

AGENDA

TOWN COUNCIL
VIRTUAL MEETING

REGULAR MEETING
MONDAY, APRIL 20, 2020
TIME: 7:00 P.M.

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

REMINDER: There are three Virtual Public Hearings scheduled tonight. The first one is at 7:15 p.m. to receive citizen input on the proposed Board of Education Budget for Fiscal Year 2020/2021; the second one is at 7:30 p.m. to receive citizen input on the proposed General Government Budget for Fiscal Year 2020/2021, and the third one is at 8:00 p.m. to receive citizen input on an Application for the Fiscal Year 2018 Community Development Block Grant Program for Public Housing Modernization at Wapping Mews. The public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov.

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

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Special Budget Work Session Minutes of March 31, 2020, April 1, 2020, and April 2, 2020; and Regular Meeting Minutes of April 6, 2020.

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9. **Communications from Liaisons, Officers, and Boards Directly Responsible to Council** (Communications can be emailed to TownCouncilComments@southwindsor-ct.gov)

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

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 Hockenberry)

Motion to Approve Agenda Items 11.a.A through 11.a.E for a First Reading on the Consent Agenda

a. **First Reading**

A. Resolution Reappointing Bernard Thomas (D) to the Public Building 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 reappoints Bernard Thomas (D) to the Public Building Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

B. Resolution Reappointing James Kupchunos (D) to the Agricultural Land Preservation Advisory 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 reappoints James Kupchunos (D) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Consent Agenda Continued on Next Page)

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11. Consent Agenda (Continued)

a. First Reading (Continued)

C. Resolution Reappointing George Caye (D) to the Park & Recreation 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 reappoints George Caye (D) to the Park & Recreation Commission for a term ending December 31, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

D. Resolution Reappointing Daniel Rezende (D) an Alternate to the Park & Recreation 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 reappoints Daniel Rezende (D) an Alternate to the Park & Recreation Commission for a term ending December 31, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

E. Resolution Reappointing Art Jennings (D) to the Building Code Board of Appeals and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Art Jennings (D) to the Building Code Board of Appeals for a term ending January 1, 2025, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Councilor Snyder)

Motion to Approve Agenda Item 11.b.A. for a Second Reading on the Consent Agenda

b. Second Reading

A. Resolution Reappointing Art Utay (U) to the Demolition Delay Committee

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Art Utay (U) to the Demolition Delay Committee for a term ending December 31, 2021.

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11. Consent Agenda (Continued)

c. Miscellaneous

None

12. Unfinished Business

- A. Resolution Removing from the Table Item 13. A. from the Town Council’s Regular Meeting of April 6, 2020 – Resolution Authorizing the Superintendent of Schools or Designee to Execute all Necessary Agreements, Contracts, and Documents with Greenskies Clear Energy, LLC**
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby removes from the table, Item 13. A. from the Town Council’s Regular Meeting of April 6, 2020 – Resolution Authorizing the Superintendent of Schools or Designee to Execute all Necessary Agreements, Contracts, and Documents with Greenskies Clear Energy, LLC.

- B. Resolution Authorizing the Superintendent of Schools or Designee to Execute all Necessary Agreements, Contracts, and Documents with Greenskies Clear Energy, LLC**
(Councilor Lopez)

WHEREAS the Town of South Windsor Energy Committee endorsed adding solar panels to the roofs of the South Windsor Public School buildings at its meeting on March 20, 2019; and

WHEREAS the Board of Education endorsed adding solar panels to the roofs of the South Windsor Public School buildings at its meeting on October 22, 2019

NOW, THEREFORE BE IT RESOLVED that the South Windsor Town Council hereby authorizes Superintendent of Schools, Dr. Kate Carter, or her designee, to execute all necessary agreements, contracts, and documents on behalf of the South Windsor Board of Education with Greenskies Clear Energy, LLC to add solar panels to the Eli Terry, Philip R. Smith, and Orchard Hill Elementary School buildings as well as to South Windsor High School and the Wapping school building.

