

received 07/01/2021 @ 3:20 pm
S. J. King, TC

AGENDA

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

**REGULAR MEETING
TUESDAY, JULY 6, 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**
(Councilor Maneeley)
- 6. **Communications and Reports from Town Manager**
- 7. **Public Input**
- 8. **Adoption of Minutes of Previous Meetings**
(Councilor Koboski)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Special Meeting Minutes of June 17, 2021.

(Councilor King)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of June 21, 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.]

(Councilor Koboski)

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

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
Tuesday, July 6, 2021

11. Consent Agenda (Continued)

a. First Reading (Continued)

A. Resolution Reappointing Matthew Streeter (R) to the Cable Advisory Board 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 Matthew Streeter (R) to the Cable Advisory Board for a term ending June 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Councilor Evans)

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

B. Resolution Appointing Alan Cavagnaro (D) an Alternate to the Planning & Zoning 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 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 and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

C. Resolution Appointing Claudia Bernstein (D) to the South Windsor Alliance for Families 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 Claudia Bernstein (D) to the South Windsor Alliance for Families for a term ending September 1, 2022, to fill an expired vacancy and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

D. Resolution Appointing Tim Appleton (D) an Alternate to the Board of Assessment Appeals and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting

BE IT RESOLVED that the South Windsor Town Council hereby 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 and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

AGENDA
Regular Meeting – Town Council
Tuesday, July 6, 2021

11. Consent Agenda (Continued)

b. Second Reading

(Councilor Lydecker)

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

A. Resolution Appointing Bala Ramasamy (D) to the Water Pollution Control Authority

BE IT RESOLVED that the South Windsor Town Council hereby appoints Bala Ramasamy (D) to the Water Pollution Control Authority for a term ending November 30, 2023, to fill the unexpired term of Steven King, Jr.

B. Resolution Appointing Deborah Cohen (D) an Alternate to the Historic District Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Deborah Cohen (D) an Alternate to the Historic District Commission for a term ending November 30, 2021, to fill the unexpired term of Elizabeth Burgess.

c. Miscellaneous

None

12. Unfinished Business

A. Discussion Item: Update on Laurel Street Traffic Study *(requested by Deputy Mayor Pendleton) (Chief Kristian Lindstrom, Police Department to be present) (Previously discussed at the Town Council Regular Meeting on June 21, 2021)*

B. Discussion Item: The Creation of a Memorial to Honor Residents who have been Impacted by COVID-19 *(requested by Councilor Evans) (Previously discussed at the Town Council Regular Meeting on June 7, 2021)*

C. Discussion Item: Creation of an Arts Commission *(requested by Councilor Evans) (Previously discussed at the Town Council Regular Meeting on June 7, 2021)*

AGENDA
Regular Meeting – Town Council
Tuesday, July 6, 2021

13. New Business

A. Resolution Dissolving the Black Lives Matter Sub-Committee
(Councilor Snyder)

WHEREAS, on June 15, 2020, the South Windsor Town Council approved the establishment of a Black Lives Matter Sub-Committee; and

WHEREAS, the Sub-Committee was charged with the following tasks:

1. Establish Community Conversation Events to discuss Social Justice and Racial Equity, and the Global Black Lives Matter Movement in South Windsor, keeping in mind appropriate guidelines during the COVID-19 pandemic; and
2. Draft a Statement of Support regarding the Black Lives Matter Movement in South Windsor; and
3. Promote and develop programs and initiatives to continue this effort; and

WHEREAS, the Sub-Committee held community conversation events which discussed Social Justice and Racial Equity and the Global Black Lives Matter Movement in South Windsor; and

WHEREAS, the Sub-Committee drafted a Statement of Support regarding the Black Lives Matter Movement in South Windsor, which was approved by the South Windsor Town Council on March 1, 2021; and

WHEREAS, the Sub-Committee drafted an Ordinance creating a Social Justice and Racial Equity Commission, which was approved by the South Windsor Town Council on June 21, 2021. This is an initiative to continue the efforts started by the Black Lives Matter Sub-Committee; and

WHEREAS, the Black Lives Matter Sub-Committee has completed all three tasks, and it is the Council's wish to dissolve this Sub-Committee

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby dissolves the Black Lives Matter Sub-Committee.

