

AGENDA

TOWN COUNCIL
COUNCIL CHAMBERS
SOUTH WINDSOR TOWN HALL

REGULAR MEETING
MONDAY, JULY 19, 2021
TIME: 7:00 P.M.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Remarks
5. Adoption of Agenda
(Councillor Koboski)
6. Communications and Reports from Town Manager
7. Public Input
8. Adoption of Minutes of Previous Meetings
(Councillor Snyder)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of July 6, 2021.

9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council
10. Reports from Committees
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

(Councillor Lopez)

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

- A. **Resolution Appointing Deputy Mayor Pendleton (D) to the Pension Committee and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

(Resolution Continued on Next Page)

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.

AGENDA
Regular Meeting – Town Council
Monday, July 19, 2021

11. Consent Agenda (Continued)

a. First Reading (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Deputy Mayor Pendleton (D) to the Pension Committee for a term ending November 8, 2021, to fill the unexpired term of Mary Justine Hockenberry and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Councillor Maneeley)

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

B. Resolution Reappointing John Phillips (R) to the Inland Wetlands Agency/Conservation 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 John Phillips (R) to the Inland Wetlands/Conservation Commission for a term ending June 1, 2025, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

b. Second Reading

(Deputy Mayor Pendleton)

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

A. Resolution Reappointing Matthew Streeter (R) to the Cable Advisory Board

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Matthew Streeter (R) to the Cable Advisory Board for a term ending June 30, 2023.

(Councillor Lydecker)

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

B. Resolution Appointing Alan Cavagnaro (D) an Alternate to the Planning & Zoning Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Alan Cavagnaro (D) an Alternate to the Planning & Zoning Commission for a term ending December 1, 2023, to fill the unexpired term of Elizabeth McGuire.

AGENDA
Regular Meeting – Town Council
Monday, July 19, 2021

11. Consent Agenda (Continued)

b. Second Reading (Continued)

C. Resolution Appointing Claudia Bernstein (D) to the South Windsor Alliance for Families

BE IT RESOLVED that the South Windsor Town Council hereby appoints Claudia Bernstein (D) to the South Windsor Alliance for Families for a term ending September 1, 2022, to fill an expired vacancy.

D. Resolution Appointing Tim Appleton (D) an Alternate to the Board of Assessment Appeals

BE IT RESOLVED that the South Windsor Town Council hereby appoints Tim Appleton (D) an Alternate to the Board of Assessment Appeals for a term ending November 30, 2021, to fill the unexpired term of Gavin Zhu.

c. Miscellaneous

None

12. Unfinished Business

- A. 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 July 6, 2021)***
- B. Discussion Item: Creation of an Arts Commission *(requested by Councilor Evans) (Previously discussed at the Town Council Regular Meeting on July 6, 2021)***
- C. Discussion Item: Recommendation to Review Transparency and Communications in South Windsor Town Government *(requested by Councilor Evans and Deputy Mayor Pendleton) (Previously discussed at the Town Council Regular Meeting on July 6, 2021)***
- D. Discussion Item: Proposed Revisions to the Town Council Rules & Procedures *(requested by the Town Council Rules & Procedures Committee) (Previously discussed at the Town Council Regular Meeting on July 6, 2021)***

AGENDA
Regular Meeting – Town Council
Monday, July 19, 2021

13. New Business

- A. Discussion Item: Car Break-ins in the Town of South Windsor (requested by Councilor Maneeley) (Chief Lindstrom, Police Department to be present)**
- B. Resolution Authorizing Referendum on the Sale of a Certain Parcel of Property Known as Lot 2 and Located at 725 Sullivan Avenue, South Windsor (Councilor Evans)**

BE IT RESOLVED, that the Resolution entitled “Resolution Authorizing the Sale of a Certain Parcel of Property Known at Lot 2 and Located at 765 Sullivan Avenue” heretofore at this meeting adopted, be submitted to the Town electors for approval, or disapproval, at a referendum to be held in conjunction with the general election on November 2, 2021; and that the warning of said referendum state the question to be voted on as follows:

“Shall the resolution entitled “Resolution Authorizing the Sale of a Certain Parcel of Property Known as Lot 2 and Located at 725 Sullivan Avenue, South Windsor, to JP RE Holdings, LLC for the sum of Two Hundred Sixty-Five Thousand Dollars (\$265,000), adopted by the Town Council on _____ be approved?”

The ballot label for said question shall read as follows:

“Shall the resolution authorizing the sale of a certain parcel of property known as Lot 2 and located at 725 Sullivan Avenue, South Windsor, to JP RE Holdings, LLC for Two Hundred Sixty-Five Thousand Dollars (\$265,000) be approved? YES/NO”

The warning of said referendum shall state that the full text of said resolution is on file and open to public inspection in the Office of the Town Clerk.

- C. Resolution Authorizing the Town Manager to Sign and Execute all Necessary Agreements with ICMA Retirement Corporation (Councilor King)**

WHEREAS, the Town of South Windsor is the named Employer-Sponsored for five separate deferred compensation plans with ICMA for employees of the Town; and

WHEREAS, the named authorized Plan Coordinator is the former Town Manager Matthew B. Galligan and should be updated to the current Town Manager Michael Maniscalco

(Resolution Continued on Next Page)

AGENDA
Regular Meeting – Town Council
Monday, July 19, 2021

13. C. (Continued)

NOW, THEREFORE, BE IT RESOLVED that Michael Maniscalco, Town Manager for the Town of South Windsor shall be the coordinator for each plan; shall receive reports, notices, etc. from ICMA Retirement Corporation or Vantage Trust; shall cast, on behalf of the Employer any required votes under Vantage Trust; and may delegate any administrative duties relating to the Plan to appropriate departments; and

BE IT FURTHER RESOLVED, that the South Windsor Town Council hereby authorizes the Town Manager to sign and execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

D. Resolution Approving a Transfer of \$45,000 from the Fiscal Year 2021 Building Utilities Account to the Library Carpet Replacement Capital Account (Councilor Snyder)

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$45,000 from the Fiscal Year 2021 Building Utilities Account to the Library Carpet Replacement Capital Account to cover costs for additional carpeting for the lower level at the South Windsor Public Library.