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13. New Business

A. Resolution Regarding Suspension of Tax Deadlines and Collection Efforts Pursuant to Governor Lamont’s Executive Order 2020-7S
(Deputy Mayor Pendleton)

WHEREAS, on March 10, 2020, the Governor of the State of Connecticut (“Governor”) declared a public health emergency and civil preparedness emergency for the State of Connecticut, pursuant to Connecticut General Statutes Sections 19a-131 and 28-9, in response to the global pandemic of COVID-19 disease associated with a novel coronavirus that is currently affecting multiple countries and states; and

WHEREAS, on March 13, 2020, the President of the United States (“President”) declared a national emergency to combat the coronavirus that is currently infecting the population of the United States; and

WHEREAS, the effects the transmission of COVID-19 has resulted in the spread of infections in Connecticut and throughout the country, as well as resulting in shortages of personal protective equipment and other supplies that could jeopardize public safety and civil preparedness; and

WHEREAS, in response to the issuance of declarations of a public health emergency and civil preparedness emergency by the Governor he has issued a series of Executive Orders setting for the law governing the conduct of the business of state and municipal government during the period of the emergency; and

WHEREAS, on April 1, 2020, the Governor issued Executive Order No. 7S (“EO 7S”), requiring municipalities, by a vote of its legislative body, participate in a “Deferment Program” or “Low-Interest Rate Program”; and

WHEREAS, participation in a deferment program is in the best interest of the Town of South Windsor

(Resolution Continued on Next Page)

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13. A. (Continued)

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of South Windsor adopts as follows:

- 1) During the period of March 10, 2020, the date that Governor Lamont declared a public health and civil preparedness emergency, through and including July 1, 2020, the Town of South Windsor shall participate in a deferment program and shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, sewer and assessments (“Taxes”) from the time such Taxes first became due and payable.
- 2) Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Town shall follow guidance as issued by the Secretary of the Office of Policy and Management as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the deferment program.

B. Resolution Implementing a Hazard Pay System to Town Employees
(Councilor Delnicki)

WHEREAS, the Governor for the State of Connecticut on March 10, 2020, declared an Emergency and a Public Health Emergency due to the outbreak of Coronavirus also known as COVID-19; and

WHEREAS, the Town Manager of South Windsor on March 13, 2020, declared an Emergency and a Public Health Emergency due to there being a presumptive positive case of coronavirus with the Town monitoring a second individual who traveled from an area affected by COVID-19; and

WHEREAS, the Governor of the State of Connecticut has mandated all non-essential businesses close due to the potential of COVID-19 infection and spread; and

WHEREAS, municipal business is considered essential and although Town offices are closed to the public, much of the business of the Town is still conducted in person placing employees at risk of contracting coronavirus; and

(Resolution Continued on Next Page)

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13. B. (Continued)

WHEREAS, many of these employees do not have the ability to self-quarantine to keep their families safe; and

WHEREAS, there have been multiple documented instances where Town employees have come in contact with people carrying or exposed to COVID-19

NOW THEREFORE BE IT RESOLVED, the Town Council of South Windsor in recognition of the potentially dangerous work done by Town employee's throughout the pandemic wishes to implement a hazard pay system, starting April 13, 2020, for the employees identified on attached **Exhibit A**, until May 20, 2020, at such time the Council will revisit the current situation to make a further determination if hazard pay shall continue. In the event the Governor allows non-essential businesses to reopen and school goes back into session sooner said hazard pay shall stop immediately. To be eligible for a \$200 weekly hazard pay stipend employees must meet the following criteria:

- Be on the work group that is required to work from a Town facility for that week; and
- Attend work for the full week; and

BE IT FURTHER RESOLVED, the funding for Hazard pay shall come from the Economic Development Professional Account 11330300-00320. Town staff should seek FEMA reimbursement for expended Hazard Pay and, if reimbursable, shall return reimbursed funds to the Economic Development Professional Account 11330300-00320.