AGENDA

**Regular Meeting – Town Council
Tuesday, July 6, 2021**

13. New Business

- B. Resolution Referring the Lease of Space (approximately one acre) at the Burgess Road Public Works Campus to the South Windsor Planning & Zoning Commission Pursuant to Section 8-24 of the Connecticut General Statutes and Authorizing the Town Manager to Sign and Execute an Agreement with East Hartford Sand and Gravel
(Councilor Lopez)**

WHEREAS, the Town of South Windsor purchased property located at 157 Burgess Road on April 9, 1955; and

WHEREAS, the Town of South Windsor has received a proposal to lease approximately one acre of space at 157 Burgess Road for a period of two years; and

WHEREAS, the Town of South Windsor received a request for proposal for the lease of approximately one acre in the amount of \$6,000 per year, which East Hartford Sand and Gravel has agreed to pay contingent upon all municipal approvals; and

WHEREAS, the lessee has presented preliminary plans for the use of this space as described, to screen topsoil-sand; and

WHEREAS, any plan to lease 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 South Windsor Town Council hereby refers the lease of space (approximately one acre) at Burgess Road 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 East Hartford Sand and Gravel.

- C. Resolution Approving an Amendment to the 2019/2020 through 2021/2022 Job Classification Schedule for Non-Bargaining Unit Employees
(Councilor Maneeley)**

(Resolution Continued on Next Page)

AGENDA
Regular Meeting – Town Council
Tuesday, July 6, 2021

13. C. (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to amend the 2019/2020 through 2021/2022 “Job Classification Schedule” for Non-Bargaining Unit Employees of the Town of South Windsor by eliminating positions of **Human Services Specialist I** (Grade 1), **IT Technician I** (Grade 1), **Human Services Specialist II** (Grade 2), **IT Technician II** (Grade 2), **Assistant Assessor** (Grade 3), **Deputy Building Official** (Grade 4), **Deputy Fire Marshal** (Grade 4), **GIS Analyst** (Grade 4), **Environmental Health Specialist** (Grade 4), **Network Administrator/Project Leader** (Grade 4), **Project Engineer** (Grade 5), **Assistant Director of Finance** (Grade 6), and **Senior Environmental Planner** (Grade 6); and

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to further amend the 2019/2020 through 2021/2022 “Job Classification Schedule” for Non-Bargaining Unit Employees of the Town of South Windsor by adding two (2) new Job Titles, those of **Director of Facilities** (Pay Grade 10) and **Director of Health** (Pay Grade 10).

D. Resolution Dissolving the Public Health & Safety Committee
(Deputy Mayor Pendleton)

WHEREAS, the Public Health & Safety Committee is a Standing Committee of the South Windsor Town Council; and

WHEREAS, the purpose of this Committee is 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; and

WHEREAS, the establishment of this Committee cannot be identified; and

WHEREAS, the Committee has not met in many years, and it is felt that the purpose of this Committee is no longer required due to the purpose of the Committee being obsolete

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby dissolves the Public Health & Safety Committee.

AGENDA
Regular Meeting – Town Council
Tuesday, July 6, 2021

13. New Business (Continued)

- E. Discussion Item: Process for Appointing Members to the Social Justice and Racial Equity Commission (*requested by Mayor Paterna*)**
- F. Discussion Item: Recommendations to Enhance Transparency and Communications in South Windsor Town Government (*requested by Councilor Evans and Deputy Mayor Pendleton*)**
- G. Discussion Item: Proposed Revisions to the Town Council Rules & Procedures (*requested by the Town Council Rules & Procedures Committee*)**

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) (Griffin Road).**

18. Adjournment

MEMO

Backup Information
for Item 6

DATE: June 24, 2021
FROM: Jennifer R Hilinski Shirley
TO: Michael Maniscalco, Town Manager
SUBJECT: Collection Timeline
CC: Vanessa Perry, Assistant Town Manager/HR Director
Patricia Perry, Director of Finance
OF PAGES: 3

Please note that messages to and from the Town of South Windsor may be subject to public release in accordance with applicable laws.

