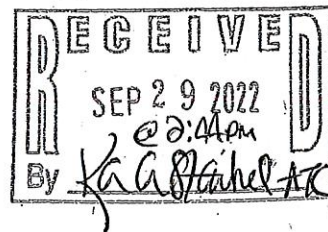
(Councilor Cesar Lopez)

a. Approval of September 19, 2022 Town Council Regular Meeting Minutes

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves the Minutes of the Special Town Council Meeting of September 19, 2022.

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

10. Reports from Committees



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

**Item #7: Public Input on Agenda Items Only**

**In-Person Meetings:**

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

**Virtual Meetings:**

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**Item #15: Second Public Input - on any matter over which the Council has Jurisdiction**

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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**

None

C. **Miscellaneous**

None

12. **Unfinished Business**

None

13. **New Business**

A. **Resolution: Opt out of Public Act 21-29 relating to requirements for allowance of accessory apartments in single family zones.** (Michele Lipe to be present)  
(Councilor Kozikowski)

WHEREAS, the State of Connecticut recently adopted Public Act 21-29 which modified Section 8-2 of the General Statutes to establish specific provisions regarding zoning regulations for accessory apartments; and

WHEREAS, the adopted law does not allow the town to create standards any greater than those set forth in single family residences as it relates to bulk zoning requirements including setbacks, landscaping and does not permit required ownership; and

WHEREAS, unless a municipality affirmatively votes to opt out therefrom, local zoning regulations would be required to adhere to the PA 21-29 provisions regarding accessory apartments; and

WHEREAS, no municipality may opt out of the accessory apartment provisions of section 8-2 of the CT General Statutes, as amended by PA 21-29, on or after January 1, 2023; and

WHEREAS, the Planning and Zoning Commission of a municipality, by a two-thirds vote, may initiate the process by which such municipality opts out of the PA 21-29 provisions regarding accessory apartments; and

WHEREAS, the Planning and Zoning Commission desires to retain local zoning control over the regulation of accessory apartments by opting out of the provisions of PA 21-29 regarding accessory apartments; and

WHEREAS, in an effort to meet the spirit of the law the Planning and Zoning Commission recently adopted new Accessory Apartment zoning regulations to allow accessory apartments through issuance of a zoning permit, simplifying the process to create an accessory unit; and

WHEREAS, the Planning and Zoning Commission held a public hearing 4/26/22 and 7/12/22 and voted unanimously to opt out of the accessory apartment provisions of Section 8-2, as amended by the applicable provisions of PA 21-29; and

WHEREAS, the South Windsor Town Council hereby recognizes the recent regulations changes made by the PZC that make creating an accessory apartment easier by reducing application costs and creating greater flexibility in future uses of existing apartments created; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council opts out of the accessory apartment provisions of Section 8-2, of the CT General Statutes, as amended by the applicable provisions of PA 21-29.

**B. Resolution Approving the Sale of Surplus Monopole Tower Parts**  
(Councilor Gamble)

WHEREAS, the Town of South Windsor completed the purchase of a 115-foot monopole communication tower from Valmont Industries for the Veterans Memorial Park Project and;

WHEREAS, the Town vendor Eastern Communications has completed the construction of said tower and;

WHEREAS, Valmont Industries has shipped three extra mount kits for the tower and, that were not billed or paid by the Town and;

WHEREAS, Valmont Industries has informed the Town that Valmont Industries does not want the parts returned and has authorized the Town to dispose of the three extra mount kits as the Town sees fit;

THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager, Michael Maniscalco to sell the extra mount kits from Valmont Industries and any monies received be deposited into Emergency Communications Upgrade Capital Account.

- C. Resolution Approving a Refund of Taxes to thirty-nine (39) South Windsor Taxpayers, the total of said refunds being \$10,059.93**  
(Councilor Paterna)

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves a refund of property taxes to thirty-nine (39) South Windsor Taxpayers, the total of said refunds being \$10,059.93 and as more fully described on attachment exhibit

- D. Resolution Setting Time and Place for a Public Hearing to receive citizen input on the transfer of \$749,556 from the non-recurring Capital Account to fund two portables at Philip R. Smith Elementary School.**  
(Councilor Lydecker)

**BE IT RESOLVED**, that the South Windsor Town Council hereby sets October 17, 2022 at 8:00pm in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut, as the time and place for a Public Hearing to receive citizen input on the transfer of \$749,556 from the Non-Recurring Capital Account to fund the addition of two portables at Philip R. Smith Elementary School

- E. Resolution Amending a Previously Approved Resolution from the September 19, 2022 Town Council Meeting – Resolution Appointing Amanda Poma as Clerk of the Council**  
(Deputy Mayor King)

WHEREAS, the South Windsor Town Council previously adopted a Resolution appointing Amanda Poma as Clerk of the Council on September 19, 2022, which resolution stated an incorrect term end date.

NOW, THEREFORE, **BE IT RESOLVED** that the South Windsor Town Council hereby appoints Amanda Poma as Clerk of the Council for a term ending November 13, 2023 to fill the unexpired term of Scott Nolan.

- F. Resolution Accepting the Resignation of Carol Fletterick (D) from the Water Pollution Control Authority effective 9-13-22**  
(Councilor Evans)

**BE IT RESOLVED** that the South Windsor Town Council hereby accepts, with regret, the resignation of Carol Fletterick (D) from the Water Pollution Control Authority effective 9-13-22 and;

**BE IT FURTHER RESOLVED** that the South Windsor Town Council extends its thanks to Carol Fletterick for the time she has dedicated to serving her community by her membership on the Water Pollution Control Authority

**14. Passage of Ordinance**

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

**16. Communications from the Council**

**17. Executive Session**

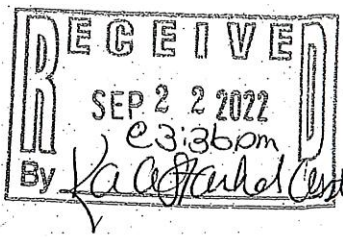
(Please invite Town Manager, Michael Maniscalco, Assistant Town Manager, Mrs. Perry, Assistant Town Manager, Mr. Roberts, and any other appropriate personnel deemed necessary).

**18. Adjournment**

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13MS  
SWCT



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Office of the Town Council  
South Windsor, CT

TO BE PUBLISHED IN THE JOURNAL INQUIRER

September 22, 2022

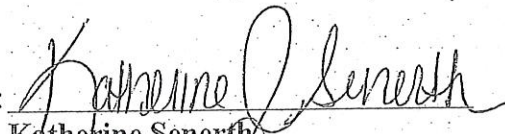
LEGAL AD

TOWN OF SOUTH WINDSOR

Notice is hereby given that the South Windsor Town Council has set Monday, October 3, 2022 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 updates to Article V, Article VIII, Article IX and Article X of the Heath Department Ordinance, a copy of which is on file in the Office of the Town Clerk.

Dated at South Windsor, Connecticut this 22nd day of September 2022.

Attested to by:

  
Katherine Senerth  
Executive Assistant

## ARTICLE V. - FOOD ESTABLISHMENTS

### Sec. 50-103. - Purpose.

This article authorizes and provides provisions for municipal enforcement of section 19-13-B42, section 19-13-B48, and section 19-13-B49, inclusive of the public health code of the State of Connecticut (the "public health code") and of any amendments thereof hereafter adopted, all of which deal with sanitation of restaurants, food operations, and other places preparing and serving food and beverages.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

### Sec. 50-104. - Definitions.

*Authorized agent.* Any individual certified by the commissioner to inspect food service establishments and enforce the provisions of section 19-13- B42 of the Regulations of Connecticut State Agencies under the supervision and/ or authority of the director of health.

*Base of operation.* A licensed and inspected food service establishment that is in compliance with the Public Health Code section 19-13-B42 where an itinerant vendor has access to use the facilities as needed to support the functions of the itinerant vending unit.

*Director of health.* The director of the town's local health department or district health department approved by the commissioner as specified in Connecticut General Statutes sections 19a-200 and 19a-242, respectively.

*Food service establishment.* Any place where food is prepared and intended for individual portion service, regardless of whether there is a charge for the food, and including an not limited to any place engaged in the retail sale of food, including itinerant vendors who transport food for the purpose of retail sale, temporary food service operations and caterers whose fixed base of operation are located within the town's boundaries.

*Foods.* Any raw, cooked or processed edible substance, ice, beverage or ingredient used or intended for use, or for sale, in whole or in part for human consumption.

*Itinerant vendor.* Any food vending business serving food or drink from any establishment or conveyance without fixed location and without connection to water supply and sewage disposal systems.

*Not-for-profit organization.* A nonprofit tax exempt organization.

*Public event.* Event to which the general public is invited by advertisement or advertisements circulated or directed to the public at large and where food is served or made available.

*Temporary food establishment.* Food service establishment that operates at a fixed location for a temporary period of time, not to exceed two weeks, in connection with a carnival, circus, public exhibition, festival, celebration, or similar transitory gathering.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

### Sec. 50-105. - Authority.

This section is enacted pursuant to the provisions of C.G.S. §§ 7-148 and 19a-36. The director of health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the public health code.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)



Sec. 50-106. - Permit to operate food service establishment.

- (a) No person shall operate a food service establishment without a valid permit issued by the director of health. Only a person who complies with the requirements of this section and the public health code shall be entitled to receive or retain such permit. Permits are not transferable and shall be renewed annually. A valid permit shall be posted in a conspicuous public location, visible to the patrons of the establishment.
- (b) The provisions of this section shall apply to every food service establishment in the business of manufacturing for the sale or dispensing of food and/or beverages intended for human consumption, and every person operating a hotel, restaurant, store or vehicle for selling or dispensing food and/or beverages to the public.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-107. - Classifications of food service establishments.

- (a) *Classification.* For purposes of this article, the following classifications of retail food establishments are adopted.
  - (1) *Class I:* A food establishment that only offers for retail sale:
    - a. Prepackaged food that is not time or temperature controlled for safety.
    - b. Commercially processed food that:
      - i. Is time or temperature controlled for safety and heated for hot holding; but
      - ii. Is not permitted to be cooled.
    - c. Food prepared in the establishment that is not time or temperature controlled for safety.
  - (2) *Class II:* A retail food establishment that does not serve a population that is highly susceptible to foodborne illnesses and offers a limited menu of food that is prepared, cooked, and served immediately, or that prepares and cooks food that is time or temperature controlled for safety and may require hot or cold holding, but that does not involve cooling.
  - (3) *Class III:* A retail food establishment that:
    - a. Does not serve a population that is highly susceptible to foodborne illnesses.
    - b. Has an extensive menu of foods, many of which are time or temperature controlled for safety and require complex preparation, include, but not limited to handling of raw ingredients, cooking, cooling, and reheating for hot holding.
  - (4) *Class IV:* A retail food establishment that serves a population that is highly susceptible to foodborne illnesses, including but not limited to preschool students, hospital patients, and nursing home patients or residents, or that conducts specialized food processes, including but not limited to smoking, drying, or reduced oxygen packaging for the purposes of extending the shelf life of the food.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-108. - Permit application.

- (a) Every person proposing to operate a food service establishment shall make written or electronic application on forms provided by the director of health.

- (b) The director of health shall issue a permit to the applicant when the food establishment is found to be in compliance with the requirements of this chapter, the public health code of the State of Connecticut, and all other applicable regulations and policies within the Town of South Windsor.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-109. - Plan review and fees.

- (a) Every person who:
  - (1) Proposes to remodel or alter an existing building or portion thereof which is being used or is proposed to be used as a food establishment; or
  - (2) Proposes to construct a new building which is to be used in whole or in part as a food establishment; or
  - (3) Proposes a menu change resulting in a reclassification of the existing food establishment to a Class III or Class IV as described in section 50-107; or
  - (4) Takes over ownership of an existing food establishment; or
  - (5) Proposes to operate as an itinerant vendor, shall prior to the start of such remodeling, construction, change in ownership (including the transfer of a majority interest in any corporation, limited liability company or limited liability partnership) and/or making sales as an itinerant vendor, submit an application, draft menu, qualified food operator certificates (if applicable), plans, and applicable fees, to the director of health for approval.
- (b) Such plans shall be drawn to a scale of no less than one-fourth inch equals one foot. The plans and specifications shall indicate the proposed floor plan or layout, construction materials of work areas and the type and model of proposed equipment.
- (c) The director of health or his/her agent shall have a minimum of 30 days to complete the plan review process.
- (d) Plan review fees for each class shall be established by the town council.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-110. - Temporary food establishment permitting.

- (a) Any person applying for a temporary food service permit shall make written or electronic application to the town's health department. All applicants shall make the required application at least 14 days prior to the event.
- (b) The director of health shall issue a permit to the applicant if proposed temporary food establishment complies with the requirements of this section and the public health code.
- (c) Temporary permits shall not exceed a period of 14 days.

Sec. 50-111. - Itinerant vendor permitting

- (a) Any person applying for an itinerant vendor permit shall make electronic application to the town's health department.
- (b) Itinerant vendors must submit an approved Base of Operations (BOO) declaration as a part of the electronic application.

(c) The director of health shall issue a permit to the applicant when the itinerant vending operation is found to be in compliance with the requirements of this chapter, the public health code of the State of Connecticut, and all other applicable regulations and policies within the Town of South Windsor.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-112. - Food service establishment permit fee.

- (a) Annual fees for food service establishments for each permit or renewal shall be established by the town council.
- (b) Not-for-profit organizations which maintain permanent kitchen facilities or apply for temporary permits and are subject to regulations section 19-13-B42 and 19-13-B48 of the Connecticut Public Health Code are hereby exempt from any food service establishment permit fee payment.
- (c) Annual permits will be valid from January 1 through December 31. Permits will be pro-rated to half the annual permit fee if the food service establishment opens less than 6 months into the calendar year.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-113. - Non-transferability of permit.

Permits and renewals issued under this section are not transferable by address, owner or change of classification. Any change of address, owner or classification shall require a new permit.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-114. - Permit expiration.

All permits shall expire annually on December 31st and be renewed for another year upon application and payment of the annual fee, regardless of when the original application for a permit was made. Permit renewal is subject to the rules and regulations of the Town of South Windsor and the public health code.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-115. - Suspension or revocation; appeals.

- (a) The director of health may suspend any permit to operate a food service establishment if the food service establishment is not in compliance with, or the permit holder does not comply with, the requirements of this chapter or the public health code. If the director of health or his/her authorized agent finds unsanitary conditions in the operation of a food establishment which in his/her judgment constitute a substantial hazard to public health, he/she shall immediately notify the permit holder or operator in writing, citing such conditions and specifying the corrective action to be taken and the time period within which such action shall be taken. If deemed necessary, he/she will order immediate correction. If the corrections are not made in the stated time, the permit shall be suspended. Suspension is effective upon service of a notice as stated in this article. When a permit is suspended, food service activities shall immediately cease.
- (b) Whenever a permit is suspended, the permit holder or person in charge may, within 48 hours, file a written appeal with the director of health. If no appeal is filed within 48 hours, the suspension becomes

final and the permit is revoked. If an appeal is filed, the director of health or his/her appointed designee shall schedule a hearing within a reasonable time, rendering a decision within ten days.

- (c) The director of health may revoke a food service permit for serious or repeated violations of any of the requirements of this section or the public health code or for interference with the director of health or his authorized agent in the performance of their duties. Prior to revocation, the director of health shall notify the permit holder or person in charge, in writing, of the reason for which the permit is subject to revocation and that the permit shall be revoked effective upon service of such notice unless an appeal is filed within 48 hours. If no appeal is filed within 48 hours of service of said notice, the revocation of the permit becomes final. When a permit is finally revoked, food service activities shall immediately cease. If any appeal is filed, the director of health shall thereupon immediately examine the merits of such revocation and may vacate or affirm such revocation.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-116. - Reapplication for permit.

- (a) *Suspension.* Whenever a permit has been suspended, the holder of the suspended permit may make written request for reinstatement of the suspended permit. Within ten days following receipt of such written request, including a statement signed by the applicant that in his opinion the conditions causing the suspension have been corrected, the director of health or his/her authorized agent shall make a re-inspection. If the applicant is found to be complying with the requirements of this section and the public health code, the permit shall be reinstated.
- (b) *Revocation.* Following a revocation, a written application may be made pursuant to section 50-108 herein. Upon payment of the annual fee and following a successful re-inspection, the permit shall be reinstated.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-117. - Service of notice.

Service of notice as provided for in this article is deemed to be properly served when it is delivered to the permit holder or person in charge of the food establishment or when it is sent by registered or certified mail, return receipt requested, to the address of the food establishment shown on the last completed application of the permit holder. Service is complete upon mailing and not receipt of said notice. A copy of any such notice shall be filed in the records of the director of health.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-118. - Examination and condemnation of food.

- (a) Food service establishments may be inspected and food samples taken therefrom may be analyzed by the director of health or his/her authorized agent as often as deemed necessary for enforcement of this section or the public health code. The director of health or his/her authorized agent shall notify the owner or person in charge of the food service establishment specifying the reasons to place a hold order on any food or beverage believed to be unfit for human consumption. The director of health or his/her authorized agent shall tag, label or otherwise identify any food subject to the hold order. No food subject to a hold order shall be used, served or removed from the food service establishment. The director of health shall permit storage of the food under conditions specified in the hold order. If food storage is not possible without risk to the public health, an order for destruction will be issued by the director of health or his/her agent which shall be immediately accomplished by the food service establishment.

- (b) The hold order shall state that a request for hearing may be filed with the director of health within 48 hours. In the event no hearing is requested, the food shall be destroyed immediately upon expiration of said 48-hour period. If requested the director of health or his/her designee shall hold a hearing, and on the basis of evidence produced at the hearing, the hold order may be vacated or the owner or person in charge of the food may be ordered to denature or destroy such food or bring it into compliance with the provisions of this section or the public health code. The requested hearing must take place within 24 hours from the issuance of the hold order.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-119. - Penalties.

- (a) Any person who operates a food service establishment without a valid food permit or found to be in violation of this article shall be issued an infraction as provided for in C.G.S. §§ 51-164m and 51-164n, as the same may be amended from time to time.
- (b) In addition to any other penalties, a fine of \$250.00 shall be assessed for each violation that constitutes an offense under this section.
- (c) Each day of the violation thereof shall be deemed a separate offense.
- (d) If criminal prosecution is the result of noncompliance of any of the provisions of this section, the defendant shall be responsible for the town's costs, together with reasonable attorney's fees.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Secs. 50-120—50-121. - Reserved.

ARTICLE VI. - WATER SUPPLY WELLS

Sec. 50-122. - Purpose.

This article authorizes and provides provisions for municipal enforcement of sections 19-13-B51a through 19-13-B51m, inclusive of the public health code of the State of Connecticut (the "public health code") and of any amendments thereof hereafter adopted.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-123. - Definitions.

*Water supply well.* Water supply well means an artificial excavation, constructed by any method, for the purpose of obtaining water for drinking or other domestic use.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-124. - Authority.

This section is enacted pursuant to the provisions of C.G.S. §§ 7-148 and 19a-36. The director of health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the public health code.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-125. - Well permit.

No person shall commence excavation without obtaining a permit from the director of health.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-126. - Fee.

Each permit fee to construct and/or repair a water supply well shall be established by the town council.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-127. - Penalties.

Any person violating section 50-125 shall be fined \$250.00 and shall be required to obtain said permit. Failure to obtain said permit in a reasonable time shall be considered a separate offense subject to a \$250.00 fine unless such excavation is ceased.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Secs. 50-128—50-131. - Reserved.