- C. Discussion Item: Proposed Guidelines for Town of South Windsor Flag-Flying Policy (requested by Mayor Paterna)**
- D. Discussion Item: Appraisals of Farmland (requested by Mayor Paterna)**
- E. Resolution Approving a Refund of Taxes to Five (5) South Windsor Taxpayers**
(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to five (5) South Windsor Taxpayers, the total of said refunds being \$1,579.86 and as more fully described on attached **Exhibit B**.

14. Passage of Ordinance

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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

18. Adjournment

Exhibit A

	EMPLOYEE FIRST NAME	EMPLOYEE NAME	EMPLOYEE LAST NAME	GROUPING	4/17/2020	4/24/2020	5/1/2020	5/8/2020	5/15/2020	5/22/2020	
PW	Michael	Gantick		B Group	X		X				
Bldg Maint.	Clay	Major		A Group		X		X		X	
Bldg Maint.	Ron	Arnes		B Group	X		X		X		
Bldg Maint.	Gary	Palmberg		A Group		X		X		X	
Bldg Maint.	Chris	Gargano		B Group	X		X		X		
Bldg Maint.	Mike	Costa		B Group	X		X		X		
Fire Marshal	Walter	Summers			X	X	X	X	X	X	
Fire Marshal	Chris	Wilcox			X	X	X	X	X	X	
Fire Marshal	David	Mauldin		PT	X	X	X	X	X	X	
Fire Marshal	Erik	Maziarz		PT	X	X	X	X	X	X	
Fire Marshal	Seth	Vinick		PT	X	X	X	X	X	X	
A&S	Liz	O'Brien		C Group		X			X		
A&S	Cindy	Malone		B Group	X			X			
A&S	Susan	Gouin		B Group	X			X			
A&S	Victoria	Hellberg		A Group			X			X	
A&S	Andrea	Cofrancesco		C Group		X			X		
A&S	Lindsey	Ravalese		B Group	X			X			
A&S	Stephen	Clapp		A Group			X			X	
A&S	Robin	Lagasse		HOME							
A&S	Liane	Lussier Smith		HOME							
A&S	Liz	Langevin		A GROUP			X			X	
A&S	Kathy	Reed		HOME							
A&S	Sarah	Soboleski		HOME							
A&S	Susan	Grundstrom		C Group		X			X		
Bus Driver	Ed	Morin		reduced hours							
Bus Driver	Don	Padegimas		reduced hours							
Bus Driver	Diana	Roy		reduced hours							
Bus Driver	Michael	Hayes		reduced hours							
Bus Driver	Tom	Hogarty		reduced hours							
Registrar	Sue	Larsen		HOME							
Registrar	Sue	Burnham		HOME							
Registrar	Christy	Shaher		In M & T							

Exhibit B

Bill	Name	Address	Prop Loc/Vehicle Info	Reason	Over Paid
2018-03-5010408	HONDA LEASE TRUST	600 KELLY WAY	2016/ALS8225/JHMGKSH57GX021661	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-\$350.35
2018-04-0081589	HONDA LEASE TRUST	600 KELLY WAY	2018/AS80994/7FARWZ9H1JF089427	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-\$458.92
2018-03-5011661	JP MORGAN CHASE BANK NA	PO BOX 901098	2016/AD28169/4S48SANCZ63307444	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-\$301.27
2018-03-5018585	PORSCH LEASING LTD	PO BOX 24379	2017/AC19185/WF0AB29A91CS120681	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-\$213.21
2018-03-5023148	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	2016/AB86120/7T1BURHE1GCS24646	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-\$256.11
TOTAL					-\$1,579.86

Approved By: Jennifer Hlinski-Shirley, CCMC
 Collector of Revenue
Jennifer Hlinski-Shirley
 Date: *30 March 2020*

Drafted By: Tabatha L Chasse
 Deputy Collector of Revenue
Tabatha L Chasse
 Date: *March 23, 2020*

Backup information for Item 11.9.A through 11.9.E

BOARD AND COMMISSION APPOINTMENTS OR REAPPOINTMENTS

(This form is to be filled out for each appointment or reappointment that is being requested) 11.9.E