During the annual presentation of the suspense list to Town Council there were questions regarding the validity and accuracy of the list. To clarify the list is accurate. A sampling of internal controls utilized by our office are daily audits of accounts, daily balancing as well as monthly balancing of all accounts. To help better understand some of the functions the office performs I have included a detailed time line. Items pertaining to the collection of delinquent taxes are noted in red.

In addition, there was concern regarding the posting of the suspense list causing embarrassment to tax payers. The suspense list is required by State of Connecticut § 12-165 and not intended to embarrass but serves to relieve the Town from having to continue to attempt to bill. A few examples of motor vehicle and personal property taxes that would be deemed uncollectable are those that have been discharged in bankruptcy, a deceased tax payer whose estate is insolvent, or collection tools have been utilized over the course of two or more years without success. Accounts that are being transferred to suspense usually do not have a current outstanding debt. Typically, real estate taxes are not deemed uncollectable as they are secured debts which the Town places a lien upon after demanding payment in the spring.

I am available as well as office staff are available to assist with questions regarding balances, time frame of bill, etc. In addition, tax information is available online for public inspection 24/7.

Accounts that are transferred to the suspense list annually per State of Connecticut §12-165 **remain collectable** in our tax software system for fifteen years from the due date. The transfer to suspense is an efficiency measure and serves to relieve the Town from having to continue to attempt to bill. We have continued to utilize our collection tools to increase delinquent revenue after accounts have been transferred.

Collector of Revenue Calendar

Below is a timeline that is to be utilized by collector staff. Please note with the exception of state mandated due dates time frames may differ slightly based on staffing levels and the need of the office. While CGS states Alias Tax Warrants are valid for 60 days, they may be renewed at the Collector's discretion for a longer period of time.

July

- 1st day of fiscal year
- First installment of RE and PP \$100+ Due
- Motor Vehicle Bills Due
- M-1 Due
- M-42 Due
- File Sewer Assessments Liens with Town Clerk

August

- 1st, last day to pay without penalty unless non-business day. August 1
- Put-on file to DMV (blocks delinquent tax payers from registering or renewing a registration)
- Prepare and mail delinquent/demand notices

September

- Review accounts for eligibility of payment plan
- Issue Alias Property Warrants to Constables and/or State Marshal for RE, PP, MV
- Prepare residential sewer bills in accordance with SOP, see SOP for details
- Balance residential sewer Ratebook
- Post bulletin on website and set up Enotifications for Sewer Use Bills

October

- 1st, Residential sewer bill due
- Renew Warrants for RE, PP and MV
- Prepare list for Tax Sale, send letter
- Prepare sewer assessment bills

November

- First installment of sewer assessment bills due
- Issue Demand/Intent to lien notice for residential sewer in accordance with SOP
- Review sewer accounts for eligibility of payment plan

December

- Last day to pay sewer assessment bills without penalty
- Prepare delinquent notices for sewer assessment bills
- Prepare bills for Supplemental Motor Vehicle
- Prepare and file legal notice in accordance with statute for 2nd installment of RE & SMV
- Prepare and file residential sewer liens with Town Clerk
- Issue residential sewer use Warrants to Constables and/or State Marshal in accordance with SOP

January

- 1st Second installment due RE and PP
- 1st Supplemental Motor Vehicle Due
- Renew Warrants for residential sewer accounts

February

- 1st Last day to pay without penalty
- Prepare and mail Demand/Intent to lien notices for RE, PP, MV and SMV