E. Resolution Waiving the Competitive Bidding Process for DNR Laboratories (Councilor Lopez)

WHEREAS, the Town of South Windsor Information Technology Department's two primary media servers responsible for the recording and broadcasting of public meetings will no longer be supported and need to be replaced due to their age as of September 12, 2021; and

WHEREAS, the current servers, as well as all of the other G-Media equipment, were installed, programmed, and have been supported by DNR Laboratories, LLC; and

WHEREAS, given the specialized nature and complexity of the Town's A/V setup, DNR's first-hand knowledge of this setup, the fact that the new equipment will need to seamlessly integrate with the Town's current setup that DNR configured, and DNR has already quoted the project, it is felt that it would be in the Town's best interest to waive competitive bidding

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives the competitive bidding process.

AGENDA
Regular Meeting – Town Council
Monday, July 19, 2021

13. New Business (Continued)

**F. Resolution Approving a Refund of Taxes to Four (4) South Windsor Taxpayers
(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to four (4) South Windsor Taxpayers, the total of said refunds being \$9,675.79 and as more fully described on attached **Exhibit A**.

G. Discussion Item: Legalization of Marijuana in the State of Connecticut and the Possible Impacts on the Town of South Windsor (requested by Councilor Koboski and Mayor Paterna)

14. Passage of Ordinance

15. Public Input

16. Communications from Council

17. Executive Session

A. To discuss the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b)(7) (Sullivan Avenue).

B. To discuss potential litigation (CIRMA claim).

18. Adjournment

Name	Bill	Prop. Loc./Vehicle Info	Reason	Over Paid
BRUNO PAOLO	2019-03-5002896	2013/5XXGN4A79D6164788	Sec. 12-129 Refund of Excess Payments	(64.29)
CORELOGIC	2018-01-0002928	122 GREENWOOD DR	Sec. 12-129 Refund of Excess Payments	(6,714.40)
TOYOTA LEASE TRUST	2019-04-8003033	2017/2T1BURHE1HC799709	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc.	(59.88)
PERUCCIO ANN MARIE	2019-01-0007714	806 MISTY MEADOW LN	Sec. 12-129 Refund of Excess Payments	(2,837.22)
Total of 4 Refunds				(9,675.79)

Carlene Andriulat 7/7/21

Drafted by:

Date:

Carlene Andriulat
Revenue Clerk

Approved by:

Date:

Jennifer R. Hilinski-Shirley
Jennifer R. Hilinski-Shirley
Collector of Revenue, CCMC, CCMO

9 July 2021

*Backup material
for Item 11.a.B.*

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
Inlands Wetlands Agency/CC	John Phillips	200 McGrath Road	860 289-4967	REAPPT		R	06-01-2025

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: R

Date: July 10, 2021

Backup material for
Item 12.D.

SOUTH WINDSOR TOWN COUNCIL

RULES AND PROCEDURES

DRAFT

Revised July 6, April 19, 2021

SOUTH WINDSOR TOWN COUNCIL RULES AND PROCEDURES

ARTICLE I – RULES AND PROCEDURES (Charter, Section 304)

The Council shall determine its own rules of procedure not inconsistent with the provisions of the Charter. ~~(Charter, Section 304)~~

ARTICLE II – TOWN COUNCIL ORGANIZATION (Charter, Section 208 and 302)

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 ~~m~~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 ~~m~~Members as Mayor, to serve for the ensuing two (2) years or until such time as a successor is duly chosen. ~~(Charter, Section 302)~~

In the event of an emergency, as determined by an Emergency Declaration, the Organizational Meeting may be held virtually or at another designated location.

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Section 23 – Vacancies

Vacancies in elective offices, including the Board of Education, from whatever cause arising, shall be filled by the Council, [after receiving the nomination by the respective political party]. In filling any vacancy, the Town Council shall select a person of the same political party as that of the former incumbent, unless the incumbent was a nonregistered voter, in which case their successor shall be a nonregistered voter. For the purposes of this section, a nonregistered voter shall mean any elector of the Town of South Windsor who has not been registered with any political party for a period of six (6) months next preceding the date of their appointment. No nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date. All appointments to fill vacancies in any elective Town office shall be for the unexpired portion of the term of the elective office so filled.

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Section 2 – Resignations

Elected Officials; a written signed resignation shall become official the date and time recorded by the Town Clerk and effective the date and time written in the document. A copy of that document will be provided to the Clerk of the Council by the Town Clerk. Resignations need to be received by the Clerk of the Council by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting in order to be placed on the Town Council's next Regular Meeting agenda.

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ARTICLE III – THE MAYOR (Charter, Section 302)

Section 1 – Method of Selection

- a. The Council shall, at its Organizational Meeting, proceed to choose one of its ~~m~~Members as Mayor and one of its members as Deputy Mayor, each to serve for the ensuing two (2) years or until such time as their 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 their successor is duly elected.~~

Section 2 – Duties of the Mayor (Charter, Section 302)

- 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. 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 chairperson by a majority vote of those members present.
- c. The Mayor shall be recognized as the official head of the Town for all ceremonial and military purposes. (Charter, Section 302)
- d. The Mayor shall not be deprived of their vote on any question. ~~(Charter, Section 302)~~

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ARTICLE IV – TOWN COUNCIL MEETINGS (Charter, Section 304)

Section 1 – Regular Meetings

- a. 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 ~~(except August)~~. 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.
- b. 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 chairperson by a majority vote of those members present.

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Section 2 – Special Meetings

- a. The Mayor or the Clerk, upon written orders from the Mayor or at least three (3) ~~m~~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 ~~m~~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 ~~on the Town website 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.
- 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 ~~m~~Members of the Council, the Town Manager, and the Town Attorney, and when such notice was given.

Section 3 – Work Sessions

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

Section 4 – 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, posting a notice in a public place, and posting on the Town website, 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.

