

## AGENDA

**TOWN COUNCIL  
COUNCIL CHAMBERS  
SOUTH WINDSOR TOWN HALL**

**REGULAR MEETING  
MONDAY, APRIL 17, 2017  
TIME: 7:00 P.M.**

1. Call Meeting to Order
2. Prayer: TBD
3. Pledge of Allegiance
4. Roll Call
5. Public Input  
[Per Town Council Rules, this segment of the meeting shall not exceed thirty (30) minutes unless extended by the Mayor, with the consent of a majority of the Town Council.]
6. Environmental Health & Safety Message
7. Adoption of Minutes of Previous Meetings
8. Public Petitions
9. Communications from Officers and Boards Directly Responsible to Council
10. Reports from Standing Committees
11. Reports of Temporary Committees
12. Consent Agenda  
[All items listed with an asterisk (\*) 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.]
13. Unfinished Business
  - \* A. Resolution Reappointing Arthur Utay (U) to the Demolition Delay Committee
  - \* B. Resolution Appointing Sandy Jeski (D) to the Demolition Delay Committee
  - \* C. Resolution Reappointing Joseph Kennedy (D) to the South Windsor Agriculture Land Preservation Commission

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 three segments of each Public Meeting, as follows:

Item #5 & Item 17 (Continued):

Public Input – A segment of up to thirty (30) minutes (which may be extended by the Chair with consent of the Council) is set aside to hear from the public on any matter. Precedence is given during this segment to any South Windsor Resident or Taxpayer who wishes to speak to any matter on the Agenda. South Windsor Residents or Taxpayers generally are to limit their comments to three (3) minutes each and shall avoid personalities or impugning of improper motive to any person.

Item #8:

Public Petitions – A South Windsor Resident or Taxpayer may petition the Council, in writing, to include a new item on the Agenda for the next Regular Meeting of Council. An item duly presented in writing shall be placed on the Agenda for such meeting. South Windsor Resident or Taxpayers shall refrain from any discussion of the item until the next Regular Meeting, except when the Chair, with the unanimous consent of the Council Members present, shall suspend the rules.

The Council appreciates and encourages the active and orderly participation of the public in all Public Meetings. Any South Windsor Residents (a person registered to vote in South Windsor) or Taxpayer may participate at the time and in the manner stated above. When recognized by the Chair (generally the Mayor, or the Deputy Mayor) the South Windsor Resident or Taxpayer should approach the lectern, give his or her name and address, and speak freely in accordance with these procedures.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, April 17, 2017**

14. New Business
  - A. Resolution Authorizing the Sale or Disposal of Surplus Vehicles
  - B. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Proposed General Government Budget for Fiscal Year 2017/2018
  - C. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Proposed Board of Education Budget for Fiscal Year 2017/2018
  - D. Resolution Approving Offer of a Tax Assessment Agreement with Aldi Distribution Center
  - E. Resolution Authorizing the Town Manager and Town Attorney to Negotiate, Sign and Execute an Agreement with Lodestar
  - F. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Proposed Purchase of Open Space on Sand Hill Road and Nevers Road (Collins Sledding Hill)
  - G. Resolution Approving Proposed Amendments to the South Windsor Town Council Rules and Procedures
  - H. Resolution Approving a Refund of Property Taxes to Thirty-One (31) South Windsor Taxpayers
15. Passage of Ordinance
16. Communications and Reports from Town Manager  
[Per Town Council Rules, this segment of the meeting shall not exceed ten (10) minutes unless extended by the Mayor, with the consent of a majority of the Council.]
17. Public Input  
[Per Town Council Rules, this segment of the meeting shall not exceed thirty (30) minutes unless extended by the Mayor, with the consent of a majority of the Town Council.]

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, April 17, 2017**

18. Communications and Petitions from Council  
[Per Town Council Rules, this segment of the meeting shall not exceed twenty (20) minutes unless extended by the Mayor, with the consent of a majority of the Council.]
19. Executive Session
  - A. To discuss pending claims and litigation (460 Miller Road).
20. Adjournment

## RESOLUTIONS

Monday, April 17, 2017

7. **Adoption of Minutes of Previous Meetings**  
(Deputy Mayor Snyder)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Regular Meeting Minutes of March 20, 2017; and April 3, 2017.

8. **Public Petitions**

9. **Communications from Officers and Boards Directly Responsible to Council**

10. **Reports from Standing Committees**

11. **Reports of Temporary Committees**

12. **Consent Agenda**  
(Councilor Pendleton)

Motion to approve Agenda Items 14. A. (\*) through 14. C. (\*) as the Consent Agenda.

**(Please read dark headings, only, on Consent Agenda Items.)**

13. **Unfinished Business**

\* **A. Resolution Reappointing Arthur Utay (U) to the Demolition Delay Committee**  
(Councilor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Arthur Utay (U) to the Demolition Delay Committee for a term ending December 31, 2017.

\* **B. Resolution Appointing Sandy Jeski (D) to the Demolition Delay Committee**  
(Councilor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Sandy Jeski (D) to the Demolition Delay Committee for a term ending December 31, 2018 to fill the expired term of Wayne McKinney.

**RESOLUTIONS**  
**Regular Meeting – Town Council**  
**Monday, April 17, 2017**

**13. Unfinished Business (Continued)**

- \* C. Resolution Reappointing Joseph Kennedy (D) to the South Windsor Agriculture Land Preservation Commission**  
**(Councilor Pendleton)**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Joseph Kennedy (D) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2019.

**14. New Business**

- A. Resolution Authorizing the Sale or Disposal of Surplus Vehicles**  
**(Councilor Beaulieu)**

BE IT RESOLVED that the South Windsor Town Council hereby declares the vehicles to be "Surplus Equipment", as shown in attached **Exhibit A**, and authorizes Town Manager, Matthew B. Galligan to sell or otherwise dispose of.

