

AGENDA

TOWN COUNCIL
VIRTUAL MEETING

REGULAR MEETING
MONDAY, DECEMBER 21, 2020
TIME: 7:00 P.M.

To view this meeting, please tune in to Channel 16 if your provider is Cox Cable, Channel 6082 if your provider is Frontier, or go to gmedia.swagit.com/live.

To make public comments over the phone at the December 21, 2020, Town Council Meeting, please call 855-925-2801 and use Code 2241.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Remarks
5. Adoption of Agenda
(Deputy Mayor Pendleton)
6. Communications and Reports from Town Manager
7. Public Input
The public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov. Town Council members will not respond to any public comments/questions.
8. Adoption of Minutes of Previous Meetings
(Councilor Evans)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of December 7, 2020.
9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council (Communications can be emailed to TownCouncilComments@southwindsor-ct.gov)
10. Reports from Committees (Committee Reports can be emailed to TownCouncilComments@southwindsor-ct.gov)

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, December 21, 2020**

11. Consent Agenda

[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 Consent Agenda and be considered in its normal sequence on the Agenda.]

a. First Reading

None

b. Second Reading

Councilor Delnicki

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

A. Resolution Appointing Dan Katzbek (R) an Alternate to the Inland Wetlands Agency/Conservation Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Dan Katzbek (R) an Alternate to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2023, to fill an expired vacancy.

B. Resolution Reappointing Erik Dabrowski (R) to the Blighted Property Appeals Board

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Erik Dabrowski (R) to the Blight Property Appeals Board for a term ending November 30, 2024.

C. Resolution Reappointing Mary Bey (R) to the Housing Authority

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Mary Bey (R) to the Housing Authority for a term ending November 30, 2025.

D. Resolution Reappointing James Macdonald (R) to the Inland Wetlands Agency/Conservation Commission

BE IT RESOLVED that the South Windsor Town Council hereby reappoints James Macdonald (R) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2024.

AGENDA
Regular Meeting – Town Council
Monday, December 21, 2020

11. Consent Agenda (Continued)

b. Second Reading (Continued)

E. Resolution Reappointing Jamie Gamble (R) to the Blighted Property Appeals Board

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Jamie Gamble (R) to the Blighted Property Appeals Board for a term ending November 30, 2024.

(Miscellaneous)

None

12. Unfinished Business

**A. Resolution Reappointing Janice Snyder (R) to the Greater Hartford Transit District
(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Janice Snyder (R) to the Greater Hartford Transit District for a term ending December 12, 2024.

13. New Business

**A. Resolution Directing the Town Manager to Defer all Health Department Permit Fees for Food and Cosmetology Establishments within the Town of South Windsor for 120 Days
(Councilor Delnicki)**

WHEREAS, COVID-19 has caused a global pandemic worldwide resulting in hospitalizations and in some instances even death; and

WHEREAS, the State of Connecticut declared a Statewide Health crisis on March 10, 2020; and

WHEREAS, Governor Lamont has been forced to issue multiple Executive Orders for the public's safety that have impacted small businesses ability to make a profit; and

(Resolution Continued on Next Page)

AGENDA
Regular Meeting – Town Council
Monday, December 21, 2020

13. A. (Continued)

WHEREAS, Executive Orders and the Global Pandemic have significantly impacted food and cosmetology establishments locally

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby directs Town Manager Michael Maniscalco to defer all Health Department permit fees for food and cosmetology establishments within the Town of South Windsor for 120 days.

- B. Discussion Item: Appropriation of \$171,000 from the Capital and Non-Recurring Expenditure Account to Complete Funding for Three Unfunded Projects as follows: \$30,000 for the Ellsworth Elevator Project; \$88,000 for the South Windsor High School Roof Section C Project; and \$52,000 for the Wapping School Roof Replacement Project**
- C. Resolution Setting a Virtual Public Hearing to Receive Citizen Input on an Appropriation of \$171,000 from the Capital and Non-Recurring Expenditure Account**
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, January 4, 2020, at 8:00 p.m.** as the time for a virtual public hearing to receive citizen input on an appropriation of \$171,000 from the Capital and Non-Recurring Expenditure Account to complete funding for three unfunded projects as follows:

\$30,000 for the Ellsworth Elevator Project
\$88,000 for the South Windsor High School Roof Section C Project
\$52,000 for the Wapping School Roof Replacement Project