March

- Prepare and file real estate liens with Town Clerk
- Prepare and file UCC-1 liens with State of CT
- Prepare and issue warrants for RE, PP, MV and SMV
- Update escrow files for next Grand List
- Prepare commercial sewer bills in accordance with SOP

April

- 1st day to pay Commercial Sewer Fee
- Audit UCC-1 liens and release upon payment
- Update escrow files for next Grand List
- Prepare Suspense List
- Renew warrants for RE, PP, MV and SMV
- Send reminder to Fire Chief for member list

May

- 1st last day to pay Commercial Sewer Fee without penalty
- 1st 2nd installment of Sewer Assessment Due
- 15th review a list of members eligible for tax abatement for delinquencies, share with Assessor
- Audit UCC-1 liens and release upon payment

- Update escrow files for next Grand List
- Prepare and mail Demand/Intent to Lien for Commercial Sewer

June

- 1st last day to pay 2nd installment of Sewer Assessment without penalty
- Prepare and mail Demand/Intent to lien notices for Sewer Assessments
- Present Suspense List for Town Council Approval
- Prepare and file legal notice in accordance with statute
- Post bulletin on website and set up Enotifications
- Audit UCC-1 liens and release upon payment
- Close Fiscal Year, balance Ratebook for upcoming Grand List

Tasks completed each month:

- Take-off's to DMV daily
- Prepare and file lien releases weekly
- Complete month end reports for Finance
- Review Vital Report, Code Accounts

Legal Notices:

5 days before tax due, within 7 days after tax becomes due and at least 5 days before delinquent. Post bulletin on website and set up Enotifications.

Backup Information
to Item 11

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
Cable Advisory Board	Matthew Streeter	108 Debbie Drive	860 432-1167	REAPPT		R	6/30/2023

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: June 18, 2021

Backup Information
for Item 11

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
Alternative & Planning Zoning	Alan Cavignaro	83 Pine Knob Dr. alanav@comcast.net	860 500-9874	Apptmt	Elizabeth McGuire	D	12-01-23
Finance for Alliances	Claudia Bernstein	10 Mallard Place clvrleaf@gmail.com	860 869-0201	Apptmt	Vacancy	D	9-1-22
Board of Assessors (PHD)	Tim Appleton	161 Woodland Dr t.appleton@att.net	860 432-0441 860-922-1988	Apptmt	Garvin Zhu	D	11-30-21

All appointments or reappointments are to be submitted to the Town Council Office on the Monday prior to the Council meeting. If they are not received on the Monday prior to the Town Council Meeting, appointments or reappointments WILL NOT be put on that agenda and would need to wait until the following Town Council Meeting. Also, all information should be filled in or WILL NOT be accepted.

Submitted by: Sandra C. Jesti

Party Affiliation: D

Date: 6/15/2021

Backup
Information
for Item 12. A.**MEMO**

DATE: June 24, 2021
FROM: Chief Kristian R. Lindstrom #153
TO: South Windsor Town Council
SUBJECT: Laurel Street- Traffic Review
CC: [CC Recipient]
OF PAGES: 1

As you are aware, for approximately the last two and one half years, the South Windsor Police Department has been working to verify, identify, and address the complaints of speeding vehicles on Laurel Street.

Throughout this period, the primary complainant, Mr. David MacDonald, has consistently advocated for traffic control devices on Laurel Street to reduce the speed of vehicles travelling on that road.

At the Town Council meeting on June 21, 2021, I fielded several questions by the council and stated that the Town had taken several steps to remedy the speed problem that are proportionate to the scope of the issue. These steps included, but were not limited to, conducting several separate speed studies, increased motor vehicle enforcement in the area, adding roadway markings, and changing regulatory traffic signs in the immediate area. It is important to note that all of these changes were made in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). As you may be aware, the MUTCD is adopted in accordance with Federal Law and is the approved national standard for devices and markings intended to control motor vehicle traffic on public roadways. It should be noted that all of the conducted speed studies showed average vehicle speeds within a few miles per hour of the posted 25 mph speed limit.