ARTICLE VII. - SUBSURFACE SEWAGE DISPOSAL SYSTEMS (SSDS)

Sec. 50-132. - Purpose.

This article authorizes and provides provisions for municipal enforcement of section 19-13-B103 of the public health code of the State of Connecticut (the "public health code") and of any amendments thereof, hereafter adopted, which are incorporated in full in this ordinance. The provisions of this ordinance shall not apply to Subsurface Sewage Disposal Systems (SSDS) having a capacity greater than the jurisdiction design flow set forth by Public Act No. 17-146, Section 30, effective July 1, 2017,, of 7,500 gallons per day, or as may be amended from time to time.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-133. - Definitions.

*Approved.* For SSDS of 7,500 gallons per day or less, acceptable to the director of health based on a determination as to conformance with the requirements of this Code and the public health code and/or good public health practices. For SSDS of greater than 7,500 gallons per day regulations of the State Department of Energy and Environmental Protection shall be followed.

*Licensed installer.* A person licensed pursuant to Chapter 393a of the General Statutes of the State of Connecticut.

*Plan review.* The review of plans associated with the design and construction of a private subsurface sewage disposal system.

*Subsurface sewage disposal system (SSDS).* A system consisting of a house sewer, a septic tank followed by a leaching system, any necessary pumps and siphons, and any groundwater control system on which the operation of the leaching system is dependent.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-134. - Authority.

This section is enacted pursuant to the provisions of C.G.S. § 7-148. The director of health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the public health code.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-135. - Actions requiring approval of director of health.

- (a) No person shall construct, alter, repair, enlarge or modify a SSDS that serves any existing building or structure without first having obtained a permit from of the director of health.
- (b) No person shall enlarge, remodel or change the present use of any existing building or structure served by a SSDS without first having obtained the written approval of the director of health.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-136. - Soil testing requirements.

- (a) Applications for soil testing and site evaluation shall be made on forms provided by the director of health, signed by the property owner or his duly authorized agent and shall be accompanied by the appropriate fee.
- (b) All soil testing shall be performed in the manner prescribed by the public health code and technical standards.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-137. - Application process for SSDS plan approval.

- (a) Applications to approve a plan to alter, repair, replace, enlarge or modify an existing SSDS or to construct a new SSDS shall be made on forms provided by the director of health and be accompanied by the appropriate fee as specified in the fee schedule. Applications must be complete and contain all information necessary to demonstrate compliance with the requirements of the public health code and technical standards. Applications must be signed by the property owner or his duly authorized agent.
- (b) Two sets of plans prepared by a professional engineer (P.E.), licensed by the State of Connecticut, bearing the seal and original signature of the engineer shall be submitted for review with each application. Plans shall be at a minimum scale of 1" = 30', have minimum two-foot contours and field topography in the area of the leaching system, contain all soil test results, including percolation test data, provide a cross sectional detail of the leaching system with all appropriate elevations and any other information needed to ensure Code requirements can be met at the site. One set of returnable building plans must accompany the application.
- © The director of health may require that plans for the alteration, repair, replace or modification of an existing SSDS be prepared by a P.E. if, in his opinion, the site presents especially difficult conditions and/or the plan prepared by the owner or his agent does not adequately address the site conditions or does not demonstrate compliance with the public health code and technical standards. If the director of health does not require engineered plans for the alteration, repair or modification of an existing SSDS, then the services of a licensed professional subsurface sewage disposal installer are required.

- (d) Upon the receipt of a properly completed application, plan and supporting documentation, the director of health shall review the plan or proposal within ten days of submittal. If the plan is found to be in compliance with the public health code and technical standards, the director of health shall approve the plan and issue a letter of approval, which shall contain any conditions of approval. If the plan is not in compliance with the public health code and technical standards, the director of health shall provide a written report to the applicant and/or the design engineer detailing the reasons why the plan has not been approved.
- (e) The approval of a plan to install a new SSDS or to alter, repair, replace, enlarge or modify an existing SSDS shall not constitute a permit to construct or install and shall expire 12 months from the date of issuance. Plan approvals may be renewed for an additional 12-month period by the director of health upon a showing of good cause.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-138. - Permit to construct or install SSDS.

- (a) No person shall construct or install, alter, repair, replace, enlarge or modify any new or existing SSDS without first obtaining a permit from the director of health. Applications shall be made on forms provided by the director of health, signed by a licensed installer and shall be accompanied by the appropriate fee as specified in the fee schedule.
- (b) At time of application, the licensed installer must provide the director of health with a copy of his valid subsurface sewage disposal system installer's license issued pursuant to C.G.S. § 20-341.
- (c) Upon receipt of a properly completed application and fee, the director of health shall issue a permit to construct or install a SSDS in accordance with the approved plan together with a copy of the approved plan and the plan review with any comments.
- (d) The permit to construct/install shall expire one year from the date of issuance, and shall not be transferable from place to place or from one installer to another. Permit fee(s) are not refundable.
- (e) The SSDS shall be constructed in strict accordance with the provisions of the approved plan and the conditions set forth in the permit to construct or install, unless an exception is granted in writing by the director of health.
- (f) Exceptions to the Code may only be granted for the repair, replacement, enlargement or modifications to existing septic systems and shall not be granted for new construction. Permits in locations where exceptions are needed shall not be issued until the required forms and supporting documentation are submitted to this office.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-139. - SSDS final approval/permit to discharge.

- (a) No SSDS shall be placed into use until it has been inspected and approved by the director of health. The licensed installer shall submit to the director of health an "as-built" plan of the SSDS after the final inspection has been completed and the installation has been approved by the inspector. Upon completion and passing of the final inspection and receipt of all required documentation, the director of health shall issue a permit to discharge for the system as specified in the public health code.
- (b) A final permit to discharge for an individual SSDS system shall not be issued until the installation is completed and an approved as-built drawing is submitted to the satisfaction of the sanitarian.
- (c) Any exceptions to the Code must be noted on the permit to discharge.
- (d) Where the soil air process has been utilized, the permit to discharge shall note any Code exceptions and will require that monitoring data on system performance is submitted on an annual basis by the



licensed installer. The director of health shall be notified in writing in the event the soil air system is no longer in use. Orders to install a Code complying system may be issued by the director of health if a surface failure occurs while the soil air system is in use or if its use is discontinued.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-140. - Determination of adequacy of SSDS by sanitarian.

When in the opinion of the town sanitarian he/she determines that the requirements of this section do not appear sufficient to provide adequate waste disposal by a SSDS at a specific location, the sanitarian may require such additional facilities or measures as he/she shall deem necessary to provide the required waste disposal for the protection of public health.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-141. - Subdivision reviews.

- (a) No proposed subdivision requiring private SSDS shall be approved until the director of health has observed soil testing on the land thereof and has filed a report regarding the feasibility of SSDS with the appropriate planning and/or zoning commission.
- (b) All requests for the observation of soil tests at proposed subdivision sites must be made at least one month prior to the planning and/or zoning commission meeting at which said subdivision sites shall be considered and shall be made in writing on forms provided by the director of health. Such requests shall be accompanied by a preliminary subdivision site plan indicating the number and location of each proposed lot, subdivision location relative to existing roads and the appropriate fee as listed in the fee schedule.
- (c) Prior to site testing, all lots shall be numbered in the field according to the subdivision site plan location.
- (d) At least three deep observation pits per proposed lot shall be required with two test pits to be dug in the likely areas of the primary and another in the likely area for the reserve. Fewer pits may be acceptable if site conditions warrant such reduction.
- (e) To assure the accuracy of deep observation pit findings, the director of health, or his authorized agent, shall be present during testing.
- (f) At least one percolation tests shall be performed on each proposed lot.
- (g) It shall be the responsibility of the property owner to fill in all test holes after evaluation by the director of health.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-142. - Subdivision plan requirements.

- (a) At least two weeks prior to issuance of the report to the planning and zoning commission, the following information shall be submitted to the director of health with the appropriate subdivision plan review fee:
  - (1) A site plan showing each proposed lot with possible locations for the septic system, reserve area, well, any drainage control measures, cuts and fills, driveway locations and any other information necessary to demonstrate the feasibility of building on the lot in conformance with the Connecticut Public Health Code requirements.
  - (2) Location of storm drainage system/easements, if any.
  - (3) Location of water courses or intermittent streams, if any.

- (4) Location of any wetlands as defined by C.G.S. § 22a-45, as amended.
- (5) Site plan design scale shall be a minimum of 1" = 40'.
- (6) Existing and proposed site contours of the subdivision.
- (7) The accurate location of all test pits as they relate to a possible house or building location, the well, septic system and reserve areas.
- (8) Certification that all proposed lots must have soil conditions in the area of the leaching system and reserve that meet the minimum requirements of the public health code and technical standards.
- (9) When a proposed subdivision includes a lot with an existing structure served by a SSDS, a certification that sufficient testing has been performed on that lot to demonstrate the presence of a reserve area that satisfies the requirements of this Code.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-143. - SSDS and subdivision fee schedule.

The fee schedule for SSDS and subdivision shall be established by the town council.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-144. - Penalties.

- (a) Violation of this article shall be an infraction as provided for in C.G.S. §§ 51-164m and 51-164n, as the same may be modified from time to time.
- (b) A fine of \$250.00 per day shall be assessed for each violation that constitutes an offense under this section.
- (c) Each day of the violation thereof shall be deemed a separate offense.
- (d) If criminal prosecution is the result of noncompliance of any of the provisions of this section, the defendant shall be responsible for the town's costs, together with reasonable attorney's fees.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Secs. 50-145—50-160. - Reserved.

ARTICLE VIII. - COSMETOLOGY

Sec. 50-161. - Purpose.

This article authorizes and provides provisions for municipal enforcement of Chapter 386, § 20-234 through Chapter 387, § 20-265 of the Connecticut General Statutes and any amendments thereof, hereafter adopted.

(Ord. No. 226, 5-21-18)

Sec. 50-162. - Definitions.

*Barbering.* Includes the following described practices when performed by a barber licensed in the State of Connecticut, upon the head, face, scalp, or neck for cosmetic purposes only:

- (1) The cutting, trimming, or shaving of the hair.
- (2) Singeing, shampooing, dyeing, coloring, or styling of the hair.
- (3) The application of cosmetic preparations, hair tonics, antiseptics, powders, oils, clays, creams, or lotions.
- (4) Giving facial and scalp massage or the application of oils, creams, lotions or other preparations, either by hand or mechanical appliances.

*Barbershop.* Any establishment engaged in the practice of barbering for the public.

*Cosmetology establishment.* For the purpose of this regulation, all barbershops, hairdressing, cosmetology shops, nails salons, and other service providers as described in this regulation are considered "cosmetology establishments".

*Esthetician.* A person who, for compensation, performs esthetics

*Eyelash technician.* A person, who for compensation, performs individual eyelash extensions, eyelash lifts, or perms and eyelash color tints.

*Hairdressing and cosmetology.* Includes the following described practices performed by a licensed hairdresser/cosmetician in the State of Connecticut upon the head, face, scalp, arms, hands, body, legs, and feet for cosmetic purposes only.

- (1) Dressing, arranging, curling, waving, weaving, cutting, singeing, relaxing/straightening, bleaching, and color hair.
- (2) Treating the scalp, face, neck, and arms by massaging, cleansing, exercising, stimulating, beautifying, or manipulating with the hands or mechanical appliances.
- (3) Application of cosmetics, preparations, antiseptics, tonics, lotions, creams, powders, oils, clays, or sprays.
- (4) Manicuring fingernails of the hand and, for cosmetic purposes only, trimming, filing and painting the healthy toenails of the feet, excluding cutting nail beds, corns, calluses, or other medical treatment involving the foot or ankle.

*Nail technician.* A person who, for compensation, cuts, shapes, polishes, or enhance the appearance of the nails of the hands, including but not limited to the application and removal of sculptured or artificial nails.

(Ord. No. 226, 5-21-18)

Sec. 50-163. - Authority.

This section is enacted pursuant to the provisions of C.G.S. § 7-148. The director of health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the public health code.

(Ord. No. 226, 5-21-18)

Sec. 50-164. - Cosmetology license .

No person shall commence operation without obtaining a license from the director of health. Only a person who complies with the requirements of this section, under C.G.S. Section 20-525(a) and the public health code shall be entitled to receive or retain such a license. A valid License shall be posted in a conspicuous public location, visible to the patrons of the establishment.

(Ord. No. 226, 5-21-18)

Sec. 50-165. - Non-transferability of license.

Licenses and renewals issued under this section are not transferable by address, owner or change of classification. Any change of address, owner or classification shall require a new license.

(Ord. No. 226, 5-21-18)

Sec. 50-166. – Plan Review and fees.

Scope – This section applies to:

a. Every person who:

- i. Proposes to remodel or alter an existing building or portion thereof which is being used or is proposed to be used as a cosmetology establishment; or
  - ii. Proposes to construct a new building which is to be used in whole or in part as a cosmetology establishment; or
  - iii. Takes over ownership of an existing cosmetology establishment
- b. Such plans shall be drawn to scale or no less than one-fourth inch equals one foot. The plans and specifications shall indicate the proposed floor plan or lay out, construction materials or work areas and the type and model of proposed equipment.
- c. The director of health and his/her agent shall have a minimum of 30 days to complete the plan review process.
- d. Plan review fees for cosmetology establishments shall be established by the town council.

Sec. 50-167 – Specific Standards and Requirements

- a. Water Supply - An adequate supply of hot and cold running water, at proper temperatures, from a municipal or approved private source shall be provided for service for customers, cleanliness of employees and for washing floors, walls, ceiling and equipment. Hot water must not exceed 115°F.
- b. Waste Disposal - Wastewater from all plumbing fixtures shall be discharged into municipal sewers or approved subsurface sewage disposal systems. Oils, greases, industrial/commercial wastes, toxic chemicals and wastewater that is not sewage, as defined in Public Health Code Section 19-13-B103b (a), shall not be discharged to a subsurface sewage disposal system.

Mineral oil and chemical laden swabs or cloth shall be placed in a metal container with a foot-actuated cover. All waste materials from Cosmetology Establishment workstations shall be removed from the premises to outside garbage disposal at the end of each workday. Outside garbage storage areas shall be maintained in a sanitary condition.

- c. Plumbing Fixtures

- (1) All plumbing installation and fixtures shall conform to applicable public health, building and plumbing codes, including the installation and maintenance of approved backflow prevention devices.
  - (2) There shall be at least one shampoo station for each three work stations.
  - (3) Shampoo bowls shall be used for cosmetology work only.
  - (4) A utility sink shall be provided.
  - (5) At least one (1) handwash station shall be located in each cosmetology establishment. This handwashing sink must be used for handwashing only.
- d. Floors - Floors shall be of such construction as to be easily cleaned and shall be kept clean and in good repair.
- e. Process Ventilation
- (1) Cosmetology Establishments shall be properly and adequately ventilated so as to remove chemical vapor emissions, excess heat, and odors. Salon ventilation shall comply with state and local building codes and ordinances.
  - (2) Cosmetology Establishment using chemical agents that create indoor vapor emissions shall not pollute nor negatively affect the indoor air quality of adjacent premises. Vapor emissions shall be controlled by ventilation systems to that remove the contaminating agent at its source. Emissions shall be discharged to the outdoors and shall not be re-circulated into any space. The source, for the purpose of this section, shall mean vapor emissions originating at Cosmetology Establishment work stations. Those facilities in operation prior to January 1, 2006 are exempt from this requirement, except that the Director of Health may order the correction of nuisance conditions should they occur.
- f. Cabinets - Cabinets shall be provided for storage of clean linen, towels, blankets and gowns. They shall have tight-fitting doors that shall be kept closed to protect the linen, towels, blankets and gowns from dust and dirt.
- g. Receptacle for Used Towels and Gowns - A covered receptacle, which can be readily emptied and cleansed, shall be provided and maintained in a sanitary manner. Chemically soiled towels and linens shall be stored in fire-retardant containers.
- h. Refuse - Covered containers for hair droppings, paper and other waste material shall be provided and maintained in a sanitary manner.
- i. Toilet Facilities
- (1) Adequate toilet facilities and handwashing sinks must be provided for customers and employees. Such facilities and washbasins shall be kept clean and in working order.
  - (2) The use of common bar soap is prohibited.
  - (3) A covered refuse receptacle shall be provided.
  - (4) Common towels for handwashing are prohibited.

(5) Common fingernail brushes are prohibited.

Sec. 50-168 - Maintenance and Operation

a. General Cleanliness

- (1) Cosmetology Establishments shall be kept in a clean and sanitary condition at all times.
- (2) No hair droppings shall be allowed to accumulate on floors. Hair droppings shall be removed following service to a customer, and before a new customer is seated. Arms, seats and rests of chairs shall be wiped of hair droppings after serving each customer and shall be kept in a clean and sanitary condition at all times.

b. Walls, Ceiling and Fixtures

- (1) Ceilings shall be kept in good repair, and cracks in walls shall be filled in so as to prevent the harboring and breeding of insects.
- (2) Cabinets, shelves, furniture, shampoo bowls and fixtures shall be kept clean and free of dust, dirt and hair droppings.

c. Sanitary Services

- (1) A towel shall not be used for more than one (1) person without being properly laundered before each use.
- (2) A sanitary paper strip or clean towel shall be placed completely around the neck of each customer before an apron or any other protective device is fastened around the neck.
- (3) Clean towels shall be delivered in a closed container and kept in a clean, closed cabinet or closet. A commercial linen service shall be used for laundering if not done on the premises.

d. Disinfection of Equipment and Implements

- (1) Hair brushes, combs and all other implements used on a customer shall be kept clean and sanitary at all times and shall undergo thorough cleansing and disinfection after serving each customer, or single-service disposable implements shall be used.
- (2) Cleaned and disinfected implements shall be stored in sanitary-covered containers which shall contain a disinfectant, or in a clean drawer.
- (3) After attending a customer, the instruments shall be effectively cleaned, washed with soap or a detergent and water, then disinfected utilizing an approved method listed in Section 15 of this Regulation
- (4) Single-service towels, papers and other material shall be disposed of in the proper receptacle immediately after use and shall not be used again.
- (5) All disposable materials that come into contact with blood and/or body fluids shall be disposed of in sealable plastic bags prior to placing in the waste receptacle.

(6) All articles that come into direct contact with the customer's skin, nails, or hair that cannot be effectively cleaned and sanitized shall be disposed of in a covered waste receptacle immediately after use. Exception: orangesticks, emery boards, buffing squares, cosmetic sponges and disposable nail bits may be kept for the original customer if kept in a covered container labeled with the customer's name.

- e. Shaving Brushes, Mugs, Finger Bowls, and Credo Blades - The use of shaving brushes, shaving mugs and credo blades is prohibited. The use of finger bowls for manicuring purposes is allowed, but the finger bowl must be properly cleaned and sanitized after each customer. Disposable, single-use finger bowls may be used.
- f. Alum and Other Astringents - Alum or other material used to stop the flow of blood shall be applied in powdered or liquid form only.
- g. Neck Dusters, Powder Puffs, Makeup Brushes and Sponges - The use of brush neck dusters, powder puffs, makeup brushes and sponges is prohibited unless they are single-use disposable implements, or kept for the original customer if kept in a covered container labeled with the customer's name.
- h. First Aid Kit - The facility shall maintain at least one (1) portable, readily available first aid kit. Each kit shall be a closed container for storing first aid supplies, accessible to staff at all times.
- i. Foods and Beverages - Foods and beverages shall not be prepared, stored or provided to patrons in the permitted premises, except with a valid food service license from the Director of Health. Customer self-service coffee or tea with dry non-dairy creamers, or individually prepackaged Ultra High Temperature (UHT) creamers may be offered for free or for sale without a food service license.
- j. Animals, Pets or Live Birds - No animals, pets or live birds shall be kept in any working area of any Cosmetology Establishment. This prohibition does not apply to trained guide dogs (or dogs in training) for the disabled, sightless or hearing impaired.