- D. Resolution Adopting and Accepting All Reimbursement Funding from Federal Emergency Management Agency and the State of Connecticut**
(Councilor Lopez)

WHEREAS, the Federal Government and State of Connecticut have established programs to reimburse municipalities for expenses related to COVID-19; and

WHEREAS, South Windsor has been diligent and submitted requests to FEMA and the State of Connecticut and will continue to seek additional reimbursements as they become available

(Resolution Continued on Next Page)

AGENDA
Regular Meeting – Town Council
Monday, December 21, 2020

13. D. (Continued)

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts and accepts all reimbursement funding and certifies that such funds will be used for purposes outlined by the Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act), and the State of Connecticut Coronavirus Relief Fund (CRF) Municipal Programs or any new program that is presented.

E. Presentation and Discussion Item: South Windsor Volunteer Fire Department, Fire Truck Lease *(requested by Town Manager Michael Maniscalco) (Chief Cooney to be present)*

**F. Resolution Approving Solar Canopies at the South Windsor Police Department
(Councilor Snyder)**

WHEREAS, it is proposed to have solar canopies installed in the South Windsor Police Station parking lot; and

WHEREAS, the Police Department plans to repave and extend their parking area and add fencing in 2021 so that the cost of underground connections to solar canopies can be minimized if the two projects are coordinated; and

WHEREAS, wiring can be included to support electric vehicle charging (known as EV Ready, EV chargers to be acquired later when needed) to benefit possible future plug-in hybrid or battery-powered electric cruisers as well as employees who purchase electric vehicles; and

WHEREAS, solar canopies would yield intangible or unmeasurable benefits by providing shade and shelter from ice and snow; and

WHEREAS, the Town of South Windsor entered into a contract with TitanGen, LLC of Rocky Hill, CT, a division of Titan Energy, for solar consulting services for RFP development, bid evaluation, and project management for proposed solar canopies in the South Windsor Police Station parking lot; and

WHEREAS, TitanGen, LLC's revenue will be built into the eventual power purchase agreement (PPA) rates from a successful bidder, so that the Town incurs no costs unless and until such time as the project is operational; and

(Resolution Continued on Next Page)

AGENDA
Regular Meeting – Town Council
Monday, December 21, 2020

13. F. (Continued)

WHEREAS, an RFP was issued, and proposals have been received for the project; and

WHEREAS, TitanGen, LLC, and the South Windsor Energy Committee have evaluated the proposals and found that Greenskies Clean Energy of North Haven, CT is a qualified bidder and has submitted the lowest cost proposal; and

WHEREAS, the proposed PPA electric rate depends on the term of the contract, whether rates are flat or escalating, the Town's bid for Zero Renewable Energy Credits (ZRECs), and the option of including wiring for electric vehicle charging (EV Ready); and

WHEREAS, TitanGen, LLC, the Town Engineer Jeffery Doolittle, and the Energy Committee recommend a flat electric rate with a 20-year term, inclusion of EV Ready wiring and a tentative ZREC bid of \$75/MWh (Megawatt Hour); and

WHEREAS, such a contract would lead to a PPA rate of \$.1030/kWh (kilowatt-hour) and estimated year one savings of about \$1,900 with increasing savings as rates increase

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to enter into a contract with Greenskies Clean Energy of North Haven, CT, for a power purchase agreement for solar canopies to be installed behind the South Winsor Police Station.

G. Resolution Rescinding a Previously Approved Resolution Accepting the Naming of Public Lands and Buildings Sub-Committee's Recommendation to Name an Interior Driveway at Veterans Memorial Park in Honor of Al Larson (Councilor Evans)

WHEREAS, at the October 19, 2020 Town Council meeting, the Town Council accepted the Naming of Public Lands and Buildings Sub-Committee's recommendation to name the interior driveway which connects the lower parking lot to the upper parking lot at Veterans Memorial Park after Al Larson; and

WHEREAS, the Naming of Public Lands and Buildings Sub-Committee met on December 10, 2020, with a member from the Patriotic Commission and a member from the Park & Recreation Commission; and

(Resolution Continued on Next Page)

AGENDA
Regular Meeting – Town Council
Monday, December 21, 2020

13. G. (Continued)

WHEREAS, the Naming of Public Lands and Buildings Sub-Committee agreed to find another location to honor Mr. Larson

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby rescinds and will reconsider the action taken at a previous meeting approving a resolution accepting the Naming of Public Lands and Buildings Sub-Committee’s recommendation to name an interior driveway at Veterans Memorial Park in honor of Al Larson.