- B. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Proposed General Government Budget for Fiscal Year 2017/2018**  
**(Councilor Havens)**

BE IT RESOLVED that the South Windsor Town Council hereby sets **Thursday, April 27, 2017, at 7:00 p.m.**, at Timothy Edwards Middle School, Room Alt. #6, 100 Arnold Way, South Windsor, Connecticut as the time and place for a Public Hearing to receive citizen input on the proposed General Government Budget for Fiscal Year 2017/2018.

- C. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Proposed Board of Education Budget for Fiscal Year 2017/2018**  
**(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby sets **Thursday, April 27, 2017, at 7:30 p.m.**, at Timothy Edwards Middle School, Room Alt. #6, 100 Arnold Way, South Windsor, Connecticut as the time and place for a Public Hearing to receive citizen input on the proposed Board of Education Budget for Fiscal Year 2017/2018.

**RESOLUTIONS**  
**Regular Meeting – Town Council**  
**Monday, April 17, 2017**

**14. New Business (Continued)**

**D. Resolution Approving Offer of a Tax Assessment Agreement with Aldi Distribution Center**  
**(Councilor Anwar)**

WHEREAS, a Request for Tax Abatement has been received from Aldi Distribution Center, the owner of property at 295 Rye Street, 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, the Town Manager recommends, pursuant to said program, that a tax assessment agreement be offered to Aldi Distribution Center as an incentive to invest an estimated \$13,000,000 in total costs for expansion of their facility 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 Aldi Distribution Center reducing the amount of the estimated real property assessment of the Real Property by 70% for a period of seven (7) years with an estimated tax benefit reduction of \$237,856 annually, commencing with the Grand List following the date the Certificate of Occupancy is issued; provided, however, that if such assessment is changed by any future Town revaluation, the new assessment value of the Real Property shall be reduced by the percentage applicable to the year within the seven (7) year period such assessment is changed; and

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer to Aldi Distribution Center is conditioned upon Aldi Distribution Center (1) meeting the estimated \$13,000,000 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 Aldi Distribution Center fails to meet

**(Resolution Continued on Next Page)**

**RESOLUTIONS**  
**Regular Meeting – Town Council**  
**Monday, April 17, 2017**

**14. D. (Continued)**

either of these conditions, Aldi Distribution Center 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 Aldi Distribution Centers execution of a written agreement reflecting the terms set forth in the resolution and such other terms as the Town may require.

**E. Resolution Authorizing Town Manager and Town Attorney to Negotiate, Sign and Execute an Agreement with Lodestar  
(Councilor Carroll)**

BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager, Matthew B. Galligan and Town Attorney, Morris Borea to negotiate, sign and execute all necessary agreements, contracts and documents on behalf of the Town of South Windsor with Lodestar for the creation of a Virtual Net Metering project based on the attached Virtual Net Metering Savings Calculations (**Exhibit B**) and Virtual Net Metering Application, (**Exhibit C**).

**F. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Proposed Purchase of Open Space on Sand Hill Road and Nevers Road (Collins Sledding Hill)  
(Councilor Riley)**

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, May 1, 2017, at 8:00 p.m.** in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut, as the time and place for a public hearing to receive citizen input on the proposed purchase of open space on Sand Hill Road and Nevers Road (Collins Sledding Hill).

**G. Resolution Approving Proposed Amendments to the South Windsor Town Council Rules and Procedures  
(Deputy Mayor Snyder)**

BE IT RESOLVED that the South Windsor Town Council hereby approves the proposed amendments to the South Windsor Town Council Rules and Procedures as shown in attached **Exhibit D**.



**RESOLUTIONS**  
**Regular Meeting – Town Council**  
**Monday, April 17, 2017**

**14. New Business (Continued)**

**H. Resolution Approving a Refund of Property Taxes to Thirty-One (31) South Windsor Taxpayers  
(Councilor Pendleton)**

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to thirty-one (31) South Windsor Taxpayers, the total of said refunds being \$9,406.99, and as more fully described on attached **Exhibit E.**

**15. Passage of Ordinance**

**16. Communications and Reports from Town Manager**

[Per Town Council Rules, this segment of the meeting shall not exceed ten (10) minutes unless extended by the Mayor, with the consent of a majority of the Council.]

**17. Public Input**

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

**18. Communications and Petitions from Council**

[Per Town Council Rules, this segment of the meeting shall not exceed twenty (20) minutes unless extended by the Mayor, with the consent of a majority of the Council.]

**19. Executive Session**

A. To discuss pending claims and litigation (460 Miller Road).

**20. Adjournment**

Surplus Equipment 2017

2043	1998 International 4700 4x2 VIN # 1HTSCABM8WH526489 Mileage: 94,281	Poor Condition - Frame Rotted
7035	2000 Dodge 1500 Pickup VIN # 1B7HC16X3YS590313 Mileage: 92,281	Poor Condition - Frame Rotted
8602	2006 Ford E 250 Supreme Bus VIN # 1FDXE45SX6DA40651 Mileage: 206,348	Poor Condition - Frame Rotted
1696	2008 Ford Explorer 4X4 VIN # 1FMEU73838UA16861 Mileage: 97,443	Poor Condition - Body Rotted
1014	2008 Ford Crown Vic VIN # 2FAHP71V08X132456 Mileage: 99,968	Poor Condition - Engine Blown
1010	2009 Ford Crown Vic VIN # 2FAHP71V99X137055 Mileage: 101,289	Not in mechanical shape to remain in fleet