#### Sec. 50-169 – General Hygiene

a. Cleanliness of Operators - The hands of the operator shall be thoroughly washed with soap and warm water before serving each customer and immediately after using the toilet, or after eating.

b. Health of Operators - No person known to be affected with any communicable disease in an infectious stage shall engage in barbering, hairdressing or cosmetology.

c. Smoking Prohibited - Smoking is prohibited in all Cosmetology Establishments. Operators shall not eat or drink while providing services to a customer.

d. Proper Attire - Operators shall wear, while attending any customer in a Cosmetology Establishments, clean, washable garments.

#### Sec. 50-170. - Fee.

A fee established by the town council shall be collected for each license to operate a cosmetology establishment.

(Ord. No. 226, 5-21-18)

Sec. 50-167. - Annual inspection.

- a. On an annual basis, applications to operate shall be made electronically and be accompanied by the appropriate fee as specified in the fee schedule. Applications must be complete and contain all information necessary to demonstrate compliance with the requirements of the Connecticut General Statutes. Applications must be signed by the cosmetology establishment owner or his duly authorized agent. Annual licenses will be valid from July 1 through June 30.
- b. The director of health, or authorized agent, may inspect in their absolute discretion, each cosmetology establishment and shall make as many additional inspections as are necessary for the enforcement of this regulation and the applicable sections of the Connecticut Public Health Code and Connecticut General Statutes.

(Ord. No. 226, 5-21-18)

Sec. 50-169. - Penalties.

Any person violating section 50-163 and/or section 50-164 shall be fined \$250.00 and shall be required to obtain said license. Failure to obtain said license in a reasonable time shall be considered a separate offense subject to a \$250.00 fine.

(Ord. No. 226, 5-21-18)

Secs. 50-170—50-175. - Reserved.

ARTICLE IX. - TATTOO

Sec. 50-176. - Purpose.

This article authorizes and provides provisions for municipal enforcement of Chapter 387a, §§ 20-266n through 20-266s of the Connecticut General Statutes and any amendments thereof, hereafter adopted.

(Ord. No. 226, 5-21-18)

Sec. 50-177. - Definitions.

*Bloodborne pathogens.* Pathogenic microorganisms that are present in human blood and can cause disease in humans; these pathogens include, but are not limited to hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

*Regulated waste.* Liquid or semiliquid or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semiliquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are



capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

*Tattoo establishment.* Any room or space where tattooing is practiced or where the business of tattooing is conducted or on any party thereof.

*Tattooing.* The process by which the skin is marked or colored by the insertion of nontoxic dyes or pigments into or under the subcutaneous portion of the skin as to form indelible marks for cosmetic, medical, or figurative purposes.

*Universal precautions.* An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for hepatitis B virus (HBV), hepatitis C virus (HCV), human immunodeficiency virus (HIV), and other bloodborne pathogens.

(Ord. No. 226, 5-21-18)

Sec. 50-178. - Authority.

This section is enacted pursuant to the provisions of C.G.S. § 7-148. The director of health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the public health code.

(Ord. No. 226, 5-21-18)

Sec. 50-179. - Tattoo license.

No person shall commence tattooing without obtaining a license from the director of health. The tattoo establishment license shall be issued by the department prior to opening of the establishment and thereafter on an annual basis. Each applicant shall provide the department with the following information: name(s) of owner(s), establishment names, proposed hours of operation, names of all employees and their exact duties, a copy of the written aftercare instructions given to each client and a copy of the informed consent that each client must sign.

(Ord. No. 226, 5-21-18)

Sec. 50-180. - Non-transferability of license.

Licenses and renewals issued under this section are not transferable by address, owner or change of classification. Any change of address, owner or classification shall require a new license.

(Ord. No. 226, 5-21-18)

Sec. 50-181. - Plan Review and fees.

This Section applies to:

- a. Every person who:
  - i. Proposes to remodel or alter an existing building or portion thereof which is being used or is proposed to be used as a tattoo establishment; or

- ii. Proposes to construct a new building which is to be used in whole or in part as a tattoo establishment; or
  - iii. Takes over ownership of an existing tattoo establishment
- b. Such plans shall be drawn to scale or no less than one-fourth inch equals one foot. The plans and specifications shall indicate the proposed floor plan or layout, construction materials or work areas and the type and model of proposed equipment.
  - c. The director of health and his/her agent shall have a minimum of 30 days to complete the plan review process.
  - d. Plan review fees for tattoo establishments shall be established by the town council.

Sec. 50-182. - Fee.

A fee established by the town council shall be collected for each license to operate a tattoo establishment.

(Ord. No. 226, 5-21-18)

Sec. 50-183. - Annual filing.

- a. On an annual basis, applications to operate shall be made on forms provided by the director of health and be accompanied by the appropriate fee as specified in the fee schedule. Applications must be complete and contain all information necessary to demonstrate compliance with the requirements of the Connecticut General Statutes. Applications must be signed by the tattoo establishment owner or his duly authorized agent. Annual permits will be valid from July 1 through June 30.
- b. On an annual basis, the director of health, or authorized agent, shall inspect each tattoo establishment and shall make as many additional inspections as are necessary for the enforcement of this regulation and the applicable sections of the Connecticut Public Health Code and Connecticut General Statutes.

(Ord. No. 226, 5-21-18)

Sec. 50-184. - Penalties.

Any person violating section 50-179 shall be fined \$250.00 and shall be required to obtain said license. Failure to obtain said license in a reasonable time shall be considered a separate offense subject to a \$250.00 fine.

(Ord. No. 226, 5-21-18)

Sec. 50-185. - Establishment requirements.

- (a) *Equipment.* The chair, seat, or table to be utilized by the person receiving the tattoo or piercing shall be smooth, easily cleanable, and nonabsorbent. All chairs, seats, or tables must be cleansed prior to use by the next client.
- (b) *Handwashing.* Each workstation in the tattoo/piercing establishment shall have access to a handwashing sink for the exclusive use of the tattoo artist for the purpose of washing his or her hands and prepping clients. At each handwashing sink, liquid antibacterial soap and single-use disposable towels shall be provided at all times. Common towels are prohibited.
- (c) *Regulated and infectious waste.* All infectious and regulated waste must be disposed of by means of medical regulated waste containers and licensed medical waste disposal methods. All needles and attached equipment shall be disposed of in sharps containers. The needles shall not be broken prior to disposing in the sharps container. A written plan of disposal for regulated and infectious waste must be submitted to the department for approval prior to issuance of the tattoo establishment license.

(Ord. No. 226, 5-21-18)

Sec. 50-186. - Certification and licensure.

- (a) *Bloodborne pathogen certification.* In addition to individuals who satisfy the requirements set forth in accordance with C.G.S. § 20-266o(b)(1), no person shall engage in tattooing except a physician, an osteopathic physician, an advanced practice registered nurse rendering service under the direction of a physician or osteopathic physician, a registered nurse rendering service under the supervision, control and responsibility of a physician or osteopathic physician, a physician assistant rendering service under the supervision, control, and responsibility of a physician, or a technician rendering service under the supervision of a physician or osteopathic physician in accordance with regulations adopted by the department of public health.
- (b) The bloodborne pathogen certificate shall be posted in a prominent area where it can be observed by patrons. The bloodborne pathogen certificate is not transferable between persons.
- (c) Physician duties shall include one inspection every three months with or without notice. During inspection the physician shall review records and operating procedures, ensure that appropriate sterile techniques are utilized and patient safety is in compliance.

(Ord. No. 226, 5-21-18)

Sec. 50-187. - Client records.

- (a) Each tattoo artist shall keep permanent records for a minimum of two years for each client which shall consist of the following: the name, address, and telephone number of the client, the time and date the tattoo and/or the body piercing was applied, a photocopy that certifies the person is at least 18 years of age, a description of the tattoo and/or body piercing, the area of the body tattooed and/or pierced, a photocopy of the written aftercare instructions of the tattoo and/or body piercing, and a release form signed by the client that these records are accurate. Records shall be available to the department upon request.
- (b) No person shall tattoo the body of an unemancipated minor under 18 years of age without parental or guardian presence and consent, i.e., signature. This permission shall be signed by either parent or guardian. Photographic identification of the parent or guardian must be obtained by the tattoo artist. A photocopy of the photographic identification shall be included in the client's permanent records.

(Ord. No. 226, 5-21-18)

Secs. 50-188—50-195. - Reserved.

ARTICLE X. - DAYCARE

Sec. 50-196. - Purpose.

This article authorizes and provides provisions for municipal enforcement of sections 19a-77 to 19a-80 and sections 19a-82 to 19a-87a of the Connecticut General Statutes and sections 19a-79-1 to 19a-79-13 of the Connecticut Public Health Code and any amendments thereof, hereafter adopted.

(Ord. No. 226, 5-21-18)

Sec. 50-197. - Definitions.

*Child care center ("daycare")* offers or provides a program of supplementary care to more than 12 related or unrelated children outside their own homes on a regular basis.

(Ord. No. 226, 5-21-18)

Sec. 50-198. - Daycare center permit.

No person shall operate a daycare center without obtaining a license from the State Department of Public Health. The daycare center license shall be issued by the department prior to opening of the establishment and thereafter every four years thereafter. Each applicant shall provide the department with the following information: a notarized original affidavit on a form supplied by the department; home address(es) of owner(s), and home phone number(s) of owner(s); the establishment name(s), address(es), and telephone number(s); proposed hours of operation; ages of the children to be served; proposed licensed capacity; criminal checks and a check of the State Child Abuse Registry; names of all employees, and their exact duties.

(Ord. No. 226, 5-21-18)

Sec. 50-199. - Authority.

This section is enacted pursuant to the provisions of C.G.S. § 7-148. The Director of Health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the Public Health Code.

(Ord. No. 226, 5-21-18)

Sec. 50-200. - Non-transferability of license.

Licenses and renewals issued under this section are not transferable by location, owner or operator. Any change of location, owner or operator shall require a new license.

(Ord. No. 226, 5-21-18)

Sec. 50-201. - Fee.

A fee established by the town council shall be collected for each license to operate a daycare center.

Sec. 50-202. - Plan Review and fees.

- a. Every person who:
  - i. Proposes to expand, renovate or convert an existing building or portion thereof which is being used or is proposed to be used as a daycare establishment; or
  - ii. Proposes to construct a new building which is to be used in whole or in part as a daycare establishment; or
  - iii. Takes over ownership of an existing daycare establishment
- b. Such plans shall be drawn to scale or no less than one-fourth inch equals one foot. The plans and specifications shall include a written narrative of the proposed use, and shall be accompanied by such plans which shall indicate the proposed floor plan or layout, construction materials or work areas and the type and model of proposed equipment.
- c. The director of health and his/her agent shall have a minimum of 30 days to complete the plan review process.
- d. Plan review fees for daycare establishments shall be established by the town council.

(Ord. No. 226, 5-21-18)

Sec. 50-203. - Annual filing.

- a. On an annual basis, applications to operate shall be made on forms provided by the director of health and be accompanied by the appropriate fee as specified in the fee schedule. Applications must be complete and contain all information necessary to demonstrate compliance with the requirements of the Public Health Code. Applications must be signed by the daycare center owner or his duly authorized agent. Annual licenses will be valid from August 1 of year of application through July 31 of the fourth year following application.
- b. The director of health, or authorized agent, shall inspect each daycare establishment and shall make as many additional inspections as are necessary for the enforcement of this regulation and the applicable sections of the Connecticut Public Health Code and Connecticut General Statutes.

(Ord. No. 226, 5-21-18)

Sec. 50-204. - Penalties.

Any person violating section 50-201 shall be fined \$100.00 and shall be required to obtain said license. Failure to obtain said license in a reasonable time shall be considered a separate offense subject to a \$250.00 fine.

(Ord. No. 226, 5-21-18)

Secs. 50-204—50-210. - Reserved.



# Town of South Windsor



## Town Manager's Report October 2022

*Michael Maniscalco*  
Town Manager

**ICMA Conference and Credential-** This past week I attended the ICMA Digital conference. This is the easiest opportunity to renew my credential as a Town Manager. In order to do so, I needed 40 hours of classes and submit to a committee for review what I learned at those classes. To date, I have finished the classes and submitted the written portion to the committee for review. As I have provided in the past, the following is a list of titles for the classes taken: Strategic Foresight; From Sleepy to Chic- Make Main Street Cool; Mental Health Services and New Ways to Provide Public Safety Response; Taking Action on Public Health Data; Rethinking City Services During Crisis; Priority Base Budgeting: Is it for Everyone; Building Relationships, Creating Teams; Balancing Act of Being a Parent and CEO; Strategic Planning-Lessons Learned; Attracting and Retaining Talent; Creating a Pipeline for Leadership Development; Financial Assistance for Safety, Technology, and Economic Resilience; Extend the Life of Building Facilities through Proactive Management; The State of our Mental Health; Fostering Civility with Elected Officials; How to Fail: Fostering a Culture of Innovation; From Planning to Doing; Reimagining Fire and Paramedic Services; Top 3 Reasons Why Managers Fail; Flip the Script: How to Manage Older Generations; Responding to Mass Shootings; An Economic Shift through Partnership and Innovation; Flex Work Place Policies in Local Government; Discrimination Exists-How to Create a Community of Inclusion; Advancing a Discourse of Vocation for Local Government Managers; Planning for Greenspace & Environmental Mitigation in Cincinnati Area; Implicit Bias: Interrupting the Script; Effective Homelessness Crisis Response Systems; So Your IT has Progressed: How About Your Customer Success; Leverage Compensation Strategy to Attract and Retain Top Public Talent.

**Town Hall/ Library Parking Lot-** Work on repaving the Town Hall Parking lot has started. Many of the catch basins have been replaced and the sidewalk work is being completed. Our expectation is that the paving should start the first week of October. The public should be aware of

changing traffic patterns and parking locations as the work progresses.

**COVID-19 Memorial-** Work on the COVID-19 Memorial has started at the Major Michael Donnelly Preserve. While Home Depot did not only donate a significant amount of the materials they have also donated a good portion of the labor. At the time of this report we are expecting probably 2-3 more work days before it is complete.

**Strategic Planning Committee-** The Committee has voted to retain the services of UCONN to help with the Strategic Plan. They will be conducting a survey of residents, holding focus groups, a retreat with the Council and Committee and submitting a final report by July. We are in the very early stages of this project and I am certain there will be much more information to come so that every resident has an opportunity to have their say in the future of their community.

*Michael Maniscalco, MPA*  
Town Manager



# Police Department

Kristian R. Lindstrom  
 Chief of Police

## Monthly Statistics August 2022:

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

### August's numbers are below

Total Computer Aided Dispatch Entries:	2468
Routine Calls Received/Outgoing:	4017
Directed Patrol/Premise Checks:	794
Motor Vehicle Stops:	307
Emotionally Disturbed Persons:	20
Medical Assists:	196
Suspicious:	120
Alarms:	90
Motor Vehicle Accidents:	27
Welfare Check:	33
Assist Outside Agency:	48
Animal Problem:	40
Citizen Assist:	38
Miscellaneous Service:	15
Collision Reports:	15
BOLO:	18
Disabled Motor Vehicle:	29
Larceny - Motor Vehicle	1
Larceny:	15
Hazardous Conditions:	26
Pistol Permits:	8
Burglary	2
Burglary - Motor Vehicle	2
Civil Matter:	6
911 Check:	23
Fraud:	37
Domestic Dispute:	13
Violation of Town Ordinance:	2
Sexual Assault	3
Youth Problem:	5

### Covid 19 Update (cont. from last month):

The months of September saw Covid numbers remaining at a dull simmer. This was especially nice to see given the fact that school has been back

in session for almost a month. Community spread has remained manageable and those infected with the virus have, for the most part, recovered fully and quickly.

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

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

### Personnel and Recruiting Status:

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

This month a variety of personnel movements occurred that impact the police department. Most notably, after 25 years of dedicated service to the Town of South Windsor, CSO Robin Bond retired on August 31, 2022. She takes with her years of experience and institutional knowledge and we wish her a long and healthy retirement.

As Sgt. Cleverdon continues to recruit personnel to fill all of our vacancies for both sworn and





## Police Department

Kristian R. Lindstrom  
Chief of Police

civilian positions.

During the month of September we extended job offers to a new Dispatcher, Jake Dooley, who is already certified and transferring to us from Manchester Police Department. We also hired a new Animal Control/Community Service Officer, Kaley Curtis, who is already a certified Animal Control Officer and has a vast amount of experience particularly with large animal care. In addition, we hired a new part time Kennel Assistant, Melissa Getz. Melissa will help to bolster the part time staff who ensure that all of the animals housed at the Tyler Regional Animal Care Shelter (TRACS) are comfortable, clean, and well cared for. All three of these civilian employees will begin their employment with our agency in the next couple weeks.

In addition to these civilian positions, a new police officer was hired. Andre Rogers began employment with the police department in the middle of September and will begin his police academy training the last week of the month. Ofc. Rogers grew up in central Connecticut and comes to us after recently receiving his masters degree in Social Work. The hiring of Ofc. Rogers brings us to having only one vacancy within our sworn ranks.

Officers Sarfo and Weiss continue to progress well through their academy training and we anticipate that they will both graduate on schedule later this fall. This month Ofc. Grabowski completed his field training and after almost a full year of training he is now a fully functioning, independent, police officer.

Although our new officers (Weiss, Sarfo, and Rogers) will not be fully operational for several months. When the above additions and departures are calculated, we are left with two vacancies at the moment. Sgt. Mark Cleverdon is overseeing our recruiting efforts and is actively working to fill these gaps with the right candidate in a timely manner.

September 12<sup>th</sup> was National Policewoman's Day. On that day, we publicly recognized our 8 female sworn members of the agency. Those individuals

are: Officer Tina Roy, Officer PeggySue Clouser, Corporal Alexis McLain, Officer Erika Kuzara, Officer Bianca Krzynowek, Officer Linda Hernando, Officer Kaitlyn Pierpont, and Officer Victoria Weiss. These women account for almost 20% of our sworn staff.

**Sworn Personnel Summary:** With an authorized strength of 46 sworn members, we currently have 3 in the academy (Weiss, Sarfo, and Rogers), 1 on maternity leave, 1 out on medical leave (non-work related), 2 new dads on FMLA leave and 1 vacancy within our sworn ranks. By month's end, 44 of our 46 authorized sworn personnel are employed at this agency and 38 are fully operational sworn FTE's.

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

As we continue to change and grow as an agency, we remain mindful of the need to prepare personnel today to be able to supervise and lead into the future. In that vein, we conducted promotional testing for the ranks of Corporal and Sergeant during the latter half of the month and we hope to announce several promotions in the near future.

Over 41% of our personnel have been hired in the last 5 years and will be the future of the agency. It is important that we continue to enrich their work experience and motivate them so that they will continue the proud tradition of high quality police service well into the future.

### **Local and National Social Justice Movements:**

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



## Police Department

Kristian R. Lindstrom  
Chief of Police

stand ready to engage in crucial conversations to make meaningful change that enhances the world that we live in.

