

## AGENDA

TOWN COUNCIL  
COUNCIL CHAMBERS  
SOUTH WINDSOR TOWN HALL

REGULAR MEETING  
MONDAY, OCTOBER 18, 2021  
TIME: 7:00 P.M.

**Note: A public hearing will be held at 8:00 p.m. to receive citizen input on a proposed Ordinance Establishing an Arts Commission; and a public hearing will be held at 8:15 p.m. to receive citizen input on a proposed Ordinance Governing the Flying of a Commemorative or Organizational Flag on the Wapping Community House Designated Flagpole.**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Remarks
5. Adoption of Agenda  
(Councilor Lydecker)
6. Communications and Reports from Town Manager
7. Public Input
8. Adoption of Minutes of Previous Meetings  
(Councilor Koboski)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of October 4, 2021.

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

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

Item #7 and 15:

Public Input

When recognized by the Mayor, the speakers (s) shall approach the lectern, give their name and address, and avoid personalities or impugning of improper motive to any person.

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.

## AGENDA

### Regular Meeting – Town Council

Monday, October 18, 2021

#### 11. Consent Agenda

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

##### a. First Reading

(Councilor Maneeley)

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

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

BE IT RESOLVED that the South Windsor Town Council hereby appoints Joseph Botti (R) to the Water Pollution Control Authority for a term ending November 30, 2021, to fill the unexpired term of Erik Dabrowski and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

##### **B. Resolution Appointing Daniel Kane (R) to the Zoning Board of Appeals and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Daniel Kane (R) to the Zoning Board of Appeals for a term ending November 30, 2023, to fill the unexpired term of Erik Daborski and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Councilor King)

Motion to Approve Agenda Items 11.a.C. as a First Reading on the Consent Agenda

##### **C. Resolution Appointing Mary Justine Hockenberry (D) to the Human Relations Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Mary Justine Hockenberry (D) to the Human Relations Commission for a term ending November 30, 2021, to fill the unexpired term of Charles Margolis and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, October 18, 2021**

**11. Consent Agenda (Continued)**

**b. Second Reading**

(Councilor Lopez)

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

**A. Resolution Appointing Ashlie Alleyne (D) to the Social Justice and Racial Equity Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Ashlie Alleyne (D) to the Social Justice and Racial Equity Commission for a term ending November 30, 2023.

**B. Resolution Appointing Renu Krishnan-Cabot (U) to the Social Justice and Racial Equity Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Renu Krishnan-Cabot (U) to the Social Justice and Racial Equity Commission for a term ending November 30, 2023.

**C. Resolution Appointing Shelley Solomon (D) to the Social Justice and Racial Equity Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Shelley Solomon (D) to the Social Justice and Racial Equity Commission for a term ending November 30, 2022.

(Councilor Koboski)

Motion to Approve Agenda Items 11.a.D. through 11.a. E. as a Second Reading on the Consent Agenda

**D. Resolution Appointing Daniel Kane (R) to the Economic Development Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Daniel Kane (R) to the Economic Development Commission for a term ending November 30, 2023, to fill the unexpired term of Edwina Futtner.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, October 18, 2021**

**11. Consent Agenda (Continued)**

**b. Second Reading**

**E. Resolution Reappointing Barbara Barbour (R) to the Redevelopment Agency**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Barbara Barbour (R) to the Redevelopment Agency for a term ending December 31, 2025.

**c. Miscellaneous**

None

**12. Unfinished Business**

**13. New Business**

**A. Resolution Approving the Creation of a Memorial to Honor Residents that have been Impacted by COVID-19  
(Councilor Evans)**

WHEREAS, the South Windsor Town Council has been discussing the creation of a memorial to honor residents that have been impacted by COVID-19 since March 15, 2021; and

WHEREAS, the Town has been approved for a Team Depot grant for the creation of a memorial from Home Depot in the amount of \$7,284.12; and

WHEREAS, the memorial will be located at the Major Michael Donnelly Land Preserve at 1165 Sullivan Avenue

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the creation of a memorial to honor residents that have been impacted by COVID-19, and authorizes Town Manager Maniscalco to sign and execute any necessary documents to secure the funding from the Home Depot grant, and implement the memorial project.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, October 18, 2021**

**13. New Business (Continued)**

**B. Resolution Approving the Revised Town Council Rules and Procedures**  
**(Councilor Snyder)**

BE IT RESOLVED that the South Windsor Town Council hereby approves the revised Town Council Rules and Procedures.

**C. Resolution Authorizing the South Windsor Town Council to Remove Katie Graham (R) from the Park & Recreation Commission**  
**(Councilor Maneeley)**

WHEREAS, under the Town Charter, Chapter 5, Section 502 (b), the South Windsor Town Council has the authority to remove any member of a Board, Commission, or Committee appointed by it if such member has absented himself/herself from all meetings of his/her Board, Commission, or Committee for a period of three consecutive months; and

WHEREAS, Mrs. Katie Graham (R) a member of the Park & Recreation Commission has been absent from the Park & Recreation Commission meetings for over one year; and

WHEREAS, there have been attempts to seek a resignation from Mrs. Graham to no avail

NOW, THEREFORE, BE IT RESOLVED that pursuant to Section 502 (b) of the Town Charter, the South Windsor Town Council hereby removes Mrs. Katie Graham as a member of the Park & Recreation Commission effective immediately.

**D. Resolution Accepting the Resignation of Erik Dabrowski (R) from the Water Pollution Control Authority**  
**(Councilor Koboski)**

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Erik Dabrowski (R) from the Water Pollution Control Authority effective September 29, 2021; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Erik Dabrowski for the time he has dedicated to serving his community by his membership on the Water Pollution Control Authority.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, October 18, 2021**

**13. New Business (Continued)**

- E. Resolution Accepting the Resignation of Erik Dabrowski (R) from the Zoning Board of Appeals**  
(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Erik Dabrowski (R) from the Zoning Board of Appeals effective September 29, 2021; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Erik Dabrowski for the time he has dedicated to serving his community by his membership on the Zoning Board of Appeals.

- F. Resolution Accepting the Resignation of James Ainsworth (R) from the Blighted Property Appeals Board**  
(Councilor Snyder)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of James Ainsworth (R) from the Blighted Property Appeals Board effective September 30, 2021; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to James Ainsworth for the time he has dedicated to serving his community by his membership on the Blighted Property Appeals Board.

**14. Passage of Ordinance**

- A. Resolution Adopting the Proposed Ordinance Establishing an Arts Commission**  
(Councilor Evans)

BE IT RESOLVED that the South Windsor Town Council hereby adopts the proposed Ordinance establishing an Arts Commission, as shown in **Exhibit A**.