BOARD OR COMMISSION	NAME	ADDRESS	PHONE NUMBER	APPTMT OR REAPPTMT	NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY	PARTY AFFILIATION	TERM
Public Works	Bernard Thomas	29 Sunset Terrace		reappt	/	D	11-30-20
SWAL PAC	Jim Kopchunas			reappt	/	D	11-30-20
Park Rec & Rec	George Gaye			reappt	/	D	12-31-20
Park Rec & Rec	Dan Rezende			reappt alternate		D	12-31-20
Public Works Code Bldg & Appeals	Art Jennings			reappt		D	1-1-20
						RECEIVED	
						APR 09 2020	

SOUTH WINDSOR TOWN COUNCIL

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.

Submitted by: Sandra C. Jesti Party Affiliation: D Date: 4/8/2020

RESOLUTION REGARDING SOLAR PROJECTS FOR
SOUTH WINDSOR SCHOOL BUILDINGS

WHEREAS, the South Windsor Town Council has been provided by Greenskies Clear Energy, LLC with a proposal to install solar panels on the roofs of South Windsor Public Schools; and

WHEREAS, the projected cost savings to the Town of South Windsor based upon that proposal by installing the solar panels has been provided to the Town Council as follows:

Conservative Project Savings Amounts per Building:

LOCATION	CONSERVATIVE YR-1 SAVINGS	CONSERVATIVE 25-YEAR TOTAL
Philip R. Smith	\$7,500.00	\$187,500.00
Orchard Hill	\$20,000.00	\$500,000.00
Wapping	\$18,500.00	\$462,500.00
High School	\$50,500.00	\$1,262,500.00
Eli Terry	\$15,500.00	\$387,500.00
Total	\$112,000.00	\$2,800,000.00

WHEREAS the Town of South Windsor Energy Committee has endorsed installing solar panels to the roofs of the South Windsor Public School buildings at its meeting on March 20, 2019; and

WHEREAS the Board of Education also endorsed installing solar panels to the roof of the South Windsor Public School buildings at its meeting on October 22, 2019; and

WHEREAS, the Town Council finds that it is in the best interests of the Town and its residents to support the proposal based upon the projected cost savings and the overall benefits to the community in supporting green energy.

THEREFORE BE IT RESOLVED that the South Windsor Town Council hereby authorizes the Town Manager, Michael Maniscalco, to execute all necessary agreements, contracts, and documents with Greenskies Clear Energy, LLC on behalf of the Town of South Windsor, to install and operate the solar panels on the Town of South Windsor Public School Buildings including: Eli Terry, Philip R. Smith, Orchard Hill Elementary, South Windsor High School and the Wapping School.

PROPOSED GUIDELINES for Town of South Windsor Flag-Flying Policy:

DRAFT

- *Requests to fly a commemorative flag on the Town Hall flagpole must be initiated by a member of the Town Council, at a regularly scheduled Town Council meeting;
- *Requests will be considered in the order they are presented to the Town Council;
- *The Town Council member making the request shall provide the Council with the necessary information about the flag and related event or proclamation;
- *The flag will fly in connection with a specific town or state event, town or state proclamation, or town or state recognition of an event or organization;
- *Approval by the Town Council shall be limited to not more than one commemorative flag being added to the flagpole for display during any time period;
- *The flag shall be flown for a period of up to one month, or for the duration of the associated event, whichever is less;
- *The flag shall be flown no more than once per calendar year;
- *Council members shall be required to submit requests, on an annual basis, for a commemorative flag to be flown;
- *Council members shall submit their request a minimum of two weeks prior to a start date, and shall utilize the form approved as part of this Policy;
- *Flags shall be raised and lowered on business days and hours that Town Hall is open;
- *No flags of commercial, religious or political organizations shall be permitted;
- *No flags of a group or organization shall be permitted whose actions or philosophy are contrary to Town of South Windsor policies or Charter, or enable violence, discrimination, prejudice, or racism;
- *Lowering of Flags: Flags are flown at the half-staff position as a sign of respect and condolence, or to commemorate specific dates. The position of the flag when flying at half-staff shall be determined by the Town of South Windsor.