### **Community Activities and Support from our Citizens:**

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

September 2<sup>nd</sup> marked the fourth anniversary of the death of Sgt. Matthew Mainieri who was killed while trying to break up a fight during a vacation in South Carolina. Several community members reached out to offer their fond remembrances of Matt and what he meant to the Town and this agency.

On September 7<sup>th</sup> several police department members attended a training session provided by the CT Council on American-Islamic Relations. Mr. Hassan Awwad is the Council's Director of Operations and provided a block of training on cultural awareness regarding the Muslim community and the Islamic faith. The candid and engaging training was very well received and Chief Lindstrom is in the process of arranging additional training sessions for department members who were not able to attend. This is yet another example of the Department's commitment to awareness, equity, and inclusion.

The police department staffed an outreach booth at this year's Wapping Fair. Police personnel were on hand for discussions and questions about everything from recruiting to car seat installation tips. For the duration of the fair, officers met and talked with hundreds of fair goers at this popular event.

The police department is making some changes to the weekly car seat installation clinics that have occurred on Wednesday mornings for the past several years. The times, location, and frequency of these events are being adjusted to better serve the community by offering increased flexibility and variability of this program.

The Indian Valley YMCA in Ellington invited police personnel to their Fall Health and Wellness event over the weekend of September 17&18. Officers attended this event along with officers from Ellington and the Connecticut State Police.

Events like those described above are of particular importance as the local community emerges from its Covid quarantine and tries to re-establish some normalcy. As is stated above, community engagement and community policing efforts are paramount to our agency creating and maintaining our legitimacy with the community we serve.

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

### **Traffic Safety:**

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

The month of September kicked off with the continuation of the police department's back to school safe traffic initiative. This annual program serves to increase high visibility patrols and traffic enforcement in the town's school zones in preparation of an increase in motor vehicle, bicycle, and pedestrian traffic as a new school year begins. The intent of this initiative is to raise motorist awareness and educate drivers by way of public information and warnings prior to transitioning to a phase of traditional enforcement via infractions.

In addition, we are currently monitoring traffic flow on Buckland Road and in Evergreen Walk as several development and paving projects continue. In addition, we are monitoring some complaints of traffic issues in several other areas in town such as the railroad crossing on Chapel Road near Route 5.



## Police Department

Kristian R. Lindstrom  
Chief of Police

The reconstruction of the King Street bridge continues to move forward and is expected to wrap up this fall.

### **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.

At the beginning of September, the police department was notified that Ford Motor Company would not be able to satisfy our order for four new police vehicles. When Ford cancelled these orders, they did the same thing to dozens of police departments across the state. This unexpected move forced the Department to move quickly to find a suitable alternative that would be available as departments all over the state were doing the same thing. Police vehicles manufactured by Chevrolet were available to order and a fleet crisis was narrowly averted thanks to the alertness and quick action of the Department's Support Services staff.

As the school year began in early September, the School Resources Officers worked diligently to update the Department's response considerations to all of the schools in South Windsor. This labor intensive task ensures that all police personnel have readily available access to security information and considerations that may be used to augment our response to an emergency at any one of our town schools.

On September 16<sup>th</sup>, Chief Lindstrom received one of ten written invitations that were distributed to police executives statewide to become a member of the inaugural cohort of Executive Police Fellows at Central Connecticut State University's Criminology and Criminal Justice Department. Not only will this valuable position allow Chief Lindstrom to bring experientially based information to the staff and students at CCSU, but it will also allow him to bring back valuable information that may be of benefit to the Town of South Windsor.

As has been the trend over the last several months,

during the month of September the police department received, and is processing, several FOI requests. While these requests are not out of the ordinary, there seems to be a recent influx of these requests. In speaking with other area agencies, this does not seem to be a trend unique to South Windsor, however these requests are noteworthy as they can be very labor intensive to satisfy. Particularly when dealing with record redactions and video redactions, these requests can occupy dozens of labor hours a week.

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

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

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

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

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

The Ready.gov webpage has great information pages on preparation for natural disasters, severe weather, and active shooters. Please share with



## Police Department

Kristian R. Lindstrom  
Chief of Police

friends and family that may rely on you in a severe weather event, or have questions about how to react to an active shooter event.

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

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

### **Follow us on Social Media:**

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

## Public Works Department

Vincent Stetson  
Director of Public Works

### **Street Services May 2022**

The Street Services Department has been working to prepare the Town Hall parking lot for resurfacing in October. Catch basins are being repaired, sidewalks are being re-aligned, a new sidewalk is being added, additional lighting is being installed and drainage improvements are taking place. Crews have been mindful that Town Hall is open for business and are trying to get the work completed with as little disruptions as possible. We thank you for your patience and understanding.

The department assisted the Parks dept covering the pools at VMP. This is a pretty much an all-hands project to get the pools ready for Winter.

Streets Services delivered fencing, fences posts, barricades and installed no parking signs in support of the Wapping Fair.

We pressed into service an Altoz mower for improving our ability to keep our roadsides looking crisp and helping to eliminate sightline issues for motorists. This piece of equipment can get into areas our traditional roadside mower cannot. Roadside maintenance not only improves the overall appearance of the town, it increases safety for motorists and pedestrians.

Crews painted the curbs of several traffic islands to make them more visible to the motoring public. This will especially help motorists during nighttime driving.

Streets maintainers tended to several washouts due to the significant rains which came after a very long dry spell. Water is a wonder and a powerful force of nature

Our maintainers completed the final installation of the Vibert Rd/Linear Park gate. Signs were fabricated and installed to provide warning to the presence of the new gate.

Streets and Parks maintainers attended a custom Trenching and Shoring Safety Program put on by UCONN's Technology Transfer Center. With several new maintainers aboard and some

relatively new equipment operators now in place, it was time to refresh our knowledge on the subject. In the US in the first 6 months of 2022, 22 workers died in trench incidents surpassing 15 fatalities in all of 2021! Understanding how and when to use trench shields, and understanding soil conditions helps protect workers.



Traffic line painting is underway which is being done by Safety Markings out of Bridgeport. Some roads are still in need of painting but weather has altered the scheduled. All roads should be completed by the end of the month. Additionally, other markings such as stop bars, crosswalks and railroad crossing are scheduled to be re-painted as well.

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

Personal Property Declaration forms have been mailed to all business owners in South Windsor on Tuesday, September 20, 2022. The declarations must be completed and returned to the South Windsor Assessor's Office on or before November 1, 2022 to avoid a 25% penalty due to late or non-filing. The Assessor's webpage has copies of all blank forms, if needed as well as additional resources to assist you with the filing of the form. Additionally, the option to file your declaration online is available. If you, or your CPA are interested in checking out the online portal, please contact the Assessor's Office by phone or email and we will provide you with your account-specific online access code for this year.

The Town's 2022 Revaluation project is in the final stages of analyzing sales and determining appraised values for all parcels in South Windsor using mass appraisal methodology. The assessment date in Connecticut is October 1<sup>st</sup> and notices regarding new value will be mailed to all property owners in early to mid-November 2022. Each property owner has the opportunity to meet during the "informal" hearing period to ask questions regarding their value and to gain education on the process used to determine value during a revaluation.

A reminder to residents that for motor vehicles stolen, sold, destroyed, and if the registration was not transferred to another vehicle, you may be eligible for a motor vehicle prorate. To obtain a credit, you must furnish proof as required by the Assessor. These forms of proof may be emailed to: [Assessor@southwindsor-ct.gov](mailto:Assessor@southwindsor-ct.gov), or submitted through our webpage: <https://www.southwindsor-ct.gov/assessor>.

### Collector of Revenue

Delinquent motor vehicle accounts have been reported to Connecticut Department of Motor Vehicles. Therefore, clearance will be required from our office to complete a renewal or new registration of a motor vehicle. **Payment of cash, money order or certified bank funds will allow for immediate DMV clearance.** Payment remitted on line or with uncertified funds is subject to a ten-day business hold.

Residential sewer use bills were mailed Friday, September 23, 2022, payment is due October 1, 2022 and the last day to pay without penalty is Monday, October 31, 2022. Listed below are options available for remitting payment:

On line using the link <https://www.mytaxbill.org/inet/bill/home.do?town=southwindsor&search=2>.

The fee assessed by the vendor for an e-check (ach check) is 95 cents while payment of Visa, Mastercard, Discover and American Express is assessed a fee of \$6.95 per transaction, with a limit of \$600.00.

In person with cash, money order or check during business hours.

Drop box, there are two drop boxes at Town Hall, a drive up and a walk-up drop box. Payment of check or money order may be remitted, no cash please. The boxes are monitored by video and emptied twice daily.

By mail in the envelope provided, if you are mailing close to the due date the envelope should be hand postmarked by the Postmaster to avoid additional interest.

Many resources are available on line from the Collector of Revenue including the option to receive enotifications of mailings/due dates, the ability to view or print tax bills and/or payment receipts, Frequently Asked Questions and much more. The link is <https://www.southwindsor-ct.gov/collector-revenue>.

If you have questions please contact the office via email [taxcollector@southwindsor-ct.gov](mailto:taxcollector@southwindsor-ct.gov) or 860-644-2511 extension 2321.

## Human Services Department

Andrea Cofrancesco  
Director of Human Services

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

### Opioid Committee

The Town of South Windsor is getting funds from the National Opioid Settlement totaling \$11,598.34 and the Human Services Department is being tasked with spending it. We are in the process of forming a committee of stakeholders to discuss how best to use the funds. More information will be reported in the coming months.

### Back to School Program

We received donations from a variety of sources this year for our Back to School program. Items received were backpacks, lunch boxes and other school supplies, in addition to gift cards to Target to purchase shoes and clothes for children. Thank you to the Fire Department, Police Department, Birdhouse Coffee, St Peter's Episcopal Church, Senior Center's Community Service Group and others, for donating to the cause or providing an opportunity to donate to the cause. 52 kids in 26 families were served.



### Housing Alternatives Fair

Adult and Senior Services recently held a Housing Alternatives Fair with 14 vendors providing

information about housing options. This is an opportunity for residents to see what is available for when they may decide to downsize or if they need additional services. Approximately 75 people attended.



### American Rescue Plan Act Funds

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

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

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

These funds are part of the American Rescue Plan

## Human Services Department

Andrea Cofrancesco  
Director of Human Services

Act (ARPA) provided to towns from the Federal Government. Call Adult and Senior Caseworkers at 860-648-6361 ext. 3335.

### **The Effects of a Pandemic and War on our Mental Health**

It's been a rough couple of years as we have navigated through a global pandemic: social isolation, anxiety and finding a new normal. And now we are dealing with a war. And inflation. How are we dealing with it? Join Alexander Pepe, LCSW, from Intercommunity Healthcare for a conversation on living through tough times: ways to cope and deal with the additional stress in our lives. **Monday, October 17 at 4:00 PM.** Free, call to register. 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. American Rescue Plan Act (ARPA) funds are used for this program.

### **Bereavement Support**

If you are grieving the loss of a loved one and would like to find support from others, please come to our group. A licensed therapist from Intercommunity Health Care will be **at the center on the 1st and 3rd Fridays of each month at 3 PM: October 7 and 21.** Everyone deals with loss differently. Let's come together and talk and get tips on how to cope. Free. Please join us! American Rescue Plan Act (ARPA) funds are used for this program.

### **CARES Program**

**Space is Available**

**Center Activity Recreation Exercise Socialization**

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

more information.

### **Health & Safety Fair and Flu Shot Clinic**

Get your **FLU** shot at our annual Health and Safety Fair on **Friday, October 14 from 10:00 AM to 12 Noon** at the Community Center! Both high dose and regular dose flu vaccine will be available. Most insurances accepted. A variety of other services will also be provided including blood pressure checks, arm chair massages, lower extremity evaluation for vein disease, hearing tests and healthy snacks. Learn about fire safety, the Yellow Dot Program and **more! All services FREE!** No need to register!

### **Outreach at Housing Sites**

Caseworkers and Program Coordinators have begun reaching out to residents at all five senior housing complexes in town to provide information on programs and services that are available. These include financial assistance programs, transportation, nutrition, wellness, social and so much more.





# Human Services Department

Andrea Cofrancesco  
Director of Human Services



September 2022  
Teen Center

The Teen Center had an amazing month in September, kicking off back to school. We held our first Youth Council meetings with the middle school and high school students and have around 30 volunteers in each! Our volunteers helped at the Parks & Rec. Mud Run, which was a great first event to participate in and get them excited about future events. We have more participation since the pandemic began and we are happy to say we have more middle school and high school participants attending our drop in hours. Next week our Human Service bus will begin to provide transportation from the middle school to the teen center, which will increase participation since transportation can be a barrier. We went to the middle school and high school open houses to provide information on what the Teen Center offers, and have received a lot of great feedback and participation from these events. In the upcoming months we have a lot of great activities planned so stay tuned!



## School Outreach & Prevention

September brings renewed excitement to the schools. Students and staff are ready to jump into a more traditional year and the staff at Youth and Family Services are ready to support them along the way. We were present for the TEMS and SWHS Open Houses this year. It was a great opportunity to speak with families about all that we have to offer!



The Students Against Destructive Decisions (SADD) Club is back! We already have quite a bit of interest from High School students wanting to join the club or return for another year. Leaders have been chosen and they are busy preparing for fall activities highlighting driving safety, community outreach and positive school climate

## Human Services Department

Andrea Cofrancesco  
Director of Human Services

initiatives. We look forward to adding some new programs this year to increase awareness and encourage positive choices.

The South Windsor Alliance For Families (SWAFF) will have their first meeting in September. We will be planning for some events this fall to support the mission to support local families. The group works together to share information about the prevention of drugs and alcohol. We are excited that there are some additional youth on the committee this year so that they will have a stronger voice.

Pinwheels were displayed in front of TEMS on International Day of Peace, September 21, 2022. This is a day to celebrate "whirled" peace and to encourage our school community, as well as our South Windsor community, to continue to strive for peace, love and kindness. Students took time to create pinwheels sharing their ideas on what peace means to them. It is a beautiful symbol of the power of community.



### Youth Counseling, Parent Education and Support

YFS counselors jumped right back in to counseling at the schools as soon as school was in session! Counselors remain busy with 72 active cases of youth seen for mental health counseling! We are thrilled to have Paula Berson join our team as an additional Youth Counselor. Paula's position is through the ARPA funds. She will be here up to 12 hours per week. In addition, Paula has taken on 5 hours to support our Juvenile Review Board. These hours are covered by a grant through DCF.

Robin and Liz attended two meetings at the Board of Education this month, one was the Elementary School Principals meeting and the other was the Pupil Services meeting with all of the school social workers and school psychologists. It was a great opportunity to talk about the services that our department provides.

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

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

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

September Classes include:

- In the Trenches: Navigate Challenging CoParenting Relationships
  - Positive Discipline for Toddlers and Preschoolers
  - School Success
  - Conversations That Build Self Esteem for your Child with Autism
- Help My Young Child Feel Safe and Secure

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

Free with Code: SWindsorPeace

*Liz Langevin, LCSW*  
*Youth and Family Services*



## Parks & Recreation Department

**Molly Keays**  
Director of Parks & Recreation

### “Discover the Benefits!”

”

John Caldwell, Jr.  
Parks Superintendent

#### MONTHLY REPORT

Jennifer Filer  
Asst. Director of Parks &  
Recreation



#### MONTHLY REPORT

**Park & Recreation Commission (PARC):** The Commission will be meeting at Town Hall on Wednesday, October 12 at 7:30pm

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

**Farmers Market** The September Farmers' Market was a busy one! We had our “Dog Days” event, welcoming a host of local pet vendors, groomers, and rescue organizations. The humane society was also on-site collecting blankets and towels for their shelters. The market also had its last POP (Power of Produce) activity of the summer season. The kids were welcomed to “tie dye” using all-natural dyes from farm fresh produces donated by our market farmers! It was a fun lesson and the kids were excited to take home their creation! And most recently we welcomed the South Windsor High School Band to perform at the market. 144 high school students under the direction of Michael Verrastro performed for our market patrons! It was truly an incredible September

**Community Band** On Thursday September 15<sup>th</sup> the South Windsor Community Band played a concert at Evergreen Walk. Approximately 65 concert goers enjoyed beautiful weather and enjoyed a wide variety of hits from rag-time to R&B and soul. This event is in partnership with Evergreen Walk. The Parks and Recreation staff spoke with community members about upcoming programs and events and handed out some fun giveaways.

**4th R** The 4th “R” Program is up and running for it's 16th year! Across all four schools, there are about 230 unique children enrolled in before and/or after school spots. Participants have enjoyed so many fun recreational activities to start the year, including new gym games such as

Stoptlight and Rob the Nest, group games, crafts such as magic water color painting and Lego Masters competitions, and theme days, such as Superhero day!

**Preschool** Preschool Session A began on 09/12! 3-5 year old classes AND our parent/child classes are full at 100%! In our 2 year old classes, 52/60 spots are filled, representing nearly 87%! Preschool aged children have enjoyed coming to class for songs, stories, art-projects, playground time, sensory activities, and of course plenty of learning and fun with friends! Our new parent/child class in the gymnasium has been very well received, as it is a chance for our youngest friends to run, play and development their gross motor skills!

**My First Mud Run** Rye Street Park was the host site of our My First Mud Run was hosted at on Sunday, September 18. Families, sports grounds, siblings, couples and singles all challenged themselves on the 2-mile course that included 10 obstacles. It was a perfect day for some outdoor adventure!

**Jukido** Jukido is a Japanese jujitsu system made safe to practice. Although there is a sporting element, Jukido is a self-defense system with an emphasis on doing one's best. Participants learn countermeasures against aggression, fight prevention and bully management.

**Learn to Skate** September's program hosted 60 individuals whom were interested in Learning to Skate! South Windsor Arena's skating 101 program through the South Windsor Rec 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.

**Futsal** Futsal is the perfect recreational skills program getting your little one involved in street

soccer skills. Futsal and Street Soccer aim to increase the player's personal skills. It allows players to touch the ball up to 600% more than the traditional soccer thereby increasing the player's decision-making skills and comfort with the ball. We are excited to be offering a fall programs for ages 2-6.

**Food Explorers** Our ever-popular Food Explorers has returned for their fall session with Chocolate Crazy! Each week you will make a sweet and delicious chocolate treat: milk chocolate, dark chocolate, mini tarts, truffles, chocolate lasagna and more!

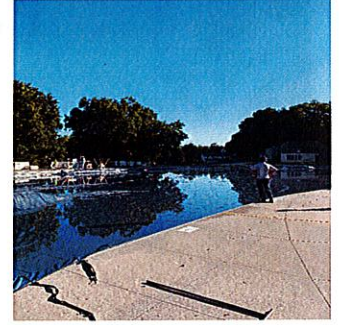
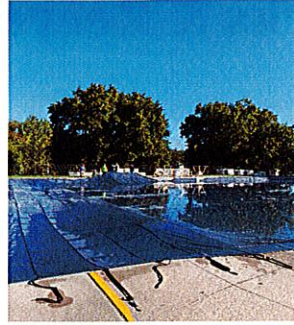
**PARKS DEPARTMENT “Caring for South Windsor’s Growing Needs”**

Our very talented parks crew has had another busy and successful month working on many special projects, assisting with special events, and managing many fields and open spaces. The Wapping Fair, Football Jamboree, Pickleball courts at Rye St are just a few of the projects they assisted with this month. We are also happy to have a new parking lot on Ellington Rd, granting access to our Wapping Park. Balancing these special projects on top of their regular maintenance to secure safe and clean spaces (such as regular mowing & weed-whacking of athletic fields, Town & BOE facilities, open space properties, weekly line painting & stone dust trails) is a skill the parks crew has been very successful at. As they strive to provide exceptional space for our residents to enjoy.

