

## AGENDA

TOWN COUNCIL  
VIRTUAL MEETING

REGULAR MEETING  
MONDAY, MAY 3, 2021  
TIME: 7:00 P.M.

To view this meeting, please go to the Town of South Windsor Facebook Page, tune into Channel 16 if your provider is Cox Cable, or go to [gmedia.swagit.com/live](http://gmedia.swagit.com/live).

To make public comments on the phone at the May 3, 2021, Town Council Regular Meeting, please call 855-925-2801 and use Code 4200, or send an email to [TownCouncilComments@southwindsor-ct.gov](mailto:TownCouncilComments@southwindsor-ct.gov) to have comments read during the Public Input at the meeting.

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](mailto: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 Meeting: Special Meeting Minutes of April 12, 2021.

(Councilor Lopez)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of April 19, 2021

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

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

11. **Consent Agenda**

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

a. **First Reading**

None

b. **Second Reading**

None

c. **Miscellaneous**

None

12. **Unfinished Business**

A. Discussion Item: The Creation of a Social Justice and Racial Equity Commission through Ordinance (*requested by the Black Lives Matter Sub-Committee*) (*Previously discussed at the Town Council Regular Meeting on April 19, 2021*)

B. Discussion Item: The Creation of a Memorial to Honor Residents Who Have Been Impacted by COVID-19 (*requested by Councilor Evans*) (*Previously discussed at the Town Council Regular Meeting on April 19, 2021*)

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**13. New Business**

**A. Discussion Item: Board of Education Budget for Fiscal Year 2021/2022**  
*(requested by Deputy Mayor Pendleton)*

**B. Resolution Adopting the Board of Education Budget for Fiscal Year 2021/2022**  
*(Councilor Lydecker)*

BE IT RESOLVED that the South Windsor Town Council hereby adopts a Board of Education Budget with expenditures totaling **\$77,958,844**; for the Fiscal Year commencing on July 1, 2021, and terminating on June 30, 2022, a copy of which Budget is on file on the Board of Education website ([www.southwindsorschools.org](http://www.southwindsorschools.org)).

**C. Resolution Adopting the Budget for the Special Revenue Recreation Fund for Fiscal Year 2021/2022**  
*(Councilor Evans)*

BE IT RESOLVED that the South Windsor Town Council hereby adopts a Special Revenue Recreation Fund Budget with expenditures totaling **\$2,737,506**; for the Fiscal Year commencing on July 1, 2021, and terminating on June 30, 2022, a copy of which Budget is on file on the Town of South Windsor website ([www.southwindsor-ct.gov](http://www.southwindsor-ct.gov)).

**D. Discussion Item: General Government Budget for Fiscal Year 2021/2022**  
*(Michael Maniscalco, Town Manager and Patty Perry, Director of Finance, to be present)*

**E. Resolution Adopting the Capital Projects Budget for Fiscal Year 2021/2022**  
*(Councilor Snyder)*

BE IT RESOLVED that the South Windsor Town Council hereby adopts a Capital Projects Budget with expenditures totaling **\$1,924,472**, for the Fiscal Year commencing on July 1, 2021, and terminating on June 30, 2022, a copy of which Budget is on file on the Town of South Windsor website ([www.southwindsor-ct.gov](http://www.southwindsor-ct.gov)).

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**13. New Business**

- F. Resolution Adopting the General Government Budget for Fiscal Year 2021/2022**  
(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby adopts a General Government Budget with expenditures totaling **\$48,083,472**; for the Fiscal Year commencing on July 1, 2021, and terminating on June 30, 2022, a copy of which Budget is on file on the Town of South Windsor website ([www.southwindsor-ct.gov](http://www.southwindsor-ct.gov)).

