

AGENDA

TOWN COUNCIL
VIRTUAL MEETING

REGULAR MEETING
MONDAY, MARCH 1, 2021
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 on the phone at the March 1, 2021, Town Council Meeting, please call 855-925-2801 and use Code 7771, or send an email to TownCouncilComments@southwindsor-ct.gov to have comments read during Public Input at the meeting.

After Roll Call is complete, the Mayor will read a Proclamation Recognizing the Human Services Department.

Mrs. Bonnie Armstrong, Town Clerk, will swear in Philip Koboski after he has been appointed.

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Remarks

5. Adoption of Agenda
(Councilor Hockenberry)

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 Snyder)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Regular Meeting Minutes of February 16, 2021.

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

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10. Reports from Committees (Committee Reports can be emailed to TownCouncilComments@southwindsor-ct.gov)

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.]

(Councilor Maneeley)

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

a. First Reading

A. Resolution Appointing Robert Burns (R) an Alternate to the Economic Development 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 Robert Burns (R) an Alternate to the Economic Development Commission for a term ending November 30, 2024, to fill the expired term of Shailesh Verma and postpones consideration of this motion until the Town Council’s next regularly scheduled meeting.

b. Second Reading

(Councilor Maneeley)

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

A. Resolution Appointing Stephanie Dexter (R) to the Demolition Delay Committee

BE IT RESOLVED that the South Windsor Town Council hereby appoints Stephanie Dexter (R) to the Demolition Delay Committee for a term ending December 31, 2022, to fill the expired term of Kevin Greer.

B. Resolution Appointing Renee Powell (R) to the Mass Transit and Highway Advisory Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Renee Powell (R) to the Mass Transit and Highway Advisory Commission for a term ending November 30, 2023, to fill an expired vacancy (previously occupied by Carolyn Mirek).

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11. Consent Agenda (Continued)

b. Second Reading (Continued)

C. Resolution Appointing Stephanie Weintraub (R) to the Human Relations Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Stephanie Weintraub (R) to the Human Relations Commission for a term ending November 30, 2023, to fill the expired term of James O'Brien.

D. Resolution Appointing Michael LeBlanc (R) to the Mass Transit and Highway Advisory Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Michael LeBlanc (R) to the Mass Transit and Highway Advisory Commission for a term ending November 30, 2021, to fill the unexpired vacancy (previously occupied by Robert Dickinson).

c. Miscellaneous

None

12. Unfinished Business

A. Resolution Appointing Philip Koboski (R) to the South Windsor Town Council (Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Philip Koboski (R) to the South Windsor Town Council for a term ending November 8, 2021, to fill the unexpired term of Audrey Delnicki.

13. New Business

A. Discussion Item: Absentee Ballots (requested by Deputy Mayor Pendleton) (Bonnie Armstrong, Town Clerk to be present)

B. Resolution Accepting the Agreement Between the Town of South Windsor, Connecticut and Local 1303-028 of Council #4, AFSCME, AFL-CIO for the Period July 1, 2019 through June 30, 2024 (Councilor Evans)

(Resolution Continued on Next Page)

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13. B. (Continued)

BE IT RESOLVED that the South Windsor Town Council authorizes Town Manager Michael Maniscalco to enter into a Contract between The Town of South Windsor, Connecticut and Local 1303-028 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO, said Contract to be in effect from July 1, 2019 through June 30, 2024.

C. Discussion Item: A Request to Fly the American Legion Flag from March 2, 2021 through March 31, 2021, for their Anniversary (requested by Deputy Mayor Pendleton) (Art Sladyk to be present)

D. Resolution Approving a Request to Fly the American Legion Flag (Deputy Mayor Pendleton)

WHEREAS, the South Windsor Town Council has received an application from the American Legion who have requested that the American Legion Flag be flown from March 2, 2021 through March 31, 2021, in celebration of their anniversary

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves this request and asks that Town Manager Michael Maniscalco put the American Legion Flag up beginning Tuesday, March 2, 2021, on the flagpole.