Virtual Net Metering  
Savings Calculations

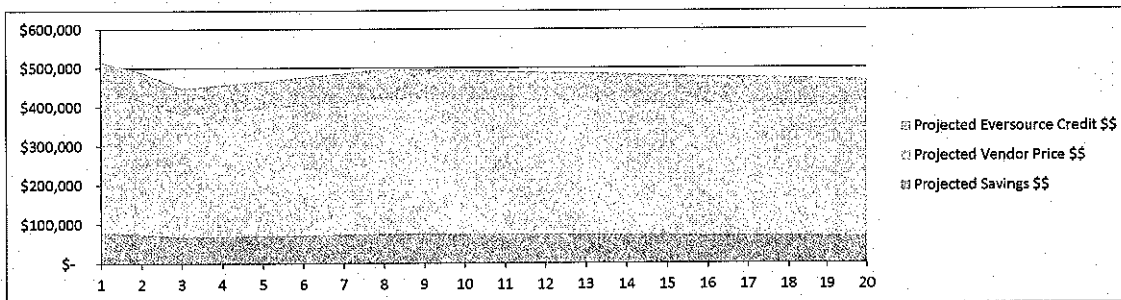
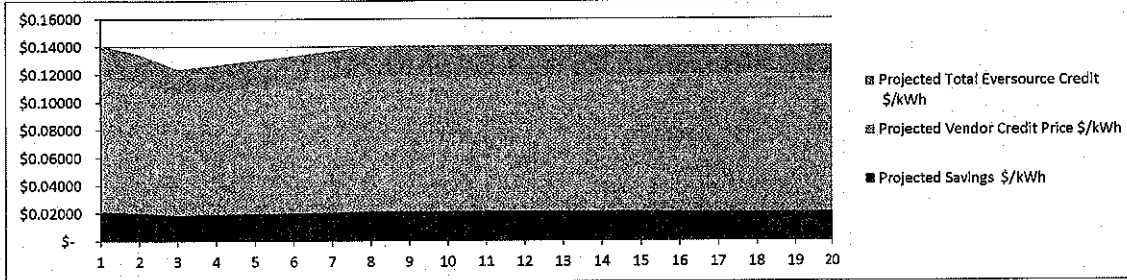
Partner

Lodestar

System Size 2880 kWDC  
 Degradation 0.50% per year  
 Yield 1275 kWh/kWP  
 Production 3672000 kWh (Year 1)  
 Discount 15.00%

Years	1-5	6-10	11-15	16-20	
Minimum Credit Price	\$ 0.1050	\$ 0.1100	\$ 0.1150	\$ 0.1200	/kWh 2/27/17 offer
Electric rate escalation	2.00% /year				
T&D rate escalation	4.45% /year				
Initial Generation R30 Rate	\$ 0.09047 /kWh	Average of last 2 years			
Initial T&D R30 Rate	\$ 0.06693 /kWh	Average of last 3 years			
Base (80%) T&D Credit Rate	\$ 0.05354 /kWh	Current T&D			
Maximum Credit Value	\$ 0.14054 /kWh	Based on application to Eversource			

Contract Year	kWh Produced	Projected Eversource Generation Credit \$/kWh	Projected Eversource T&D Credit \$/kWh	Projected Total Eversource Credit \$/kWh	Vendor's 85.00% Discounted \$/kWh	Vendor's Minimum \$/kWh	Projected Vendor Credit Price \$/kWh	Projected Savings \$/kWh	Projected Eversource Credit \$\$	Projected Vendor Price \$\$	Projected Savings \$\$	Calculation
1	3,672,000	\$ 0.09047	\$ 0.05354	\$ 0.14054	\$ 0.11946	\$ 0.10500	\$ 0.11946	\$ 0.02108	\$ 516,063	\$ 438,653	\$ 77,409	Discount Applies
2	3,653,640	\$ 0.09228	\$ 0.04195	\$ 0.13423	\$ 0.11409	\$ 0.10500	\$ 0.11409	\$ 0.02013	\$ 490,420	\$ 416,857	\$ 73,563	Discount Applies
3	3,635,372	\$ 0.09413	\$ 0.02921	\$ 0.12334	\$ 0.10484	\$ 0.10500	\$ 0.10500	\$ 0.01834	\$ 448,373	\$ 381,714	\$ 66,659	Minimum Applies
4	3,617,195	\$ 0.09601	\$ 0.03051	\$ 0.12652	\$ 0.10754	\$ 0.10500	\$ 0.10754	\$ 0.01898	\$ 457,642	\$ 388,996	\$ 68,646	Discount Applies
5	3,599,109	\$ 0.09793	\$ 0.03187	\$ 0.12980	\$ 0.11033	\$ 0.10500	\$ 0.11033	\$ 0.01947	\$ 467,151	\$ 397,078	\$ 70,073	Discount Applies
6	3,581,113	\$ 0.09989	\$ 0.03328	\$ 0.13317	\$ 0.11320	\$ 0.11000	\$ 0.11320	\$ 0.01998	\$ 476,907	\$ 405,371	\$ 71,536	Discount Applies
7	3,563,208	\$ 0.10189	\$ 0.03476	\$ 0.13665	\$ 0.11615	\$ 0.11000	\$ 0.11615	\$ 0.02050	\$ 486,919	\$ 413,881	\$ 73,038	Discount Applies
8	3,545,392	\$ 0.10393	\$ 0.03631	\$ 0.14024	\$ 0.11920	\$ 0.11000	\$ 0.11920	\$ 0.02104	\$ 497,194	\$ 422,615	\$ 74,579	Discount Applies
9	3,527,665	\$ 0.10600	\$ 0.03793	\$ 0.14054	\$ 0.11946	\$ 0.11000	\$ 0.11946	\$ 0.02108	\$ 495,778	\$ 421,411	\$ 74,367	Discount Applies
10	3,510,027	\$ 0.10812	\$ 0.03961	\$ 0.14054	\$ 0.11946	\$ 0.11000	\$ 0.11946	\$ 0.02108	\$ 493,299	\$ 419,304	\$ 73,995	Discount Applies
11	3,492,476	\$ 0.11029	\$ 0.04138	\$ 0.14054	\$ 0.11946	\$ 0.11500	\$ 0.11946	\$ 0.02108	\$ 490,833	\$ 417,208	\$ 73,625	Discount Applies
12	3,475,014	\$ 0.11249	\$ 0.04322	\$ 0.14054	\$ 0.11946	\$ 0.11500	\$ 0.11946	\$ 0.02108	\$ 488,378	\$ 415,122	\$ 73,257	Discount Applies
13	3,457,639	\$ 0.11474	\$ 0.04514	\$ 0.14054	\$ 0.11946	\$ 0.11500	\$ 0.11946	\$ 0.02108	\$ 485,937	\$ 413,046	\$ 72,890	Discount Applies
14	3,440,351	\$ 0.11704	\$ 0.04715	\$ 0.14054	\$ 0.11946	\$ 0.11500	\$ 0.11946	\$ 0.02108	\$ 483,507	\$ 410,981	\$ 72,526	Discount Applies
15	3,423,149	\$ 0.11938	\$ 0.04925	\$ 0.14054	\$ 0.11946	\$ 0.11500	\$ 0.11946	\$ 0.02108	\$ 481,089	\$ 408,926	\$ 72,163	Discount Applies
16	3,406,033	\$ 0.12177	\$ 0.05144	\$ 0.14054	\$ 0.11946	\$ 0.12000	\$ 0.12000	\$ 0.02054	\$ 478,684	\$ 408,724	\$ 69,960	Minimum Applies
17	3,389,003	\$ 0.12420	\$ 0.05373	\$ 0.14054	\$ 0.11946	\$ 0.12000	\$ 0.12000	\$ 0.02054	\$ 476,290	\$ 406,680	\$ 69,610	Minimum Applies
18	3,372,058	\$ 0.12668	\$ 0.05612	\$ 0.14054	\$ 0.11946	\$ 0.12000	\$ 0.12000	\$ 0.02054	\$ 473,909	\$ 404,647	\$ 69,262	Minimum Applies
19	3,355,198	\$ 0.12922	\$ 0.05862	\$ 0.14054	\$ 0.11946	\$ 0.12000	\$ 0.12000	\$ 0.02054	\$ 471,539	\$ 402,624	\$ 68,916	Minimum Applies
20	3,338,422	\$ 0.13180	\$ 0.06123	\$ 0.14054	\$ 0.11946	\$ 0.12000	\$ 0.12000	\$ 0.02054	\$ 469,182	\$ 400,611	\$ 68,571	Minimum Applies
<b>Totals</b>									<b>\$ 9,629,094</b>	<b>\$ 8,194,449</b>	<b>\$ 1,434,645</b>	