Reid, Deborah

From: Maniscalco, Michael
Sent: Thursday, April 16, 2020 9:39 AM
To: Reid, Deborah; Paterna, Andrew
Subject: Fwd: Birden Farm and Raymond Farm appraisal quotes

Andy and Deb,

Below are the appraisal quotes for the Birden farm. Can you please add this as an item on the next agenda so we can get approval and direction for the expense and where the expense comes from.

Best,

Michael Maniscalco, MPA

Town Manager

Town of South Windsor

1540 Sullivan Avenue

South Windsor, CT 06074

Tel: (860) 644-2511

Fax: (860) 644-3781

michael.maniscalco@southwindsor.org

Begin forwarded message:

From: "Lipe, Michele" <Michele.Lipe@southwindsor.org>
Date: April 16, 2020 at 9:23:23 AM EDT
To: "Perry, Vanessa" <Vanessa.Perry@southwindsor.org>, "Maniscalco, Michael" <Michael.Maniscalco@southwindsor.org>
Subject: **FW: Birden Farm and Raymond Farm appraisal quotes**

Good morning,

Below are the quotes (including the specifics) from Bob Stewart for the appraisals of the Birden and Raymond Farms. His quotes are based on discussions with individuals from both Farmland Trust and Farm Preservation.

Birden – \$4,000

Raymond – \$7,300

The appraisal would be completed by the end of June.

Please let me know if you want me to proceed with a purchase order and from what account.

Thanks,
Michele

From: APPRAISAL SERVICE,STEWART APPRAISAL SERVICE <stewartappraisal@comcast.net>
Sent: Wednesday, April 15, 2020 6:11 PM
To: Lipe, Michele <Michele.Lipe@southwindsor.org>
Subject: Birden Farm and Raymond Farm appraisal quotes

Michelle,

I apologize for taking forever to send you my quotes to appraise the two farms. I ended up speaking with both Kathleen Doherty at the Farmland Trust and Denise O'Meara at the Farm Preservation. Between people working at home and State holidays, that took a while.

The Birden Farm needs to be appraised meeting NRCS standards (not yellow book, but close). The 23.0 acres exluded from the north side of Ferry Lane does not need to be appraised, simply noted it exists. The Before PDR valaution may be of all 81.84 acres as two parcels on each side of Ferry Lane or of the north side 21.0 acres and the south side 37.84 acres. This is the appraiser's call based on inspection, use and likely buyer. My gut is as one in the before. After the PDR they are definitely appraised as 81.84 acres in two parcels split by Ferry Lane. My fee for this appraisal of the Development Rights (PDR) is \$4,000.

The Raymond Farm is a little more complicated. The State needs two separate appraisal reports, one of Farm I and one of Farm II.

Farm I needs to be done meeting the NRCS requirements. In the Before will be the existing 1837 Main Street 14.87 acres improved with an 1815 built 4,744 square foot house and eight to ten outbuildings less 1.2 acres improved with the house known as 1835 Main Street. In addition 76.3 acres of farmland with an access strip south of the school on Main Street will be appraised for the Before PDR value. The After PDR value will be the two combined as one 90 acre parcel with a 7.9 acre Farmstead Envelope containing all the house and outbuildings.

Farm II is the rear 44.8 acres which are accessed via only a right of way out to Ferry Lane as the same property Before and After the PDR. It does not need to meet NRCS Standards. I mentioned with no ability to be developed with a houe as it does not have any road frontage Before, the Development Rights will be very low if anything. Denise agreed and left the format up to the appraiser as long as it meets USPAP. So my qute is a full appraisal of Farm II recognizing if I can figure out how to do something shorter, I will reduce my fee on that part.

My fee to appraise the Raymond Farm in two appraisal reports is \$7,300.

I will be able to do the appraisals in late May and early June delivering them by June 24, 2020.

Let me know if you have any questions. These delivery dates are based on my current jobs and based on you confirming my being hired in the short term.

Bob Stewart
Stewart Appraisal Services
58 Hartford Turnpike
Tolland, CT 06084