E. Resolution Approving Offer of a Tax Assessment Agreement with Barry Equipment (Councilor Lopez)

WHEREAS, a Request for Tax Abatement has been received from Barry Equipment for property located at 1608 John Fitch Boulevard, South Windsor, CT; and

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

WHEREAS, at the Economic Development Commission meeting held on January 27, 2021, the Commission reviewed and recommended that a tax assessment agreement be offered to Barry Equipment; and

(Resolution Continued on Next Page)

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13. E. (Continued)

WHEREAS, the Town Manager recommends, pursuant to said program, that a tax assessment agreement be offered to Barry Equipment as an incentive to invest an estimated \$750,000 in total costs for a 5,000 square foot expansion of an existing building in South Windsor (the land and building improvements collectively referred to as the "Real Property")

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council is pleased to offer a tax assessment agreement between the Town and Barry Equipment reducing the amount of the estimated real property assessment by 60% for the first year; 50% for the second year; and 40% for the third year with an estimated tax benefit reduction of approximately \$30,000 total over the three (3) years, commencing with the Grand List following the date the Certificate of Occupancy is issued for the Real Property; provided, however, that if such assessment is changed by any future Town revaluation, the new assessed value of the Real Property shall be reduced by the percentage applicable to the year within the three (3) year period such assessment is changed; and

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer to Barry Equipment is conditioned upon Barry Equipment (1) meeting the estimated \$750,000 construction cost figure and agreeing to the estimated assessment figure; and (2) continuing to pay the real estate taxes on the facility for a minimum of ten (10) years from the date the Certificate of Occupancy is issued; if Barry Equipment fails to meet either of these conditions, Barry Equipment shall refund the Town of South Windsor all of the tax benefit reductions it has received; and

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

F. Resolution Adopting a Budget Policy Statement for the Fiscal Year 2021/2022 Budget
(Councilor Lydecker)

WHEREAS, the South Windsor Town Council, in preparation for the upcoming budget, would like to establish a Budget Policy Statement; and

WHEREAS, the policy has been presented to the Town Council for their review; and

(Resolution Continued on Next Page)

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13. F. (Continued)

WHEREAS, the Budget Policy Statement for the Town of South Windsor will give direction to all Town departments and the Board of Education as they formulate their budgets

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Budget Policy Statement for the Fiscal Year 2021/2022 Budget, as shown in attached **Exhibit A**.

G. Discussion Item: The Creation of a Budget Working Group *(requested by Deputy Mayor Pendleton)*

H. Resolution Approving a Statement of Support Regarding the Black Lives Matter Movement in South Windsor (Councilor Evans)

WHEREAS, on June 15, 2020, the Town Council recognized racism as a public health crisis and approved the creation of a Town Council Sub-Committee to address the Black Lives Matter Movement in South Windsor; and

WHEREAS, one of the tasks that the Sub-Committee was charged with was to draft a Statement of Support regarding the Black Lives Matter Movement in South Windsor to address racism as a public health crisis within our community; and

WHEREAS, the Black Lives Matter Sub-Committee worked diligently on this task and, completed the draft at their meeting held on January 28, 2021, and has submitted it to the South Windsor Town Council

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the Statement of Support, as shown in attached **Exhibit B**.

I. Discussion Item: The Creation of a Social Justice and Racial Equity Commission through Ordinance *(requested by the Black Lives Matter Sub-Committee)*

J. Resolution Designating March 13, 2021, as South Windsor Teacher Thank You Day in the Town of South Windsor (Councilor Snyder)

(Resolution Continued on Next Page)

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13. J. (Continued)

WHEREAS, the COVID-19 Pandemic has taken a grip on South Windsor and the entire world commencing in March 2020, thereby changing the delivery of education; and

WHEREAS, on March 13, 2020, South Windsor Schools closed and were forced to enter into a remote learning mode to protect our students, staff, families, and community; and

WHEREAS, South Windsor Teachers demonstrated their commitment to learning through engaging in an unprecedented distance or remote learning model with little to no previous training or in-place procedures; and

WHEREAS, South Windsor Teachers exemplified their dedication to our community by displaying their endurance, flexibility, and fortitude by working diligently with students and families through countless extended hours in a revised and constantly changing teaching method in a quick and timely manner

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby recognizes and commends the South Windsor Board of Education, Superintendent of Schools, Administrators, Clerical staff, Building staff, and Paraprofessionals for ensuring our School District has navigated our community through these extraordinary learning times; and

BE IT FURTHER RESOLVED that the South Windsor Town Council officially recognizes the relentless perseverance and efforts of our teachers to deliver education to our students designating March 13, 2021, as South Windsor Teacher Thank You Day in the Town of South Windsor.

