

AGENDA

TOWN COUNCIL
VIRTUAL MEETING

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

Note: A public hearing will be held at 8:00 p.m. to get citizen input regarding a proposed Ordinance establishing a Social Justice and Racial Equity Commission.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Remarks
5. Adoption of Agenda
(Councilor Koboski)
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
(Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of May 3, 2021, and May 17, 2021.
9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council (Communications can be emailed to TownCouncilComments@southwindsor-ct.gov)
10. Reports from Committees (Committee Reports can be emailed to TownCouncilComments@southwindsor-ct.gov)

Public Meetings are the time and place at which the Town Council conducts official business of the Town. The Council reserves time and invites the public to be heard during **Public Input** as follows:

Item #7 and 15:

Public Input

When recognized by the Mayor, the speakers (s) shall approach the lectern, give their name and address, and avoid personalities or impugning of improper motive to any person.

The speaker(s) shall limit their speaking time to five (5) MINUTES. This limit may not be exceeded, except when invoked by any Member of the Council with the consent of a majority of the Council present.

Town Council members will not respond to any public comments/questions.

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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

(Councilor Snyder)

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

A. Resolution Appointing Stephanie Weintraub (R) 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 appoints Stephanie Weintraub (R) to the Agricultural Land Preservation Advisory 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.

a. Second Reading

(Councilor Maneeley)

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

A. Resolution Appointing Councilor Janice Snyder (R) to the Pension Committee

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

B. Resolution Appointing Adam Wood (R) to the Public Building Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Adam Wood (R) to the Public Building Commission for a term ending November 30, 2021, to fill the unexpired term of Matthew Beaulieu.

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11. Consent Agenda (Continued)

b. Second Reading (Continued)

C. Resolution Appointing Michael LeBlanc (R) a Full Member to the Planning and Zoning Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Michael LeBlanc (R), a Full Member to the Planning and Zoning Commission, for a term ending November 8, 2021, to fill the unexpired term of Kevin Greer.

D. Resolution Appointing Megan Powell (R) an Alternate to the Planning and Zoning Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Megan Powell (R) an Alternate to the Planning and Zoning Commission for a term ending December 1, 2021, to fill the unexpired term of Michael LeBlanc.

c. Miscellaneous

None

12. Unfinished Business

**A. Resolution Appointing Steven King, Jr. (D) to the South Windsor Town Council
(Councilor Lopez)**

BE IT RESOLVED that the South Winsor Town Council hereby appoints Steven King, Jr. (D) to the South Windsor Town Council for a term ending November 8, 2021, to fill the unexpired term of Mary Justine Hockenberry.

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 May 17, 2021*)

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13. New Business

- A. Resolution Accepting the Resignation of Steven King, Jr. (D) from the Inland Wetlands Agency/Conservation Commission**
(Councilor Evans)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Steven King, Jr. (D) from the Inland Wetlands Agency/Conservation Commission effective June 6, 2021; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Steven King, Jr. for the time he has dedicated to serving his community by his membership on the Inland Wetlands Agency/Conservation Commission.

- B. Resolution Accepting the Resignation of Steven King, Jr. (D) from the Water Pollution Control Authority**
(Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Steven King, Jr. (D) from the Water Pollution Control Authority effective June 6, 2021; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Steven King Jr. for the time he has dedicated to serving his community by his membership on the Water Pollution Control Authority.

- C. Resolution Authorizing Town Manager Michael Maniscalco to Sign and Execute Four Lease Agreements**
(Councilor Lydecker)

WHEREAS, the approved FY 21-22 Operating Budget for the Police Department included the leasing of four (4) vehicles for the Police Department; and

WHEREAS, the Police Department went through the normal RFP process and on June 1, 2021, received no proposals to lease vehicles; and

WHEREAS, the Police Department still seeks to lease four (4) vehicles within limits set in the approved budget

(Resolution Continued on Next Page)

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13. C. (Continued)

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives the competitive bidding requirement for the lease of four (4) vehicles to be used as unmarked police vehicles; and

BE IT FURTHER RESOLVED that the South Windsor Town Council authorizes Town Manager Michael Maniscalco to sign and execute four lease agreements and any necessary documents on behalf of the Town of South Windsor to secure the lease of four (4) vehicles for the South Windsor Police Department.