H. Resolution Accepting the Naming of Public Lands and Buildings Sub-Committee’s Recommendation to Name the Lap Pool within the Aquatics Complex in Honor of Al Larson
(Councilor Maneeley)

WHEREAS, the Naming of Public Lands and Buildings Sub-Committee met on Thursday, December 10, 2020, and discussed the naming of the lap pool within the aquatics complex at Veterans Memorial Park in honor of Al Larson; and

WHEREAS, Al Larson has served the South Windsor community in many capacities for many years, including serving on the Park & Recreation Commission as a member and as the Chairperson, as well as being a strong advocate of aquatics; and

WHEREAS, the Sub-Committee voted unanimously to recommend to the Town Council that the lap pool within the aquatics complex at Veterans Memorial Park be named in honor of Al Larson

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby accepts the Naming of Public Lands and Buildings Sub-Committee’s recommendation to name the lap pool within the aquatics complex at Veterans Memorial Park after Al Larson.

I. Resolution Approving the Job Description for the Clerk of the Council
(Councilor Hockenberry)

BE IT RESOLVED that the South Windsor Town Council hereby approves the job description for the Clerk of the Council, as shown in attached **Exhibit A**.

AGENDA

**Regular Meeting – Town Council
Monday, December 21, 2020**

13. New Business (Continued)

**J. Resolution Approving the Recommended Personnel Committee Procedures
(Councilor Snyder)**

BE IT RESOLVED that the South Windsor Town Council hereby approves the Recommended Personnel Committee Procedures, as shown in attached **Exhibit B**.

**K. Resolution Approving Amendments to the South Windsor Town Council Rules and Procedures (Article XI, Section 7 – Standing Committees (a) Personnel Committee; and Article XVIII – Performance Evaluation)
(Deputy Mayor Pendleton)**

WHEREAS, the South Windsor Town Council hereby approves amendments to the South Windsor Town Council Rules and Procedures (Article XI, Section 7 – Standing Committees (a) Personnel Committee; and Article XVIII – Performance Evaluation), as shown in attached **Exhibit C**.

**L. Resolution Approving a Request to Fly the Hartford Bags of Love Flag
(Councilor Lydecker)**

WHEREAS, the South Windsor Town Council has received an application from the Hartford Bags of Love Organization requesting that the Hartford Bags of Love Flag be flown during the month of January 2021 in celebration of the fourth anniversary of their founding

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves this request and asks that Town Manager Michael Maniscalco fly the Hartford Bags of Love Flag on the Town Flag Pole (Town Center intersection) beginning January 2, 2021 through January 31, 2021.

**M. Resolution Approving a Refund of Taxes to Twenty-One (21) South Windsor Taxpayers
(Councilor Lopez)**

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to twenty-one (21) South Windsor Taxpayers, the total of said refunds being \$7,378.55 and as more fully described on attached **Exhibit D**.

AGENDA
Regular Meeting – Town Council
Monday, December 21, 2020

13. New Business (Continued)

- N. Resolution Referring the Purchase of 1645 Ellington Road to the Planning & Zoning Commission Pursuant to Section 8-24 of the Connecticut General Statutes and Authorizing Town Manager, Michael Maniscalco to Sign and Execute a Purchase and Sale Agreement**
(Councilor Hockenberry)

WHEREAS, the Town is interested in purchasing a property located at 1645 Ellington Road consisting of approximately 8.35 acres and a 31,170 square foot building in the amount of \$3,925,000; and

WHEREAS, the Town is considering this property for the housing of Town Offices, vital records, and to conduct Town business;

WHEREAS, any plan to use Town funds to acquire property must be submitted to the South Windsor Planning & Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby refers the purchase of property located at 1645 Ellington Road, consisting of approximately 8.35 acres to the Planning & Zoning Commission pursuant to Section 8-24 of the Connecticut General Statutes; and

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to sign and execute the purchase and sale agreements or documents necessary to carry out such purchase.

14. Passage of Ordinance

15. Public Input

The public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov. Town Council members will not respond to any public comments/questions.