As the seasons change from summer to fall the Parks Crew, along with Public Works, closed the pools at VMP. With the change of season will also switch gears for the crew and they will start an aggressive over seeding program to help keep weed pressures down on our athletic fields and grounds this helps to reduce the use of any pesticides. Parks will join forces with Public Works in the fall and winter for the leaf harvest and snow removal on the roads and lots.

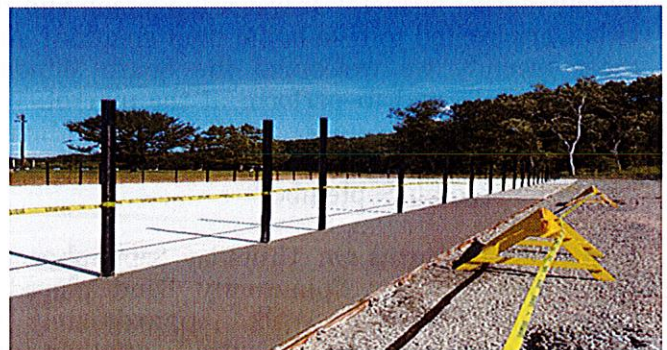
The Parks Crew are going join forces with Home Depot and D’Agata-Perry Granite on Tuesday 9-27-22 and start the Covid Memorial @ Major Michael Donnelly Land Preserve for their kind donation and to Erica Evans and the Town Council for the idea.

South Windsor Parks & Recreation hosted a pool wrap up roundtable discussion. Over 25 people were in attendance representing surrounding towns including; Bloomfield, Manchester, Newington, Glastonbury, East Hartford and Wethersfield. During this meeting we discussed several topics on aquatics regarding maintenance of the pool, current trends



Parks & Public Works crew Close VMP for the 2022 season. See you in the spring.

and shortage of lifeguards. This dialogue allowed the surrounding towns to share ideas on how each town operates their aquatics facilities. The information was well received on how to better serve our communities needs while being fiscally responsible.

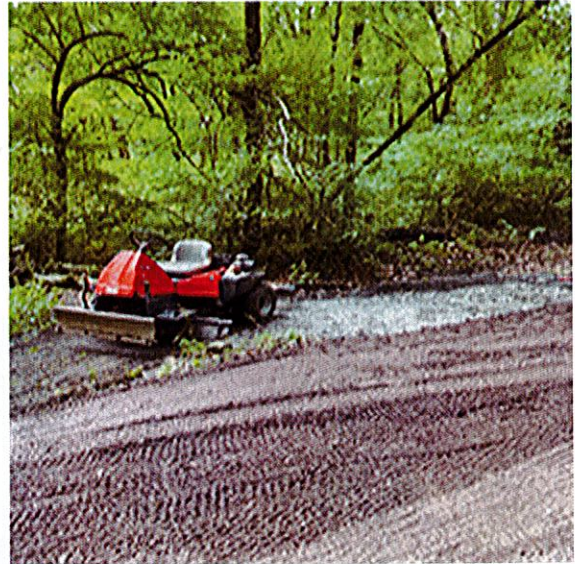
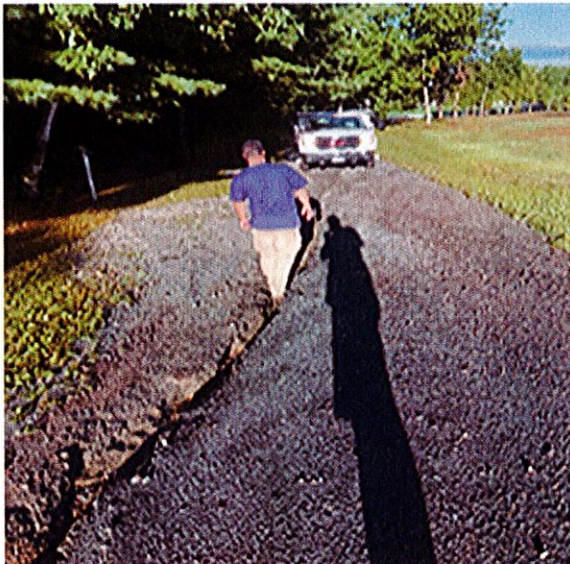


Getting close to opening. Waiting on some, fencing & Parks crew will add parking and ADA accessible areas along with heavy-duty wood guardrails.

**Parks Photos:**

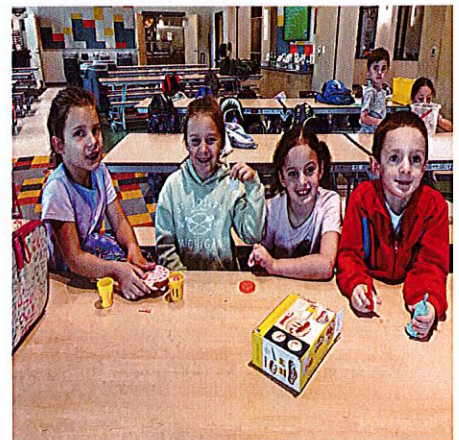
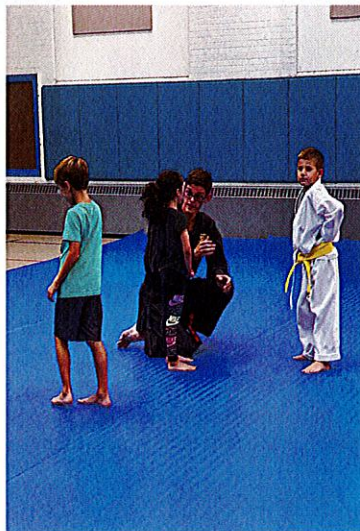
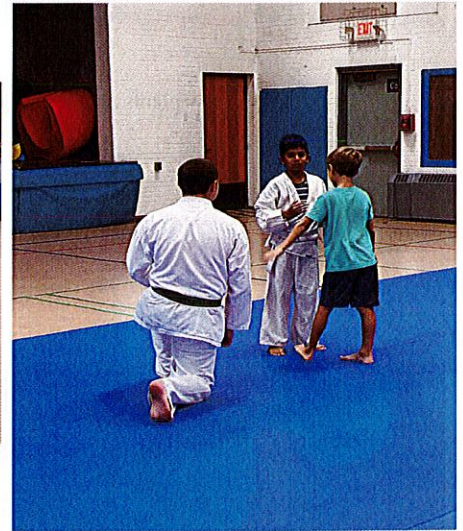
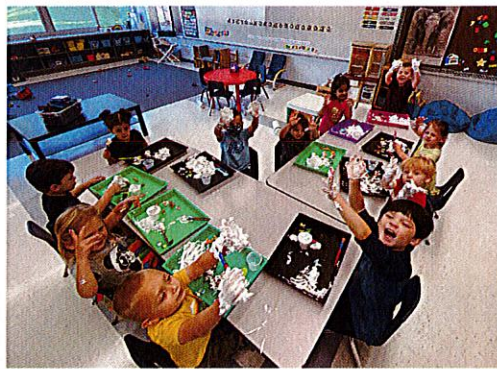
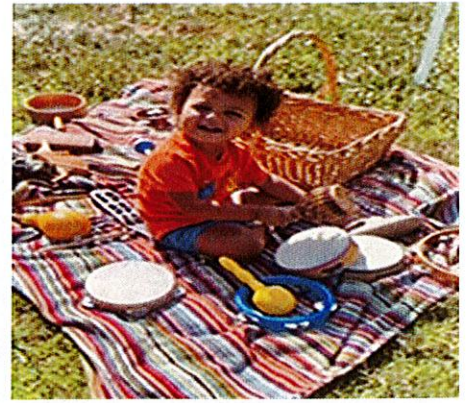


Parks crew plants another Memorial Tree at Nevers Parks for the Doyle family as seen in the right photo.



We spend Aprox \$3,000 a year in material alone to maintain stone dust trails in SW because of heavy rains that cause wash outs.  
After a heavy rain it takes two mainatiners all day to repair them

### Recreation Photos:



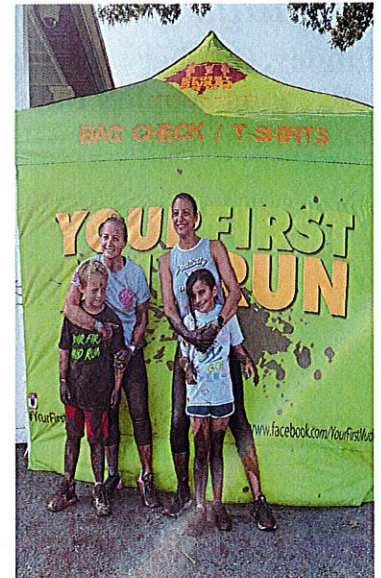
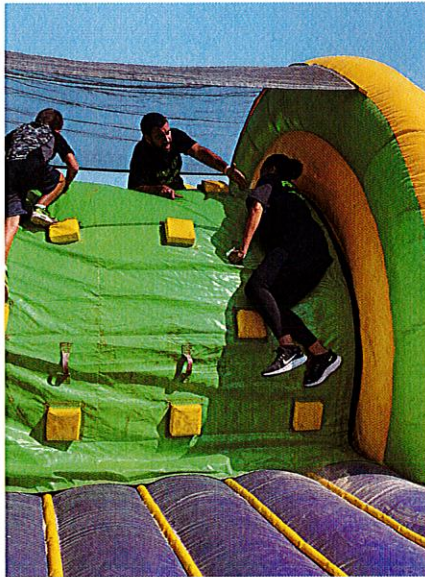
## Recreation Photos



Community Band performing by fire light at Evergreen Walk



Be sure to continue to support our Farmers Market! Weekly new vendors and experiences for all



A little mud never hurt anyone! My First Mud Run hosted at Rye Street was a huge feat!

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## October 2022 Town Council Meetings and Events

### ***Meetings***

#### **Monday, October 3, 2022**

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

#### **Monday, October 17, 2022**

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

### ***Holidays***

#### **Monday, October 10, 2022**

**Indigenous People's Day**  
*Town Offices closed*

*Layout by Katherine Senerth, Executive Assistant*





TOWN COUNCIL  
TOWN OF SOUTH WINDSOR

*Thomas J. Anthony TC*  
12:15 pm

Minutes

Monday, September 19, 2022  
7:00 p.m.

**TOWN COUNCIL – REGULAR MEETING  
COUNCIL CHAMBERS – SOUTH WINDSOR TOWN HALL**

1. **Call Meeting to Order**

Mayor Pendleton called the Regular Meeting to order at 7:00 p.m.

2. **Pledge of Allegiance**

3. **Roll Call**

Members Present: Mayor Elizabeth Pendleton  
Deputy Mayor Steven King Jr.  
Councilor Jamie Gamble  
Councilor Cesar Lopez  
Councilor Marek Kozikowski  
Councilor Andrew Paterna  
Councilor Erica Evans  
Councilor Philip Koboski  
Councilor Karen Lydecker

Others Present: Michael Maniscalco, Town Manager  
Vanessa Perry, Assistant Town Manager/Director of H.R.  
Scott Roberts, Assistant Town Manager/CIO/Emergency Mgmt.

4. **Mayor's Remarks**

A. **Mary Huda, Assessor presentation on Personal Property Assessment**

Mary Huda, Town Assessor provided an overview of Personal Property Declarations that were recently mailed to South Windsor businesses. Ms. Huda informed the Council that declaration forms are available online and that staff in the Assessor's Office will be available to assist those who have any questions. Answering questions from the Council, Ms. Huda explained that the declaration forms can also be filed online and further explained that by State statute, there is 25% penalty imposed on personal property not filed prior to the November 1, 2022 deadline.

B. **Walter Summers, Fire Marshal presentation on Ready.gov**

Walter Summers, Town Fire Marshal presented on Emergency Preparedness for the Community which covered topics such as Winter Safety, Hurricane Resources, Resources

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**TOWN OF SOUTH WINDSOR**

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for Residences, and Winter Fire Safety. A link for the presentation video can be found on the Emergency Management page at <https://www.southwindsor-ct.gov/emergency-management>

**5. Adoption of Agenda**

Councilor Philip Koboski made a motion to adopt the September 19, 2022 agenda. Councilor Erica Evans seconded the motion which passed by unanimous voice vote. **MOTION CARRIES.**

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

Town Manager, Michael Maniscalco announced that Town Hall and Library parking lots will be paved during the month of October. This work to be funded by the Capital Improvements Budget.

Mr. Maniscalco notified the Council that the State of Connecticut has asked all municipalities to submit mass gathering information which will allow the State to do online monitoring to ensure the safety of the events.

Mr. Maniscalco reported that the Water Pollution Control Authority will be issuing sewer use bills of \$425 during the last week of September. This \$10 increase from last year is the first increase in three years and the bill will cover the use of sewer for the year.

Mr. Maniscalco recognized retired staff for their years of service, welcomed new employees, and thanked all staff responsible for coordinating and setting up the Employee Recognition Picnic that took place this September.

Mr. Maniscalco reported that the Town was awarded a STEAP Grant of around \$415,000 which will go towards work to be completed on Kennedy Road.

Lastly, Mr. Maniscalco welcomed South Windsor High School Senior and Girl Scout, Aditi Malpur to present her Gold Award Project. Ms. Malpur presented her Recycling Project which purpose is to help inform the public of which items can or cannot be recycled using an informative sticker that can be placed on recycling bins. Ms. Malpur has distributed these stickers to residents throughout Town and will continue to do so to help educate the public.

**7. Public Input for Items on the Agenda**

None

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**7:00 p.m.**

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**8. Adoption of Minutes of Previous Meetings**

**A. Approval of August 29, 2022 Town Council Special Meeting Minutes**

Councilor Philip Koboski made a motion for the adoption of the following resolution:

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves the Minutes of the Special Town Council Meeting of August 29, 2022.

The motion was seconded by Councilor Andrew Paterna which was passed by a roll call vote of 7 ayes (Mayor Pendleton, Deputy Mayor King, Councilors Koboski, Lopez, Paterna, Kozikowski, and Gamble), 0 nays, and 2 abstentions (Councilors Evans and Lydecker).

**MOTION CARRIES.**

**B. Approval of September 6, 2022 Regular Town Council Meeting Minutes**

Councilor Philip Koboski made a motion for the adoption of the following resolution:

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves the Minutes of the Regular Town Council Meeting of September 6, 2022 with the following correction: amendment to 8. Adoption of Minutes from July 18, 2022, should be changed from Councilor Kozikowski to Deputy Mayor King who seconded the motion.

The motion was seconded Councilor Erica Evans which was passed by a roll call vote of 8 ayes (Mayor Pendleton, Deputy Mayor King, Councilors Evans, Koboski, Lopez, Paterna, Kozikowski, and Gamble), 0 nays, and 1 abstention (Councilor Lydecker). **MOTION CARRIES.**

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

Councilor Erica Evans updated the Council with the work that the Park and Recreation Commission has completed throughout the summer. Councilor Evans reported that the Human Relations Commission will be at the Farmers Market this weekend for the celebration of International Day of Peace. Councilor Evans also reported on activities provided by the South Windsor Alliance for Families including Peace wheels for Peace, and Eat Dinner With Your Family Night.

Councilor Andrew Paterna reminded the Council that the Economic Development Commission voted unanimously in favor of the Tax Assessment Agreement for 150 Sullivan LLC.

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**Minutes**

**Monday, September 19, 2022**  
**7:00 p.m.**

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**10. Reports from Committees**

Councilor Erica Evans reported that the Mobile Recording Committee met and looked into the recording devices which would be offered to boards and commissions in an effort to broaden their exposure. Councilor Jamie Gamble suggested getting a second device and there was a discussion on the price and utilization of the recording devices for different boards and commissions.

Councilor Andrew Paterna reported that the Park and Recreation Facilities Planning Committee is making plans for a temporary home at the old Orchard Hill Elementary School and that the Committee plans to host a public forum to present on the two potential permanent sites for the new Park and Recreation Facility.

**11. Consent Agenda**

**A. First Reading**

None

**B. Second Reading**

Councilor Erica Evans made a motion to approve item 11.B.1 through 11.B.2 as a Second Reading on the Consent Agenda.

**1. Resolution Appointing David Basile (D) to Mass Transit and Highway Advisory Commission**

**BE IT RESOLVED**, that the South Windsor Town Council hereby appoints David Basile as a member of the Mass Transit and Highway Advisory Commission for a term ending November 30, 2025.

**2. Resolution Appointing Elizabeth McGuire(D) to Zoning Board of Appeals**

**BE IT RESOLVED**, that the South Windsor Town Council hereby appoints Elizabeth McGuire as a member of the Zoning Board of Appeals for a term ending November 30, 2025.

Deputy Mayor King seconded the motion which passed by unanimous voice vote. **MOTION CARRIES.**

**C. Miscellaneous**

None

**TOWN COUNCIL**  
**TOWN OF SOUTH WINDSOR**

Minutes

Monday, September 19, 2022  
7:00 p.m.

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**12. Unfinished Business**

**A. Resolution Approving Tax Assessment Agreement with 150 Sullivan LLC**

Councilor Andrew Paterna made a motion for the adoption of the following resolution:

**WHEREAS**, a Request for Tax Abatement has been received from 150 Sullivan LLC for property located at 150 Sullivan Avenue, South Windsor, CT; and

**WHEREAS**, the Town of South Windsor's Tax Partnership Program established pursuant to Connecticut General Statutes Section 12-65b, is intended to encourage the development and expansion of quality businesses in Town through tax and other economic incentives and is designed to retain and attract businesses that will generate substantial additional tax revenues and employment opportunities for the Town while providing quality goods and services; and

**WHEREAS**, at the Economic Development Commission meeting held on July 27, 2022, the Commission reviewed and recommended that a tax assessment agreement be offered to 150 Sullivan LLC; and

**WHEREAS**, the Town Manager recommends, pursuant to said program, that a tax assessment agreement be offered to 150 Sullivan LLC as an incentive to invest an estimated \$2,250,000 in total cost to construct 3 commercial buildings in 3 phases in South Windsor (the land and building improvements collectively referred to as the "Real Property")

**NOW, THEREFORE, BE IT RESOLVED** that the South Windsor Town Council is pleased to offer a tax assessment agreement between the Town and 150 Sullivan LLC reducing the amount of the estimated real property assessment by 10% for the first year; 10% for the second year; 7% for the third year; 7% for the fourth year; 6% for the fifth year; 5% for the sixth year; 5% for the seventh year with an estimated assessment reduction of approximately 787,500 total over the seven (7) years, commencing with the Grand List following the date the Certificate of Occupancy is issued for the Real Property; provided, however, that if such assessment is changed by any future Town revaluation, the new assessed value of the Real Property shall be reduced by the percentage applicable to the year within the seven (7) year period such assessment is changed; and

**BE IT FURTHER RESOLVED** that the South Windsor Town Council's offer to 150 Sullivan LLC is conditioned upon 150 Sullivan LLC (1) meeting the estimated \$2,250,000 construction cost figure and agreeing to the estimated assessment figure; and (2) continuing to pay the real estate taxes on the facility for

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**TOWN OF SOUTH WINDSOR**

**Minutes**

**Monday, September 19, 2022**  
**7:00 p.m.**

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a minimum of ten (10) years from the date the Certificate of Occupancy is issued; if 150 Sullivan LLC fails to meet either of these conditions, 150 Sullivan LLC shall refund the Town of South Windsor all of the tax benefit reductions it has received; and

**BE IT FURTHER RESOLVED** that the South Windsor Town Council's offer is contingent upon the execution of a written agreement by 150 Sullivan LLC reflecting the terms set forth in the resolution and such other terms as the Town may require.