- B. Resolution Adopting the Proposed Ordinance Governing the Flying of Commemorative or Organizational Flags on the Wapping Community House Designated Flagpole**  
(Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby adopts the proposed Ordinance Governing the Flying of Commemorative or Organizational Flags on the Wapping Community House Designated Flagpole, and as shown in **Exhibit B**.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, October 18, 2021**

- 15. **Public Input**
- 16. **Communications from Council**
- 17. **Executive Session**
- 18. **Adjournment**



Ordinance

South Windsor Arts Commission (SWAC)

1. Purpose

In recognition of the contribution which culture and the arts make to the quality of life of the community, there is hereby established a permanent Town Commission to be known as the "South Windsor Arts Commission," (SWAC).

The purposes shall be to foster and facilitate participation in, development of, and appreciation for a variety of artistic and cultural activities and displays within the Town of South Windsor and to encourage the display and presentation of artistic and cultural art and activities in public, school, and community facilities Town-wide.

The role of SWAC will include, but is not limited to:

1. promote artistic and cultural activities and collaborations for South Windsor's citizens;
2. encourage arts education and appreciation;
3. provide opportunities for artists to produce and present their work;
4. encourage and generate community-wide participation in the development and appreciation for artistic and cultural activities within the Town of South Windsor;
5. advocate for, and support the goals of the greater South Windsor arts community;
6. create and enhance arts opportunities within the Town of South Windsor;
7. create new economic opportunities for the people of South Windsor through the expansion of artistic and cultural programs and events;
8. enhance learning opportunities in the arts for all residents through cooperation and collaboration of the various organizations associated with the arts.

2. Establishment & Composition

SWAC will consist of an 8-member panel of residents of the Town of South Windsor with education, training, or work experience related to the arts or cultural activities, demonstrated practice or other relevant qualifications in the area of arts or cultural activities. All members shall be appointed to the SWAC by the Town Council and shall include, equal, bi-partisan representation with four (4) commissioners (2 Democrat nominated and 2 Republican nominated) each for a two year term and four (4) commissioners (2 Democrat nominated and 2 Republican nominated) will serve a one year term from outset of the SWAC's creation. Each party's nominations must include a minimum of one individual who is unaffiliated or under other minor party affiliation. Thereafter, each commissioner will serve a two-year term upon appointment.

Additional advisors to SWAC shall include representation of recognized arts and cultural organizations within the community related to supporting the art and cultural activities. Nominations for such SWAC advisors shall be forwarded to the Town Council for approval to be reviewed and voted on by the Town Council with a simple majority vote determining advisory non-voting representatives. Once approved, community organization memberships are active for a two-year term beginning on the date of Town Council appointment.

**3. Liaisons**

There shall be a panel of non-voting liaisons to SWAC as follows: Mayor (or designee), Board of Education Chair (or designee), South Windsor Library Director (or designee), Wood Memorial Library Director (or appointee), and Parks and Recreations Director (or designee). Liaisons shall be invited to each regular and special meeting of the Commission and are encouraged to participate in discussions related to SWAC, but shall not be voting members or count toward the quorum.

**4. Organization**

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

The Commission will hold regular monthly meetings according to the schedule determined by appointed members and may hold special meetings as determined by the membership.

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

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

**5. Objectives and Duties of SWAC**

- a) Highlight the Town's artists, art activities and events, and connect arts and cultural organizations that already exist in town.
- b) Encourage youth to be involved in local arts.
- c) Coordinate art and cultural events with various groups in town.
- d) Coordinate with Town Staff to ensure SWAC website is informative and up-to-date as a digital resource related to the arts and cultural activities and organizations on the Town webpage.
- e) The Commission may consider the development of a foundation to support and fund the Arts in South Windsor.
- f) Organize and hold an annual arts festival. Any necessary Town funding is based on Town Council approval.
- g) Promote, encourage, and recommend display of works of arts on town property for approval of the Town Council based on a simple majority passage of support.
- h) Make an initial survey and maintain an inventory of the artistic and cultural resources of the Town.
- i) Develop, and recommend to the Town Council a formal arts policy to include a vision and mission related to the arts and culture for the Town of South Windsor and including activities in accordance therewith, subject to approval by the Town Council.
- j) Make recommendations to the Town Council and the Town on art-related matters in furtherance of the Commission's vision and mission statement related to arts and culture.
- k) Encourage and assist in the display and presentation of art, artistic performance and cultural activities in Town, school and community facilities Town-wide, as well as encourage and assist in the recognition of Town artists.

## Exhibit A

- l) Engage in other activities necessary and appropriate to carry out its purposes, objectives, and duties.
- m) Keep records of its meetings and activities and shall file an annual report with the Town Council, the Town Manager and the Town Clerk describing its activities for the previous calendar year.

Effective Date:

PROPOSED ORDINANCE GOVERNING THE FLYING OF COMMEMORATIVE OR ORGANIZATIONAL FLAGS ON THE WAPPING COMMUNITY HOUSE DESIGNATED FLAGPOLE

**Exhibit B**

**1. Purpose**

- A. The Town of South Windsor establishes the following rules and procedures regarding the display of privately owned Commemorative or Organizational Flags only on the one designated Town flagpole located at Town Center (Wapping Community House) southeast of the American flagpole and situated closest to Ellington Road. No other privately owned Commemorative or Organizational Flags shall be displayed on any other Town-owned or Town-maintained facility. The Town flags found on the Town of South Windsor Flag List are excluded from this ordinance.
- B. In adopting this ordinance, the Town Council declares that flagpoles owned or maintained by the Town of South Windsor are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for the display of Commemorative or Organizational Flags authorized by the Town Council as an expression of the Town Council's official sentiments which shall constitute government speech.

**2. Process; Eligible Flags**

- A. As expression of the Town's official government speech, the Town Council may authorize the display of a Commemorative or Organizational Flag only on the one designated flagpole located at Town Center (Wapping Community House).
- B. The Town Council shall only consider a request to display a Commemorative or Organizational Flag if the request is made by a member of the South Windsor Town Council at a regular or special Town Council meeting. All requests must be supplied to the Clerk of the Council by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting for that meeting and in accordance with the procedural requirements outlined in Section III.
- C. At a noticed and agendized Town Council meeting, a two thirds plus one (supermajority plus one) of Council members present and voting would need to agree to fly the Commemorative or Organizational Flag. The necessary votes needed depends upon the number of members present, as shown below:

| <b><u>Members Present and Voting</u></b> | <b><u>Two Thirds Plus One Vote</u></b> |
|--|--|
| <b>9</b>                                 | <b>7</b>                               |
| <b>8</b>                                 | <b>7</b>                               |
| <b>7</b>                                 | <b>6</b>                               |
| <b>6</b>                                 | <b>5</b>                               |
| <b>5</b>                                 | <b>5</b>                               |