Near the end of the relevant portion of the June 21 Council meeting, the placement of regulatory stop signs on Laurel Street at its intersections with Brian and Birch Roads was discussed. At that time, I stated that the placement of such signs at these locations was not advised as it did not meet the criteria set forth in the MUTCD. Despite this fact, I was asked to review and revisit the placement of these signs.



In the days following the June 21st Council meeting, I had occasion to visit the Laurel Street neighborhood on multiple occasions, review steps already taken by this agency

to address this issue, and review the criteria and standards for stop sign placement enumerated in the MUTCD.

In review of the above circumstances and, in particular, the MUTCD standards, it is clear that the Laurel Street has neither the traffic volume nor the accident history to support the need for a stop sign on Laurel Street at either Birch or Brian Roads. While we, as an agency, have never taken a position of merely waiting for accident data to occur, we must recognize the importance of, and meaning behind, an absence of a significant crash history. In fact, while we have no intention of doing so, the speed limit on Laurel Street could justifiably be raised based on the lack of accident history and the 85th percentile of speed obtained from the most recent Stealth Stat traffic survey. Again, this agency has no intention of raising the speed limit.

In addition to the above circumstances, the MUTCD explicitly states that “YIELD or STOP signs should not be used for speed control.”

Based on the traffic survey data, accident history data, and MUTCD guidelines, I stand by the position that placing stop signs on Laurel Street at its intersections with Brian and Birch Roads is neither warranted, justified, nor advised.

In fact, placing such signs would deviate from MUTCD guidelines and subject the Town to significant financial liability and/or loss. Because the MUTCD sets the nationally recognized standard under federal law, it should be understood that crashes that occur as a result of, or in connection to, “...noncompliant traffic control devices...” could create liability for the municipality without a sound defense to rely on in litigation. In addition, according to the Overview section of the MUTCD website, it is clear that “non-compliance with the MUTCD ultimately can result in the loss of federal-aid funds as well as in a significant increase in tort liability” (<https://mutcd.fhwa.dot.gov/kno-overview.htm>).

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TOWN OF SOUTH WINDSOR-NON BARGAINING UNIT MEMBERS
2019/2020 through 2021/2022 JOB CLASSIFICATION

Backup
Information for
Item 13.C.

Job Title	Grade	Minimum	Maximum
Confidential Secretary	1	32,293	55,138
Clerk of the Council	2	38,754	65,700
Executive Sec. Human Services	2	38,754	65,700
Executive Sec. to Director of Public Works (unfunded)	2	38,754	65,700
Executive Assistant	2	38,754	65,700
Senior Assessment Technician	2	38,754	65,700
Assistant Town Clerk	3	45,212	80,527
Payroll Coordinator	3	45,212	80,527
Administrative Operations Manager	4	46,826	78,189
Recreation Supervisor	4	46,826	78,189
Systems Analysis/Administrator	4	46,826	78,189
Administrative Manager (unfunded)	5	51,670	88,692
Associate Manager I - Town Garage	5	51,670	88,692
Building Maintenance Supervisor	5	51,670	88,692
Parks Manager	5	51,670	88,692
Project Engineer	5	51,670	88,692
Project Manager (unfunded)	5	51,670	88,692
Assistant Director of IT (unfunded)	6	53,841	89,995
Assistant Director of Planning (unfunded)	6	53,841	89,995
Assistant Director of Parks & Recreation	7	60,163	100,457
Facilities Manager (unfunded)	7	60,163	100,457
Fleet Manager	7	60,163	100,457
Associate Manager II - Town Garage	7	60,163	100,457
Street Manager (unfunded)	7	60,163	100,457
Assistant Director of Adult & Senior Services	7	60,163	100,457
Director of Youth & Family Services	7	60,163	100,457
Plant Supervisor	7	60,163	100,457
Assessor	8	64,587	116,000
Collector of Revenue	8	64,587	116,000
Parks Superintendent	8	64,587	116,000
Pollution Control Superintendent	8	64,587	116,000
Superintendent of Streets (unfunded)	8	64,587	116,000
Town Clerk	8	64,587	116,000
Chief Building Official	9	67,816	123,000
Environmental Health Officer	9	67,816	123,000
Fire Marshal	9	67,816	123,000
Town Engineer/Assistant Director of Public Works	9	67,816	123,000
Deputy Chief of Police	10	80,000	133,500
Director of Information Technology (combined position)	10	80,000	133,500
Director of Facilities	10	80,000	133,500
Director of Health	10	80,000	133,500
Director of Human Services	10	80,000	133,500
Director of Planning	10	80,000	133,500
Chief of Police	11	100,000	150,000
Director of Finance	11	100,000	150,000
Director of Human Resources (combined position)	11	100,000	150,000
Director of Parks & Recreation	11	100,000	150,000
Director of Public Works	11	100,000	150,000
Assistant Town Manager/Director of Human Resources	12	125,000	155,000
Assistant Town Manager/CIO/Emergency Manangement	12	125,000	155,000