**VIRTUAL NET METERING APPLICATION**  
**FORM 3: Customer Host and Beneficial Account Monthly Meter Data**  
 Template for Determination of Excess kWh and VNM Credit at Customer Host

Instructions: Provide all highlighted information (note: sample data provided in template is to be replaced with data specific to the applicant's proposed VNM facility).

Line:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Meter Data (kWh)</b>													
<b>Customer Host : Jarmoc Tobacco LLC</b>													
1	230,370	260,295	360,885	379,470	422,730	431,865	445,725	419,475	365,925	297,255	232,365	193,725	4,040,085
2													
3	230,370	260,295	360,885	379,470	422,730	431,865	445,725	419,475	365,925	297,255	232,365	193,725	4,040,085
4													
5	132	130	129	128	126	125	125	126	128	129	130	132	1,540
6	132	130	129	128	126	125	125	126	128	129	130	132	1,540
8	230,238	260,165	360,756	379,342	422,604	431,740	445,600	419,349	365,797	297,126	232,235	193,593	4,038,545
9													
<b>Beneficial Accounts</b>													
10													
11	185,203	185,203	185,203	185,203	185,203	185,203	185,203	185,203	185,203	185,203	185,203	185,203	2,222,441
12	36,059	36,059	36,059	36,059	36,059	36,059	36,059	36,059	36,059	36,059	36,059	36,059	432,709
13	28,224	28,224	28,224	28,224	28,224	28,224	28,224	28,224	28,224	28,224	28,224	28,224	338,690
14	25,480	25,480	25,480	25,480	25,480	25,480	25,480	25,480	25,480	25,480	25,480	25,480	305,760
15	20,048	20,048	20,048	20,048	20,048	20,048	20,048	20,048	20,048	20,048	20,048	20,048	240,581
16	19,678	19,678	19,678	19,678	19,678	19,678	19,678	19,678	19,678	19,678	19,678	19,678	236,137
17	18,981	18,981	18,981	18,981	18,981	18,981	18,981	18,981	18,981	18,981	18,981	18,981	227,777
18	17,625	17,625	17,625	17,625	17,625	17,625	17,625	17,625	17,625	17,625	17,625	17,625	211,500
19	14,502	14,502	14,502	14,502	14,502	14,502	14,502	14,502	14,502	14,502	14,502	14,502	174,020
20	11,669	11,669	11,669	11,669	11,669	11,669	11,669	11,669	11,669	11,669	11,669	11,669	140,022
21	377,470	377,470	377,470	377,470	377,470	377,470	377,470	377,470	377,470	377,470	377,470	377,470	4,529,637
22				1,872	45,134	54,270	68,130	41,879					211,286

Date Prepared (mm/dd/yy): 5/31/2016  
 Prepared by: Jordan Belknap

r- Customer Host is required to provide the monthly total sales and purchases, and for service provided on a time-of-day basis, the monthly peak and off-peak sales and purchases, as measured at the point of interconnection between the distribution system and the Customer Host service location (i.e., the site at which the virtual net metering facility or agricultural virtual net metering facility is operating).

a Sales means the delivery of energy from the Customer Host to the distribution system.

b Purchases means the delivery of energy from the distribution system to the Customer Host

***SOUTH WINDSOR TOWN COUNCIL***

***RULES AND PROCEDURES***

***Revised 4/17/2017***

## SOUTH WINDSOR TOWN COUNCIL RULES AND PROCEDURES

### ARTICLE I – ORGANIZATIONAL MEETING

#### 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. (Charter, Section 302)

#### Section 2 – Regular Meetings

The Regular Meetings of the Council shall be held on the first and third Monday of each month, except August, at 7:00 p.m. at the South Windsor Town Hall. 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.

#### Section 3 – 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 time and place of Special Meetings 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. (Charter, Section 304)
- c. Notice of the time and place of such Special Meetings shall be posted in the office of the Town Clerk and a newspaper or newspapers having general circulation in the Town shall be advised of such Special Meetings at least forty-eight (48) hours prior to the time of said meeting. The notice shall specify the business to be transacted.