- D. Each Commemorative or Organizational Flag cannot be flown more than once a year and will be displayed for a period of time that is reasonable or customary for duration of the event or fourteen (14) continuous days. Only one Commemorative or Organizational Flag will be allowed to be displayed during any time period. Commemorative and Organizational Flags must be temporarily donated for the Town's use and be clean, without holes and tears, and be made of an all-weather fabric. Commemorative or Organizational Flags must be the same size or smaller than the United States and Connecticut flags that are flown. The Town will not be responsible for the condition of the Commemorative or Organizational Flag once flown and may dispose of any such flag not picked up within thirty (30) days after it has been flown. The Town will not purchase the Commemorative or Organizational Flags. If any other flag is flown at half-staff, the Commemorative or Organizational Flag will also be flown at half-staff. All flags shall be flown in accordance with the U.S. Flag Code.
- E. A Commemorative or Organizational Flag as defined in this Policy shall mean a flag that is owned by a private individual, group or organization and that identifies with a specific historical event, cause, nation or group of people that the Town Council chooses to honor or commemorate consistent with the Town's mission and priorities. The following are not allowed as Commemorative or Organizational Flags and will not be considered by the Town Council:
- a. Flags of a particular religious movement or creed to avoid the appearance of Town government endorsing religion or a particular religious movement or creed;
  - b. Flags of a political party to avoid the appearance of Town government, endorsing a political party;
  - c. Flags advocating a certain outcome in an election to avoid the appearance of Town government endorsing an electoral outcome;
  - d. Flags of a commercial organization, to avoid the appearance of Town government endorsing any particular business; and
  - e. Flags that enable violence, discrimination, prejudice, or racism, to avoid the appearance of Town government endorsing such actions.

### **3. Procedure**

#### **A. Application Process:**

An individual, group or organization who would like Town Council members to request a Commemorative or Organizational Flag be adopted by the Town shall make application through the Town Manager's Office as follows:

- Obtain an application from the Town's website or request an application from the Town Manager's Office.

- A completed application has to be submitted to the Town Manager's Office no less than 30 days prior to the request of when the flag is to be flown. An application must be completed in its entirety or will not be accepted.
- After the request is reviewed and signed by the Town Manager, the application shall be distributed to all members of the Town Council.

**B. Town Council Process:**

Any Town Council member can choose in his or her own sole discretion to request that the flying of the proposed flag be adopted by the Town Council as the Town's government speech and that it become a discussion item placed on a regular or special meeting agenda as follows:

- The request must be supplied to the Clerk of the Council by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting.
- Such request will be considered pursuant to Section II and only if a two thirds plus one (supermajority plus one) of the Town Council members present and voting approve of the request, shall the request be placed on the Town Council agenda for its next regular or special meeting as an action item for resolution by the Town Council. The necessary votes are shown in a table above.

Backup material for  
Items 11.a.A - 11.a.B

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

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

| BOARD OR COMMISSION | NAME         | ADDRESS AND EMAIL  | PHONE NUMBER | APPTMT REAPPTMT OR RESIGNATION | NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY | PARTY AFFILIATION | TERM       |
|---------------------|--------------|--|--------------|--------------------------------|---|-------------------|------------|
| WPCA                | Joseph Botti | 462 Abbe Road<br><a href="mailto:joebotti86@gmail.com">joebotti86@gmail.com</a>        | 860 836-7937 | APPTMT                         | Erik Dabrowski                                      | R                 | 11/30/2021 |
|                     |              |  |              |                                |   | R                 |            |
| ZBA                 | Daniel Kane  | 85 Ronda Drive<br><a href="mailto:Daniel.kane@trincolledu">Daniel.kane@trincolledu</a> | 860 816-2891 | APPTMT                         | Erik Dabrowski                                      | R                 | 11/30/2023 |
|                     |              |  |              |                                |   |                   |            |
|                     |              |  |              |                                |   |                   |            |

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

Submitted by: Stephanie Dexter Party Affiliation: R Date: 10/1/21

*Backup material for Item 11.9.C.*

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

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

| BOARD OR COMMISSION | NAME                     | ADDRESS AND EMAIL                | PHONE NUMBER | APPTMT REAPPTMT OR RESIGNATION | NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY | PARTY AFFILIATION | TERM     |
|---------------------|--------------------------|----------------------------------|--------------|--------------------------------|---|-------------------|----------|
| HUMAN RELATIONS     | MARY JUSTINE HOCKENBERRY | MARYJUSTINEHOCKENBERRY@GMAIL.COM | 860 218-0087 | APPT                           | CHARLES MARGOLIS                                    | D                 | 11-30-21 |
|                     |                          |                                  |              |                                |   |                   |          |
|                     |                          |                                  |              |                                |   |                   |          |
|                     |                          |                                  |              |                                |   |                   |          |
|                     |                          |                                  |              |                                |   |                   |          |
|                     |                          |                                  |              |                                |   |                   |          |

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

Submitted by: Sandra C Jeski Party Affiliation: D Date: 10-08-2021



Backup material for  
Item 13. B.

**SOUTH WINDSOR TOWN COUNCIL**

**RULES AND PROCEDURES**

**Revised October 15, 2021**

# SOUTH WINDSOR TOWN COUNCIL RULES AND PROCEDURES

## ARTICLE I – RULES AND PROCEDURES (Charter, Section 304)

The Council shall determine its own rules of procedure not inconsistent with the provisions of the Charter.

## ARTICLE II – TOWN COUNCIL ORGANIZATION (Charter, Section 208 and 302)

### Section 1 – Organizational Meeting

Each newly elected Council shall meet for organization in the Town office building at 8:00 p.m. on the first Monday after the election. The meeting shall be called to order by the Town Clerk, who shall administer the oath of office to all members, provided that in the absence of the Clerk, the meeting may be called to order and the oath administered by any citizen of South Windsor authorized by law to administer oaths. The Council shall then proceed to choose one of its members as Mayor, to serve for the ensuing two (2) years or until such time as a successor is duly chosen.

In the event of an emergency, as determined by an Emergency Declaration, the Organizational Meeting may be held virtually or at another designated location.

### Section 2 – Resignations

Elected Officials; a written signed resignation shall become official the date and time recorded by the Town Clerk and effective the date and time written in the document. A copy of that document will be provided to the Clerk of the Council by the Town Clerk. Resignations need to be received by the Clerk of the Council by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting in order to be placed on the Town Council's next Regular Meeting agenda.

### Section 3 – Vacancies

Vacancies in elective offices, including the Board of Education, from whatever cause arising, shall be filled by the Council, [after receiving the nomination by the respective political party]. In filling any vacancy, the Town Council shall select a person of the same political party as that of the former incumbent, unless the incumbent was a nonregistered voter, in which case their successor shall be a nonregistered voter. For the purposes of this section, a nonregistered voter shall mean any elector of the Town of South Windsor who has not been registered with any political party for a period of six (6) months next preceding the date of their appointment. No nomination can be made until the resignation is effective. ~~The~~ Any nomination ~~to be made at~~ shall not be considered by the Council until the first regular meeting following the resignation effective date. All appointments to fill vacancies in any elective Town office shall be for the unexpired portion of the term of the elective office so filled.

## **ARTICLE III – THE MAYOR (Charter, Section 302)**

### **Section 1 – Method of Selection**

- a. The Council shall, at its Organizational Meeting, proceed to choose one of its members as Mayor and one of its members as Deputy Mayor, each to serve for the ensuing two (2) years or until such time as their successor is duly chosen.