K. Resolution Accepting the Resignation of Michael Giannamore (U) from the Historic District Commission
(Councilor Koboski)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Michael Giannamore (U) from the Historic District Commission; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Michael Giannamore for the time he has dedicated to serving his community by his membership on the Historic District Commission.

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13. New Business (Continued)

- L. Resolution Approving a Refund of Taxes to Fourteen (14) South Windsor Taxpayers**
(Councilor Hockenberry)

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to fourteen (14) South Windsor Taxpayers, the total of said refunds being \$14,068.78 and as more fully described on attached **Exhibit C**.

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

17. Executive Session

- A. To discuss an “Agreement Between the Town of South Windsor and Public Works – AFSCME Local 1303-028, Council #4.”**

18. Adjournment

**TOWN OF SOUTH WINDSOR, FISCAL YEAR 2021-2022 (DRAFT-PROPOSED)
(DRAFT) Town Council Budget Policy Statement**

OBJECTIVE

The objective of this budget policy statement is to provide guidance from the Town Council to the Town Manager and the Superintendent of Schools/Board of Education during the creation and presentation of the 2021-2022 South Windsor Town Budget. The intent of this Budget Policy Statement is to provide guidance to those charged with presenting both the general government budget and the education budget recommendations to the South Windsor Town Council.

GENERAL STATEMENT: The Town of South Windsor's annual budget is a document that will consider the financial impact on residents.

GUIDELINE: *Budget information will be presented to residents as early as possible.*

GOALS:

- Include taxpayers in the budget process and information, utilizing public hearings (WebEx Virtual), Town website, local newspaper notices, Citizens Guide to the Budget (website), and Town Council and Board of Education meetings/public input.
- Budgets presented should reflect the guidelines presented here as well as projected revenue, anticipated State of CT funding, **and current economic conditions, including COVID-19 related expenses.**
- **The Town Manager and the Superintendent should present their respective budgets utilizing the safest method for presentation during the times of the global pandemic.**
- The Town Manager's budget will incorporate the Capital Projects Committee budget recommendations for Municipal Government Improvements and future development.

2021-2022 BUDGET GOALS

1. Town Council **shall NOT** use the fund balance to lower the annual mill rate or pay for Town operating expenses **(ref- #1 strategic plan)**
2. **Continue to maintain and enhance a fiscally sound position for the community in an effort to strive for a AAA credit rating from S&P. (ref-#1 strategic plan)**
3. To the extent possible, town staffing levels should remain consistent with previous year, while hiring staff for replacement positions is recommended. **(ref- #4 strategic plan)**
4. Support efforts for public health, safety and welfare for all residents in all age groups **(ref- #5 and #6 strategic plan)**
5. Town Council will support the implementation of ongoing infrastructure projects including the redevelopment of town owned facilities **(reference #4 strategic plan)**
6. Town Council will support contractual educational requirements and in order to meet increased enrollment needs **(ref-# 2 strategic plan)**
7. The Town Council will evaluate the Capital Projects Committee update of the Town's long-term Municipal Improvement Plan **(ref-#1 and #4 strategic plan)**
8. The Town Council **will realistically estimate state** revenues and consider possible reductions in state funding **(ref-# 1 strategic plan)**

9. Continue to support investment in new technologies and updates to IT for efficiencies and enhancement of services to the public. *(ref-#8 strategic plan)*

The Council for its part will:

1. Continue to support the Town Manager's labor negotiation efforts **to achieve the best financial position for the town.**
2. **Work to realize efficiencies and cost-savings for taxpayers.**
3. Seek cost-savings by pursuing regional sharing of services.
4. Continue our tax stabilization fund (1% of economic development tax dollars contributed to this fund).

Date Approved by Town Council: _____



**TOWN OF SOUTH WINDSOR, CONNECTICUT
STATEMENT OF SUPPORT
ELIMINATE SYSTEMIC RACISM IN OUR TOWN**



On June 15, 2020, the South Windsor Town Council declared Racism as a Public Health Crisis in our community in the housing, health care, education, job training, and employment arenas.