Adopted March 21, 1988

***Amended 11-12-07; 12-9-13; and 12-15-14***

**RULES AND PROCEDURES**  
**Amended 11-8-93; and 12-9-13**

**ARTICLE I – ORGANIZATION MEETING (Continued)**

**Section 3 – Special Meetings (Continued)**

- 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 and the Town Manager, and when such notice was given.

**Section 4 – Work Sessions**

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

**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 by telephone or by messenger.
- b. An emergency shall be 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 – General**

- 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 only for one or more of the follow purposes.
  - 1. To discuss the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
  - 2. To discuss strategy and negotiations with respect to pending claims and litigation.

**RULES AND PROCEDURES**  
**Amended 11-8-93**

**ARTICLE I – ORGANIZATION MEETING (Continued)**

**Section 6 – General (Continued)**

3. To discuss matters concerning security strategy or the deployment of security personnel or devices affecting public security.
  4. To discuss the selection of a date for the lease, sale or purchase of real estate when publicity regarding same would cause the likelihood of increased price.
  5. To discuss any matter which would result in the disclosure of public records or the information contained therein, which records are exempted from disclosure by Section 3 (b), Act 75-342.
- b. All discussions and communications during an Executive Session are considered to be confidential information pursuant to Section 124-107 of the South Windsor Code of Ethics. **(Amended by resolution on April 17, 2017)**
  - c. No Ordinance or Resolution concerning the appropriation or transfer of money shall be adopted, or appointment or removal made except at a meeting of the Council open to the public. (Charter, Section 304)
  - d. No one may speak to the record of the Council's minutes except Council Members and the Town Manager and the Town Attorney, except by permission of the majority of the Councilpersons present.

**ARTICLE II – THE MAYOR**

**Section 1 – Method of Selection**

- a. The Council shall, at its Organizational Meeting, proceed to choose one of its Members as Mayor to serve for the ensuing two (2) years or until such time as his successor is duly chosen. (Charter, Section 302)
- b. The Council, at its Organizational Meeting shall choose one of its Members as Deputy Mayor to perform the duties of the Mayor during the absence or disability of the Mayor. The Deputy Mayor shall serve for a term to coincide with the Council, or until such time as his successor is duly elected.
- c. 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 chairman by a majority vote of those members present.



**RULES AND PROCEDURES**

***Amended 11-2-92; 7-17-95; 3-18-96; 2-6-12; and 12-9-13***

**ARTICLE II – THE MAYOR (Continued)**

**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. (Charter, Section 302)
- b. The Mayor shall be recognized as the official head of the Town for all ceremonial and military purposes. (Charter, Section 302)
- c. The Mayor shall not be deprived of his vote on any question. (Charter, Section 302)

**ARTICLE III – A QUORUM**

**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 its next meeting shall be adopted by less than five (5) affirmative votes. (Charter, Section 304)

**ARTICLE IV – THE ORDER OF PROCEDURE (Amended by Resolution on April 17, 2017)**

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 shall be as follows, unless the Council by unanimous vote of the Members present shall suspend the Rules:

1. Call Meeting to Order
2. Prayer:
3. Pledge of Allegiance
4. Roll Call
5. Communications and Reports from Town Manager (Per Town Council Rules, this segment of the meeting shall not exceed 20 minutes, unless extended by a majority consent of the Council; otherwise the balance of this item will be deferred to Item 20 on the Agenda)

**RULES AND PROCEDURES**

***Amended 11-2-92; 7-17-95; 3-18-96; 6-4-07; and 2-6-12***

**ARTICLE IV – THE ORDER OF PROCEDURE (Continued)**

**Section 1 – The Order of Procedure (Continued)**

6. Public Input for Items Not on the Agenda
7. Adoption of Minutes of Previous Meetings
8. Public Petitions
9. Communications from Liaisons, Officers and Boards Directly Responsible to Council
10. Reports from Standing Committees
11. Reports of Temporary Committees
  
12. Public Participation for Items on the Agenda
13. Consent Agenda  
[All items listed with an asterisk (\*) 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.]
14. Unfinished Business
15. New Business
16. Passage of Ordinance
  
17. Public Input/Participation (Continued)
18. Communications and Petitions from Council  
(Per Town Council Rules, this segment of the Meeting shall not exceed twenty (20) minutes unless extended by the Mayor with the consent of a majority of the Town Council.)
19. Executive Session (Amended by Resolution February 6, 2012)
20. Adjournment (Amended by Resolution February 6, 2012)

**RULES AND PROCEDURES**

Exhibit D

***Amended 11-2-92; 7-17-95; 3-18-96; 6-4-07; and 12-15-14***

**ARTICLE IV – THE ORDER OF PROCEDURE (Continued)**

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

**Item #6, #8, #12 and #17:**

**Item #6:**

**Public Input (Amended by Resolution on April 17, 2017)**

- a. This segment of the meeting shall not exceed twenty (20) minutes unless extended by the Mayor with the consent of a majority of the Council present.
- b. When recognize by the Mayor, the speaker(s) shall approach the lectern, give name and address, and avoid personalities or impugning of improper motive to any person.
- c. The speaker(s) may address the Council on any matter not on the Agenda
- d. The speaker(s) shall limit his/her speaking time to three (3) 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.

**Item 8:**

**Public Petitions (Amended by Resolution on April 17, 2017)**

A South Windsor Resident or Taxpayer may petition the Council to submit a new item on the agenda as described in Section 312 of the Town Charter.

The Council appreciates and encourages the active and orderly participation of the public in all Public Meetings. Any South Windsor Residents (a person registered to vote in South Windsor) or Taxpayer may participate at the time and in the manner stated above. When recognized by the Chair (generally the Mayor, or the Deputy Mayor) the South Windsor Resident or Taxpayer should approach the lectern, give his or her name and address, and speak freely in accordance with these procedures.