### **Section 2 – Duties of the Mayor**

- a. The Mayor shall preside over all meetings of the Council and perform such other duties consistent with the office as may be imposed by the Council.
- b. In case of the absence of the Mayor and the Deputy Mayor, the Clerk of the Council (or in the Clerk's absence, the Town Attorney) shall call the meeting to order. The Council shall then proceed to elect an acting chairperson by a majority vote of those members present.
- c. The Mayor shall be recognized as the official head of the Town for all ceremonial and military purposes.
- d. The Mayor shall not be deprived of ~~their~~a vote on any question.

## **ARTICLE IV – TOWN COUNCIL MEETINGS (Charter, Section 304)**

### **Section 1 – Regular Meetings**

- a. The Regular Meetings of the Council shall be held on the first and third Monday of each month at 7:00 p.m. at the South Windsor Town Hall (except August). In the event a legal holiday falls on either the first or third Monday of any given month, the Regular Meeting of the Town Council shall be held on the Tuesday after said legal holiday, at the usual time and place of Council meetings as provided for in these Rules and Procedures.
- b. In case of the absence of the Mayor and the Deputy Mayor, the Clerk of the Council (or in the Clerk's absence, the Town Attorney) shall call the meeting to order. The Council shall then proceed to elect an acting chairperson by a majority vote of those members present.

### **Section 2 – Special Meetings**

- a. The Mayor or the Clerk, upon written orders from the Mayor or at least three (3) members of the Council, shall be empowered to call Special Meetings and shall give notice of the time and place of the Special ~~Meetings~~Meeting and reasons therefore by email, mail or by personal delivery to all Council members, Town Manager and Town Attorney at least forty-eight (48) hours before the time of such meeting.
- b. No business shall be considered at any Special Meeting, notice of which has not been included in the call for such meeting.

- c. Notice and agenda of the time and place of such Special Meetings shall be posted in the office of the Town Clerk, and on the Town website at least forty-eight (48) hours prior to the time of said meeting. The ~~notice agenda~~ shall specify the business to be transacted.
- d. The Town Clerk shall certify, upon the original copy of the notice filed with the records of the Council, by whom the meeting was called, the manner in which notice was given to the members of the Council, the Town Manager, and the Town Attorney, and when such notice was given.

### Section 3 – Work Sessions

Work Sessions will be held on an as-needed basis as determined by the South Windsor Town Council.

### Section 4 – Public Hearing

At least one Public Hearing, notice of which shall be given by the Clerk of the Council at least five (5) days in advance by publication in a newspaper having a general circulation in said Town, posting a notice in a public place, and posting on the Town website, shall be held by the Council before any Ordinance shall be passed, ~~except any Ordinance relating to the appointment or designation of officers or to the Council or its procedures.~~

### Section 5 – Emergency Meetings

- a. In case of emergency, as defined below, the Mayor shall be empowered to call a Special Meeting by having the members notified.
- b. An emergency shall be a condition requiring immediate preservation of the public peace, health, or safety.
- c. A copy of the minutes of every such Emergency Meeting adequately setting forth the nature of the emergency and the proceedings occurring at said meeting shall be filed with the Town Clerk no later than seventy-two (72) hours after the holding of said meeting.

### Section 6 – Public Meetings

- a. All meetings of the Council shall be open to the public unless an Executive Session is called by the affirmative vote of two thirds (2/3) of the members present and voting, which vote shall be taken at a Public Meeting and shall state the reason for such Executive Session. Executive Sessions may be called in accordance with FOI Laws and Connecticut General Statutes.

- b. All discussions and communications during an Executive Session are considered to be confidential information pursuant to the South Windsor Town Charter, Article IV. Code of Ethics, Section 2-487 Confidential Information. Any information gleaned while in office remains confidential even after an individual is no longer a Town Council member.
- c. No official action is to be taken unless ~~in~~ during an open public meeting with a quorum present.
- d. Council's minutes may only be ~~changed~~ amended by Council members, the Town Manager, or the Town Attorney, except by permission of the majority of the Council members present and voting.

**ARTICLE V – A QUORUM (Charter, Section 304)**

Section 1 – Requirements for a Quorum

The presence of five (5) members of the Council shall constitute a quorum, but no Ordinance, Resolution, or vote, except a vote to adjourn or to fix a time and place ~~of~~ for its next meeting shall be adopted by less than five (5) affirmative votes.

**ARTICLE VI – THE ORDER OF PROCEDURE (Charter, Section 304)**  
**(Robert's Rules of Order)**

Town Council Regular Meetings will begin at 7:00 p.m. ~~starting in January 2014~~

Section 1 – The Order of Procedure

The Order of Procedure at all Regular Meetings of the Council may be subject to change but should include the following:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Remarks
5. Adoption of Agenda
6. Communications and Reports from Town Manager
7. Public Input for Items on the Agenda
8. Adoption of Minutes of Previous Meetings
9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council
10. Reports from Committees

11. Consent Agenda
  - a. First Reading
  - b. Second Reading
  - c. Miscellaneous

[All items listed under this section are considered to be 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 General Order of Business and be considered in its normal sequence on the Agenda.]
12. Unfinished Business
13. New Business
14. Passage of Ordinance
15. Public Input for Any Matter
16. Communications from Council
17. Executive Session
18. Adjournment

Section 2 – Rules Governing Items in Section 1 of this Article

Public Input [on Agenda Items Only](#)

Item #7:

In-Person Meetings:

- a. Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present.
- b. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address, ~~and~~. Speakers shall avoid ~~personalities~~ personal attacks or impugning ~~of or alleging an~~ improper motive to any person.
- c. The speaker(s) may address the Council on any item on the agenda.
- d. 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.
- e. Town Council members will not respond to any public comments/questions.
- f. 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, violates these rules, or if, upon advice of the Town Attorney, would otherwise be improper

Virtual Meetings:

- a. Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present.
- b. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address ~~and~~. Speakers shall avoid ~~personalities~~ personal attacks or impugning ~~of or alleging an~~ improper motive to any person.
- c. The speaker(s) may address the Council on any item on the agenda.
- d. 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.
- e. Town Council members will not respond to any public comments/questions.
- f. Emails sent to [TownCouncilComments@southwindsor-ct.gov](mailto:TownCouncilComments@southwindsor-ct.gov) ~~will be read into the record.~~ Item: #15:

~~In-Person Meeting:~~

~~Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present.~~

~~When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address, and avoid personalities or impugning of improper motive to any person.~~

~~e. The speaker(s) may address the Council on any matter.~~

~~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, violates these rules, or if, upon advice of the Town Attorney, would otherwise be improper.

Item: #15:

Second Public Comment – On any matter over which the Council has Jurisdiction

In-Person Meetings:

DRAFT



### Virtual Meeting:

- a. Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present.
- b. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address ~~and~~. Speakers shall avoid personalities personal attacks or impugning ~~of or alleging an~~ improper motive to any person.
- c. The speaker(s) may address the Council on any ~~matter~~item on the agenda.
- d. 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.
- e. Town Council members will not respond to any public comments/questions.
- f. 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, violates these rules, or if, upon advice of the Town Attorney, would otherwise be improper.