- G. Resolution Setting the Tax Rate for Fiscal Year 2021/2022**  
(Deputy Mayor Pendleton)

BE IT RESOLVED that the tax rate of **37.86** mills be levied on the Grand List of October 1, 2020, based upon Total Revenues excluding current taxes of **\$17,585,526**, which includes an appropriation from Fund Balance in the amount of **\$0.00** and an appropriation from the Tax Stabilization Fund in the amount of **\$500,000** to finance total expenditures of **\$127,966,788** made up of a Board of Education Budget of **\$77,958,844**, a Capital Projects Budget of **\$1,924,472**, and a General Government Budget of **\$48,083,472**, all of which have been adopted by the South Windsor Town Council for the Fiscal Year commencing on July 1, 2021, and terminating on June 30, 2022.

- H. Resolution Appointing a Rate Maker for Fiscal Year 2021/2022 and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**  
(Councilor Koboski)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Michael Maniscalco, Town Manager, as Rate Maker for Fiscal Year 2021/2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- I. Resolution Waiving Competitive Bidding for Consulting Services to Create an Affordable Housing Plan**  
(Councilor Hockenberry)

WHEREAS, the Town of South Windsor is required to prepare an Affordable Housing Plan under the provision of CGS §8-30j and submit it to the Connecticut Department of Housing by July 1, 2022; and

**(Resolution Continued on Next Page)**

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**13. I. (Continued)**

WHEREAS, the Town is pursuing the services of a consultant to assist in the development of an Affordable Housing Plan and has established a \$15,000 budget; and

WHEREAS, an RFP was issued on March 24, 2021, with a closing date of Monday, April 12, 2021; and

WHEREAS, the Town did not receive any proposals for this work and the preparation of this study can only be performed by certain firms; and

WHEREAS, the Town has contacted a consulting firm familiar with preparing affordable housing plans who has also worked previously in South Windsor on the Plan of Conservation and Development to review the challenges with the current proposal; and

WHEREAS, the consultant presented a modified Scope of Work suggesting changes to the original timeframes and more clearly defining the consultant's role in the public process; and

WHEREAS, the consultant has agreed to prepare the Affordable Housing Plan for the original budgeted amount of \$15,000

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives competitive bidding for the services of a consultant to develop an Affordable Housing Plan; and

BE IT FURTHER RESOLVED that the Town Council authorizes Town Manager Michael Maniscalco to sign any agreements necessary to hire a consultant to perform this work.

**J. Resolution Accepting the Resignation of Erik Dabrowski (R) from the Blighted Property Appeals Board**  
**(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Erik Dabrowski (R) from the Blighted Property Appeals Board effective April 19, 2021; and

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

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**13. New Business (Continued)**

- K. Resolution Appointing Megan Powell (R) an Alternate to the Historic District Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**  
*(Councilor Koboski)*

BE IT RESOLVED that the South Windsor Town Council hereby appoints Megan Powell (R) an Alternate to the Historic District Commission for a term ending November 30, 2022, to fill the unexpired term of Philip Koboski and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- L. Resolution Appointing James Ainsworth (R) to the Blighted Property Appeals Board and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**  
*(Councilor Snyder)*

BE IT RESOLVED that the South Windsor Town Council hereby appoints James Ainsworth (R) to the Blighted Property Appeals Board for a term ending November 30, 2024, to fill the unexpired term of Erik Dabrowski and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- M. Discussion Item: The Creation of a Sub-Committee to Review the Flag Flying Policy** *(requested by Deputy Mayor Pendleton)*
- N. Discussion Item: Holding Hybrid Public Meetings** *(requested by Town Manager Michael Maniscalco)*

**14. Passage of Ordinance**

**15. Public Input**

The public is welcome to email comments to [TownCouncilComments@southwindsor-ct.gov](mailto:TownCouncilComments@southwindsor-ct.gov). Town Council members will not respond to any public comments/questions.