Section 54 – Emergency Meetings

- a. In case of emergency, as defined below, the Mayor shall be empowered to call a Special Meeting by having the ~~m~~Members notified.
- b. An emergency shall be a 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 65 – Public Meetings

- 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 in accordance with FOI Laws and Connecticut General Statutes.
- b. All discussions and communications during an Executive Session are considered to be confidential information pursuant to the South Windsor Town Charter, Article IV. Code of Ethics, Section 2-487 Confidential Information.
- c. No official action to be taken unless in an Open Public Meeting.
- d. Council's minutes may only be changed by Council members, the Town Manager, or the Town Attorney, except by permission of the majority of the Council members present.

ARTICLE V – A QUORUM (Charter, Section 304)

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 VI – THE ORDER OF PROCEDURE (Charter, Section 304) (Robert's Rules of Order)

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 may be subject to change but should include the following:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Remarks
- ~~5. Adoption of Agenda~~
- ~~6.5. Communications and Reports from Town Manager~~
- ~~7.6. Public Input [Town Council members will not respond to any public comments/questions]~~

- 8.7. Adoption of Minutes of Previous Meetings
 - 9.8. Communications from Liaisons, Officers, and Boards Directly Responsible to Council
 - 10.9. Reports from Committees
 - 11.10. Consent Agenda
 - a. First Reading
 - b. Second Reading
 - c. Miscellaneous
- [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 General Order of Business and be considered in its normal sequence on the Agenda.]
- 12.11. Unfinished Business
 - 13.12. New Business
 - 14.13. Passage of Ordinance
 - 15.14. Public Input ~~[Town Council members will not respond to any public comments/questions]~~
 - 16.15. Communications from Council
 - 17.16. Executive Session
 - 18.17. Adjournment

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

Item #76 and #1514:

Public Input

In-Person Meeting:

- a. ~~a.~~ Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present.

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

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- ~~bc.~~ The speaker(s) may address the Council on any matter.

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- ~~d.~~
 - e. The speaker(s) shall limit their speaking time to three (3) five (5)-minutes. This limit may not be exceeded, except when invoked by any mMember of the Council with the consent of a majority of the Council present.

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- ~~d.~~ Town Council mmembers will not respond to any public comments/questions.

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f. Emails will not be read into the record, unless otherwise brought forth by a Council member.

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Virtual Meeting:

a. Public Input shall not exceed fifty (50) minutes unless extended by the Mayor with the consent of the majority of the Council present.

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

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c. The speaker(s) may address the Council on any matter.

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d. 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.

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

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f. Emails sent to TownCouncilComments@southwindsor-ct.gov will be read into the record.

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ARTICLE VII – 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 Mmembers at least forty-eight (48) hours before the meeting.
- b. During the preparation of the Agenda, there shall be an Agenda Meeting with the Mayor or their designee, the Minority Leader or their designee, the Town Manager or their designee, and the Clerk of the Council or their designee for the purpose of all parties receiving the agenda information at the same time. The Clerk of the Council shall be responsible for preparing and distributing a schedule of times and dates for the Agenda Meetings to the members as listed. The Agenda Meetings shall be at least ninety-six (96) hours before the meeting and at least forty-eight (48) hours before the actual distribution of the agenda to all Mmembers of the Council.
- c. Items for the Agenda of any meeting of the Council may be submitted at the prior meeting of the Council by the Mayor, the -mMembers, Town Manager, and the Town Attorney.
- d. 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 by

the close of the business day (4:30 p.m.) on the day of the Agenda Meeting 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. The only exemption to this rule will be for items coming from the Town Manager or their designee.

e. At the discretion of the Council Clerk, the order of the agenda can be changed with priorities given to the Town Manager, Town staff, Town Attorney, and paid consultants

f. Items 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.

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f.g. The Council Clerk shall put notice on the Town website and advise a newspaper or newspapers having a general circulation in the Town of a meeting open to the public at least forty-eight (48) hours before said meeting.

hg. The Clerk of the Council will provide a list of the New Business a Agenda items, as submitted to the Clerk under these Rules, intended for consideration at the next meeting to the Town Council mmembers by electronic communication 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.

h. i. The Agenda shall contain the following notice:

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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 of each Public Meeting, as follows:

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Item #76 and #154:

In-Person Meeting:

Public Input – Shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. Speaker(s) generally are to limit their comments to three (3) minutes each, except when invoked by any member of the Council with the consent of a majority of the Council present and shall avoid personalities or impugning of improper motive to any person. The Town Council members will not respond to any public comments/questions.

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Virtual Meeting:

Public Input – Shall not exceed fifty (50) minutes unless extended by the Mayor with the consent of the majority of the Council present. Speaker(s) generally are to limit their comments to five (5) minutes each, except when invoked by any member of the Council with the consent of a majority of the Council present and shall avoid personalities or impugning of improper motive to any person. The Town Council members will not respond to any public comments/questions.

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

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ARTICLE VIII – MOTIONS (Robert's Rules of Order)

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 an amendment or decision.

Section 2 – Motions of Precedence

- a. When a question is before the Council, no motion shall be received except:
 1. To Ffix the Ttime of Aadjournment - to set the time, and sometimes the place, for another meeting to continue business of the session, with no effect on when the present meeting will adjourn. To "fix the time of adjournment" requires a second, the motion is not debatable, is amendable, and requires a majority vote to pass.
 2. To Aadjourn - to end a meeting. To "adjourn" requires a second, the motion is not debatable, is not amendable, and requires a majority vote to pass.
 3. To Llay Uupon the Ttable – is properly used only when it is necessary to suspend consideration of a main motion in order to deal with another matter that has come up unexpectedly and must be dealt with before the pending matter can be properly addressed. To "lay upon the table" requires a second, the motion is not debatable, is not amendable, and requires a majority vote to pass.
 4. To Ccommit or Rrecommit – to refer to a committee. The question can then be carefully investigated and put into better conditions for

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consideration. To “commit or recommit” requires a second, the motion is debatable, is amendable, and requires a majority vote to pass. (secondary amendment is not amendable).

5. To Postpone to a Certain Time – action on a pending question may be postponed to another time. Alternatively, a motion can be postponed until after a specific event has occurred, such as after a relevant report has been issued. To “Postpone to a certain time” requires a second, the motion is debatable, is amendable, and requires a majority vote to pass.