1. We recognize and support the goals of social justice and racial equality in our community, passionately stand against racial discrimination, and condemn violence against our black, indigenous, and people of color (BIPOC).
2. We stand firmly against police brutality, targeted racism, and profiling against the BIPOC community.
3. We commit to policy changes that address racial and cultural bias and will create a welcoming community inclusive of BIPOC.
4. We promise to search and utilize specific avenues focused on the recruitment of BIPOC candidates for government job opportunities.

The Town of South Windsor will take the following actions:

- A. Encourage a more diverse community involvement through a Racial Equity and Social Justice Commission through Ordinance to address specific issues at the root of racial bias and to suggest and implement proactive opportunities.
- B. Commit to anti-racist and anti-bias training for every town employee and elected official on an annual basis of twelve (12) hours minimum.
- C. Provide training sessions, community conversations, reading lists, and forums through a variety of media for all South Windsor residents, specifically targeted to bring about awareness of the following:
 - a. Critical self-reflection on racism.
 - b. Inequities and history still alive in our system.
 - c. Action and advocacy to fight racial and social injustice.
- D. Ensure the Town Government and Police Department continually improve upon policies and procedures that eliminate racism, bias, and profiling interactions in the hiring process of our BIPOC community. Increase diversity of employment through recruitment and hiring. Develop a system of open and transparent communication between town employees and citizens to create dialogue regarding issues and topics within our community.

Name	Bill	Prop Loc/Vehicle Info.	Reason	Over Paid
ADMIRAL MOVING AND STORAGE INC	2019-03-5000288	2003/1D1G24383B230083	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(20.08)
ADMIRAL MOVING AND STORAGE INC	2019-03-5000293	2004/1HTMMAAL34H504141	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(265.92)
CAB EAST LLC	2019-03-5003245	2018/LFTEW1EP9JKF48357	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(72.95)
CARON DOUGLAS M	2019-03-5003562	2017/3TMDZ5BN8HM035746	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(653.17)
FARMTEK DIV OF ENGINEER SER	2019-02-0040502	1395 JOHN FITCH BLVD	Sec. 12-129 Refund of Excess Payments.	(6,903.63)
HENDRICKSON ROBERT A & PATRICIA L	2019-01-0004221	20 SHARON DRIVE	Sec. 12-129 Refund of Excess Payments.	(10.00)
JP MORGAN CHASE BANK NA	2019-03-5011916	2019/453GKAM64K3606870	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(245.47)
LIBERTY BANK	2019-01-0002894	191 NATSKY FARM ROAD	Sec. 12-129 Refund of Excess Payments.	(67.33)
LIBERTY BANK	2019-01-0005406	101 CANDLEWOOD DRIVE	Sec. 12-129 Refund of Excess Payments.	(1,178.07)
LIBERTY BANK	2019-01-0005946	257 PEPIN PLACE	Sec. 12-129 Refund of Excess Payments.	(3,496.33)
MILLER KATHLEEN R	2019-03-5015800	2009/5FNYF482298026984	Sec. 12-129 Refund of Excess Payments.	(152.09)
PERRY CHRISTINE & JOHN T &	2019-01-0007705	30 HERMAN WAY	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(416.30)
THEODOPOULOS THEODOROS	2019-04-8002988	2019/453GTA6XK3716761	Sec. 12-129 Refund of Excess Payments.	(42.54)
WELLS FARGO REAL ESTATE TAX SERVICES	2018-01-0011208	665 NEVERS ROAD	Sec. 12-129 Refund of Excess Payments.	(544.90)
Total of 14 Refunds				(14,068.78)

Carlene Andrus
 Carlene Andrus
 Revenue Clerk

Drafted by:

2/17/21
 Date:

Jennifer R. Hlinski Shirley
 Jennifer R. Hlinski Shirley, CCMC, CCMO
 Collector of Revenue

Approved by:

2/17/21
 Date:

Backup material
for Item 11.a.A

BOARD AND COMMISSION APPOINTMENTS OR REAPPOINTMENTS

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

BOARD OR COMMISSION	NAME	ADDRESS	PHONE NUMBER	APPTMT OR REAPPTMT	NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY	PARTY AFFILIATION	TERM
EDC alternate	Robert Burns	81 Rockledge Drive	860 573-2526	APPTMT Ait.	Shailesh Verma	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. Also, all information should be filled in or WILL NOT be accepted.