**RULES AND PROCEDURES**

***Amended 11-2-92; 7-17-95; 3-18-96; 6-4-07; and 12-15-14***

**ARTICLE IV – THE ORDER OF PROCEDURE (Continued)**

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

**Item #12:**

**Public Participation *(Amended by Resolution on April 17, 2017)***

- a. This segment of the meeting shall not exceed twenty (20) 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 name and address, and avoid personalities or impugning of improper motive to any person
- c. The speaker(s) may address the Council on any matter on the Agenda.
- d. The speaker(s) shall limit his/her speaking time to three (3) minutes. This limit may not be exceeded, except when invoked by the any Member fo the Council with the consent of a majority of the Council present.

**Item #17:**

**Public Input/Participation *(Amended by Resolution on April 17, 2017)***

- a. This segment of the meeting shall not exceed ten (10) minutes unless extended by the Mayor with the consent of a majority of the Council present.
- b. When recognized by the Mayor, the speaker(s) shall approach the lectern, give name and address, and avoid personalities or impugning of improper motive to any person.
- c. The speaker(s) may address the Council on any matter.
- d. The speaker(s) shall limit his/her speaking time to three (3) minutes. This limit may not be exceeded, except when invoked by any member fo the Council with the consent of a majority of the Council present.

**RULES AND PROCEDURES**

**Amended 11-2-92; 7-17-95; 3-18-96; 6-4-07; and 12-15-14**

**ARTICLE V – 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. 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.
- c. 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 at least five (5) business days prior to the meeting for which they are intended for consideration. The name of the person submitting an item for Council consideration shall appear on the Agenda after the item submitted.
- d. No item 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.
- e. A newspaper or newspapers having a general circulation in the Town shall be advised by the Clerk of the Council on the Agenda for a Council Meeting open to the Public at least forty-eight (48) hours before said meeting.
- f. The Clerk of the Council will provide a list of the New Business Agenda items, as submitted to the Clerk under these Rules, intended for consideration at the next meeting to the Town Council members by email or fax 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.
- g. The Agenda shall contain the following notice: ***(Amended by Resolution on April 17, 2017)***

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, Public Petitions, Public Participation and Public Input/Participation of each Public Meeting, as follows:

**RULES AND PROCEDURES**

**Amended 11-2-92; 7-17-95; 3-18-96; 6-4-07; and 12-15-14**

**ARTICLE V – AGENDA (Continued)**

**Section 1 – Preparation (Continued)**

**Item #5:**

**Communications and Reports from Town Manager** – This segment of the meeting shall not exceed twenty (20) minutes, unless extended by a majority consent of the Council present.

**Item #6:**

**Public Input** – A segment of up to twenty (20) minutes (which may be extended by the Mayor with consent of the Council) is set aside to hear from the public on any matter not on the agenda. Speaker(s) generally are to limit their comments to three (3) minutes each, and shall avoid personalities or impugning of improper motive to any person.

**Item #8:**

**Public Petitions** – A South Windsor Resident or Taxpayer may petition the Council to submit a new item on the agenda as described in Section 312 of the Town Charter.

**Item #12:**

**Public Participation** – A segment of up to twenty (20) minutes (which may be extended by the Mayor with consent of the Council) is set aside to hear from the public on any matter on the agenda. Speaker(s) generally are to limit their comments to three (3) minutes each, and shall avoid personalities or impugning of improper motive to any person.

**Item #17:**

**Public Input/Participation** – A segment of up to ten (10) minute (which may be extended by the Mayor with consent of the Council) is set aside to hear from the public on any matter. Speaker(s) generally are to limit their comments to three (3) minutes each, and shall avoid personalities or impugning or improper motive to any person.

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

**RULES AND PROCEDURES**

***Amended 11-2-92; 7-17-95; 3-18-96; 6-4-07; and 12-15-14***

**ARTICLE VI – MOTIONS**

**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 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
  2. To adjourn
  3. To lay upon the table
  4. To commit or recommit
  5. To postpone to a certain time
  6. To close debate at a specified time
  7. To postpone indefinitely
  8. To amend
  9. For the Previous question

Which several motions shall have precedence in the order above.

- b. Motion to fix the time of adjournment, to lay upon the table, to postpone to a definite time, and to close the debate at a specified time, shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.

**RULES AND PROCEDURES**

**Amended 11-2-92; 7-17-95; 3-18-96; 6-4-07; and 12-15-14**

**ARTICLE VII – ORDINANCES AND RESOLUTIONS**

**Section 1 – Introduction**

- a. All Ordinances and Resolutions except those relating to appointments or designation of officers of the Council or its internal procedures shall be introduced in written form. (Charter, Section 307). It shall be the duty of the Clerk of the Council immediately upon introduction of a written ordinance to prepare at least fifteen copies of each such proposed ordinance, one copy of which shall be retained in the Town Clerk's office for public inspection, and one copy to be posted in a public place in the Town office building. For the convenience of the public, copies shall be placed in each of the Town's public libraries and, if feasible, should be posted on the Town's website.
- b. Resolutions shall be composed by the Town Manager and should be referred to the Town Attorney for correct wording.
- c. 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 (state date, time and location) is set for a Public Hearing on said Ordinance.

**Section 2 – 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, and by posting a notice in a public place, 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. (Charter, Section 306)



**ARTICLE VII – ORDINANCES AND RESOLUTIONS (Continued)**

**Section 3 – Review by Town Attorney**

Before any Ordinance shall be acted upon, it shall be reviewed by the Town Attorney and such corrections as he shall deem necessary to ensure accuracy, clearness, conciseness and consistency of text and phraseology, as well as its constitutionality and legality with existing Ordinances or Statutes, shall be submitted by him to the Council. Further, a copy of the Ordinance upon which final action is based shall bear his endorsement that such review has been made.

**Section 4 – Required Votes**

No Ordinance or Resolution shall be adopted by less than five (5) affirmative votes. (Charter, Section 304)

**Section 5 – 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. (Charter, Section 304)

**Section 6 – Other Regulations**

In addition to the above rules on Ordinances and Resolutions, the Council is referred to Section 304, 305, 309, and 311 of the Charter for regulations covering these subjects.