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6. Limit or Extend Limits of Debate – can decrease or increase the allowed number of speeches or length of speeches or it can decrease or increase the total amount of time for debate. To “limit or extend limits of debate” requires a second, the motion is not debatable, is amendable, and requires a 2/3rds (super majority) vote to pass. To close debate at a specified time – to end debate on a pending proposal and bring it to an immediate vote.

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7. To Postpone indefinitely – to avoid taking a direct vote on a main motion. To “postpone indefinitely” requires a second, the motion is debatable, is not amendable, and requires a majority vote to pass.

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8. To Amend – to modify a motion. To “amend” requires a second, the motion is debatable, is amendable, and requires a majority vote to pass.

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9. For the Previous Question (“Call the Question”) – a motion to end debate, allow no further discussion or subsidiary motions (except a motion to lay on the table, which outranks it), and take the vote on all pending motions. “Call the Question” requires a second, is not debatable or amendable, and requires a 2/3rds (super majority) vote to pass.

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- b. Motion to fix the time of adjournment, to lay upon the table, ~~to postpone to a definite time, and to call the question (previous question), and to limit or extend limits of debate 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.

ARTICLE IX – DISCUSSION ITEMS, RESOLUTIONS AND ORDINANCES AND RESOLUTIONS (Charter, Section 304, 306, 307, and 308)

Section 1 – Introduction

- a. Any Councilor, the Town Manager, or Town Attorney can bring forth a discussion item. A discussion item should be submitted to the Council Clerk by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting. Official action of a discussion item shall not be brought forth in the form of a resolution on the same night unless the item has time constraints as determined by the Town Manager or their designee.

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ba. Resolutions shall be composed by the Town Manager, Clerk of the Council, Town staff, or a Town Council member and should be referred to the Town Attorney for correct wording, as necessary. Any resolution submitted from a Council member or Town staff members shall be vetted through the Town Manager and Clerk of the Council and reviewed by the Town Attorney, as necessary.

bc. All Ordinances shall be introduced in written form and shall be confined to one subject, which shall be clearly stated in the title ~~(Charter, Section 307)~~. It shall be the duty of the Clerk of the Council immediately upon introduction of such written ordinance to provide a copy to be retained in the Town Clerk's Office for public inspection, and a copy to be posted in a public place in the Town office building. For the convenience of the public, copies shall be placed in the Town's public library and posted on the Town's website.

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

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d. e. Any Ordinance shall be introduced and a time and place set for Public Hearing as follows:

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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, posting a notice in a public place, and posting on the Town website, 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)~~

Section 23 – Required Votes

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

Section 34 – Public Meeting

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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 45 – Other Regulations

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In addition to the above rules on Ordinances and Resolutions, the Council is referred to Charter, Section 208, and Charter, Sections 305, 306, 307, 308, 312, 313, and 314 of the Charter for regulations covering these subjects.

Section 56 – Emergency Ordinance

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- 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 308.

Section 67 – Approved Ordinances

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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.

ARTICLE X – APPOINTMENTS OR REMOVALS FROM BOARDS, COMMISSIONS, OR COMMITTEES BY THE COUNCIL (Charter, Section 502)

Section 12 – 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 21 – Consideration by Council

Whenever any appointment ~~or removal~~ is submitted, a vote on said appointment ~~or removal~~ shall be ~~postponed~~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 ~~m~~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 ~~m~~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 XI – COMMITTEES

Section 1 – Power to Appoint Committees (Charter, Section 305 and 502)

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 their successor is appointed and qualified. ~~(Charter, Section 502)~~

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 [after receiving the nomination by the respective political party] 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). No nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date.~~

Section 4 – Resignations

Boards, commissions, and committees: resignations shall become effective the date specified in the notification or the date of the notification. Resignations need

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to be received by the Clerk of the Council by the close of the business day (4:30 p.m.) on the day of an Agenda Meeting.

Section 5 – Nominations

Boards, commissions, and committees; nominations to be received by the Clerk of the Council by the close of business day (4:30 p.m.) on the day of an Agenda Meeting. No nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date.

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Section 6 – Filling of Vacancies

Any vacancies occurring on any committee, board, or commission shall be filled by the Council [after receiving the nomination from the respective political party] for said unexpired term with a person from the same political party as the former incumbent, except as otherwise provided in the Charter. No nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date and is then postponed to the next regularly scheduled meeting for appointment.

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Section 57 – 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 68 – Reports

Pending/Closed Lists – requests from the Council members shall be reported upon twice a month. Items will be on the pending list until the request has been completed, and then it will be put on the closed list.

Attendance Reports – All boards and commissions appointed by the Council shall submit an attendance report on a quarterly basis.

Liaison Report – All boards and commissions that have a Council Liaison will submit a monthly summary of their meetings.

~~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 a summary of meetings held, attendance, actions taken, and plans in progress.~~

Section 79 – Standing Committees

- a. The following Standing Committees, consisting of three (3) or more ~~m~~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.

Audit Committee

Ethics Committee

Energy Committee

Naming of Public Lands and Buildings Committee

• Pension Committee

Personnel Committee

~~Public Health & Safety Committee~~

South Windsor Architectural and Nature Center Sub-Committee

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

Audit Committee

The purpose of this committee is to recommend to the Town Council the hiring of hire (or recommend hiring of) and evaluate the 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 the~~ auditor, and plan future audits. Meet as necessary to review and forward to auditor suspected fraud or illegal acts affecting the government that comes to the attention of the committee. Management is responsible for forwarding these items to the committee as soon as possible.

Ethics Committee

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 2-492 of the South Windsor Code of Ordinances, as to the application of Chapter 10, Section 1001 of the Charter and Sections 2-481 through 2-490 of the South Windsor Code of Ordinances to any specific relevant situation. This committee shall be appointed by Council and shall comply with Sections 2-491 through 2-492 of the South Windsor Code of Ordinances.

Energy Committee

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

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

Naming of Public Lands and Buildings Committee

The Committee shall be responsible for recommending to the Town Council the naming of all public parks, open spaces, and facilities in the Town of South Windsor subject to the approval of the Town Council (exclusive of Board of Education Facilities). The final decision to name, or rename, a Town owned park, open space, athletic field, or facility rests solely with the Town Council; and any action taken by the Town Council shall be binding.