### Virtual Meetings:

- a. Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present.
- b. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person.
- c. The speaker(s) may address the Council on any item on the agenda.
- d. 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.
- e. Town Council members will not respond to any public comments/questions.
- f. Emails sent to TownCouncilComments@southwindsor-ct.gov will only be read into the record if brought forth by a Council member or if the person submitting the email has requested that the email is read into the record. A Council member who brings an email forward, will read the email into the record. No email shall be read if the substance of such email, at the

discretion of the Mayor, violates these rules, or if, upon advice of the Town Attorney, would otherwise be improper.

## **ARTICLE VII – AGENDA**

### **Section 1 – Preparation**

- a. The Clerk of the Council shall be responsible for preparing the Agenda for all meetings of the Council and shall see that copies are distributed to the members at least forty-eight (48) hours before the meeting.
- b. During the preparation of the Agenda, there shall be an Agenda Meeting with the Mayor or their designee, the Minority Leader or their designee, the Town Manager or their designee, and the Clerk of the Council or their designee for the purpose of all parties receiving the agenda information at the same time. The Clerk of the Council shall be responsible for preparing and distributing a schedule of times and dates for the Agenda Meetings to the members as listed. The Agenda Meetings shall be at least ninety-six (96) hours before the meeting and at least forty-eight (48) hours before the actual distribution of the agenda to all members of the Council.
- c. Items for the Agenda of any meeting of the Council may be submitted at the prior meeting of the Council by the Mayor, the members, Town Manager, and the Town Attorney.
- d. Additional items for the Agenda may be made by the above persons provided that all such additions be supplied to the Clerk of the Council by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting for which they are intended for consideration. The only exception to this rule will be for items coming from the Town Manager or their designee. The name of the person submitting an item for Council consideration shall appear on the Agenda after the item submitted. ~~The only exemption to this rule will be for items coming from the Town Manager or their designee.~~
- e. At the discretion of the Council Clerk, the order of the agenda can be changed with priorities given to the Town Manager, Town staff, Town Attorney, and paid consultants.
- f. ~~Items~~ Upon proper motion and vote, items not on the Agenda for a Regular Meeting or Work Session may be taken up at said meeting except as provided in Article XIII, Section 1.
- g. The Council Clerk shall put notice on the Town website of a Regular meeting open to the public at least forty-eight (48) hours before said meeting.

- h. The Clerk of the Council will provide a separate list of agenda items, as submitted to the Clerk under these Rules, intended for consideration at the next meeting to the Town Council members by electronic communication at least three (3) business days prior to the meeting. However, errors, delays, and/or unintentional omissions of the items will not prevent the Council from taking up the items at the Council Meeting, so long as the items are taken up as otherwise provided under these Rules.
- i. The Agenda shall contain the following notice:

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

**Item #7:**

**Public Input on Agenda Items Only**

**Item #7:**

**In-Person Meetings:**

- a. Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present.
- b. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person.
- c. The speaker(s) may address the Council on any item on the agenda.
- d. 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.
- e. Town Council members will not respond to any public comments/questions.
- f. 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, violates these rules, or if, upon advice of the Town Attorney, would otherwise be improper

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~~**In-Person**~~ **Virtual** Meetings:

- a. Public Input —~~The public is welcome to discuss any item on the agenda. This segment~~ shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. ~~Speaker(s) generally are to~~
- b. When recognized by the Mayor, the speaker(s) shall give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person.
- c. The speaker(s) may address the Council on any item on the agenda.
- d. The speaker(s) shall limit their ~~comments to (5) fives each~~ 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 ~~and shall avoid personalities or impugning of improper motive to any person. The~~
- e. Town Council members will not respond to any public comments/questions.

*Virtual Meetings:*

~~Public Input — The public is welcome to discuss any item on the agenda. This segment shall not exceed (30) thirty minutes unless extended by the Mayor with the consent of the majority of the Council present. Speaker(s) generally are to limit their comments to five (5) minutes each, except when invoked by any member of the Council with the consent of a majority of the Council present and shall avoid personalities or impugning of improper motive to any person. The Town Council members will not respond to any public comments/questions.~~

~~Item: #15:~~

~~In-Person Meetings:~~

~~Public Input — The public is welcome to discuss any matter. This segment shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. Speaker(s) generally are to limit their comments to (5) fives each, except when invoked by any member of the Council with the consent of a majority of the Council present and shall avoid personalities or impugning of improper motive to any person. The Town Council members will not respond to any public comments/questions.~~

~~Virtual Meetings:~~

~~Public Input — The public is welcome to discuss any matter. This segment shall not exceed (30) thirty minutes unless extended by the Mayor with the consent of the majority of the Council present. Speaker(s) generally are to limit their comments to five (5) minutes each, except when invoked by any member of the Council with the consent of a majority of the Council present and shall avoid personalities or impugning of improper motive to any person. The Town Council members will not respond to any public comments/questions.~~

f. Emails sent to TownCouncilComments@southwindsor-ct.gov will only be read into the record if brought forth by a Council member or if the person submitting the email has requested that the email is read into the record. A Council member who brings an email forward, will read the email into the record. No email shall be read if the substance of such email, at the discretion of the Mayor, violates these rules, or if, upon advice of the Town Attorney, would otherwise be improper.

i. For the purpose of this section, the day of the Town Council meeting shall be considered a full business day prior to the meeting.

**ARTICLE VIII – MOTIONS (Robert’s Rules of Order)**

Section 1 – Regular Motions

- a. All motions shall be made aloud before being seconded, debated, or passed on.
- b. Motions shall be reduced to writing when requested by the Mayor or by a majority of the Council present.
- c. Any motion may be withdrawn by the mover before an amendment or decision.