**Section 7 – 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 311.

**Section 8 – 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.

**RULES AND PROCEDURES**

*Amended 11-2-92; 7-17-95; 3-18-96; 6-4-07; and 12-15-14*

**ARTICLE VIII – APPOINTMENTS OR REMOVALS BY THE COUNCIL**

**Section 1 – 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 2 – Consideration by Council**

Whenever any appointment or removal is submitted, a vote on said appointment or removal shall be referred to the next Regular Meeting except the selection of the Mayor or Deputy Mayor. This rule may not be suspended except that it 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 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 IX – COMMITTEES**

**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 Council, and any officer or committee member so appointed shall serve until his successor is appointed and qualified. (Charter, Section 50

***RULES AND PROCEDURES***

**ARTICLE IX – COMMITTEES (Continued)**

**Section 3 - Minority Representation**

In making appointments to committees, the Council shall not appoint more than a bare majority from any one party. (Charter, Section 502)

**Section 4 – Filling of Vacancies**

Any vacancies occurring on any committee, board or commission, shall be filled by the Council for said unexpired term with a person from the same political party as the former incumbent, except as otherwise provided in the Charter. (Charter, Section 502)

**Section 5 – 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 6 – Reports**

All final reports of the Council acting as a body, or any other Committees, on a subject shall be submitted in written form and signed by all the Members of the Council or committee. Members of the Council, acting as a body, or a committee, failing to sign the majority report shall submit in written form a minority report or their own report, on the subject before the Council or Committee, duly signed.

All boards, commissions and committees appointed by the Council shall submit to the Council quarterly written reports, including summary of meetings held, attendance, actions taken and plans in progress.

**Section 7 – 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.

**ARTICLE IX – COMMITTEES (Continued)**

a. (Continued)

Audit Committee  
Committee of Ethics  
Energy Committee  
Education Committee  
Financial Planning Committee  
Personnel Committee  
Public Health & Safety Committee

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

**Audit Committee**

The purpose of this committee is to hire (or recommend hiring of) and evaluate performance of the Town's financial auditor. Meet 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 same with auditor; and plan future audits. Meet as necessary to review and forward to auditor suspected fraud or illegal acts affecting the government that come to the attention of the committee. Management is responsible for forwarding these items to the committee as soon as possible.

**Committee of Ethics**

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 7-306 of the South Windsor Code of Ordinances, as to the application of Section 1001 of the Charter and Sections 7-301 through 7-306 of the South Windsor Code of Ordinances to any specific relevant situation. This committee shall be appointed by Council and shall comply with Sections 7-305 through 7-308 of the South Windsor Code of Ordinances.

**ARTICLE IX – COMMITTEES (Continued)**

a. (Continued)

Energy Committee

The purpose of this committee shall be to investigate appropriate and 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 incentive and grant programs that provide opportunities for clean, renewable energy, energy efficiency or energy conservation.

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

Education Committee

The purpose of this committee shall be to maintain liaison with the Board of Education, so the Council will be kept informed as to their needs, financial and otherwise, and to seek maximum utilization of school facilities for general community use. Additionally, this committee shall maintain liaison with the Personnel Policies Committee of the Board of Education regarding personnel contracts.

Financial Planning Committee

The purpose of this committee shall be to plan and prepare for review by the Council, a three- year financial forecast for the Town budget which includes the General Government and Board of Education Operation and maintenance Budgets and Debt Service; and develop and annually update a five-year Capital Improvement Plan for review by the Council which includes the General Government and Board of Education projects.

**ARTICLE IX – COMMITTEES (Continued)**

a. (Continued)

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 those employees, and other duties assigned by the Council.

Public Health and Safety Committee

The purpose of this committee shall be to study our problems of both public health and safety, and bring to the attention of the Council whatever measures the committee believes necessary to improve our standards in both of these fields; also, to maintain liaison between the Board of Education, the Planning and Zoning Commission, the Town Manager, the Water Pollution Control Authority, the Volunteer Fire Department, the Ambulance Service Provider for the Town, and the Council.

b. The Standing Committees are empowered to consult with the Town Attorney and 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.

**ARTICLE X – VOTING**

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. (Charter, Section 304)

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 XI – TIME OF ADJOURNMENT**

Meetings of the Council shall not be later than 11:00 p.m., unless this rule is waived by a unanimous vote of the Council.

**ARTICLE XII – 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 XIII – SUSPENSION OR AMENDMENT OF RULES**

**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. Any item added to the Agenda under suspension of the Rules may not have action taken until the next Regular Meeting; except in cases of emergency on two thirds (2/3) vote of the Members present.

**Section 2- Amendment of Rules**

Any amendment of these Rules shall be submitted in writing at any meeting of the Council and may be adopted by the affirmative vote of not less than six (6) members at the next subsequent Regular Meeting of the Council.

**ARTICLE XIV – RECORDS**

**Section 1**

The Town Clerk shall maintain in his/her 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.

**ARTICLE XIV – RECORDS (Continued)**

**Section 2**

All Regular and Special Town Council Meetings, other than Work Sessions, shall be recorded on cassettes. Said cassettes shall be stored by the Town Clerk in a designated place in his vault for a period not less than two and one-half (2 ½) years and shall be made available to any member of the Town Council, the Town Attorney, the Town Manager, or any member of the public, upon request. Said cassettes shall not be removed from the Town Hall and shall be played only in the presence of the Town Clerk or his designee.

**Section 3**

Work Session Minutes shall be prepared with the same information as the Minutes of Regular Meetings. They shall be maintained in accordance with the provisions of Section 1 above. They shall be approved after preparation at the next Regular Meeting.

Notice of the time and place of said Work Session should be given. (Refer to Article I, Section 3)

**ARTICLE XV – LEGAL OPINIONS**

Any Councilperson may request a legal opinion from the Town Attorney in the performance of that Councilperson's duties. The request may be made at any time and shall be submitted in writing. Copies of the request shall be provided to other Council Members for their information. The Town Attorney shall provide a response in a timely fashion.

**ARTICLE XVI – PERFORMANCE EVALUATION**

An annual Performance Evaluation of the Town Manager, Town Attorney 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.