Pension Committee

The Pension Committee manages the investments and funding of the Town's retirement plan.

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 the Town Manager, Clerk of the Council, and any in-house Town Attorney who is established as a Town employee, and other duties assigned by the Council.

Public Health and Safety Committee

~~The purpose of this Committee shall be to study any issues identified by the Town Council, Town Manager, or Town Attorney 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.~~

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South Windsor Agricultural, Arts and Nature Center Committee

The Committee will help create a project celebrating the farm heritage of South Windsor on the Priest Farm property, focusing on agricultural heritage and sharing the aesthetic charm of agriculture with the presence of farmland and active farming activities along with the heritage farming, agricultural, and artwork, including farm animals for beauty. The facilities are to become a source of education and the creation of a beautiful open space close to the Town Center.

- b. The Standing Committees shall consult with the Town Manager 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.

Section 10 – Temporary Committees

All temporary committees and working groups shall be created by resolution. Said resolution shall establish that the membership shall be comprised of no more than a bare majority. The resolution shall also establish the sunset of the committees and working groups. All working groups shall be disbanded at the end of the term of the Town Council unless approved again by the newly seated Council. All temporary committees and working groups shall make recommendations and reports to the Town Council and cannot independently take action.

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ARTICLE XII – VOTING (Charter, Section 304)

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 **M**members present unless the nays and abstentions are recorded therein, including the names of the **M**members voting nay, or abstaining.

ARTICLE XIII – 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 XIV – 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 XV – SUSPENSION OR AMENDMENT OF RULES (Robert's Rules of Order)

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 or State Statutes. Any item added to the Agenda under Suspension of the Rules requires a second, is not debatable or amendable, and requires a may not have action taken until the next Regular Meeting; except in cases of emergency on two thirds (2/3) vote of the **m**Members present.

ARTICLE XVI – RECORDS

Section 1

The Town Clerk shall maintain in their 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.

Section 2

All Regular and Special Town Council Meetings, and Work Sessions, shall be recorded and are available on the Town website.

ARTICLE XVII – LEGAL OPINIONS

All requests for legal opinions shall be submitted in writing to the Town Manager.

ARTICLE XVIII – PERFORMANCE EVALUATION

An annual Performance Evaluation of the Town Manager, ~~and~~ the Clerk of the Council, and any in-house Town Attorney who is established as a Town employee 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.~~

Three originally signed final evaluations of each employee will be given to the H.R. Department by the Personnel Committee. One copy should be inserted into the personnel record of the employee, one copy inserted into the Personnel File (kept in the H.R. Department), and one copy given to the employee who is being evaluated.

ARTICLE XIX – TOWN ATTORNEY HIRING PROCESS

Biennial, the Town will put out a Request for Proposals for the Town Attorney. The following process will be used to evaluate the responses and make a determination as to the lowest most qualified response.

RFP: Biennial, consistent with the re-election of the Council, the Town Manager will prepare and release an RFP for Town Attorney Services. The Town Manager will be responsible for ensuring the RFP is posted on the Town website, noticed in a local newspaper and sent directly to known or interested firms.

Committee: A Committee will be formed to review responses from the RFP, interview top applicants, rank the respondents, and make a recommendation to the Council. The Committee shall consist of a Council ~~m~~member from the majority party, a Council ~~m~~member from the minority party, the Town Manager, and two staff that have significant interaction with the Town Attorney whom the Town Manger shall designate.

Review: After the receipt of applications, they will be arranged in order by cost of services. The Committee will interview the lowest cost applicants, not to exceed five applicants.

Interview: The Committee will interview the applicants to determine the following: best fit, plan for representation of the Town, process for effective communication, the team or individuals being presented, costs, methods of controlling costs. All of these shall be scored by each individual member of the Committee and scores shall be averaged.

Recommendation: Based on the average scores, the Committee shall recommend the highest scoring firm or individual to the Council for appointment as Town Attorney. All five scores shall be shared with the Council.

THE TOWN COUNCIL RULES & PROCEDURES MAY BE REVIEWED AND/OR REVISED AS DEEMED NECESSARY WITH A 2/3RDS (SUPER-MAJORITY) VOTE OF THE COUNCIL.

Backup material
for Item 12.D.

SOUTH WINDSOR TOWN COUNCIL

RULES AND PROCEDURES

**RECOMMENDED TO THE TOWN COUNCIL BY THE TOWN
COUNCIL RULES & PROCEDURES COMMITTEE 6/24/2021**

Recommended Revisions by the Town Council on 7/6/21

SOUTH WINDSOR TOWN COUNCIL RULES AND PROCEDURES

ARTICLE I – RULES AND PROCEDURES (Charter, Section 304)

The Council shall determine its own rules of procedure not inconsistent with the provisions of the Charter.

ARTICLE II – TOWN COUNCIL ORGANIZATION (Charter, Section 208 and 302)

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.

In the event of an emergency, as determined by an Emergency Declaration, the Organizational Meeting may be held virtually or at another designated location.

Section 2 – Resignations

Elected Officials; a written signed resignation shall become official the date and time recorded by the Town Clerk and effective the date and time written in the document. A copy of that document will be provided to the Clerk of the Council by the Town Clerk. Resignations need to be received by the Clerk of the Council by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting in order to be placed on the Town Council's next Regular Meeting agenda.

Section 3 – Vacancies

Vacancies in elective offices, including the Board of Education, from whatever cause arising, shall be filled by the Council [after receiving the nomination by the respective political party]. In filling any vacancy, the Town Council shall select a person of the same political party as that of the former incumbent, unless the incumbent was a nonregistered voter, in which case their successor shall be a nonregistered voter. For the purposes of this section, a nonregistered voter shall mean any elector of the Town of South Windsor who has not been registered with any political party for a period of six (6) months next preceding the date of their appointment. No nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date. All appointments to fill vacancies in any elective Town office shall be for the unexpired portion of the term of the elective office so filled.