**16. Communications from Council**

**17. Executive Session**

**18. Adjournment**

## Ordinance

### Social Justice & Racial Equity Commission

#### 1. Establishment & Composition

A Social Justice and Racial Equity Commission is hereby established consisting of an eight (8) member panel of community members with education, training, or work experience in racial or social equity work and/or demonstrated practice or other relevant qualifications as equity leaders, all of whom shall be residents of the Town of South Windsor. All members shall be appointed to the Commission by the Town Council and shall include, to the extent possible, appointees with racial, ethnic, economic, and gender diversity ("REEG"). The Commission will consist of two (2) members who shall be Republicans, two (2) members who shall be Democrats, two (2) members who are not affiliated with the Republican Party but appointed by the Republican Party, and two (2) members who are not affiliated with the Democratic Party but appointed by the Democratic Party. At its establishment, commissioners will hold variant term lengths with four commissioners' terms (one Republican, one Democrat, one member who is not affiliated with the Republican Party but appointed by the Republican Party, and one member who is not affiliated with the Democratic Party but appointed by the Democratic Party) to expire at two years, and four commissioners' terms (one Republican, one Democrat, one member who is not affiliated with the Republican Party but appointed by the Republican Party, and one member who is not affiliated with the Democratic Party but appointed by the Democratic Party) to expire at one year. Thereafter, each commissioner's term will be for a set term of two years.

#### 2. Liaisons

There shall be a panel of non-voting liaisons to the Commission as follows: the Town Manager (or designee), a Town Councilor, a Board of Education Member, the Police Chief (or designee), and **an individual from the South Windsor business community recommended by the South Windsor Chamber of Commerce and appointed by the Town Council for a three-year term**. Liaisons shall be invited to each regular and special meeting of the commission but shall not be counted in terms of establishing a quorum of, or minority representation on, the Commission.

#### 3. Organization

At the first meeting on or after December 1 of each year, the Commission shall elect from its members a chairperson, vice-chairperson, 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.



4. Purpose

The purpose of the Commission is to foster the development of a more diverse community, to address specific issues at the root of REEG bias, and to suggest and implement proactive opportunities to combat REEG disparities as a public health crisis. The Commission will also collaborate with appropriate town groups and affiliates to carry forward the mission set forth in the Statement of Support 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 REEG discrimination, and condemn violence against black, indigenous, and people of color (BIPOC).

5. 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 REEG bias and disparity to create a more inclusive community.
- 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. Existing and historic inequities faced by those of REEG diversity
  - iii. Action and advocacy to fight REEG injustice
- 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. 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 REEG disparity within our community.
- f. Report annually to the Town Council and community the results and outcomes of the Commission's work.

Backup material  
for Item 12.B.

**Reid, Deborah**

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**From:** Evans, Erica  
**Sent:** Wednesday, March 31, 2021 8:54 PM  
**To:** Reid, Deborah  
**Subject:** Draft for Memorial

South Windsor Pandemic Memorial

Established March 2021 in response to the Covid-19 Pandemic declared March 2020

As a place for reflection and in memory of those whose lives were lost and those significantly impacted as a result of the Covid-19 Pandemic.

Also, a site to recognize the impact on our community and honor the ways in which the residents of South Windsor came together to support one another.

Backup material for  
Item 13.J.

Erik Dabrowski  
56 Farm Brook Lane  
South Windsor, CT 06074  
[info@erikdabrowski.com](mailto:info@erikdabrowski.com)  
(860) 402-8160

April 19, 2021

Re: Blighted Property Appeals Board

BLIGHTED PROPERTIES APPEALS BOARD

Dear Kathy Daugherty,

I am respectfully submitting my resignation as a regular member of the Blighted Properties Appeal Board effective APRIL 19, 2021. My term expires in 11/30/2024.

Regards,



Erik Dabrowski

Cc:  
Kathy Daugherty – Chair SWRTC  
12 Roy Rd  
South Windsor, CT 06074  
[k.daugherty@cox.net](mailto:k.daugherty@cox.net)  
(860) 306-4117

Backup materials for  
Item 13.K.

**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
Alternate on Historic District Commission	Megan Powell	23 Woodland Drive	860 372-8517	APPTMT	Philip Koboski	R	11/30/2022
Blighted Appeals Board of Appeals	James Ainsworth	96 Stonefield Trail	860 648-2895	REAPPTMT	Erik Dabrowski	R	11/30/2024

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

Submitted by: \_\_\_\_\_ Party Affiliation: \_\_\_\_\_ Date: April 19, 2021

## 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.