16. Communications from Council

AGENDA
Regular Meeting – Town Council
Monday, December 21, 2020

17. Executive Session

- A. To discuss pending litigation (460 Miller Road) pursuant to Connecticut General Statutes §1-210(b)(4) and §1-200(6)(E).**
- B. To discuss the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (1645 Ellington Road).**
- C. To discuss the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (220 Scantic Road)**

18. Adjournment

TOWN OF SOUTH WINDSOR
CLERK OF THE COUNCIL

NATURE OF WORK

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

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

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

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

OTHER JOB FUNCTIONS

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

REQUIREMENTS OF WORK

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

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

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

Working knowledge of office practices and procedures.

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

Working knowledge of computer software as applied to office applications.

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

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

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

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

Ability to prioritize, organize, and perform work independently.

Ability to plan and maintain record-keeping systems.

Ability to compose and prepare effective correspondence.

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

PHYSICAL DEMANDS

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

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

See Attached Addendum Approved by the Personnel Committee 12/1/2020

FINAL DRAFT

**Addendum to the Clerk of the Council Job Description
(Approved by the Personnel Committee 12/1/20)**

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

The Clerk of the Council reports to the Mayor, not the Town Manager.

The Personnel Committee, appointed by the Mayor, conducts the Clerk of the Council's yearly evaluation.

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

The Clerk of the Council averages at least 37.5 hours per week over the course of each fiscal year. Some weeks this position works more than 37.5 hours per week, and other weeks, this position may work fewer hours per week. The Clerk of the Council keeps track of the hours worked weekly to ensure that come the end of the fiscal year, this position averages at least 37.5 hours per week. Evening meetings that the Clerk of the Council attends count as hours worked for the week.

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

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

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

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

The Clerk of the Council's weekly timecard should be forwarded by email to the Mayor for approval by Friday evenings. The Mayor will then forward it to the Director of Human Resources and the Clerk of the Council by Monday at 9:00 a.m. for processing to Payroll.

PERSONNEL COMMITTEE DUTIES AND RESPONSIBILITIES

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 and Clerk of the Council, and other duties assigned by the Council. (established by resolution dated 12/20/1993)

This procedure shall also apply to any in-house Town Attorney who is established as a Town employee.

Charter references:

- Section 303 – Clerk {of the Council}
- Section 305 – General powers and duties
- Section 403 – Tenure and compensation {of the Town Manager}

RECOMMENDED PERSONNEL COMMITTEE PROCEDURES

A. Annual Appraisal Procedure for Town Council's employees:

- I. **Preparation for employee review (Annually early April)**
 - a. Notify the Town Council of upcoming review of employee(s)
 - b. Notify employee(s) of their upcoming performance evaluation

- II. **FIRST meeting of the Personnel Committee (Early-April)**
 - a. Obtain & review current contract (if applicable)
 - b. Obtain & review last approved performance evaluation
 - c. Obtain & review the most current evaluation document
 - d. Direct employee(s) to complete a "self-evaluation" encompassing the rating year **(receive responses before mid-May)**
 - e. Identify timetable for review process for Committee and Town Council Executive Sessions

- III. **Schedule meetings (Mid-April)**
 - a. Schedule three (3) Executive Sessions with Town Council
 - i. Before commencement of evaluation (First)
 - ii. After completion of 1st DRAFT of evaluation (second)
 - iii. Administration of evaluation to employee(s) (third)

- IV. **FIRST Executive Session with Town Council to receive input on employee performance (Early-May)**
 - a. Provide a blank copy of the evaluation form
 - b. Gather input from each Councilor regarding all areas of performance for the rating period
 - c. Discuss thoughts on compensation

- V. **SECOND meeting of the Personnel Committee {include Executive Session} (Mid-May)**
 - a. Discuss and review input from Council
 - b. Review self-evaluations
 - c. Prepare a first DRAFT of the evaluation document
 - d. Send to Councilors for their review and feedback
 - e. Discussion with employee on compensation and be prepared to review with Town Council

- VI. **SECOND Executive Session with Town Council to review DRAFT evaluation document and discuss compensation (Late-May)**
 - a. Make changes, revisions, additions, or deletions as needed
 - b. Discuss and finalize compensation

- VII. **THIRD meeting of the Personnel Committee {include Executive Session} (Early-June)**
 - a. Finalize employee(s) evaluation prepare final document
 - b. Finalize compensation offer
 - c. Send final document to Councilors