Councilor Erica Evans seconded the motion which passed by unanimous voice vote.  
**MOTION CARRIES.**

Philip Tartsinis, Developer of 150 Sullivan LLC, further explained the project as seen on **Exhibits A and A.1**; and how the tax assessment benefit would be passed along to small businesses as tenants at the location. Answering questions from the Council, Mr. Tartsinis stated that the site plan was first approved in 2018 and this site will be marketed to general retail and restaurants.

**13. New Business**

**A. Resolution Appointing Amanda Poma as Clerk of the Council**

Deputy Mayor King made a motion for the adoption of the following resolution:

**BE IT RESOLVED**, that the South Windsor Town Council hereby appoints Amanda Poma as Clerk of the Council for a term ending November 5, 2024 to fill the unexpired term of Scott Nolan

**BE IT FURTHER RESOLVED**, that the South Windsor Town Council approves a salary of \$54,000 and benefits associated with the Non-Bargaining Unit Members Fringe Benefit Description for Fiscal Year 2021/2022 – 2023/2024.

Councilor Jamie Gamble seconded the motion which passed by unanimous voice vote. **MOTION CARRIES.**

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**13. New Business (Continued)**

- B. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on Updates to the Health Department Ordinance Chapter 50 Articles 5-10**

Councilor Jamie Gamble made a motion for the adoption of the following resolution:

**BE IT RESOLVED**, that the South Windsor Town Council hereby sets October 3, 2022 at 8:00pm 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 proposed updates to the Health Department Ordinance Chapter 50 Articles 5-10.

Councilor Erica Evans seconded the motion which passed by unanimous voice vote.  
**MOTION CARRIES.**

- C. Discussion Item: Opt out of Public Act 21-29 relating to requirements for allowance of accessory apartments in single family zones.**

Michele Lipe, Town Planner along with Bart Pacekonis and Stephanie Dexter, members of the Planning and Zoning Commission, presented on Public Act 21-29 which relates to accessory apartments in single family homes. Ms. Lipe explained that the Commission has voted to opt-out of State requirements due to their decision to modify certain provisions for the best interest of the Town. Ms. Lipe presented a Memo summarizing the Public Act, which can be read in attached **Exhibit B**. Mr. Pacekonis, Chairperson of the Planning and Zoning Commission, spoke in favor of the provisions as they would benefit the Town of South Windsor.

- D. Discussion Item: Waiver for Competitive Bidding for Concrete Sidewalks at the Town Hall and other places in Town.**

Mr. Maniscalco presented on the waiver for competitive bidding for the concrete sidewalk project at the Town Hall. The Town's current contractor cannot do the work in the timeframe needed, and in an effort to keep the project within its time line, it would be in the Town's best interest to use a concrete contractor that has completed other projects for the Town. Answering questions from the Council, Mr. Maniscalco stated that the contractor's pricing for this project is comparable to their pricing in the past. Mr. Jeffrey Doolittle, Town Engineer discussed the cost of the sidewalk project.

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**13. New Business (Continued)**

**E. Resolution Waiving the Competitive Bidding for Concrete Sidewalks at the Town Hall and other places in Town.**

Councilor Andrew Paterna made a motion for the adoption of the following resolution:

**WHEREAS**, the Town of South Windsor needs to install concrete sidewalks with curbing and bollards for the accessible parking spaces in front of the Town Hall and this needs to be done before the Town Hall driveway and parking lot is repaved, and

**WHEREAS**, the Town's current contractor cannot do this work in the time frame needed and due to the complexity of this work, and

**WHEREAS**, there is more concrete sidewalk installation and replacement work in South Windsor than our current sidewalk contractor can do, and

**WHEREAS**, Costa & Son, LLC is a local South Windsor contractor that has done other concrete sidewalk projects in and for the Town and has provided a proposal to install the needed concrete sidewalks with curbing and bollards at the Town Hall in the time frame needed, and

**WHEREAS**, Costa & Son, LLC is interested in being another on-call concrete sidewalk contractor for the Town

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council finds it is in the Town's best interest to waive competitive bidding for the installation of concrete sidewalks with curbing and bollards at the Town Hall and enter into an agreement with Costa & Son, LLC for this work.

**BE IT FURTHER RESOLVED**, that Costa & Son, LLC be accepted as another on-call concrete sidewalk contractor for the Town for the remainder of Calendar Year 2022.

**BE IT FURTHER RESOLVED**, that the Town Council authorizes the Town Manager to sign any agreement and other documents necessary to do this work.

Councilor Cesar Lopez seconded the motion which passed by unanimous voice vote.  
**MOTION CARRIES.**



**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Monday, September 19, 2022  
7:00 p.m.**

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**13. New Business (Continued)**

**E. Resolution Waiving the Competitive Bidding for Concrete Sidewalks at the Town Hall and other places in Town. (Continued)**

There was a friendly amendment to the wording of the second paragraph of the resolution. Deputy Mayor King spoke in favor of the resolution. There was a discussion about the value in competitive bidding and Mr. Maniscalco is to put together a report providing an overview of projects that have gone out to bid in the past twelve months.

**F. Resolution Approving a Refund of Taxes to twenty-seven (27) South Windsor Taxpayers, the total of said refunds being \$16,687.58**

Councilor Marek Kozikowski made a motion for the adoption of the following resolution:

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves a refund of property taxes to twenty seven (27) South Windsor Taxpayers, the total of said refunds being \$16,687.58 and as more fully described on attachment **Exhibit C**.

Deputy Mayor King seconded the motion which passed by unanimous voice vote.  
**MOTION CARRIES.**

**14. Passage of Ordinance**

None

**15. Public Input for Any Matter**

Mary Etter, Librarian at the South Windsor Public Library gave an overview of library projects including new carpeting, reupholstering, and the addition of a statue in honor of former Eli Terry Teacher Mrs. Barelli.

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Monday, September 19, 2022  
7:00 p.m.**

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**16. Communications from the Council**

Councilor Philip Koboski spoke of his experience at the Library event and shared stories of influential teachers, pointing out how they have an impact on children's lives.

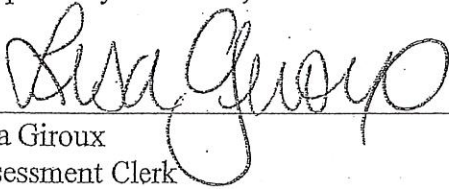
**17. Executive Session**

None

**18. Adjournment**

At 8:55 p.m., Councilor Karen Lydecker made a motion to adjourn the Regular Meeting. Deputy Mayor King seconded the motion, and it was approved unanimously.

Respectfully submitted,



Lisa Giroux  
Assessment Clerk

**150 SULLIVAN LLC  
855 SULLIVAN AVENUE  
SOUTH WINDSOR, CONNECTICUT 06074  
TEL: 860-644-4583, FAX 860-644-5598**

February 12, 2017

Town of South Windsor  
Michele Lipe  
1540 Sullivan Avenue  
South Windsor, CT 06074

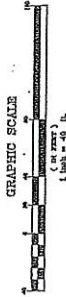
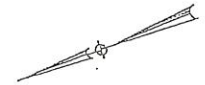
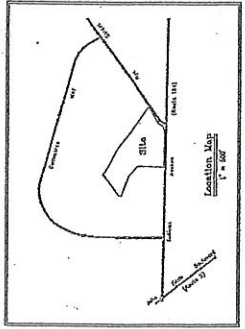
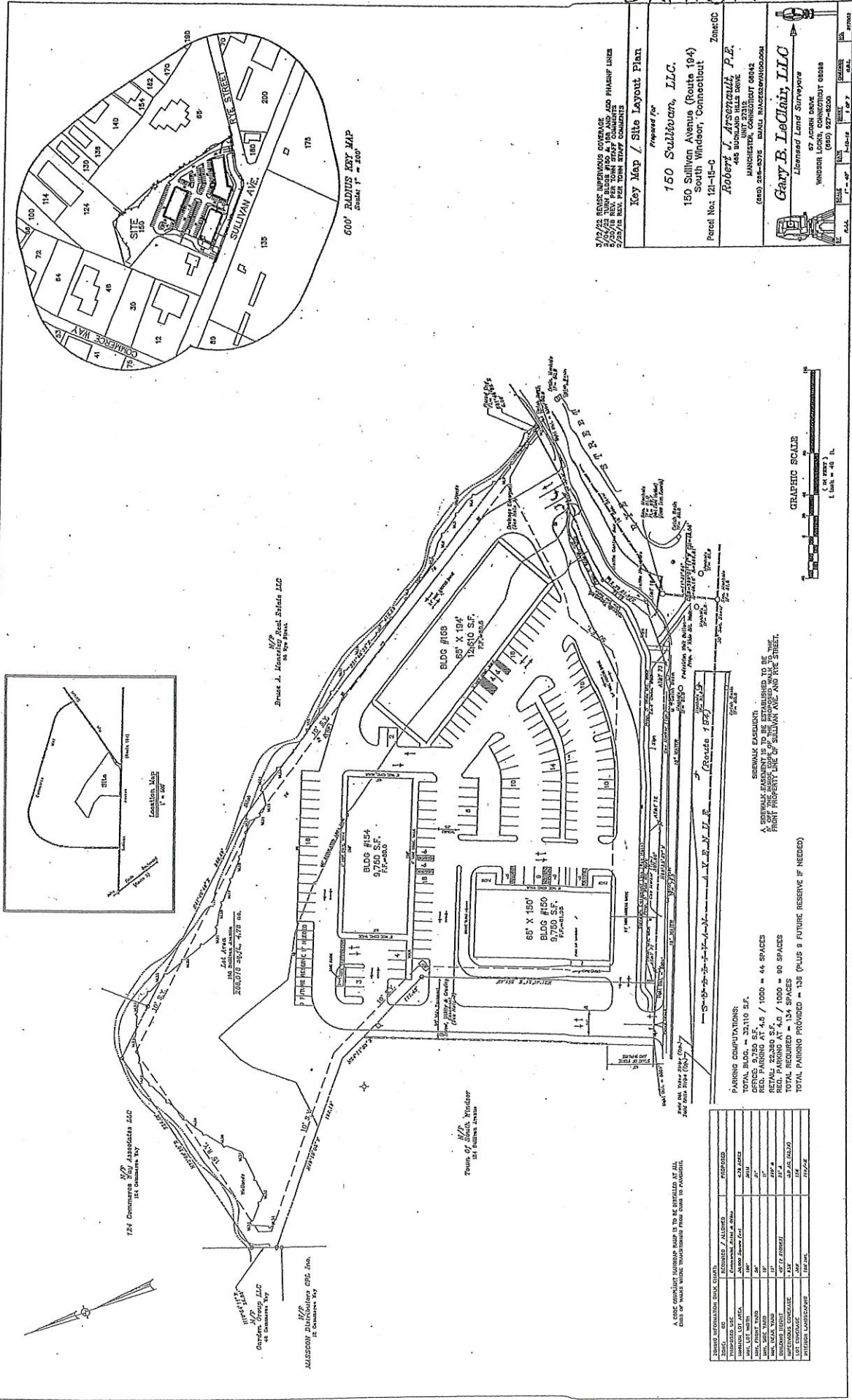
RE: Development Narrative & Goals for 150 Sullivan Ave., S. Windsor, CT

Dear Michele

Thank you for the opportunity to present the development objectives, goals & vision in connection to the requested zone change from the current I-industrial to G.C. general commercial in regards to future development of 150 Sullivan Avenue, located on the corner of Sullivan Ave & Rye St. I'd also like to thank the South Windsor Planning & Zoning Commission for allowing an informal discussion of the "then" conceptual development plan for the commission's input, which was very valuable, greatly appreciated, and has been addressed in this latest conceptual plan.

Over the past decades the vicinity of 150 Sullivan Avenue has been developed heavily with industrial, various commercial (mostly small businesses & proposed future commercial uses), a successful neighboring banquet & catering hall to the east, and a neighboring & commercial zoned property to the west. The proposed zone change & conceptual development plan shows a G.C. development opportunity that will act as a "retail/office service center" for the nearby industrial uses, local residents (especially the Old Main Street, RT-5, and Rye St. residents/travelers), by complying specifically to the G.C. zone regulations pertaining to the site layout & use. The proposed building locations are in the front of the site, 50ft off the street line (as suggested) creating very high visibility/exposure for the occupying businesses helping insure their success, along with informing resident/travelers of the services being provided when stopped at the existing traffic signal.

In recent years the vicinity of 150 Sullivan Avenue has been expanded from 2 to 4 lanes of traffic (from Rye St to RT-5), along with an expanded/improved intersection & traffic light that will provide convenient & safe access of the subject site based on the conceptual access plan. The main entrance for this site is proposed to be on Rye Street, along with a secondary "right in & right out only" entrance being proposed on Sullivan Avenue in the designated "access area" that was decided to the Town of South Windsor



3/10/25 RECESS: INTERMEDIATE PARALLEL  
 2/14/25 TERRY ALLEN #150 & 158 AND ADD PHASE 1 LINES  
 2/14/25 TERRY ALLEN #150 & 158 AND ADD PHASE 1 LINES  
 2/13/25 RECESS: INTERMEDIATE PARALLEL

**Key Map / Site Layout Plan**  
 Prepared for  
**150 Sullivan, LLC**  
 150 Sullivan Avenue (Route 104)  
 South Windsor, Connecticut  
 Parcel No: 121-15-0

**Robert J. Anagnostich, P.E.**  
 CIVIL ENGINEER  
 465 BUCKLAND BLVD  
 HARTFORD, CT 06115  
 (860) 286-8076 EMAIL: RANAGNOST@GMAIL.COM

**Gary B. LeClair, LLC**  
 Licensed Land Surveyor  
 67 ACORN DRIVE  
 WINDSOR, CT 06095  
 (860) 837-8200

**PARKING COMPUTATIONS:**  
 TOTAL BLDG. = 23,210 S.F.  
 OFFICES: 21,750 S.F. / 1.5 S.F. / 145 = 145 SPACES  
 RETAIL: 22,260 S.F. / 1.0 S.F. / 1000 = 1000 SPACES  
 REG. PARKING AT 4.0 / 1000 = 90 SPACES  
 TOTAL REQUIRED = 1,334 SPACES  
 TOTAL PARKING PROVIDED = 138 (PLUS 9 FUTURE RESERVE IF NEEDED)

ZONE	RECORDS / ALLOWED	PROPOSED
RESIDENTIAL	1	0
COMMERCIAL	1	1
INDUSTRIAL	1	0
OFFICE	1	1
RETAIL	1	1
REG. PARKING	1	1
UNDEVELOPED	1	0
TOTAL	5	3

A site consultant's name and map is to be provided at all dates of work under the provisions of the code of regulations.

**Bruce J. Menendez, Real Estate LLC**  
 1179  
 100 Sullivan Avenue  
 South Windsor, CT 06095

**Town of South Windsor**  
 1179  
 100 Sullivan Avenue  
 South Windsor, CT 06095

**154 Commerce LLC Associates LLC**  
 1179  
 100 Sullivan Avenue  
 South Windsor, CT 06095

**1179  
 100 Sullivan Avenue  
 South Windsor, CT 06095**

**1179  
 100 Sullivan Avenue  
 South Windsor, CT 06095**

06 74



# Town of South Windsor

## Town Council Resolution

1540 SULLIVAN AVENUE • SOUTHWINDSOR, CT 06074  
TELEPHONE (860) 337-6173

Resolution Approving Offer of a Tax Assessment Agreement  
with: 150 Sullivan LLC

**WHEREAS**, a Request for Tax Abatement has been received from 150 Sullivan LLC for property located at 150 Sullivan Avenue, South Windsor, CT; and

**WHEREAS**, the Town of South Windsor's Tax Partnership Program established pursuant to Connecticut General Statutes Section 12-65b, is intended to encourage the development and expansion of quality businesses in Town through tax and other economic incentives and is designed to retain and attract businesses that will generate substantial additional tax revenues and employment opportunities for the Town while providing quality goods and services; and

**WHEREAS**, at the Economic Development Commission meeting held on July 27, 2022, the Commission reviewed and recommended that a tax assessment agreement be offered to 150 Sullivan LLC; and

**WHEREAS**, the Town Manager recommends, pursuant to said program, that a tax assessment agreement be offered to 150 Sullivan LLC as an incentive to invest an estimated \$2,250,000 in total cost to construct 3 commercial buildings in 3 phases in South Windsor (the land and building improvements collectively referred to as the "Real Property")

**NOW, THEREFORE, BE IT RESOLVED** that the South Windsor Town Council is pleased to offer a tax assessment agreement between the Town and 150 Sullivan LLC reducing the amount of the as-developed real property assessment by 10% for the first year; 10% for the second year; 7% for the third year; 7% for the fourth year; 6% for the fifth year; 5% for the sixth year; and 5% for the seventh year, commencing with the Grand List following the date the Certificate of Occupancy is issued for the Real Property; provided, however, that if such assessment is changed by any future Town revaluation, the new assessed value of the Real Property shall be reduced by the percentage applicable to the year within the seven (7) year period such assessment is changed; and

**BE IT FURTHER RESOLVED** that the South Windsor Town Council's offer to 150 Sullivan LLC is conditioned upon 150 Sullivan LLC (1) expending at least \$2,250,000 for the construction of the three (3) buildings on the Real Property, and agreeing to the as-developed assessment figure; and (2) continuing to pay the real estate taxes on the as-developed Real Property for a minimum of ten (10) years from the date the Certificate of Occupancy is issued; if 150 Sullivan LLC fails to meet either of these conditions, 150 Sullivan LLC shall refund the Town of South Windsor all of the tax benefit reductions it has received; and

**BE IT FURTHER RESOLVED** that the South Windsor Town Council's offer is contingent upon the execution of a written agreement by 150 Sullivan LLC reflecting the terms set forth in the resolution and such other terms as the Town may require.

**South Windsor  
Planning Department**

## Memo

To: Michael Maniscaleo, Town Manager  
CC: Bart Pacekonis, PZC Chair  
From: Michele M. Lipe, AICP, Director of Planning *ml*  
Date: August 10, 2022  
Re: Materials for Town Council re: Accessory Apartments

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On behalf of the Planning and Zoning Commission, I am submitted a request for the Town Council to pass a resolution opting out of the recent Public Act 21-29 related to the requirements for the allowance of accessory apartments in single family zones.

Over the past 9 months, the Planning and Zoning evaluated the requirements of the law in comparison to their zoning regulations and as a result they recently adopted a new Accessory Apartment regulation they feel makes it easier to create accessory apartments, but still allows the PZC control. At that time, they voted to "opt out" of the requirements Public Act 21-29.

I have attached some back up materials for the Council consideration. They include:

- The PZC sponsored/approved Accessory Apartment text amendment;
- A table showing comparisons of the previous zoning regulations, state law requirements of Public act 21-29 and adopted regulations;
- An excerpt from the Public A 21-29 that addresses the requirements for a municipality to opt out of provision of the law;
- A draft resolution for consideration by the Town Council.

Please contact me with any questions you have.

Thank you.

Adopted 7-12-22

Effective: 9-1-22

~~Remove Section 7.1 Accessory and In Law Apartments~~

~~Add Section 3.2.3 Accessory Apartments~~

### 3.2.3 Purpose

The purpose of this section is to encourage the provision of moderately priced housing by allowing accessory apartments in all single-family residential zones.