NOTES:

Part time positions= Hourly Wage (no grade):

Groundskeeper, Zoning Enforcement Officer, Deputy Fire Marshal, Human Service Specialists, Clerical Assistant

Recommendations For the South Windsor Town Council

Temporary Task Force to Enhance Transparency and Communications in South Windsor Town Government

I: The **members** of the committee include:

- a. Mayor Saud Anwar.
- b. Councilor Jan Snyder.
- c. Deputy Mayor Andrew Paterna.
- d. Councilor Matt Riley.
- e. Jamie Gamble.
- f. Tony Duarte.
- g. Elizabeth McGuire.
- h. Phil Koboski

II: **Process.**

The committee had their first meeting on January 29th, 2018

The same day a second meeting with some of the members of SW boards and commissions was held.

Third meeting was held with SW manager as well as assistant managers on January 31st, 2018.

Finally a public forum regarding enhancing transparency was held on March 1st, 2018.

The task force has had these opportunities to discuss among themselves, town volunteers, town employees and leaders and the public to make the recommendations to the South Windsor Town Council.

III: Following are the **recommendations** from the task force.

The task force, as well as the public appreciate that our town volunteers, employees and elected officials do an admirable job in out-reach, communications and transparency.

Communication with the town government can be divided into following broad categories.

A: Communications from the town and town departments to the general public

1: Retrieval by choice method:

- (i) Digital audio recording of the boards and commissions should be available on the town website and towns smart phone app so that if anyone in the community who may want to listen to the conversations should be able to access it.
- (ii) Timeliness of agendas and minutes on town websites for the various boards and commissions.
- (iii) Increase information about the availability of "Connect South Windsor" app to people.
- (iv) Increase presence (with appropriate oversight) through social media.

2: Subscription method:

Town has a subscription via email method that citizens can receive self selected updates on the areas of their interest. The citizens need an education opportunity to learn about these options and simple ways of opting-in training.

3: Promotional method:

Centrally located town owned and controlled billboard with updates on the meetings of the day and important issues with updates would be helpful.

The suggested location is town hall and Library entrance point on Sullivan Ave. area.

B: Communication and access from the general public to the town and town government.

The current website and app allows access to the town council and other elected officials. We need to have similar access mechanisms for key town staff, chairs and vice chairs of the various boards and commissions.

C: Other areas of opportunity that were discussed.

1: Opportunities to involve unaffiliated voters is needed. Pathways and mechanisms of engaging unaffiliated voters to become part of SW boards and commissions is needed. The chairs of the respective Democratic and Republican town committees felt that they would interview individual/s who are interested to serve in commissions and make the recommendations to the town council. The final decisions for these positions would be made by SW Town Council.