ARTICLE III – THE MAYOR (Charter, Section 302)

Section 1 – Method of Selection

- a. The Council shall, at its Organizational Meeting, proceed to choose one of its members as Mayor and one of its members as Deputy Mayor, each to serve for the ensuing two (2) years or until such time as their successor is duly chosen.

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.
- b. 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 chairperson by a majority vote of those members present.
- c. The Mayor shall be recognized as the official head of the Town for all ceremonial and military purposes.
- d. The Mayor shall not be deprived of their vote on any question.

ARTICLE IV – TOWN COUNCIL MEETINGS (Charter, Section 304)

Section 1 – Regular Meetings

- a. The Regular Meetings of the Council shall be held on the first and third Monday of each month at 7:00 p.m. at the South Windsor Town Hall (except August). 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.
- b. 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 chairperson by a majority vote of those members present.

Section 2 – 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 on the Town website at least forty-eight (48) hours prior to the time of said meeting. The notice shall specify the business to be transacted.
- 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, the Town Manager, and the Town Attorney, and when such notice was given.

Section 3 – Work Sessions

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

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, posting a notice in a public place, and posting on the Town website, 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.

Section 4 – 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.
- b. An emergency shall be a 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 5 – Public Meetings

- a. All meetings of the Council shall be open to the public unless an Executive Session is called by the affirmative vote of 2/3rds (super-majority) 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 in accordance with FOI Laws and Connecticut General Statutes.

- b. All discussions and communications during an Executive Session are considered to be confidential information pursuant to the South Windsor Town Charter, Article IV. Code of Ethics, Section 2-487 Confidential Information.
- c. No official action to be taken unless in an Open Public Meeting.
- d. Council's minutes may only be changed by Council members, the Town Manager, or the Town Attorney, except by permission of the majority of the Council members present.

ARTICLE V – A QUORUM (Charter, Section 304)

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.

ARTICLE VI – THE ORDER OF PROCEDURE (Charter, Section 304)
(Robert's Rules of Order)

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 may be subject to change but should include the following:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Remarks
5. Communications and Reports from Town Manager
6. Public Input
7. Adoption of Minutes of Previous Meetings
8. Communications from Liaisons, Officers, and Boards Directly Responsible to Council
9. Reports from Committees
10. Consent Agenda
 - a. First Reading
 - b. Second Reading
 - c. Miscellaneous

[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 General

Order of Business and be considered in its normal sequence on the Agenda.]

11. Unfinished Business
12. New Business
13. Passage of Ordinance
14. Public Input
15. Communications from Council
16. Executive Session
17. Adjournment

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

Item #6 and #14:

Public Input

In-Person Meeting:

- a. Public Input shall not exceed thirty (30) 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 their 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 their 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.
- e. Town Council members will not respond to any public comments/questions.
- f. Emails will not be read into the record unless otherwise brought forth by a Council member.

Virtual Meeting:

- a. Public Input shall not exceed fifty (50) 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 give their 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 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.
- e. Town Council members will not respond to any public comments/questions.
- f. Emails sent to TownCouncilComments@southwindsor-ct.gov will be read into the record.

ARTICLE VII – 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. During the preparation of the Agenda, there shall be an Agenda Meeting with the Mayor or their designee, the Minority Leader or their designee, the Town Manager or their designee, and the Clerk of the Council or their designee for the purpose of all parties receiving the agenda information at the same time. The Clerk of the Council shall be responsible for preparing and distributing a schedule of times and dates for the Agenda Meetings to the members as listed. The Agenda Meetings shall be at least ninety-six (96) hours before the meeting and at least forty-eight (48) hours before the actual distribution of the agenda to all members of the Council.
- c. 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.
- d. 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 by the close of the business day (4:30 p.m.) on the day of the Agenda 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. The only exemption to this rule will be for items coming from the Town Manager or their designee.
- e. At the discretion of the Council Clerk, the order of the agenda can be changed with priorities given to the Town Manager, Town staff, Town Attorney, and paid consultants
- f. Items 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.
- g. The Council Clerk shall put notice on the Town website of a meeting open to the public at least forty-eight (48) hours before said meeting.

- h. The Clerk of the Council will provide a list of agenda items, as submitted to the Clerk under these Rules, intended for consideration at the next meeting to the Town Council members by electronic communication 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.
- i. The Agenda shall contain the following notice:

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 of each Public Meeting, as follows:

Item #6 and #14:

In-Person Meeting:

Public Input – Shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. Speaker(s) generally are to limit their comments to three (3) minutes each, except when invoked by any member of the Council with the consent of a majority of the Council present and shall avoid personalities or impugning of improper motive to any person. The Town Council members will not respond to any public comments/questions.

Virtual Meeting:

Public Input – Shall not exceed fifty (50) minutes unless extended by the Mayor with the consent of the majority of the Council present. Speaker(s) generally are to limit their comments to five (5) minutes each, except when invoked by any member of the Council with the consent of a majority of the Council present and shall avoid personalities or impugning of improper motive to any person. The Town Council members will not respond to any public comments/questions.

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

ARTICLE VIII – MOTIONS (Robert’s Rules of Order)

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 an 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 - to set the time, and sometimes the place, for another meeting to continue business of the session, with no effect on when the present meeting will adjourn. To “fix the time of adjournment” requires a second; the motion is not debatable, is amendable, and requires a majority vote to pass.
 2. To Adjourn - to end a meeting. To “adjourn” requires a second; the motion is not debatable, is not amendable, and requires a majority vote to pass.
 3. To Lay Upon the Table – is properly used only when it is necessary to suspend consideration of a main motion in order to deal with another matter that has come up unexpectedly and must be dealt with before the pending matter can be properly addressed. To “lay upon the table” requires a second; the motion is not debatable, is not amendable, and requires a majority vote to pass.
 4. To Commit or Recommit – to refer to a committee. The question can then be carefully investigated and put into better conditions for consideration. To “commit or recommit” requires a second, the motion is debatable, is amendable, and requires a majority vote to pass. (secondary amendment is not amendable).
 5. To Postpone to a Certain Time – action on a pending question may be postponed to another time. Alternatively, a motion can be postponed until after a specific event has occurred, such as after a relevant report has been issued. To “Postpone to a certain time” requires a second, the motion is debatable, is amendable, and requires a majority vote to pass.
 6. Limit or Extend Limits of Debate – can decrease or increase the allowed number of speeches or length of speeches, or it can decrease or increase the total amount of time for debate. To “limit or extend limits of debate” requires a second; the motion is not debatable, is amendable, and requires a 2/3rds (super-majority) vote to pass.
 7. To Postpone Indefinitely – to avoid taking a direct vote on a main motion. To “postpone indefinitely” requires a second; the motion is debatable, is not amendable, and requires a majority vote to pass.
 8. To amend – to modify a motion. To “amend” requires a second; the motion is debatable, is amendable, and requires a majority vote to pass.