#### 3.2.3.1 Criteria for Approval

A. An application shall be made for a zoning permit for an attached accessory apartment prior to the issuance of a building permit and are subject to the following restrictions and conditions:

1. The primary dwelling unit or accessory apartment shall be owner-occupied. The Commission may waive this requirement in circumstances where the family situation changed (e.g. death of an owner). Upon resale of the property, the requirement of the house or unit being owner occupied would be in effect.
2. The usable floor area of the accessory apartment shall be no more than 30 percent of the usable floor area of the primary dwelling unit and/or shall be no more than 1,000 square feet (whichever is smaller). These areas shall be exclusive of garages, porches, or basements.
3. The accessory apartment shall have no more than two bedrooms.
4. When an accessory apartment is attached to a primary dwelling unit, the following shall apply:
  - a. The architectural treatment of the total structure shall be as to portray the character of a single-family dwelling unit.
5. Residential properties with accessory apartments are not allowed to be used as short-term rental properties. Conversion to a condominium is prohibited.

B. A detached accessory apartment application shall require the submission of a site plan to the Planning and Zoning Commission, must comply with above criteria A1 - A5, and is subject to the following restrictions and conditions:

1. Shall be located no closer than 30 feet from the property line;
2. Landscaping treatments may be required to provide a visual barrier along the property line to any adjacent residence located within 50 feet.

#### 3.2.3.2 Reaffirmation of owner

All owners of dwelling units with approved accessory apartments shall reaffirm every 4 years to the Planning Department that 1 of the dwelling units is occupied by an owner of the property. This shall be done via a form letter that will be mailed by the Planning Department to the principal dwelling unit address. The Planning Department will generally provide such forms in summer of even-numbered years to all accessory apartment principal units.

### 3.2.3.3 Conversion of existing In-Law Apartments and Accessory Apartments

- A. Upon expiration of the five-year permit period of a lawful in-law apartment, the apartment would be considered an accessory apartment and subject to these regulations.
- B. Any in-law apartment or accessory apartment that was approved to be larger than 1,000 sf shall be considered a legal non-conforming accessory apartment.



Remove from Section 10.3 Definitions *In-Law Apartments*

Modify Section 3.1 Residential Zone Requirements

(a) 3.1.1 Permitted Uses, Impervious Coverage and Other Provisions

Uses within residential zones shall be governed by Table 3.1.1A. For uses requiring a Special Exception, see Section 8.4 Special Exception Standards and Procedures.

**Table 3.1.1A - Permitted Uses, Impervious Coverage and Other Provisions**

Use	Zone				Impervious Coverage	Additional Provisions
	RR - Rural Residential	A-10 - Single Residential	A - Single Residential	MF - Multifamily		
Permitted	P	P	P	P		
Special Exception	SE	SE	SE	SE		
Not Permitted	N	N	N	N		

(i) Residential

Accessory Apartments	P	P	P			See Section 9.2.3
Agri-Tourism	SE		SE*			*Limited to A-10 zones. See Section 5.2
Assisted Living Facilities	SE	SE	SE	SE		See Article 7 Special Regulations.
Bed and Breakfast (for not more than 6 guests)	SE		SE		10%	Provided that such use is served by public sewer and water facilities. Meals served shall be limited to breakfast.
Elderly Housing	SE	SE	SE		40%	See Article 7 Special Regulations.
Duplex Dwelling	SE					See Article 7 Special Regulations
Household Pets	P	P	P	P		Excludes kennels
Horses and ponies for personal use, to include large domestic animal pets (3 or fewer)	P	P	P			See Article 7 Special Regulations.
Horses and ponies for personal use, to include large domestic animal pets (more than 3)	SE	SE	SE			See Article 7 Special Regulations.
Multifamily Dwelling				SE		Accessory uses to dwellings as determined and approved by the Commission and which are intended and designed for the maintenance or operation of the property and/or the use of its residents are permitted.

(a) 6.4.3 Minimum Number of Parking Spaces

In all districts, the minimum number of parking spaces shall be provided in accordance with the following schedules:

(i) Table 6.4.3A Minimum Required Parking Spaces - Residential Uses

Residential Use	Minimum Number of Parking Spaces
One and Two-Family Dwellings including Accessory Apartments	2 spaces per primary dwelling unit; 1 space per bedroom in accessory apartment
Multi-family Dwellings <sup>(1)</sup>	2 spaces per dwelling unit
Multi-family Dwellings / SAMUD-OZ <sup>(2)</sup>	1.7 spaces per dwelling unit, however, if shared parking; 1.75 spaces per two-bedroom dwelling unit, 1.25 spaces per one-bedroom dwelling unit, and 1.0 space per studio / efficiency dwelling unit.
Assisted Living <sup>(3)</sup>	1 space per 2 dwelling units
Bed and Breakfast	1 space per guest bedroom
Home Occupations, Home Offices	1 space per 160 square feet, or fraction thereof, of building floor area devoted to such use.
Elderly Housing	1 space per living unit plus 1 per employee
Independent Living	1.25 spaces per dwelling unit
<p><sup>(1)</sup> The Commission reserves the right to require up to 2 1/4 spaces per dwelling unit. In addition to the minimum number of parking spaces required for passenger vehicles, the Commission may require a special area containing at least 1 parking space for every 10 dwelling units for the storage of recreational vehicles, boat trailers, and the like. This area may also be used for the parking of visitors' vehicles.</p> <p><sup>(2)</sup> The site plan shall demonstrate reserve parking equal to the primary parking in the event that additional parking is needed. (Shared parking facilities may be used to satisfy this requirement.)</p> <p><sup>(3)</sup> See Section 5.10 Specific requirements for a Sullivan Avenue Mix-Use Development in the GC Zone.</p>	

Remove from Section 10.3 Definitions *In-Law Apartments*

Modify Section 3.1 Residential Zone Requirements

(a) 3.1.1 Permitted Uses, Impervious Coverage and Other Provisions

Uses within residential zones shall be governed by Table 3.1.1A. For uses requiring a Special Exception, see Section 8.4 Special Exception Standards and Procedures.

**Table 3.1.1A - Permitted Uses, Impervious Coverage and Other Provisions**

Use	Zones				Impervious Coverage	Additional Provision
	RR - Rural Residential	AA-20 - Limited Residential	A - Single Residential	ME - Multifamily		
P - Permitted SE - Special Exception Blank - Not Permitted						

(i) Residential

Accessory Apartments	P	P	P			See Section 3.2.3
Agri-Tourism	SE		SE*			*Limited to A-40 zones. See Section 3.9.
Assisted Living Facilities	SE	SE	SE	SE		See Article 7 Special Regulations.
Bed and Breakfast (for not more than 6 guests)	SE		SE		10%	Provided that such use is served by public sewer and water facilities. Meals served shall be limited to breakfast.
Elderly Housing	SE	SE	SE		40%	See Article 7 Special Regulations.
Duplex Dwelling	SE					See Article 7 Special Regulations
Household Pets	P	P	P	P		Excludes kennels
Horses and ponies for personal use to include large domestic animal pets (3 or fewer)	P	P	P			See Article 7 Special Regulations.
Horses and ponies for personal use to include large domestic animal pets (more than 3)	SE	SE	SE			See Article 7 Special Regulations.
Multifamily Dwelling				SE		Accessory uses to dwellings as determined and approved by the Commission and which are intended and designed for the maintenance or operation of the property and/or the use of its residents are permitted.

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One and Two-Family Dwellings including Accessory Apartments	2 spaces per primary dwelling unit; 1 space per bedroom in accessory apartment
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Assisted Living <sup>(3)</sup>	1 space per 2 dwelling units
Bed and Breakfast	1 space per guest bedroom
Home Occupations, Home Offices	1 space per 160 square feet, or fraction thereof, of building floor area devoted to such use.
Elderly Housing	1 space per living unit plus 1 per employee
Independent Living	1.25 spaces per dwelling unit
<p><sup>(1)</sup> The Commission reserves the right to require up to 2 1/2 spaces per dwelling unit. In addition to the minimum number of parking spaces required for passenger vehicles, the Commission may require a special area containing at least 1 parking space for every 10 dwelling units for the storage of recreational vehicles, boat trailers, and the like. This area may also be used for the parking of visitors' vehicles.</p> <p><sup>(2)</sup> The site plan shall demonstrate reserve parking equal to the primary parking in the event that additional parking is needed. (Shared parking facilities may be used to satisfy this requirement.)</p> <p><sup>(3)</sup> See Section 5.10 Specific requirements for a Sullivan Avenue Mix-Use Development in the GC Zone</p>	

## Accessory Dwelling Units – SW Regs Compared to PA 21-29

South Windsor Zoning Regulation		State Law PA 21-29 -- effective 1/1/22	Adopted Accessory Apartment regulation
<b>In-Law Apartment</b> (48 active in law apts)	<b>Accessory Apartment</b> (18 approved since 1990)		<b>Section 7.1 Accessory Apartments</b>
Permit valid for 5 years with staff level renewal. Once no longer utilized as an in law apartment, building must be converted back to single family living space	Special Exception approval file don the land records makes the apartment permanent. Re-affirmation that owner lives on apartment or primary house required every four years.	Permit allowed as of right (Either staff or commission approval)	<b>Eliminated In-Law Apartments; allow Accessory Apartments as of right</b>
Permitted as of right in residential zones with staff level approval; request of accessory structure requires PZC public hearing	Permitted by special exception (attached and detached) in single family residential zones with specific criteria – age of structure, number of units surrounding within 1000 feet	Permitted as of right in all single family residential zones – permit must be processed within 65 days	<b>Attached Accessory Apartments permitted as of right through a zoning permit. PZC site plan approval for Detached Accessory Apartments</b>
Owner must live in primary structure or apartment	Owner must live in primary structure or apartment	ADU can not be restricted to homeowner or relative of occupant of primary structure	<b>Owner must live in primary structure or apartment</b>
Staff approval for attached in-law apts; public hearing for detached structures	Public hearing required; special exception approval for attached and/or detached structures	Approval process shall not require a public hearing or special exception – decision must be made in 65 days	<b>No public hearing required; site plans will be processed within 65 days</b>
Any additions must be on compliance with zoning; correction of non-conformity is not required	Any additions must be on compliance with zoning; correction of non-conformity is not required	Permission to construct does not require correcting of a non-conformity.	<b>Any additions must be on compliance with zoning; correction of non-conformity is not required</b>
In-law apartment require internal connection (no prohibition/requirement for outside door); must demonstrate how they return back to single family living space. Two spaces per dwelling unit	Accessory Apartment - no prohibition/requirement for outside door. Must maintain appearance of single family dwelling, primary structure built prior to 1990 Two spaces per dwelling unit	Regulations shall not require ADU's to have an exterior door, be connected to the primary structure or have more than one parking space	<b>Accessory Apartment - no prohibition/requirement for outside door. Must maintain appearance of single family dwelling, One spaces per bedroom in accessory dwelling unit</b>

Regulations allow at 900 sf or 40% of the combined units, whatever is smaller. Waiver provision available	Regulations allow at 700 sf or 40% of the combined units, whatever is smaller for attached units. Waiver provision available Detached apts shall have a minimum of 500 sf and max of 800 sf	Regulations must allow at least 1,000 sf or 30% of the size of the primary structure, whatever is smaller	Regulations allow 1,000 sf or 30% of the size of the primary structure, whatever is smaller
		ADU can not have more restrictive setbacks, coverage ratios, etc	Detached Accessory apartment are required to be a minimum of 30' front side property lines and provide landscaping screening
In-Law apts are not required to be affordable – have a five-year permit	Accessory apts are not required to be affordable	ADU can not be required to be affordable	ADU are not required to be affordable
Do not allow short term rentals	Do not allow short term rentals	Municipalities may regulate the use of ADU's as short-term rentals	Do not allow short term rentals; do not allow conversion to condominiums
Must demonstrate adequate water and sewage available. Septic systems designed to accommodate number of bedrooms permitted. Currently charge sewer capacity charge for any new bedrooms	Must demonstrate adequate water and sewage available. Septic systems designed to accommodate number of bedrooms permitted. Currently charge sewer capacity charge for any new bedrooms	ADU shall not be required to be served by separate utilities and shared septic systems are not to be considered "community wastewater systems for regulatory purposes. Can not charge new sewer capacity charges	Must demonstrate adequate water and sewage available. Septic systems designed to accommodate number of bedrooms permitted. Currently charge sewer capacity charge for any new bedrooms
		New units created under this law do not add to total housing units (that CGS 8-30G uses to determine the 10% required affordable units	Accessory apartments are not required to meet the requirements of CGS 8-30G

Note: PA 21-29 became effective on 1/1/22.

PZC has Modified the Accessory Apartment zoning regulations and opted out of the law after holding a public hearing and approving with a 2/3 majority vote

Town Council by 1/1/23 Hold vote on the opt-out provision AND 2/3 majority vote of Town Council must approve the vote

Planning Dept. 9/8/21; revised 7/22/22

*Substitute House Bill No. 6107*

~~vote, may initiate the process by which such municipality opts out of the provisions of said subsections regarding allowance of accessory apartments, provided such commission: (1) First holds a public hearing in accordance with the provisions of section 8-7d of the general statutes on such proposed opt-out, (2) affirmatively decides to opt out of the provisions of said subsections within the period of time permitted under section 8-7c of the general statutes, (3) states upon its records the reasons for such decision, and (4) publishes notice of such decision in a newspaper having a substantial circulation in the municipality no later than fifteen days after such decision has been rendered. Thereafter, the municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, by a two-thirds vote, may complete the process by which such municipality opts out of the provisions of subsections (a) to (d) inclusive of this section, except that, on and after January 1, 2023, no municipality may opt out of the provisions of said subsections.~~

Sec. 7, Subsection (k) of section 8-30g of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2021):

(k) The affordable housing appeals procedure established under this section shall not be available if the real property which is the subject of the application is located in a municipality in which at least ten per cent of all dwelling units in the municipality are (1) assisted housing, (2) currently financed by Connecticut Housing Finance Authority mortgages, (3) subject to binding recorded deeds containing covenants or restrictions which require that such dwelling units be sold or rented at, or below, prices which will preserve the units as housing for which persons and families pay thirty per cent or less of income, where such income is less than or equal to eighty per cent of the median income, (4) mobile manufactured homes located in mobile manufactured home parks or legally approved accessory apartments, which homes or

**Substitute House Bill No. 6107**

additional sixty-five days or may withdraw such application.

(c) A municipality shall not (1) condition the approval of an accessory apartment on the correction of a nonconforming use, structure or lot, or (2) require the installation of fire sprinklers in an accessory apartment if such sprinklers are not required for the principal dwelling located on the same lot or otherwise required by the fire code.

(d) A municipality, special district, sewer or water authority shall not (1) consider an accessory apartment to be a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless such accessory apartment was constructed with a new single-family dwelling on the same lot, or (2) require the installation of a new or separate utility connection directly to an accessory apartment or impose a related connection fee or capacity charge.

(e) If a municipality fails to adopt new regulations or amend existing regulations by January 1, 2023, for the purpose of complying with the provisions of subsections (a) to (d), inclusive, of this section, and unless such municipality opts out of the provisions of said subsections in accordance with the provisions of subsection (f) of this section, any noncompliant existing regulation shall become null and void and such municipality shall approve or deny applications for accessory apartments in accordance with the requirements for regulations set forth in the provisions of subsections (a) to (d), inclusive, of this section until such municipality adopts or amends a regulation in compliance with said subsections. A municipality may not use or impose additional standards beyond those set forth in subsections (a) to (d), inclusive, of this section.

~~(f) Notwithstanding the provisions of subsections (a) to (d), inclusive, of this section, the zoning commission or combined planning and zoning commission, as applicable, of a municipality, by a two-thirds~~



RESOLUTION to "opt out" of the Accessory Apartment provision of Section 6 of Public Act 21-29

WHEREAS, the State of Connecticut recently adopted Public Act 21-29 which modified Section 8-2 of the General Statutes to establish specific provisions regarding zoning regulations for accessory apartments; and

WHEREAS, the adopted law does not allow the town to create standards any greater than those set forth in single family residences as it relates to bulk zoning requirements including setbacks, landscaping and does not permit required ownership; and

WHEREAS, unless a municipality affirmatively votes to opt out therefrom, local zoning regulations would be required to adhere to the PA 21-29 provisions regarding accessory apartments; and

WHEREAS, no municipality may opt out of the accessory apartment provisions of section 8-2 of the CT General Statutes, as amended by PA 21-29, on or after January 1, 2023; and

WHEREAS, the Planning and Zoning Commission of a municipality, by a two-thirds vote, may initiate the process by which such municipality opts out of the PA 21-29 provisions regarding accessory apartments; and

WHEREAS, the Planning and Zoning Commission desires to retain local zoning control over the regulation of accessory apartments by opting out of the provisions of PA 21-29 regarding accessory apartments; and

WHEREAS, in an effort to meet the spirit of the law the Planning and Zoning Commission recently adopted new Accessory Apartment zoning regulations to allow accessory apartments through issuance of a zoning permit, simplifying the process to create an accessory unit; and

WHEREAS, the Planning and Zoning Commission held a public hearing 4/26/22 and 7/12/22 and voted unanimously to opt out of the accessory apartment provisions of Section 8-2, as amended by the applicable provisions of PA 21-29; and

WHEREAS, the South Windsor Town Council hereby recognizes the recent regulations changes made by the PZC that make creating an accessory apartment easier by reducing application costs and creating greater flexibility in future uses of existing apartments created; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council opts out of the accessory apartment provisions of Section 8-2, of the CT General Statutes, as amended by the applicable provisions of PA 21-29.

**Resolution waiving the competitive bidding for Concrete Sidewalks at the Town Hall and other places in Town.**

**WHEREAS**, the Town of South Windsor needs to install concrete sidewalks with curbing and bollards for the accessible parking spaces in front of the Town Hall and this needs to be done before the Town Hall driveway and parking lot is repaved, and

**WHEREAS**, the Town's current concrete sidewalk contractor cannot do this work in the time frame needed and due to the complexity of this work, and

**WHEREAS**, there is more concrete sidewalk installation and replacement work in South Windsor than our current sidewalk contractor can do, and

**WHEREAS** Costa & Son, LLC is a local South Windsor contractor that has done other concrete sidewalk projects in and for the Town and has provided a proposal to install the needed concrete sidewalks with curbing and bollards at the Town Hall in the time frame needed, and

**WHEREAS** Costa & Son, LLC is interested in being another on-call concrete sidewalk contractor for the Town.

**NOW THEREFORE BE IT RESOLVED** that the Town Council finds it is in the Town's best interest to waive competitive bidding for the installation of concrete sidewalks with curbing and bollards at the Town Hall and enter into an agreement with Costa & Son, LLC for this work.

**BE IT FURTHER RESOLVED**, that Costa & Son, LLC be accepted as another on-call concrete sidewalk contractor for the Town for the remainder of Calendar Year 2022.

**BE IT FURTHER RESOLVED**, that the Town Council authorizes the Town Manager to sign any agreement and other documents necessary to do this work.