STEPHANIE DEXTER

R

2/16/2021

Submitted by: _____ Party Affiliation: _____ Date: _____

Backup material for
Items 13C and 13D

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

Ken Lewis, 708 Twin Circle Dr., So. Windsor, Ct

Phone #: _____ Cell #: 8604165276

Date of Request: 2/15/2021

Name of Flag to be Flown: American Legion

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

Date (s) Event Requested for: 3/1 - 3/31 American Legion Anniversary

Special Requests: _____

Date to be Raised: 3/1 Date Lowered 3/31

Name of person making this request: Ken Lewis

Signature of person making this request: Ken Lewis

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: _____

Flag Flying Policy

I. Purpose

- A. The Town of South Windsor establishes the following guidelines regarding the display of Commemorative or Organizational Flags on a Town flagpole located at the Town Hall, or Town-owned or Town-maintained facilities.
- B. In adopting this Policy, 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.

II. Policy

- A. As expression of the Town's official government speech, the Town Council may authorize the display of a Commemorative or Organizational Flag at the flagpole located at the South Windsor Town Hall or other Town-owned or Town-maintained facilities.
- 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 and a majority of the Town Council members agrees to place the discussion on the agenda for a regular or special Town Council meeting. Further procedural requirements are outlined in Section III.
- C. At a noticed and agendized Town Council meeting, a majority of Council members would need to agree to fly the Commemorative or Organizational Flag.
- 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.
- E. 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.

- F. If any other flag is flown at half-staff, the Commemorative or Organizational Flag will also be flown at half-staff.
- G. A Commemorative or Organizational Flag as defined in this Policy shall mean a flag 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. Flag 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.

III. Procedure

- A. An individual or group who would like Town Council members to request a Commemorative or Organizational Flag to be adopted by the Town should make a request to the Town Manager. The Town Manager should distribute any requests made by the public to all members of the Town Council. Any Town Council member who receives such request can choose in his or her own sole discretion to request that the full Town Council vote to adopt a certain Commemorative or Organizational flag as the Town's government speech. At the request of a Town Council member, such discussion will be placed on the agenda for a regular or special Town Council meeting and the Town Council member's request will be considered pursuant to Section II.
- B. The Town Council will only display Commemorative or Organizational flags that it approves as its own government speech at the request of individual Town Council members.
- C. Flags will be flown according to the U.S. Flag Code.

Ordinance

Social Justice & Racial Equity Commission

1. Establishment & Composition

A Social Justice and Racial Equity Commission is hereby established consisting of a nine (9) member panel of community leaders with backgrounds in racial or social equity work and/or demonstrated work practice or educational qualifications as equity leaders, all of whom shall be residents of the Town of South Windsor to be appointed by the Town Council. At its establishment commissioners will hold variant term lengths with three commissioners' terms to expire at three years, three commissioners' terms to expire at two years, and three commissioners' terms to expire at one year. Thereafter, each commissioners' term will be for a set term of three years. Commissioners will include not more than four (4) members of one single political party, a cross section of racial, ethnic, economic and gender diverse. Liaisons from each of the following will be invited: Town Manager (or designee), Town Councilor, Board of Education Member, Police Chief (or designee).

2. Organization

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

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

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

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

3. Purpose

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

4. Duties

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

A.H.

Backup material
for Item 13.K.

Michael Giannamore
852 Main Street
South Windsor, CT 06074
mgiannamore@aquapool.com
860-883-1111

RECEIVED
FEB 18 2021
By *[Signature]* TR
3:20 pm

February 15, 2021

Bonnie Armstrong – Town Clerk
South Windsor Town Hall
1540 Sullivan Ave.
South Windsor, CT 06074

RE: Resignation Letter – South Windsor Historic District Commission

Ms. Armstrong –

At this time, due to time constraints, I am resigning from my position on the South Windsor Historic District Commission, effective immediately (2/15/2021).

I appreciate the opportunity and am pleased to have been able to assist in the short time I was on the commission.

Please call or email if ANY questions and pleas accept this resignation effective today.

Thank you.

[Handwritten Signature]
Michael Giannamore