2: Instructional video to be made by South Windsor town for the citizens to learn about how to become engaged members of the community and how to access various forms of communications already in existence.

3: Continue to look at opportunities to make the town website and app more user friendly and continue to monitor usage.

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Minutes

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January 16, 2018

ITEM:

15. AA. (Continued)

Was made by Councilor Riley
Seconded by Councilor Glickman

Councilor Riley questioned if Patricia Perry should be named as opposed to the Director of Finance? Mr. Galligan explained that if she decides to leave then the Council would have to rename, so he feels it would be better to name the position rather than the individual.

Town Attorney Borea added that under the terms of the trust, the trustee has to accept the terms. Mrs. Perry has taken some actions prior to being named trustee so the Council is ratifying those actions tonight as well.

Councilor Glickman felt this is a fine motion and recommended its adoption.

Mayor Anwar called for a vote on the motion, it was approved, unanimously

BB. Resolution Creating a Task Force to Make Recommendations to Enhance Transparency in Government

WHEREAS, the Town Council and South Windsor government takes pride in transparency; and

WHEREAS, transparency is a critical ingredient for our democracy; and

WHEREAS, it is always worthwhile for elected governments to assess if there is an opportunity to improve our transparency

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council supports the creation of a Task Force to make recommendations to enhance transparency in Government and to prepare a report of its findings to be presented to the Council and the public by March 19, 2018; and

(Resolution Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Minutes

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January 16, 2018

ITEM:

15. BB. (Continued)

BE IT FURTHER RESOLVED that said Task Force be voluntarily composed of equal numbers of members of the Democratic and Republican Parties, with volunteers from the Council and both Town Committees. The total number of members not to exceed eight (8).

Was made by Mayor Anwar
Seconded by Councilor Glickman

Mayor Anwar stated that the reason for this task force is to look to see improvements can be made on any of the processes that are used to run a meeting. The task force will be made up of an equal number of democrats and republicans who can sit down and come up with a plan, if necessary.

Deputy Mayor Paterna felt that the task force should review if there is an opportunity to do more with technology that would help residents see more that is going on with Government.

Councilor Riley stated that it is always worthwhile to see if there is a way for the Town to improve upon transparency.

Councilor Glickman felt this is a fine motion and recommended its adoption.

Councilor Snyder agreed that it is always good to see if things can be improved and questioned if there is anything specific that the Mayor is alluding to? Mayor Anwar stated that there is nothing specific but would like to see residents more informed and involved in Town business.

Councilor Snyder stated that she would like to volunteer for this task force and emphasized that Town staff is always looking for ways to save money and she appreciates that.

Mayor Anwar called for a vote on the motion, it was approved, unanimously

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 12

March 19, 2018

ITEM:

15. I. (Continued)

WHEREAS, The Town of South Windsor is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice

NOW, THEREFORE, BE IT RESOLVED that the Town of South Windsor hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED that the Chief Executive Officer of the Town of South Windsor or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of South Windsor and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the Connecticut Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Was made by Councilor Maneeley
Seconded by Deputy Mayor Paterna
The motion was approved, unanimously

J. Discussion Item: Recommendations of the Transparency Task Force

Mayor Anwar explained that this is a Task Force that was established to enhance transparency and communications in South Windsor Town Government. Mayor Anwar reviewed the recommendations, as shown in attached **Exhibit C**.

(Discussion Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Minutes

Page 13

March 19, 2018

ITEM:

15. J. (Continued)

Deputy Mayor Paterna informed the Council that the Public Building Commission would begin posting the plans and designs of the new school buildings on the Town website.

Councilor Snyder stated that she felt the whole process worked well with a lot of great input. The public that came into speak to the Task Force was on the same wave length as the Committee. This Town is very transparent but not always easy to find, so there will be ways developed to help navigate the website. One item that should be focused on is the timeliness of agendas and minutes on the website. All of the information on the website can also be viewed on everyone's mobile device under Connect South Windsor. An instructional video on how to navigate will be very important for residents.