9. For the Previous Question ("Call the Question") – a motion to end debate, allow no further discussion or subsidiary motions (except a motion to lay on the table, which outranks it), and take the vote on all pending motions. "Call the Question" requires a second, is not debatable or amendable, and requires a 2/3rds (super-majority) vote to pass.
- b. Motion to fix the time of adjournment, to lay upon the table, to call the question (previous question), and to limit or extend limits of debate, shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.

ARTICLE IX – DISCUSSION ITEMS, RESOLUTIONS, AND ORDINANCES
(Charter, Section 304, 306, 307, and 308)

Section 1 – Introduction

- a. Any Councilor, the Town Manager, or Town Attorney can bring forth a discussion item. A discussion item should be submitted to the Council Clerk by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting. Official action of a discussion item shall not be brought forth in the form of a resolution on the same night unless the item has time constraints as determined by the Town Manager or their designee.
- b. Resolutions shall be composed by the Town Manager, Clerk of the Council, Town staff, or a Town Council member and should be referred to the Town Attorney for correct wording, as necessary. Any resolution submitted from a Council member or Town staff members shall be vetted through the Town Manager and Clerk of the Council and reviewed by the Town Attorney, as necessary.
- c. All Ordinances shall be introduced in written form and shall be confined to one subject, which shall be clearly stated in the title. It shall be the duty of the Clerk of the Council immediately upon introduction of such written ordinance to provide a copy to be retained in the Town Clerk's Office for public inspection and a copy to be posted in a public place in the Town office building. For the convenience of the public, copies shall be placed in the Town's public library and posted on the Town's website.
- d. Before any Ordinance shall be acted upon; it shall be reviewed by the Town Attorney and corrections made as deemed appropriate by the Town Attorney to ensure accuracy, clearness, conciseness, and consistency of text and phraseology, as well as its constitutionality and legality with existing Ordinances or State Statutes, shall be submitted to the Council. Further, a copy of the Ordinance upon which final action is based shall bear the Town Attorney's endorsement that such review has been made.

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 – Required Votes

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

Section 3 – 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.

Section 4 – Other Regulations

In addition to the above rules on Ordinances and Resolutions, the Council is referred to Charter, Section 208, and Charter, Sections 305, 306, 307, 308, 312, 313, and 314 of the Charter for regulations covering these subjects.

Section 5 – 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 308.

Section 6 – 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.

ARTICLE X – APPOINTMENTS OR REMOVALS FROM BOARDS, COMMISSIONS, OR COMMITTEES BY THE COUNCIL (Charter, Section 502)

Section 1 – Consideration by Council

Whenever any appointment is submitted, a vote on said appointment shall be postponed 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 2 – 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 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 XI – COMMITTEES

Section 1 – Power to Appoint Committees (Charter, Section 305 and 502)

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 their successor is appointed and qualified.

Section 3 - Minority Representation

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

Section 4 – Resignations

Boards, commissions, and committees: resignations shall become effective on the date specified in the notification or the date of the notification. Resignations need to be received by the Clerk of the Council by the close of the business day (4:30 p.m.) on the day of an Agenda Meeting.

Section 5 – Nominations

Boards, commissions, and committees; nominations to be received by the Clerk of the Council by the close of business day (4:30 p.m.) on the day of an Agenda Meeting. No nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date.

Section 6 – Filling of Vacancies

Any vacancies occurring on any committee, board, or commission shall be filled by the Council [after receiving the nomination from the respective political party] for said unexpired term with a person from the same political party as the former incumbent, except as otherwise provided in the Charter. No nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date and is then postponed to the next regularly scheduled meeting for appointment.

Section 7 – 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 8 – Reports

Pending/Closed Lists – requests from the Council members shall be reported upon twice a month. Items will be on the pending list until the request has been completed, and then it will be put on the closed list.

Attendance Reports – All boards and commissions appointed by the Council shall submit an attendance report on a quarterly basis.

Section 9 – 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.

Audit Committee
Ethics Committee
Energy Committee
Naming of Public Lands and Buildings Committee
Pension Committee
Personnel Committee
South Windsor Architectural and Nature Center Sub-Committee

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

Audit Committee

The purpose of this committee is to recommend to the Town Council the hiring of and evaluate the 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 the auditor, and plan future audits. Meet as necessary to review and forward to auditor suspected fraud or illegal acts affecting the government that comes to the attention of the committee. Management is responsible for forwarding these items to the committee as soon as possible.

Ethics Committee

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 2-492 of the South Windsor Code of Ordinances, as to the application of Chapter 10, Section 1001 of the Charter and Sections 2-481 through 2-490 of the South Windsor Code of Ordinances to any specific relevant situation. This committee shall be appointed by Council and shall comply with Sections 2-491 through 2-492 of the South Windsor Code of Ordinances.

Energy Committee

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

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

Naming of Public Lands and Buildings Committee

The Committee shall be responsible for recommending to the Town Council the naming of all public parks, open spaces, and facilities in the Town of South Windsor subject to the approval of the Town Council (exclusive of Board of Education Facilities). The final decision to name or rename a Town-owned park, open space, athletic field, or facility rests solely with the Town Council, and any action taken by the Town Council shall be binding.

Pension Committee

The Pension Committee manages the investments and funding of the Town's retirement plan.

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 the Town Manager, Clerk of the Council, and any in-house Town Attorney who is established as a Town employee, and other duties assigned by the Council.