- VIII. **THIRD Executive Session with Town Council to administer evaluation and approve compensation (Last TC meeting in June)**
 - a. Followed by a resolution at last meeting in June

- IX. **Finalize evaluation (prior to July 1)**
 - a. Obtain appropriate signatures from employee(s) and Personnel Committee
 - b. Original to the employee(s)
 - c. Copy for the employee(s) Personnel File
 - d. Copy for the Personnel Committee File maintained at Town Hall

- B. **Periodic review of Town Council's employees** – As required per contract specifications or as necessary, the Personnel Committee may be required to perform additional periodic reviews of the Town Council's employees. In these cases:
 - a. The Personnel Committee will meet directly with the employee; discuss pertinent information regarding performance and report review/findings directly to the Town Council in Executive Session.

Approved by Town Council via Resolution on mm/dd/yyyy

Resolution Attached

Proposed Changes to the Town Council Rules and Procedures by the Personnel Committee:

Under Article XI – Committees, Section 7 – Standing Committees, (a) – Personnel Committee

Current Wording:

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 and Clerk of the Council, and other duties assigned by the Council.

Proposed Wording:

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

Under Article XVIII – Performance Evaluation

Current Wording:

An annual Performance Evaluation of the Town Manager, and the Clerk of the Council will be held in Executive Session by the Town Council in the month of June. Reports of these meetings will be inserted in the personnel records of the employees.

Proposed Wording:

An annual Performance Evaluation of the Town Manager, 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. Reports of these meetings will be inserted in the personnel records of the employees.

Exhibit D

Collector of Revenue

Batch 18 FY 21

December 21, 2020 Meeting

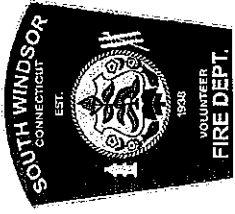
Name	Bill	Prop Loc/Vehicle Info.	Reason	Over Paid
ACAR LEASING LTD	2019-03-5000164	2017/AH36753/1GTV2MEC7HZ107113	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(630.78)
ACAR LEASING LTD	2019-03-5000215	2017/C091297/1GCVWR6C0H2L67151	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(565.93)
FINANCIAL SER VEH TRUST	2019-03-5007861	2017/163TRR/SUXW9C32H0720573	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(467.93)
FINANCIAL SER VEH TRUST	2019-03-5007884	2016/AG67577/WB8A5B3C58GG6259665	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(600.17)
FINANCIAL SER VEH TRUST	2019-03-5007885	2016/AG77676/WB8A5A7C57GG152469	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(466.76)
FINANCIAL SER VEH TRUST	2019-03-5007887	2016/AH95377/WB8A5A7C56GG148851	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(362.85)
FINANCIAL SER VEH TRUST	2019-03-5007913	2016/AU26019/WB8AHT3231G4A51198	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(477.74)
FORD CREDIT PERSONAL PRTY TAX	2018-04-0080497	2019/JLCSQDZ/3LN6L5P95KR605473	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(1,293.60)
GAGLIARDI DOUCETTE LLC	2018/01-0009647	73 LEXIE LANE	Sec. 12-129 Refund of Excess Payments.	(887.80)
HONDA LEASE TRUST	2019-03-5010556	2016/AF80471/19WFC27Z6E242355	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(66.40)
HONDA LEASE TRUST	2019-03-5010583	2017/AK57043/HMWGK5H75H5010092	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(100.08)
HYUNDAI LEASE TITLING TRUST	2018-03-5010817	2015/AC10646/5NPE3A483FH246847	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(320.79)
HYUNDAI LEASE TITLING TRUST	2019-03-5010982	2017/A9151518/SXXGT4L33HG157180	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(96.10)
JP MORGAN CHASE BANK N/A	2019-03-5011797	2017/AG11247/JM1DKFD70H0142205	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(485.62)
LINE 8 SOFTWARE SOLUTIONS	2019-02-0040796	140 PHEASANT WAY	Sec. 12-129 Refund of Excess Payments.	(150.00)
MANHERTZ NIGEL C	2018-03-5014556	2010/6S1ZV0/ZHGFG188XAH535396	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(45.13)
TOYOTA LEASE TRUST	2019-03-5023430	2018/7ART1/1AT18Z1HXUJ051588	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(65.19)
TOYOTA LEASE TRUST	2019-03-5023443	2018/A465248/JTMRJREVXD235884	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(49.85)
TOYOTA LEASE TRUST	2019-03-5023457	2017/A023186/5TDJZRFPH9H5466272	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(67.23)
TOYOTA LEASE TRUST	2019-03-5023480	2017/AG74986/5TDJZRFPH8S373887	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(135.30)
YOUSSEF MOHAMED M	2019-03-5025428	2015/AD74256/WB8A5A7C57FD623424	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(43.30)
TOTAL			Total of 20 Refunds	(7,378.55)