- D. Discussion Item: Pending List *(requested by Town Manager Michael Maniscalco)***
- E. Discussion Item: Creation of an Arts Commission *(requested by Councilor Evans)***
- F. Discussion Item: Strategic Plan *(requested by Councilor Snyder)***
- G. Discussion Item: Recovery Act Funds *(requested by Councilor Snyder)***
- H. Discussion Item: Unexpended Funds from Fiscal Year 2020/2021 *(requested by Councilor Snyder)***

14. Passage of Ordinance

15. Public Input

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

16. Communications from Council

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17. Executive Session

- A. To discuss a personnel matter (Town Manager Michael Maniscalco and Clerk of the Council Debbie Reid).**
- B. To discuss matters concerning security strategy and deployment of security personnel (Police Department Investigation Processes)**
- C. To discuss matters that would result in the disclosure of exempt public records relating to contract negotiation**

18. Adjournment

*Backup Information
for Item 11.a.A.*

BOARD AND COMMISSION APPOINTMENTS OR REAPPOINTMENTS

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

BOARD OR COMMISSION	NAME	ADDRESS	PHONE NUMBER	APPTMT OR REAPPTMT	NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY	PARTY AFFILIATION	TERM
SWALPAC	Stephanie Weintraub	155 Skyline Drive	860 375-0250	APPT	Philip Koboski	R	11/30/22

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: Stephanie Dexter Party Affiliation: Republican Date: May 28, 2021

Backup Information
for Item 12.B.

Major Michael Donnelly Land Preserve



Reid, Deborah

From: Maniscalco, Michael
Sent: Monday, April 5, 2021 11:34 AM
To: Caldwell, John; Perry, Vanessa
Subject: RE: Memorial @ Nevers \$

Can you estimate the cost of labor.

Best regards,

Michael Maniscalco, MPA

Town Manager
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074
860-644-2511

From: Caldwell, John <John.Caldwell@southwindsor-ct.gov>
Sent: Monday, March 22, 2021 8:49 AM
To: Maniscalco, Michael <Michael.Maniscalco@southwindsor-ct.gov>; Perry, Vanessa <Vanessa.Perry@southwindsor-ct.gov>
Subject: Memorial @ Nevers \$

Good Morning Mike and Vanessa,

The following is an estimate for the Memorial @ Nevers this does not include labor.

The site will be approximately 20' X 25'

1. Pavers \$2,250
2. Base material \$500.
3. Leveling sand \$350
4. Paver flex lock \$250
5. 2 Trees \$ 450.
6. 2 Benches \$1,900
7. Misc. materials not listed \$ 500.
8. Memorial Monument this is a Bronze plaque attached to a large boulder \$ 1,400 (Possible Donation)

Total estimate of project not including labor = \$7,600

If donation is done project cost = \$6,200

John E. Caldwell, Jr.

Superintendent of Parks
Tree Warden, Parks & Open Space
South Windsor Parks & Recreation
06074 "That's where I work"
Recreation Office (860) 432-9387
Cell Phone (860) 836-1372

Backup Information
for Items 13, A, and
13, B

Steven King, Jr.

926 Ellington Rd
South Windsor, CT 06074

860-558-5118
stevenkingjr1906@gmail.com

May 18, 2021

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

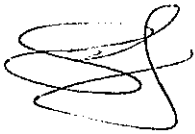
Dear Mrs. Armstrong,

I am respectfully submitting my resignation, effective on June 6, 2021, from the:

- **Water Pollution Control Authority**, Member – Term expires 11/30/2023
- **Inland Wetlands Agency/Conservation Commission**, Alternate – Term expires 12/01/2024

I would like to thank Tom Ruby, Chair of the WPCA, and to thank Barbara Kelly, Chair of the IWA/CC, for allowing me the opportunity to serve. I enjoyed working with and learning from both of them.

Sincerely,



Steve

Steven King, Jr., MBA

.cc Tony Duarte - Chairman, SWDTC
Debbie Reid – Clerk of the Council

Backup Information for Item 13.D

TOWN COUNCIL PENDING ISSUE/INFORMATION REQUEST LIST											
Name:											
Status Code: P=Pending; O=Ongoing; C=Complete; R=Reassigned											
Original Date	Councilor Name	Subject	Assigned to- Staff Name	Date Assigned	Comments	Status	Date	Comments	Status	Date	Comments
10/7/19	Pendleton	Would like to see an Ordinance established for a tax abatement for CERT after a Director is hired.	Maniscalco	10/7/19	Director to be hired after January 2020.	O	6/3/21	In progress.			
7/17/20	Pendleton	Future discussion regarding putting a fence around the Boundless Playground.	Maniscalco	7/17/20		O	1/26/21	A meeting was held with Town staff, Deputy Mayor Pendleton, and Councilor Evans. Waiting on a quote from Town staff.		2/25/21	John Caldwell asked to get a quote.
10/19/20	Evans	Plaque put up at John J. Mitchell Fairgrounds at Rye Street Park (75 Brookfield Street, Barton Property) explaining the history of the property.	Favreau	10/19/20		O	6/3/21	Public Work's constructing the sign.			
10/19/20	Snyder	Plaque put up at John J. Mitchell Fairgrounds at Rye Street Park (75 Brookfield Street, Barton Property) to include a write up about John J. Mitchell.	Favreau	10/19/20							
10/19/20	Evans	Sign to be put up in Veterans Memorial Park in honor of Al Larson.	Favreau	10/19/20		O	2/25/21	Sign complete. Setting date for unveiling.			

Revised: 6/3/21

Backup Information
for Item 13, D.