## Section 2 – Motions of Precedence

- a. When a question is before the Council, no motion shall be received except:
1. To Fix the Time of Adjournment - to set the time, and sometimes the place, for another meeting to continue business of the session, with no effect on when the present meeting will adjourn. To “fix the time of adjournment” requires a second, the motion is not debatable, is amendable, and requires a majority vote to pass.
  2. To Adjourn - to end a meeting. To “adjourn” requires a second, the motion is not debatable, is not amendable, and requires a majority vote to pass.
  3. To Lay Upon the Table – is properly used only when it is necessary to suspend consideration of a main motion in order to deal with another matter that has come up unexpectedly and must be dealt with before the pending matter can be properly addressed. To “lay upon the table” requires a second, the motion is not debatable, is not amendable, and requires a majority vote to pass.
  4. To Commit or Recommit – to refer to a committee. The question can then be carefully investigated and put into better ~~conditions~~ condition for consideration. To “commit or recommit” requires a second, the motion is debatable, is amendable, and requires a majority vote to pass (secondary amendment is not amendable).
  5. To Postpone to a Certain Time – action on a pending question may be postponed to another time. Alternatively, a motion can be postponed until after a specific event has occurred, such as after a relevant report has been issued. To “Postpone to a certain time” requires a second, the motion is debatable, is amendable, and requires a majority vote to pass.
  6. Limit or Extend Limits of Debate – can decrease or increase the allowed number of speeches or length of speeches or it can decrease or increase the total amount of time for debate. To “limit or extend limits of debate” requires a second, the motion is not debatable, is amendable, and requires a 2/3rds (super majority) vote to pass.
  7. To Postpone Indefinitely – to avoid taking a direct vote on a main motion. To “postpone indefinitely” requires a second, the motion is debatable, is not amendable, and requires a majority vote to pass.
  8. To Amend – to modify a motion. To “amend” requires a second, the motion is debatable, is amendable, and requires a majority vote to pass.
  9. For the Previous Question (“Call the Question”)– a motion to end debate, allow no further discussion or subsidiary motions (except a motion to lay on the table, which outranks it), and take the vote on all pending motions. “Call the Question” requires a second, is not debatable or amendable, and requires a 2/3rds (super majority) vote to pass.
- b. Motion to fix the time of adjournment, to lay upon the table, to call the question (previous question), and to limit or extend limits of debate-, shall

be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.

**ARTICLE IX – DISCUSSION ITEMS, RESOLUTIONS AND ORDINANCES**  
**(Charter, Section 304, 306, 307, and 308)**

Section 1 – Introduction

- a. Any Councilor, the Town Manager, or Town Attorney can bring forth a discussion item. A discussion item should be submitted to the Council Clerk by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting. Official action of a discussion item shall not be brought forth in the form of a resolution on the same night unless the item has time constraints as determined by the Town Manager or their designee.
- b. Resolutions shall be composed by the Town Manager, Clerk of the Council, Town staff, or a Town Council member and should be referred to the Town Attorney for correct wording, as necessary. Any resolution submitted from a Council member or Town staff members shall be vetted through the Town Manager and Clerk of the Council and reviewed by the Town Attorney, as necessary.
- c. All Ordinances shall be introduced in written form and shall be confined to one subject, which shall be clearly stated in the title. It shall be the duty of the Clerk of the Council immediately upon introduction of such written ordinance to provide a copy to the Council members, a copy be retained in the Town Clerk's Office for public inspection, and a copy to be posted in a public place in the Town office building. For the convenience of the public, copies shall be placed in the Town's public library and posted on the Town's website.
- d. Before any Ordinance shall be acted upon, it shall be reviewed by the Town Attorney and corrections made as deemed appropriate by the Town Attorney to ensure accuracy, clearness, conciseness, and consistency of text and phraseology, as well as its constitutionality and legality with respect to existing Ordinances or State Statutes, ~~shall be submitted to the Council.~~ **Further, a A** copy of the Ordinance upon which final action is based shall bear the Town Attorney's endorsement that such review has been made.
- e. Any Ordinance shall be introduced and a time and place set for Public Hearing as follows:

BE IT RESOLVED an Ordinance entitled: (Name Ordinance) on file in the Town Clerk's office is introduced and is set for a Public Hearing on (state date, time and location) ~~is set for a Public Hearing on said Ordinance.~~

Section 2 – Required Votes

No Ordinance or Resolution shall be adopted by less than five (5) affirmative votes.

### Section 3 – Public Meeting

No Ordinance or Resolution shall be adopted or appointment or removal made except at a meeting of the Council open to the public.

### Section 4 – Other Regulations

In addition to the above rules on Ordinances and Resolutions, the Council is referred to Charter, Section 208, and Charter, Sections 305, 306, 307, 308, 312, 313, and 314 of the Charter for regulations covering these subjects.

### Section 5 – Emergency Ordinance

- a. An Emergency Ordinance shall be only for the immediate preservation of the public peace, health, and safety.
- b. It shall contain an explicit statement of the nature of the emergency.
- c. An Emergency Ordinance shall not be adopted by less than six (6) affirmative votes.

Note: Further regulations of Emergency Ordinances and appropriations are covered in the Charter, Section 308.

### Section 6 – Approved Ordinances

The Clerk of the Council shall provide the Town Clerk with a copy of each approved Ordinance together with a letter certifying approval of the Ordinance as presented, no later than five (5) days following approval by the Council.

## **ARTICLE X – APPOINTMENTS OR REMOVALS FROM BOARDS, COMMISSIONS, OR COMMITTEES BY THE COUNCIL (Charter, Section 502)**

### Section 1 – Consideration by Council

Whenever any appointment is submitted, a vote on said appointment shall be postponed to the next Regular Meeting—except the selection of the Mayor or Deputy Mayor. This rule may not be suspended—~~except that it,~~ but shall not apply to the appointment of Council members to Council Committees, permanent or temporary. The submission shall include the name of the office, and the name of the nominee.

### Section 2 – Submission of Appointments and Removals

Any submission of an appointment or removal for consideration by the Manager or Council must be in written form and in the case of a removal, must be accompanied by a statement of cause.

### Section 3 – Passage by Council



All appointments and removals made by the Council must be passed by not less than five (5) affirmative votes of the Council members except as otherwise provided in the Charter.

#### Section 4- Notification to Town Clerk

Resignations of elected Town officials shall be submitted directly to the Town Clerk, with a copy to the Clerk of the Council. Further, the Clerk of the Council shall advise the Town Clerk in writing of all subsequent appointments to fill unexpired terms of elected officials, within three (3) days of action by the Town Council on such resignations and/or appointments.

### **ARTICLE XI – COMMITTEES (Charter, Section 305 and 502)**

#### Section 1 – Power to Appoint Committees

The Council shall have the power in accordance with Section 305 of the Charter to create or abolish by Ordinance, boards, commissions, and committees except those provided by the Charter.

#### Section 2 – Terms of Committees

All appointments to commissions, boards, and committees shall be for a term set by the relevant ordinance or charter provision or in the absence of same, the Council, and any officer or committee member so appointed shall serve until their successor is appointed and qualified.

#### Section 3 - Minority Representation

In making appointments to committees, the Council shall not appoint more than a bare majority from any one party.

#### Section 4 – Resignations

Boards, commissions, and committees; resignations shall become effective on the date specified in the notification or the date of the notification. Resignations need to be received by the Clerk of the Council by the close of the business day (4:30 p.m.) on the day of an Agenda Meeting.

#### Section 5 – Nominations

Boards, commissions, and committees; nominations to be received by the Clerk of the Council by the close of business day (4:30 p.m.) on the day of an Agenda Meeting. No nomination can be made until the resignation is effective. The nomination ~~to be made at~~ shall not be considered by the Council until the first regular meeting following the resignation effective date.

#### Section 6 – Filling of Vacancies

Any vacancies occurring on any committee, board, or commission shall be filled by the Council ~~and~~ after receiving the nomination from the respective political party ~~and~~ for said unexpired term with a person from the same political party as the former incumbent, except as otherwise provided in the Charter. No nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date and is then postponed to the next regularly scheduled meeting for appointment.