## TAX REFUNDS

Acar leasin LTD 4001 Embarcadero Drive Arlington, TX 76014 2015/Chevr/2GNFLFEK8F6385572 Reason: Municipality car exempt	\$ (630.11)	Hyundai Lease Titling Tr 10550 Talbert Avenue Fountain Valley, CA 92708 2013/Hyund/KM8JUCAC7DU573474 Reason: Clerical error	\$ (4.30)
Acar leasin LTD 4001 Embarcadero Drive Arlington, TX 76014 2016/Buick/2G4GL5EX3G9110853 Reason: Out of state registration, FL 8/16	\$ (67.57)	Hopkins, James P. & Rosa Margaret 7 Gulley Drive South Windsor, CT 06074-2316 2014/Toyot/2T1BRHE8EC088883 Reason: Overpayment	\$ (6.15)
Capitol Moving and Storage Co. Inc. 220 Strong Road South Windsor, CT 06074-1949 2002/Isuzu/JALC4B14227008527 Reason: Overpayment	\$ (132.09)	Jussaume, Mathew Garrett 31 Locust Street South Windsor, CT 06074-1430 1990/Shore/1YR12286LC001504 Reason: Overpayment	\$ (9.40)
Chala, Louis E. 145 Candlewood Drive South Windsor, CT 06074-2613 2011/BMW/SUXZW0C55BL655655 Reason: Clerical error	\$ (10.31)	Jussaume, Mathew Garrett 31 Locust Street South Windsor, CT 06074-1430 2005/NISSAN/5N1AN08W95C603724 Reason: Overpayment	\$ (222.74)
Cloutier, Monique J. 1040 Strong Road South Windsor, CT 06074-2041 2002/Honda/1HGCG22502A037478 Reason: Clerical error	\$ (1.95)	Jussaume, Mathew Garrett 31 Locust Street South Windsor, CT 06074-1430 2008/CHANG/LN2UT11198Z085338 Reason: Overpayment	\$ (20.50)
Cloutier, Monique J. 1040 Strong Road South Windsor, CT 06074-2041 2011/Toyota/JTMRK4DV2B5100721 Reason: Clerical error	\$ (7.02)	Jussaume, Mathew Garrett 31 Locust Street South Windsor, CT 06074-1430 2013/CHANG/LN2750817DG044714 Reason: Overpayment	\$ (22.72)
Corelogic, Attn: Refund Dept. 3001 Hackberry Road Irving, TX 75063 Real estate Reason: Overpayment	\$ (2,281.47)	Maffucci, Robert 793 Main Street South Windsor, CT 06074-3912 2006/Jeep/1J8HG48K66C168334 Reason: Clerical error	\$ (3.68)
Environmental Services Inc. 90 Brookfield Street South Windsor, CT 06074 Personal property Reason: Overpayment	\$ (694.63)	Maffucci, Robert 793 Main Street South Windsor, CT 06074-3912 2002/Volks/3VWSK69M52M118537 Reason: Clerical error	\$ (1.31)
Freedom Mortgage Corp. Attn: Escrow Admin. C/O Shannon Young 907 Pleasant Valley Avenue Mt. Laurel, NJ 08054 Reason: Overpayment	\$ (3,674.25)	Nissan Infiniti LT 8900 Freeport Pkwy Irving, TX 75063-2409 2013/Nissa/1N4AL3APXDN469961 Reason: Turned in lease 12/15	\$ (285.64)
Gness, Christopher J. 26 Sally Drive South Windsor, CT 06074-3548 2013/Trito/4TCSS1223DH123972 Reason: Clerical error	\$ (1.39)	Real Manufacturing LLC 524 Sullivan Avenue South Windsor, CT 06074 Personal property Reason: Overpayment	\$ (9.34)
Gness, Christopher J. 26 Sally Drive South Windsor, CT 06074-3548 2000/Toyot/5TB8T4412YS028720 Reason: Clerical error	\$ (3.10)	Mills, Aaron G. & Rachel A. 19 Kingsley Drive South Windsor, CT 06074-2396 2016/Toyot/5TDXK3DC8GS725061 Reason: Applied credit vehicle	\$ (126.36)
Graham, Peter R. 204 Tumblebrook Drive South Windsor, CT 06074-2283 2010/Honda/2HGFG1B63AH536016 Reason: BAA change	\$ (80.66)	Ridgeway, Neil B. 45 Krawski Drive South Windsor, CT 06074-3844 1993/Lexus/JT8VK13T9P0231225 Reason: Junked	\$ (8.66)

Rolling Frito Lay Sales LP 9800 Crosspoint Blvd. Indianapolis, IN 46240 2008/FORD/1FD2E35L78DA92805 Reason: Out of state registration, MA 1/15	\$ (233.01)	Rolling Frito Lay Sales LP 9800 Crosspoint Blvd. Indianapolis, IN 46240 2006/Ford/1FCJE39L06DA91115 Reason: Out of state registration, MA 1/15	\$ (52.80)
Rolling Frito Lay Sales LP 100 Commerce Drive #100 Braintree, MA 02184-7144 2007/Ford/1FDSE35L77DA48964 Reason: Out of state registration, MA 4/16	\$ (116.33)	Roman, Ismael V. & Lisa M. 505 Oakland Road South Windsor, CT 06074-3828 2013/NISS/JN8AS5MV6DW622501 Reason: Replaced 5/15	\$ (156.76)
Rolling Frito Lay Sales LP 9800 Crosspoint Blvd. Indianapolis, IN 46240 2008/Ford/1FD2E35L58DA92804 Reason: Out of state registration, MA 4/16	\$ (233.01)	Saxton Financial LLC 225 Oakland Road, Suite 406 South Windsor, CT 06074 Personal property Reason: Overpayment	\$ (76.72)
Rolling Frito Lay Sales LP 9800 Crosspoint Blvd. Indianapolis, IN 46240 2008/Ford/1FD2E35L28DA92856 Reason: Out of state registration, MA 1/15	\$ (233.01)		

Mrs. Bonnie Rabin, Collector of Revenue

**Total** \$ (9,406.99)  
4/17/2017