Drafted and approved by:

Shirley R. Winski
Shirley R. Winski, Secretary, CCMC, CCMO

Date: December 24, 2020

Backup Information for
Item 13.E.



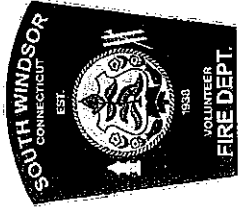
Capital Equipment Procurement Proposal

December 2020



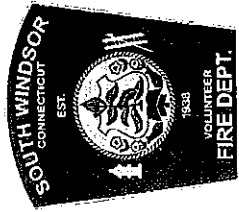
Agenda

- **Progress Since Last Meeting**
- **Apparatus Replacement Plan**
- **Apparatus Project Estimates – June 2020**
- **Vehicle / Equipment / Radio – Bidders/Pricing**
- **Apparatus Bid Process Respondents**
- **Consolidated Capital Request Summary**



Progress Since Last Meeting

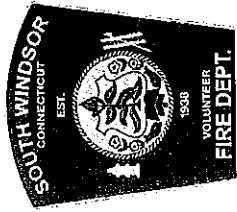
- ✓ Evaluated local deliveries
- ✓ Attended emergency apparatus/equipment trade show
- ✓ Met with apparatus providers - For both “Rescue” and “Fire-Police” vehicle
- ✓ Developed bid specifications – vehicle / equipment / radio systems
- ✓ Advertised / conducted public bid notice
- ✓ Received / rationalized / consolidated bid results
- ✓ Summarized capital request summary



Apparatus Replacement Plan

Vehicle	Purchase Date	Projected Order Date			Age At Replacement
		2008 Plan	2010 Plan	2015 Capital Plan	
Rescue 5 Company 6	1996 Addition	2017	2017	2019 2018	23
Utility 13	2002	2020	2020	2020	18
Ladder 1	Addition	2010	2013	2020	25
Engine 8	1996	2019	2019	2021	20
Engine 2	2006	2025	2025	2026	19
Tower 1	2008	2027	2027	2027	20
Engine 3	2011	2031	2031	2031	60
Engine 4	2014	2034	2034	2034	20
Marine 1	1975	2035	2035	2035	20
Engine 6	2018	2038	2038	2038	20

- Rescue 5 – Vehicle Life Extended – now 26 years at replacement



Apparatus Project Estimates – June 2020

Expense Area	Rescue 5	Company 6	Total
Purchase Cost			
Vehicle	\$800,000	\$220,000	\$1,020,000
Equipment	\$70,000	\$5,000	\$75,000
Radio Systems	\$15,000	\$2,500	\$17,500
Purchase Cost - Total	\$885,000	\$227,500	\$1,112,500
Financing Amount			
Financing Term (months)	120		
Interest Rate	2.79%		
Interest Amount - Total	\$130,200	\$33,380	\$163,580
Monthly Expense - Total	\$8,460	\$2,174	\$10,634.00
Project Expense - Total	\$1,015,200	\$260,880	\$1,276,080

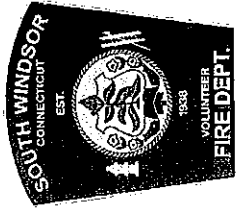
- Pricing is based on preliminary supplier estimates thru specification development
- Finance term is representative of last (4) vehicle purchases
- Interest rate assumption (2.79%) provided by P. Perry
- Includes replacement of select aging hydraulic rescue tools



Vehicle/Equipment/Radio – Bidders/Pricing

Expense Area	Rescue 5	Company 6	Total
Purchase Cost			
Vehicle	\$903,488	\$219,955	\$1,123,443
Equipment	\$66,421	\$2,641	\$69,062
Radio Systems	\$13,408	\$2,433	\$15,841
Purchase Cost - Total	\$983,317	\$225,029	\$1,208,346