### Section 7 – Powers

No Committee shall have the power to employ any persons for or on behalf of the Town, nor to incur any expense unless specifically authorized by the Council, and not in conflict with the Charter.

### Section 8 – Reports

Pending/Closed Lists – requests from the Council members shall be reported upon twice a month. Items will be on the pending list until the request has been completed, and then it will be put on the closed list.

Attendance Reports – All boards and commissions appointed by the Council shall submit an attendance report on a quarterly basis.

### Section 9 – Standing Committees

- a. The following Standing Committees, consisting of three (3) or more members from the Council (which include the Mayor), shall be appointed by the Mayor within two (2) weeks of the adoption of the Rules and Procedures, temporary or otherwise, by the Council and shall be subject to confirmation by the Council.

Audit Committee  
Ethics Committee  
Energy Committee  
Naming of Public Lands and Buildings Committee  
Pension Committee  
Personnel Committee  
South Windsor Architectural and Nature Center Sub-Committee

and such other Standing Committees as the Council may from time to time approve.

#### Audit Committee

The purpose of this committee is to recommend to the Town Council the hiring of and to evaluate the performance of the Town's financial auditor. The committee meets quarterly to conduct a post-audit meeting with the auditor; review internal controls and programs and controls designed to

prevent and detect fraud, including compliance with the auditor, and plan future audits. ~~Meet~~ The committee shall meet as necessary to review and forward to auditor suspected fraud or illegal acts affecting the government that comes to the attention of the committee. Management is responsible for forwarding these items to the committee as soon as possible.

#### Ethics Committee

The purpose of this committee shall be to render a written advisory opinion, upon the written request of the Council or any of the persons included in Section 2-492 of the South Windsor Code of Ordinances, as to the application of Chapter 10, Section 1001 of the Charter and Sections 2-481 through 2-490 of the South Windsor Code of Ordinances to any specific relevant situation. This committee shall be appointed by Council and shall comply with Sections 2-491 through 2-492 of the South Windsor Code of Ordinances.

#### Energy Committee

The purpose of this committee shall be to investigate appropriate, cost-effective opportunities for implementing energy efficiency measures in all aspects of South Windsor's public buildings, including operational changes and changes in maintenance or capital improvements. These recommendations shall be forwarded to the Town Council or appropriate municipal agency or official as designated by the Town Council.

Research and facilitate the use of clean, renewable energy within the Town of South Windsor.

Educate South Windsor residents about clean energy options, energy efficiency, and energy conservation.

Identify appropriate Federal and State incentives and grant programs that provide opportunities for clean, renewable energy, energy efficiency, or energy conservation and obtain Town Council approval.

Take advantage of unique opportunities and resources within South Windsor for providing clean, renewable energy to help fulfill local energy needs.

#### Naming of Public Lands and Buildings Committee

The committee shall be responsible for recommending to the Town Council the naming of all public parks, open spaces, and facilities in the Town of South Windsor subject to the approval of the Town Council (exclusive of Board of Education Facilities). The final decision to name, or rename, a Town-owned park, open space, athletic field, or facility rests solely with the Town Council; and any action taken by the Town Council shall be binding.

### Pension Committee

The Pension Committee manages the investments and funding of the Town's retirement plan.

### Personnel Committee

The role of this committee is to lead the annual appraisal of the Town Council's employees; and to review and recommend compensation of the Town Manager, Clerk of the Council, and any in-house Town Attorney who is established as a Town employee, and other duties assigned by the Council.

### South Windsor Agricultural, Arts and Nature Center Committee

The committee will help create a project celebrating the farm heritage of South Windsor on the Priest Farm property, focusing on agricultural heritage and sharing the aesthetic charm of agriculture with the presence of farmland and active farming activities along with the heritage farming, agricultural, and artwork, including farm animals for beauty. The facilities are to become a source of education and the creation of a beautiful open space close to the Town Center.

- b. The Standing Committees shall consult with the Town Manager to make recommendations for the necessary revision or revisions of any existing Ordinance or Ordinances and to draw up any proposed Ordinance or Ordinances the committee may deem necessary for the consideration of the Council.

### Section 10 – Temporary Committees

All temporary committees and working groups shall be created by resolution. Said resolution shall establish that the membership shall be comprised of no more than a bare majority. The resolution shall also establish the sunset of the committees and working groups. All working groups shall be disbanded at the end of the term of the Town Council unless approved again by the newly seated Council. All temporary committees and working groups shall make recommendations and reports to the Town Council and cannot independently take action.

## **ARTICLE XII – VOTING (Charter, Section 304)**

### Section 1 – Minimum Requirement

No vote except to adjourn or to fix time and place of the next meeting shall be adopted by less than five (5) affirmative votes.

### Section 2 – Roll Call Votes

The ayes and nays of each and every vote of the Council shall be by Roll Call vote unless the vote is unanimous and recorded in the journal. (Charter, Section 304)

### Section 3 – Recording of Votes

All votes recorded in the Minutes of the meetings of this Council shall be construed as unanimous by the members present unless the nays and abstentions are recorded therein, including the names of the members voting nay, or abstaining.

## **ARTICLE XIII – TIME OF ADJOURNMENT**

A majority vote of the Council members present and voting is needed to extend a meeting past 11:00 p.m.

## **ARTICLE XIV – PARLIAMENTARY AND CHARTER AUTHORITY**

The last published edition of “Robert’s Rules of Order” shall be the parliamentary authority in the Council except as otherwise provided in these rules, and except that should any of these rules be inconsistent with the provisions of the Charter, then the Charter shall prevail.

## **ARTICLE XV – SUSPENSION OR AMENDMENT OF RULES (Robert’s Rules of Order)**

### Section 1 – Suspension of Rules

Any of these rules, except Article VIII, Section 2, may be suspended by a unanimous vote of the Council, provided that such action is not inconsistent with any provisions of the Charter or State Statutes. Any item added to the Agenda under Suspension of the Rules requires a second, is not debatable or amendable, and requires a two thirds (2/3) vote of the members present.

## **ARTICLE XVI – RECORDS**

### Section 1

The Town Clerk shall maintain in their office an index of all Town Council meeting Minutes along with a permanently bound copy of all such Minutes. Such index shall be kept up to date by the Clerk of the Council.

### Section 2

All Regular and Special Town Council Meetings, and Work Sessions, shall be recorded and are available on the Town website.

## **ARTICLE XVII – LEGAL OPINIONS**

All requests for legal opinions shall be submitted in writing to the Town Manager and/or the Clerk of the Council.

## ARTICLE XVIII – PERFORMANCE EVALUATION

An annual Performance Evaluation of the Town Manager, the Clerk of the Council, and any in-house Town Attorney who is established as a Town employee will be held in Executive Session by the Town Council in the month of June.