South Windsor Agricultural, Arts and Nature Center Committee

The Committee will help create a project celebrating the farm heritage of South Windsor on the Priest Farm property, focusing on agricultural heritage and sharing the aesthetic charm of agriculture with the presence of farmland and active farming activities along with the heritage farming, agricultural, and artwork, including farm animals for beauty. The facilities are to become a source of education and the creation of a beautiful open space close to the Town Center.

- b. The Standing Committees shall consult with the Town Manager 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.

Section 10 – Temporary Committees

All temporary committees and working groups shall be created by resolution. Said resolution shall establish that the membership shall be comprised of no more than a bare majority. The resolution shall also establish the sunset of the committees and working groups. All working groups shall be disbanded at the end of the term of the Town Council unless approved again by the newly seated Council. All temporary committees and working groups shall make recommendations and reports to the Town Council and cannot independently take action.

ARTICLE XII – VOTING (Charter, Section 304)

Section 1 – Minimum Requirement

No vote except to adjourn or to fix the time and place of the next meeting shall be adopted by less than five (5) affirmative votes.

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 XIII – 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 XIV – 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 XV – SUSPENSION OR AMENDMENT OF RULES (Robert’s Rules of Order)

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 or State Statutes. Any item added to the Agenda under Suspension of the Rules requires a second, is not debatable or amendable, and requires a 2/3rds (super-majority) vote of the members present.

ARTICLE XVI – RECORDS

Section 1

The Town Clerk shall maintain in their 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.

Section 2

All Regular and Special Town Council Meetings and Work Sessions shall be recorded and are available on the Town website.

ARTICLE XVII – LEGAL OPINIONS

All requests for legal opinions shall be submitted in writing to the Town Manager.

ARTICLE XVIII – PERFORMANCE EVALUATION

An annual Performance Evaluation of the Town Manager, the Clerk of the Council, and any in-house Town Attorney who is established as a Town employee will be held in Executive Session by the Town Council in the month of June.

Three originally signed final evaluations of each employee will be given to the H.R. Department by the Personnel Committee. One copy should be inserted into the personnel record of the employee, one copy inserted into the Personnel File (kept in the H.R. Department), and one copy given to the employee who is being evaluated.

ARTICLE XIX – TOWN ATTORNEY HIRING PROCESS

Biennial, the Town will put out a Request for Proposals for the Town Attorney. The following process will be used to evaluate the responses and make a determination as to the lowest, most qualified response.

RFP: Biennial, consistent with the re-election of the Council, the Town Manager will prepare and release an RFP for Town Attorney Services. The Town Manager will be responsible for ensuring the RFP is posted on the Town website, noticed in a local newspaper, and sent directly to known or interested firms.

Committee: A Committee will be formed to review responses from the RFP, interview top applicants, rank the respondents, and make a recommendation to the Council. The Committee shall consist of a Council member from the majority party, a Council member from the minority party, the Town Manager, and two staff that have significant interaction with the Town Attorney whom the Town Manager shall designate.

Review: After the receipt of applications, they will be arranged in order by cost of services. The Committee will interview the lowest cost applicants, not to exceed five applicants.

Interview: The Committee will interview the applicants to determine the following: best fit, plan for representation of the Town, process for effective communication, the team or individuals being presented, costs, methods of controlling costs. All of these shall be scored by each individual member of the Committee, and scores shall be averaged.

Recommendation: Based on the average scores, the Committee shall recommend the highest-scoring firm or individual to the Council for appointment as Town Attorney. All five scores shall be shared with the Council.

THE TOWN COUNCIL RULES & PROCEDURES MAY BE REVIEWED AND/OR REVISED AS DEEMED NECESSARY WITH A 2/3^{RDS} (SUPER-MAJORITY VOTE OF THE COUNCIL).

Backup material
for Item 13.B.



Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074
TELEPHONE (860) 644-2511

June 28, 2021

RECEIVED

JUN 28 2021

Mayor Andrew Paterna
Town of South Windsor
1540 Sullivan Avenue
South Windsor CT 06074

SOUTH WINDSOR TOWN COUNCIL

Dear Mayor Paterna:

RE: CGS Referral 8-24 for the sale of 725 Sullivan Avenue

I am pleased to advise you that the South Windsor Planning and Zoning Commission, at its Regular Meeting of June 22, 2021, by unanimous consensus, exercising the authority of the planning commission pursuant to Section 8-24 of the Connecticut General Statutes, the sale of 725 Sullivan Ave, has reviewed and hereby forwards a favorable recommendation.

Sincerely,

Bart Pacekonis, Chairman
PLANNING & ZONING COMMISSION

BP/cgo

cc: Town Manager
Clerk of the Council

Backup material
for Item 12.B.



Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074-2786
AREA CODE 860/644-2511
FAX 860/644-3781

OFFICE
OF THE
TOWN COUNCIL

April 6, 2021

Mr. Michael Maniscalco, Town Manager
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074

Dear Mr. Maniscalco:

At its Regular Meeting of April 5, 2021, the South Windsor Town Council approved the following Resolution:

WHEREAS, the Town of South Windsor purchased property located at 725 Sullivan Avenue on December 31, 2008; and

WHEREAS, the Town of South Windsor has received an offer to purchase 725 Sullivan Avenue; and

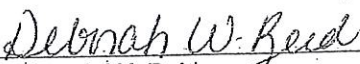
WHEREAS, the Town of South Windsor received an appraisal in the amount of \$265,000, which JP RE Holdings, LLC has agreed to pay contingent upon all municipal approvals; and

WHEREAS, the buyer has presented preliminary plans for the construction and operation of a medical office building which will generate additional tax dollars; and

WHEREAS, any plan to sell municipal-owned property must first be submitted to the South Windsor Planning & Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby refers the sale of 725 Sullivan Avenue to the Planning & Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes, and Authorizes Town Manager Michael Maniscalco to sign and execute an agreement with JP RE Holdings, LLC.

Respectfully submitted,


Deborah W. Reid
Clerk of the Council

cc: Michele Lipe, Director of Planning
Bart Pacekonis, Chairperson, Planning & Zoning Commission