- **Consolidated Expense**
- Represents purchase cost for vehicle and lowest bidder submission pricing for equipment and radio systems
- All pricing includes delivery to South Windsor

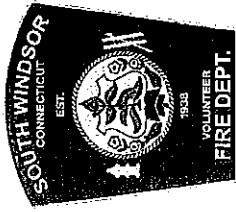


Apparatus Bid Process Respondents

- **Vehicles**
 - **Rescue Truck**
 - Pierce Manufacturing - (Appleton, Wisconsin)
 - **Fire-Police Vehicle**
 - Firematic Supply Company - (East Yaphank, New York)

- **Equipment**
 - New England Fire Equipment & Apparatus - (North Haven, Connecticut Company)
 - Firematic Supply Company - (East Yaphank, New York)
 - Shipman's Fire Equipment Company - (Waterford, Connecticut)

- **Radio Systems**
 - Firematic Supply Company - (East Yaphank, New York)
 - Marcus Communications - (Manchester, Connecticut)



Consolidated Capital Request Summary

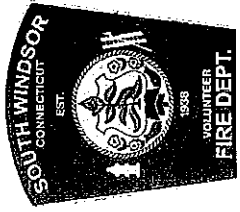
Pricing with SCOTT Manufacturers Pricing

Rescue Truck - (with equipment/radio)	\$983,317
Fire- Police Vehicle - (with equipment/radio)	\$225,029
SCOTT Air Packs - Mass State Bid Price	\$546,007
Total	\$1,754,353

Pricing with SCOTT Mass State Bid Price

Rescue Truck - (with equipment/radio)	\$983,317
Fire- Police Vehicle - (with equipment/radio)	\$225,029
Scott Air Packs - Manufacturers Price	\$552,926
Total	\$1,761,272

***SCOTT Manufacturers Pricing Bid Variance **-\$6,919**



Closure

Application for a Flag to be Flown in South Windsor 2020

A request for a flag to be flown in South Windsor should be at minimum of seven days in advance of the date for flag to be flown. The commemorative flag is to be flown on a Town flagpole according to the U.S. Flag Code

Print Name/ Street Address/ City and State

Tierney Cabot 37 Kelly Rd S. Windsor CT 06094

Phone #: 201-647-5024 Cell #: _____

Date of Request: January 2021

Name of Flag to be Flown: Feathered Boys of Love

Flag dimensions must not be larger than: 5' x 9' with grommets for securing the lanyard.

Date (s) Event Requested for: all of Town

Special Requests: _____

Date to be Raised: 1/1/2021 Date Lowered 01/31/21

Name of person making this request: Tierney Cabot

Signature of person making this request: Tierney Cabot

This Application must remain on file in the South Windsor Town Manager's Office and cannot be submitted more than once in any calendar year.

Signature/Town Manager: _____ Request

Received by Town Manager/Date: _____

Accepted: _____ Approval process by

Town Council: approved _____ (date) denied _____ (date)

Approved by the South Windsor Town Council on: _____

Flag Location: _____

Hartford Bags of Love/ Flag Resolution:
For Dec 21 TC Meeting:

WHEREAS, the South Windsor Town Council has received an application from the Hartford Bags of Love Organization, requesting that the Hartford Bags of Love Flag be flown during the month of January 2021, in celebration of their fourth anniversary of their founding (January 2017).

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves this request and asks that Town Manager Michael Maniscalco fly the Hartford Bags of Love Flag at the Town Flagpole (Town Center-intersection) beginning Saturday, January 2, 2021 through January 31, 2021.

Background info for us:
Letter Received Oct. 20, 2020
Mr. Mayor,

As you know, I started Hartford Bags of Love to help the homeless and less fortunate. All the work we have done would not be possible without the support from the Town Council and community. We are grateful for the continued support.

January will mark the 4th anniversary of Hartford bags of love and I would like to request that the town consider flying a flag with our logo on it for the month of January. This will allow the entire town to recognize the work we have done together to help those less fortunate because as I mentioned before without the community, we would not have been able to carry on the work we are doing.

Thank you for considering this request.

Sincerely,

Tiernan Cabot
Founder - Hartford Bags of Love