TOWN COUNCIL PENDING ISSUE/INFORMATION REQUEST LIST

Last Update:		Name:		Status Update		Status Update		Status Update		Revised: 6/3/21	
Status Code: P=Pending; O=Ongoing; C=Complete; R=Reassigned		Assigned to- Staff Name		Date Assigned		Comments		Status		Date	
Original Date	Councilor Name	Subject	Assigned to- Staff Name	Date Assigned	Comments	Status	Date	Comments	Status	Date	Comments
2/16/21	Pendleton	In mid March come back to the Council with suggestions and ideas to accomplish Strategic Plan.	Maniscalco	2/16/21		O	6/3/21	In progress.			
3/1/21	Pendleton	Report to be given at the March 15th Council meeting regarding 2019 John Fitch Boulevard	Maniscalco	3/1/21		O	3/11/21	Discussions being held with the Attorney. On-going negotiations.	C	5/17/21	
3/1/21	Evans	Discussion regarding the creation of a memorial for individuals who lost their lives due to COVID-19.	Reid	3/1/21		O	6/3/21	Ongoing discussion.			
4/8/21	Personnel Committee	Schedule an Executive Session during the Town Council Meeting on June 7, 2021	Reid	4/8/21		C	6/3/21	Executive Session placed on the Town Council agenda 6/7/21.			

Strategic Planning Outline

Purpose: The goal is to create a comprehensive Strategic Plan for the Town Council and the Town Manager to follow. Moreover, the plan should outline a common clear vision, goals and objectives with the overall intent of creating a working document rather than a plan that would not render any changes. The plan should aim for no more than 5 years and should have a 10-year strategic forward view.

In order to effectively create a strategic plan for the Town of South Windsor, I would recommend the Town Council that we follow the Vision, Goals and Objectives format. This format will create an overarching idea of what we are looking for to become and accomplish the following goals and objectives. The following definitions of Vision, Goals and Objectives:

Vision: A vision statement is the anchor point of any strategic plan. It outlines what an organization would like to ultimately achieve and gives purpose to the existence of the organization. A good vision statement should be short, simple, specific to the organization that leaves nothing open to interpretation.

Vision Statement Examples for Government

Queensland Libraries

"Enriching the lives of the people of Queensland, through reading experiences."

Martin County, Florida

"To be the benchmark example of the best in local government."

Manitowoc, Wisconsin

"A friendly, culturally diverse, and economically vibrant community that embraces the arts and humanities and that preserves the best of small town life on the lakeshore, including health, long life, beauty, comfort, and safety."

Goals: A goal is a specific target, an end result or something to be desired. It is a major step in achieving the vision of the organization. In the strategic planning context, a goal is a place where the organization wants to be, or, in other words, it is a destination.

Objectives: A measure of change in order to bring about the achievement of the goal. The attainment of each goal may require a number of objectives to be reached. There is often much confusion between goals and objectives. Whereas, the goal is a description of a destination, an objective is a measure of the progress that is needed to get to the destination.

Backup Information
for Item 13.F.

TOWN OF SOUTH WINDSOR

RESOLUTION

STRATEGIC PLANNING COMMITTEE

WHEREAS, The Town of South Windsor undertook a strategic planning process in 2001 and 2016;

WHEREAS, The Town Council has the desire to make decisions and implement strategy in a plan-full manner with the intent of doing the best for all of South Windsor's residents;

WHEREAS, The Town Council recognizes that the Town can achieve more effective and efficient service delivery to residents through planning processes;

WHEREAS, The Town Council has the desire to develop a vision, goals and objectives through working with a broad spectrum of residents who represent diversity in age, race and gender;

NOW THEREFORE BE IT RESOLVED, that the Town Council creates a Strategic Planning Committee with the express intent to accomplish the following:

1. Through broad outreach to the community develop a vision statement for what the community would like to become:
 - a. The Committee advertise and hold 2 public hearings to gather input from the community;
 - b. Through support of the Town Staff the committee can consider conducting a survey using multiple medium for dissemination;
 - c. Develop and deliver a report to the Town Council by 7/1/2022 that will explain the Committees recommended vision and why it is the recommended vision.
2. Work collaboratively with the Town Council to develop goals that will accomplish the community vision.
3. Work with the Town Council and Town Staff to create specific measurable objectives that will accomplish the identified goals.

FURTHERMORE, BE IT RESOLVED, that the Committee shall be appointed by the Town Council and shall be made up of no more than nine members. Two members must attend South Windsor Public Schools; two members must consider themselves to be a senior citizen; there must be representation from both genders and there must be representation of both political parties. Every effort shall be made to seek both cultural and ethnic diversity. The Town Manager, Mayor and Minority Leader (or their designee) will be considered ex officio members with full rights to speak at meetings but will have no right to vote.

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 non-elected 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 ("REEG") diversity. 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 offered for every town employee and elected official on an annual basis of at least two (2) hours, with a goal 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.