Mr. Galligan explained that cards had been made up for Connect South Windsor. When employees meet with residents, the resident can be given a card. Mr. Galligan stated he would get together with staff to determine how the instructional videos will be established.

Councilor Pendleton informed the Council that the agendas and the minutes on the website are not required by the state, it is done as a courtesy. If there are issues about getting the minutes and the agenda in on time in the Town Clerk's Office, that is an issue that should be addressed by either the Republican Town Committee Chairperson or the Democratic Town Committee Chairperson.

Councilor Mirek stated that under the Town Charter it is delineated in some areas how many of each party should be on a different Board and/or Commission.

Mayor Anwar asked for consensus to move forward with these recommendations. Council members gave their consensus.

16. Passage of Ordinance

None

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 17

December 7, 2020

ITEM:

13. E. (Continued)

Mayor Paterna stated that the contract does not require funding by the Town of South Windsor. Mr. Wagner added that this is TitanGen, LLC's business model, and they take the risk.

Mayor Paterna then stated that the Town set a goal of 80% renewable energy for Town buildings by 2023. Mr. Wagner further stated that the Town had not set a goal of 100%, that was a Mayor's challenge, but if this project comes online, two virtual net metering projects in the works, and the staff is working very hard to reduce the Town's electric consumption, the Town may get to the 100% in 2023.

Mayor Paterna called for a vote on the motion; it was approved unanimously.

F. Resolution Disbanding the Transparency Task Force

WHEREAS, a Transparency Task Force was established on January 16, 2018; and

WHEREAS, the role of this Task Force was to make recommendations to enhance transparency in Government and to prepare a report of its findings to be presented to the Council and the public by March 19, 2018; and

WHEREAS, the Town Council received the recommendations on March 19, 2018, and gave consensus to move forward with the recommendations, as shown in attached **Exhibit C**; and

WHEREAS, the Town Council recognizes that the Task Force has met its goal and has not met since January 31, 2018, and that it should be disbanded

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby disbands the Transparency Task Force.

Was made by Councilor Hockenberry
Seconded by Deputy Mayor Pendleton
The motion was approved unanimously

SOUTH WINDSOR TOWN COUNCIL

RULES AND PROCEDURES

DRAFT

Revised June 24, 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 – 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 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 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.]

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- 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

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. 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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e. 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.

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.

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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 **M**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 **M**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 **-m**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 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 ~~m~~Meeting open to the ~~p~~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 ~~m~~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.

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 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. (secondary amendment is not amendable).
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"

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- 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. To close debate at a specified time – to end debate on a pending proposal and bring it to an immediate vote.
 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 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.

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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.
- 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

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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 3 – Required Votes

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

Section 4 – 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 5 – 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 6 – 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 7 – 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 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 mMembers 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 mMembers 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 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.~~

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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 mad at the first regular meeting following the resignation effective date.

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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 mmembers 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 mMembers 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~~

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~~Control Authority, the Volunteer Fire Department, the Ambulance Service Provider for the Town, and 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.

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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 Information
for Item 13.6

SOUTH WINDSOR TOWN COUNCIL

RULES AND PROCEDURES

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

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.

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

BE IT RESOLVED an Ordinance entitled: (Name Ordinance) on file in the Town Clerk's office is introduced and (state date, time and location) is set for a Public Hearing on said Ordinance.

Section 2 – Public Hearing

At least one Public Hearing, notice of which shall be given by the Clerk of the Council at least five (5) days in advance by publication in a newspaper having a general circulation in said Town, 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 3 – Required Votes

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

Section 4 – 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 5 – 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 6 – 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 7 – 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 or removal is submitted, a vote on said appointment or removal shall be referred to the next Regular Meeting except the selection of the Mayor or Deputy Mayor. This rule may not be suspended except that it shall not apply to the appointment of Council members to Council Committees, permanent or temporary. The submission shall include the name of the office and the name of the nominee.

Section 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.

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.