RESOLUTION to “opt out” of the Accessory Apartment provision of Section 6 of Public Act 21-29

WHEREAS, the State of Connecticut recently adopted Public Act 21-29 which modified Section 8-2 of the General Statutes to establish specific provisions regarding zoning regulations for accessory apartments; and

WHEREAS, the adopted law does not allow the town to create standards any greater than those set forth in single family residences as it relates to bulk zoning requirements including setbacks, landscaping and does not permit required ownership; and

WHEREAS, unless a municipality affirmatively votes to opt out therefrom, local zoning regulations would be required to adhere to the PA 21-29 provisions regarding accessory apartments; and

WHEREAS, no municipality may opt out of the accessory apartment provisions of section 8- 2 of the CT General Statutes, as amended by PA 21-29, on or after January 1, 2023; and

WHEREAS, the Planning and Zoning Commission of a municipality, by a two-thirds vote, may initiate the process by which such municipality opts out of the PA 21-29 provisions regarding accessory apartments; and

WHEREAS, the Planning and Zoning Commission desires to retain local zoning control over the regulation of accessory apartments by opting out of the provisions of PA 21-29 regarding accessory apartments; and

WHEREAS, in an effort to meet the spirit of the law the Planning and Zoning Commission recently adopted new Accessory Apartment zoning regulations to allow accessory apartments through issuance of a zoning permit, simplifying the process to create an accessory unit; and

WHEREAS, the Planning and Zoning Commission held a public hearing 4/26/22 and 7/12/22 and voted unanimously to opt out of the accessory apartment provisions of Section 8-2, as amended by the applicable provisions of PA 21- 29; and

WHEREAS, the South Windsor Town Council hereby recognizes the recent regulations changes made by the PZC that make creating an accessory apartment easier by reducing application costs and creating greater flexibility in future uses of existing apartments created; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council opts out of the accessory apartment provisions of Section 8-2, of the CT General Statutes, as amended by the applicable provisions of PA 21- 29.

**Resolution Authorizing the Sale of Surplus Monopole Tower Parts**

WHEREAS the Town of South Windsor completed the purchase of a 155 foot monopole communication tower from Valmont Industries for the Veterans Memorial Park Project and;

WHEREAS the Town vendor Eastern Communications has completed the construction of said tower and;

WHEREAS Valmont Industries has shipped 3 extra mount kits for the tower and, that were not billed or paid for by the Town and;

WHEREAS Valmont Industries has informed the Town that Valmont Industries does not want the parts returned and has authorized the Town to dispose of the 3 extra mount kits as the Town see fits;

THEREFORE, BE IT RESOVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to sell the 3 extra mount kits from Valmont Industries and any monies received be deposited into Emergency Communications Upgrade Capital Account.

## Summers, Walter

---

**From:** Schoenecker, David J. <david.schoenecker@valmont.com>  
**Sent:** Thursday, September 1, 2022 7:29 AM  
**To:** Summers, Walter  
**Subject:** [External]RE: [External]FW: [External]So Windsor VMP - Valmont Order Returns (External E-Mail)

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

Walter

The material can be kept and sold to another entity. Thanks for asking! Have a good day!

**David Schoenecker** | Senior Project Administrator  
**Valmont Industries, Inc.** | 28800 Ida Street | Valley, NE 68064 USA  
Phone +1 402.359.6519  
[David.Schoenecker@valmont.com](mailto:David.Schoenecker@valmont.com) | [www.valmont-towers.com](http://www.valmont-towers.com)

**From:** Summers, Walter <Walter.Summers@southwindsor-ct.gov>  
**Sent:** Monday, August 29, 2022 4:45 PM  
**To:** Schoenecker, David J. <david.schoenecker@valmont.com>  
**Subject:** [External]FW: [External]So Windsor VMP - Valmont Order Returns (External E-Mail)

DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

---

David,

It seems that we have some extra equipment/parts. What do you want to do about it? Give me a call or email.

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*

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**From:** Steven Slade <[sslade@easterncomm.com](mailto:sslade@easterncomm.com)>

**Sent:** Friday, August 26, 2022 3:19 PM

**To:** Summers, Walter <[Walter.Summers@southwindsor-ct.gov](mailto:Walter.Summers@southwindsor-ct.gov)>

**Cc:** [chris@marcusradio.com](mailto:chris@marcusradio.com); Cindy Morton <[cmorton@easterncomm.com](mailto:cmorton@easterncomm.com)>; Ryan Siegel <[rsiegel@easterncomm.com](mailto:rsiegel@easterncomm.com)>

**Subject:** [External]So Windsor VMP - Valmont Order Returns

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

Walter,

Highlighted items 4, 5, 6 and 7 below are the antenna mounts that we will not be installing and are available for pick for return at our facility

1 175' MONOPOLE - 174' POLE WITH 1' FOUNDATIC

Price Includes:

- Steel templates and anchor bolts.
- Pole sections and accessories to be hot dipped gal
- Transmission line entry ports at the base of the pol
- Transmission line exit ports at each specified anter
- Pole assembly hardware.
- Removable climbing steps with galvanized Tuf-Tug harness).
- Includes TIA-G standard grounding provisions welc
- Includes 4'-7' adjustable lightning rod.

2 (3) VFA12-HD @ 174'

3 (2) 2' DISH @ 174'

SP1 parts: (1)UQB4, (2)FMA1, (2)P472

4 (2) 2' DISH @ 164'

SP1 parts: (1)UQB4, (2)FMA1, (2)P472

5 RMQP-496-HK @ 162.5'

6 (2) 2' DISH @ 154'

SP1 parts: (1)UQB4, (2)FMA1, (2)P472

7 RMQP-496-HK @ 152.5'

8 RMQP-496-HK @ 142.5'



103R Old Windsor Road Bloomfield, CT 06002 | Office: 860-242-8100 x234 | Cell: 860-944-6804 |  
Fax: 860-242-8103

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## Summers, Walter

---

**From:** Steven Slade <sslade@easterncomm.com>  
**Sent:** Friday, August 26, 2022 3:19 PM  
**To:** Summers, Walter  
**Cc:** chris@marcusradio.com; Cindy Morton; Ryan Siegel  
**Subject:** [External]So Windsor VMP - Valmont Order Returns  
**Attachments:** Valmont Tower Order.pdf

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

Walter,

Highlighted items 4, 5, 6 and 7 below are the antenna mounts that we will not be installing and are available for pick for return at our facility

1 175' MONOPOLE - 174' POLE WITH 1' FOUNDATIC

Price Includes:

- Steel templates and anchor bolts.
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- Includes 4'-7' adjustable lightning rod.

2 (3) VFA12-HD @ 174'

3 (2) 2' DISH @ 174'

SP1 parts: (1)UQB4, (2)FMA1, (2)P472

4 (2) 2' DISH @ 164'

SP1 parts: (1)UQB4, (2)FMA1, (2)P472

5 RMQP-496-HK @ 162.5'

6 (2) 2' DISH @ 154'

SP1 parts: (1)UQB4, (2)FMA1, (2)P472

7 RMQP-496-HK @ 152.5'

8 RMQP-496-HK @ 142.5'



06 74



SWACT

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

# MEMO

**DATE:** September 20, 2022  
**FROM:** Carlene Andrulat  
**TO:** Katherine Senerth – Interim Clerk of the Council  
**SUBJECT:** Refund Batch #5 for Town Council – October 3, 2022 Agenda  
**CC:** Michael Maniscalco, Town Manager  
Patricia Perry, Director of Finance  
**# OF PAGES:** 2

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

I respectfully request the Town Council's consideration and approval of 39 refunds totaling \$10,059.93, as noted on the attached report. All refund requests received by September 15, 2022 are included.

FY 22-23 Refund Batch 5

Collector of Revenue

Name	Bill	Prop Loc/Vehicle Info	Reason	Over Paid
ACAR LEASING LTD	2021-09-0050143	2019/6AWES9/AGVYZDR14K1F100938	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(674.35)
ALLY FINANCIAL	2020-08-0073280	2018/AN40941/1C6RR7MT6S3242752	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(523.80)
ALLY FINANCIAL	2020-04-0084090	2018/BA28937/1C4R1F6G66WCS25814	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(186.58)
ALLY FINANCIAL	2021-03-0073280	2018/AN40941/1C6RR7MT6S3242752	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(1,001.07)
ALLY FINANCIAL	2021-03-0073292	2021/BA28937/1C4R1F6G66WCS25814	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(957.89)
ALLY FINANCIAL	2021-03-0073298	2021/BA28937/1C4R1F6G66WCS25814	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(454.80)
BELLS CHRISTOPHER J	2021-03-0051836	2015/465KNF/SFNYF478FF0593889	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(437.24)
BELLS CHRISTOPHER J	2021-03-0051837	2020/961WDL/1WBAJ2/7C0317220812	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(902.84)
BELLS CLAUDIA H	2021-03-0051838	2016/8AT827/19XFCE2P5666250375	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(186.32)
BELLS CLAUDIA H	2021-03-0051839	2017/AJ30481/JHMGG5H94H5015656	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(34.50)
BOMASTER RYAN D	2021-03-0052303	2012/AK37665/1U18J0853C1DR0291	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(348.00)
CARRARO CHERYL B	2021-03-0053386	2021/942LSH/ZHKRW2H53MWH627012	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(67.33)
CARTIER RANDALL T	2021-03-0053419	2009/624ZK7/ZHGFAL16939H351398	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(13.95)
CAVAGNARO DANNA L	2021-03-0053524	2018/AN94811/AXCFPM215D305569	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(72.64)
ENTERPRISE FM TRUST	2021-03-0056882	2015/4509DD/AT1BF1FK5F1041923	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(180.64)
ENTERPRISE FM TRUST	2021-03-0056895	2015/C194520/ZGNAXU1EV9G245862	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(100.46)
ENTERPRISE FM TRUST	2021-03-0056914	2015/L21064/JDFRF3G665F440857	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(240.66)
GIFFORD DOUGLAS K	2021-03-0058456	2016/AB57107/4IGDASHBAG4713209	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(59.05)
HAYES CHRISTOPHER B	2021-03-0059686	2016/937ZS/WAUDAFLAGN005543	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(38.10)
HOANG LIEN T	2021-03-0060005	2007/420UOT/ZT2HK31197CD193649	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(35.19)
HOYT LINDA R	2021-03-0060388	2011/BLKFSH/JXZYGDA839G003188	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(213.32)
HYUNDAI LEASE TITLING TRUST	2021-03-0060561	2019/316VES/KMBSRDHF3XU37605	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(499.88)
HYUNDAI LEASE TITLING TRUST	2021-03-0060570	2019/B28011/5XXGT4131KG319752	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(7.66)
JENKINS KRISTINE P	2021-03-0061056	2004/NZ8841/JFAF44614F219974	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(58.56)
JOHNSON WELDON A JR	2021-03-0061185	2013/AF28H7/WDDGFR8BXDG115431	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(506.11)
JP MORGAN CHASE BANK NA	2021-03-0061394	2019/AP96637/4S485ACX3091700	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(322.33)
JP MORGAN CHASE BANK NA	2021-03-0061404	2019/AS15876/JF2SKAGC9KH454018	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(27.66)
LABRIE CLAUDETTE	2021-03-0062718	2016/9C400U/JHMGKSH70G010079	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(160.74)
MASOOM SYED H	2021-03-0064541	2021/BC46573/5TD8B8RCHMS55090	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(183.50)
MERCEDES-BENZ FINANCIAL SERVICES	2021-03-0054953	2019/AFB9557/WDDZ4X81A46112	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(82.90)
MERCEDES-BENZ FINANCIAL SERVICES	2021-03-0054958	2020/AN27207/W1N1M4H1B0LW023758	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(468.04)
NISSAN FINANTIL LT LLC	2021-03-0065232	2019/AF28H7/WDDZ4X81A46112	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(27.46)
PLUGIESE THELMA R	2021-03-0068316	2007/533FPS/JFAPFPAN47W242204	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(38.99)
RAGER LEANNE D	2021-03-0068484	2007/933CYO/2CCEK19C671701014	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(153.60)
THEKKNIMAR SURESH V	2020-03-0072322	2008/923XWV/WAUAUW94E68N004028	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(379.46)
TIERNEY CALEIGH E	2021-03-0072469	2014/AL6994/5J61F2H3E0L001635	Sec. 12-129 Refund of Excess Payments	(267.31)
TOYOTA LEASE TRUST	2021-03-0072738	2019/AU23229/ZT3A3R3F2KX061051	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(62.94)
WHEELER BENJAMIN P	2021-03-0074013	2018/927UWV/JTJBAIRB2212149051	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(69.07)
ZAGORSKI JAMES G	2021-03-0074640	2013/AS44432/1FDXE4F59CD385289	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(10,059.93)

Total of 39 Refunds

Date: 9/20/22

Drafted by: *Carlene Andrus*  
Carlene Andrus  
Revenue Clerk

Date: 20 Sept. 2022

Approved by: *J. Hill*  
Jennifer Hill  
Collector of Revenue, CCMC, CCMO

**Senerth, Katherine**

---

**From:** Chemerka, Chris <cchemerka@swindsor.k12.ct.us>  
**Sent:** Thursday, September 22, 2022 10:59 AM  
**To:** Senerth, Katherine  
**Cc:** Roberts, Scott; Perry, Patricia; Crowley, Darrell; Dallaire, Karen  
**Subject:** [External]Town Council Agenda item/transfer of capital funds

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Hi Katherine

I was asked last night at the Capital meeting to send you an email this morning requesting the following item be placed on the next Town Council Agenda.

***Transferring \$749,556 in funds from the non-recurring capital account to capital to fund the addition of 2 portables at Philip R. Smith Elementary School.***

Scott Roberts indicated that he and others would work on resolution language.

Thank you – please let me know if you need anything else from me or Darrell Crowley.

Chris

**Ms. Chris M. Chemerka**  
Director of Finance and Operations  
South Windsor Public Schools  
(860) 291-1269  
[cchemerka@swindsor.k12.ct.us](mailto:cchemerka@swindsor.k12.ct.us)

1737 Main Street  
South Windsor, CT 06074

Exhibit C

06 0674  
SWICT  
TOWN OF SOUTH WINDSOR  
TOWN SEAL  
TOWN OF SOUTH WINDSOR  
TOWN CLERK

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

# MEMO

DATE: August 30, 2022

FROM: Carlene Androlat

TO: Katherine Senerth – Interim Clerk of the Council

SUBJECT: Refund Batch #4 for Town Council – September 19, 2022  
Agenda

CC: Michael Maniscalco, Town Manager  
Patricia Perry, Director of Finance

# OF PAGES: 2

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

I respectfully request the Town Council's consideration and approval of 27 refunds totaling \$16,687.58, as noted on the attached report. All refund requests received by August 26, 2022 are included.

Collector of Revenue

Name	Bill	Prop Loc/Vehicle Info.	Reason	Over Paid
1760 ELLINGTON ROAD LLC	2021-01-0000030	1760 ELLINGTON ROAD	Sec. 12-129 Refund of Excess Payments.	(4,039.84)
ALLY FINANCIAL	2020-03-0073294	2020/AW60847/1C4PJM1DX1LD531893	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(113.58)
ALLY FINANCIAL	2021-03-0073289	2020/AW60847/1C4PJM1DX1LD531893	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(97.88)
AUGUSTYN ERICA M	2021-03-0051200	2016/AP20808/5XZU3L1B4D6008686	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(24.28)
BISAILLON ROBERT	2020-03-0052088	2016/AP20808/5XZU3L1B4D6008686	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(75.57)
CHASE AUTO	2020-03-0052086	2012/1/IN6ADOCW9CC426844	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(27.26)
CHASE AUTO	2021-03-0061405	2018/AS23711/JM1GL1WY21324295	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(579.25)
CHASE AUTO	2021-03-0061419	2019/AU29561/JF9SKAPCOKH544285	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(113.48)
CHASE AUTO	2021-03-0061467	2019/AU84683/JM3KFBM3K0594557	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(146.89)
COMMERCIAL STOREFRONT SERVICES INC	2021-03-0054334	2019/QLTR1/JM3TCB9Y9K0302574	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(817.96)
DAVIES NORMAN E	2021-03-0055340	2012/AE39414/JGDS12CG66CF442610	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(34.24)
DESIGN PROFESSIONALS INC	2021-03-0055625	2009/203ZGT/5FNRL3289B041982	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(39.09)
DEVIN DANIEL R	2021-03-0055673	2014/A526844/JFADP3K2XEL178331	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(30.09)
DISTINCTIVE CRANE LLC	2020-04-0081073	2013/BA84660/W09055310DWG12043	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(3,909.05)
EKSTROM MICHAEL	2021-01-0006320	607 GRAHAM ROAD	Sec. 12-129 Refund of Excess Payments.	(2,973.66)
FLEWING IRENE A	2021-03-0057679	2014/AK31371/3VWZK7AJ7EM230901	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(17.40)
GAMARSH STANLEY N JR	2021-03-0058149	2016/928N/1HD1MAL1XGB858950	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(117.63)
KLEIN STEFAN	2021-03-0062271	2018/AK26872/JF2SJA8C5JH445681	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(86.41)
KLEIN STEFAN H	2021-03-0060935	2009/707CVH/JN8DD2ET79C429881	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(16.42)
LANGTON WILLIAM	2021-03-0062275	2001/519ZSY/JN8DR09R31W576941	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(5.16)
LAYAW SHAWWTELL Z	2021-03-0063137	2016/AG97663/5GAKVCKD3G147186	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(7.58)
PARISI FRANK M	2021-01-0009994	102 COLONY ROAD	Sec. 12-129 Refund of Excess Payments.	(400.00)
SUBRAMANIAN NAGAMATHAN	2021-03-0067069	2047/AJ87383/4T1BF1FKSHU424005	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(1,963.84)
USP LEASING LT	2021-03-0071746	2013/AB90120/5XYZV3L5ADGDG77054	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(36.65)
	2021-03-0073128	2018/BCHBND/1C4HUXEG71W166397	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(53.24)
			<b>Total of 27 refunds</b>	<b>(3,6,637.58)</b>

Drafted by: *Carlene Andrusak* Date: 8/30/22

Carlene Andrusak  
Revenue Clerk

Approved by: *Jennifer Hillinski-Shirley* Date: 30 Aug 2022  
Jennifer Hillinski-Shirley  
Collector of Revenue



**Senerth, Katherine**

---

**From:** Andrulat, Carlene  
**Sent:** Tuesday, August 30, 2022 3:00 PM  
**To:** Senerth, Katherine  
**Cc:** Maniscalco, Michael; Perry, Patricia; TaxCollector  
**Subject:** Refund Batch 4 for Town Council  
**Attachments:** Refund Batch 4 scan.pdf

Good afternoon,

Attached please find refund batch 4 to be added to the Town Council agenda for the September 19, 2022 meeting. If you need anything else please let me know.

Best regards,

*Carlene Andrulat*

Revenue Clerk

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

Phone: (860)-644-2511 ext. 2284 | [Carlene.Andrulat@southwindsor-ct.gov](mailto:Carlene.Andrulat@southwindsor-ct.gov)

RECEIVED

SEP 13 2022

TOWN MANAGER'S OFFICE  
TOWN OF SOUTH WINDSOR

September 6, 2022

Clerk of Council

Town of South Windsor

1540 Sullivan Avenue

South Windsor, CT 06074

Dear, Clerk of Council:

It has been my great pleasure to serve on the Town's Water Pollution Control Authority (WPCA) for many years.

Unfortunately, my other responsibilities prevent me from continuing in this position.

Please accept my resignation from the WPCA effective immediately.

Yours truly,



Carol Fletterick

56 Hazel Street

South Windsor, CT 06074

Cc Steven Wagner, WPCA

Cc Clerk of Council

Cc Susan Larson

## **Senerth, Katherine**

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**From:** Kathleen Daugherty <k.daugherty@cox.net>  
**Sent:** Wednesday, September 21, 2022 7:41 PM  
**To:** Senerth, Katherine  
**Subject:** [External]Parks & Rec building

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

Hi Katherine –

Please put on the agenda for the next town council meeting a report from the Parks and Rec facility committee. If you could please put it early in the agenda as Matt travels the next morning –

Kathy