Three originally signed final evaluations of each employee will be given to the H.R. Department by the Personnel Committee. One copy should be inserted into the personnel record of the employee, one copy inserted into the Personnel File (kept in the H.R. Department), and one copy given to the employee who is being evaluated.

## ARTICLE XIX – TOWN ATTORNEY HIRING PROCESS

~~Biennial~~Biannually, the Town ~~will~~Council will appoint a Town Attorney. Prior to appointment, a Committee will be formed to review the current contract for Town Attorney and recommend to the Town Council whether to retain present legal services or issue an RFP. The Town Council, upon advice of the Committee for Legal Services, may put out a Request for Proposals for the Town Attorney. The following process will be used to evaluate the responses and make a determination as to the lowest most qualified response.

RFP: ~~Biennial, consistent~~Consistent with the ~~re-election~~decision of the Council to do so, the Town Manager will prepare and release an RFP for Town Attorney Services. The Town Manager will be responsible for ensuring the RFP is posted on the Town website, noticed in a local newspaper and sent directly to known or interested firms.

Committee for Legal Services: ~~A-The~~ Committee ~~will be formed to~~shall review responses from the RFP, interview top applicants, rank the respondents, and make a recommendation to the Council. The Committee shall consist of a Council member from the majority party, a Council member from the minority party, the Town Manager, and two staff that have significant interaction with the Town Attorney whom the Town Manger shall designate.

Review: After the receipt of applications, they will be arranged in order by cost of services. The Committee will interview the lowest cost applicants, not to exceed five applicants.

Interview: The Committee will interview the applicants to determine the following: best fit, plan for representation of the Town, process for effective communication, the team or individuals being presented, costs, methods of controlling costs. All of these shall be scored by each individual member of the Committee and scores shall be averaged.

Recommendation: Based on the average scores, the Committee shall recommend the highest scoring firm or individual to the Council for appointment as Town Attorney. All five scores shall be shared with the Council.

**ARTICLE XX: Rule Revisions.**

THE TOWN COUNCIL RULES & PROCEDURES MAY BE REVIEWED AND/OR REVISED AS DEEMED NECESSARY WITH A TWO THIRDS (2/3RDS) PLUS ONE VOTE OF THE COUNCIL MEMBERS PRESENT AND VOTING (SUPER-MAJORITY PLUS ONE).

| <b><u>Members Present and Voting</u></b> | <b><u>Two Thirds Plus One Vote</u></b> |
|--|--|
| 9  | 7                                      |
| 8  | 7                                      |
| 7  | 6                                      |
| 6  | 5                                      |
| 5  | 5                                      |

Backup material  
for Item 13.C.

**Reid, Deborah**

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**From:** Koboski, Philip  
**Sent:** Friday, October 8, 2021 2:57 PM  
**To:** Reid, Deborah  
**Subject:** Resolution removing Katie Graham from Parks and Rec

Hi Debbie,

I am asking to put a resolution on the agenda for Monday, October 18, 2021, to remove Katie Graham from the Parks and Rec Commission due to her lack of attendance at the meetings. This is being done at the request of the Chair of the South Windsor Republican Town Committee, Kathy Daugherty.

If you have any questions, please feel free to reach out to me.

Thanks,  
Phil



Backup materials for Items  
13.D - 13F.

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

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

| BOARD OR COMMISSION               | NAME            | ADDRESS AND EMAIL   | PHONE NUMBER | APPTMT REAPPTMT OR RESIGNATION | NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY | PARTY AFFILIATION | TERM     |
|-----------------------------------|-----------------|---------------------|--------------|--------------------------------|---|-------------------|----------|
| Water Pollution Control Authority | Erik Dabrowski  | 56 Farm Brook Lane  | 860 644-6379 | RESIGNATION                    |   | R                 | 11/30/21 |
| Zoning Board of Appeals           | Erik Dabrowski  | 56 Farm Brook Lane  | 860 644-6379 | RESIGNATION                    |   | R                 | 11/30/23 |
| Blighted Property Appeals Board   | James Ainsworth | 96 Stonefield Trail | 860-648-2895 | RESIGNATION                    |   | R                 | 11/30/24 |
|                                   |                 |                     |              |                                |   |                   |          |
|                                   |                 |                     |              |                                |   |                   |          |

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

Submitted by: Stephanie Dexter Party Affiliation: R Date: 9/29/21

Backup material  
for Item 13.D.

**Reid, Deborah**

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**From:** Stephanie Dexter <stephd3@cox.net>  
**Sent:** Wednesday, September 29, 2021 4:47 PM  
**To:** Reid, Deborah  
**Subject:** [External]Fwd: My WPCA Registration

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

See below

Sent from my iPhone

Begin forwarded message:

**From:** Erik Dabrowski <e.dabrowski@hotmail.com>  
**Date:** September 29, 2021 at 3:39:30 PM EDT  
**To:** Tom Ruby <tfruby@gmail.com>, Stephanie Dexter <stephd3@cox.net>  
**Subject: My WPCA Registration**

Dear SW WPCA Chairman Tom Ruby and Stephanie Dexter of the SW Republican Party,

I hope that this email finds you both well! I write this note as my formal resignation from the South Windsor Water Pollution Authority. I am currently moving out of Connecticut and can no longer serve as a commissioner or be a member of the South Windsor WPCA. I wish everyone on the board and all of our constituency well and good luck going forward.

Kind Regards,

Erik Dabrowski

Sent from my iPhone

Backup material  
for Item 13, E.

**Reid, Deborah**

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**From:** Stephanie Dexter <stephd3@cox.net>  
**Sent:** Wednesday, September 29, 2021 4:46 PM  
**To:** Reid, Deborah  
**Subject:** [External]Fwd: My ZBA Resignation

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

See below

Sent from my iPhone

Begin forwarded message:

**From:** Erik Dabrowski <e.dabrowski@hotmail.com>  
**Date:** September 29, 2021 at 4:30:42 PM EDT  
**To:** Steven Carty <cartyst@yahoo.com>, Stephanie Dexter <stephd3@cox.net>  
**Subject: My ZBA Resignation**

Dear SW ZBA Chairman Steven Carty and Stephanie Dexter of the SW Republican Party,

I hope that this email finds you both well! I write this note as my formal resignation from the South Windsor Zoning Board of Appeals. I am currently moving out of Connecticut and can no longer serve as a commissioner or be a member of the South Windsor ZBA. I wish everyone on the board and all of our constituency well and good luck going forward.

Kind Regards,

Erik Dabrowski

Backup material  
for Item 13.F.

**JAMEST. AINSWORTH**  
96 Stonefield Trail  
South Windsor, CT 06074-1718  
(860) 648-2895 / [jainsworth2020@gmail.com](mailto:jainsworth2020@gmail.com)

September 29, 2021

Deborah W. Reid  
Clerk of the Council  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074

Re: Blighted Property Appeals Board

Dear Ms. Reid:

Due to my pending relocation out of state, I hereby tender my resignation from the Blighted Property Appeals Board effective September 30, 2021.

Sincerely,

  
James T. Ainsworth