

## AGENDA

TOWN COUNCIL  
COUNCIL CHAMBERS  
SOUTH WINDSOR TOWN HALL

REGULAR MEETING  
MONDAY, SEPTEMBER 20, 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 King)
6. Communications and Reports from Town Manager
7. Public Input
8. Adoption of Minutes of Previous Meetings  
(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of July 19, 2021 and September 7, 2021.

9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council
10. Reports from Committees
11. Consent Agenda  
[All items listed under this section are considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and be considered in its normal sequence on the Agenda.]

a. First Reading

(Councilor Lydecker)

Motion to Approve Agenda Items 11.a.A. through 11.a.D 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 speaker(s) shall approach the lectern, give their name and address, and avoid personalities or impugning of improper motive to any person.

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

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

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, September 20, 2021**

**11. Consent Agenda (Continued)**

**a. First Reading (Continued)**

**A. Resolution Appointing Madison Gonzalez (D) to the Board of Education 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 Madison Gonzalez (D) to the Board of Education for a term ending November 8, 2021, to fill the unexpired term of Michael Gonzalez and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**B. Resolution Reappointing Ritu Goel (D) to the Human Relations Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Ritu Goel (D) to the Human Relations Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**C. Resolution Reappointing Craig Zimmerman (D) 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 Craig Zimmerman (D) to the Cable Advisory Board for a term ending June 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**D. Resolution Appointing Damian Humphrey (D) to the Blighted Property Appeals 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 appoints Damian Humphrey (D) to the Blighted Property Appeals Board for a term ending November 30, 2024, to fill the unexpired term of Erik Dabrowski (R) and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, September 20, 2021**

**11. Consent Agenda (Continued)**

**a. First Reading (Continued)**

(Councillor Snyder)

Motion to Approve Agenda Items 11.a.E. through 11.a.G as a First Reading on the Consent Agenda

**E. Resolution Appointing Michael Lyon (R) to the Water Pollution Control Authority and Postponing Consideration of this Motion to the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Michael Lyon (R) to the Water Pollution Control Authority for a term ending November 30, 2023, to fill the unexpired term of Ashwatha Naryana and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**F. Resolution Reappointing Scott Andrusis (U) to the Redevelopment Agency and Postponing Consideration of this Motion to the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Scott Andrusis (U) to the Redevelopment Agency for a term ending December 31, 2024, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**G. Resolution Reappointing Barbara Barbour (R) to the Redevelopment Agency and Postponing Consideration of this Motion to the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Barbara Barbour (R) to the Redevelopment Agency for a term ending December 31, 2025, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.



**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, September 20, 2021**

**11. Consent Agenda (Continued)**

**b. Second Reading**

(Councilor Lopez)

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

**A. Resolution Appointing Deputy Mayor Pendleton (D) to the Pension Committee**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Deputy Mayor Pendleton (D) to the Pension Committee for a term ending November 8, 2021, to fill the unexpired term of Mary Justine Hockenberry.

(Councilor Koboski)

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

**B. Resolution Reappointing John Phillips (U) to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints John Phillips (U) to the Inland Wetlands/Conservation Commission for a term ending June 1, 2025.

**c. Miscellaneous**

None

**12. Unfinished Business**

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

**B. Discussion Item: Creation of an Arts Commission *(requested by Councilor Evans) (Previously discussed at the Town Council Regular Meeting on July 19, 2021)***

**C. Discussion Item: Legalization of Marijuana in the State of Connecticut and the Possible Impacts on the Town of South Windsor *(requested by Councilor Koboski and Mayor Paterna) (Previously discussed at the Town Council Regular Meeting on July 19, 2021)***

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, September 20, 2021**

**13. New Business**

**A. Resolution Approving a Transfer of \$1,320.33 from the Fire Marshal Operating Account to the Building Maintenance Utilities Account**  
**(Deputy Mayor Pendleton)**

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$1,320.33 from the Fire Marshal Operating Account to the Building Maintenance Utilities Account to cover costs for cell service for iPads.

**B. Resolution Regarding DNR Laboratories**  
**(Councilor Evans)**

WHEREAS, the Town of South Windsor has a very complex audio-visual system that is used to hold, record, and broadcast public meetings; and

WHEREAS, given the specialized nature and intricacies of the setup, all of the equipment in the meeting rooms and the control room has been installed, configured, and supported by the same vendor, DNR Laboratories of Watertown, Connecticut, to allow such equipment to seamlessly integrate; and

WHEREAS, an effort to continue to improve and expand the functionality of the system is ongoing, and the cost to add elements to the audio-visual system often exceeds the threshold for competitive bidding set forth in Section 714 of the South Windsor Town Charter; and

WHEREAS, in order to maintain the continuity of the current audio-visual system and minimize costs, it is in the best interest of the Town to waive the competitive bid process each time elements are added to the audio-visual system. This will allow a single vendor to have complete knowledge of the system, thus providing more streamlined and efficient services to the Town

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives the competitive bid process as described in Section 714 of the Town's Charter and authorizes the use of a single vendor for the continuing purchase and installation of audio-visual systems equipment in South Windsor facilities.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, September 20, 2021**

**13. New Business Continued**

**C. Resolution Waiving Competitive Bidding for the Tower at Veterans Memorial Park and Authorizing the Town Manager to Execute Any and All Contracts and Documents**  
**(Councilor King)**

WHEREAS, the Town of South Windsor is in the third year of a multi-year project to upgrade radio communications for all emergency services and Town departments; and

WHEREAS, the Town of South Windsor has approval from the Capital Projects Committee, Planning & Zoning Commission, and the Town Council to erect a communication tower at Veterans Memorial Park located at 575 Pleasant Valley Road; and

WHEREAS, Marcus Communications provides all Town emergency services and departments with communication equipment currently in use; and

WHEREAS, Marcus Communications has provided the Town of South Windsor reliable and consistent customer service for many years; and

WHEREAS, the Town of South Windsor has engaged Marcus Communications for construction consultant services for the communication project at Veterans Memorial Park; and

WHEREAS, Marcus Communications has researched and vetted contractors and suppliers for the communication tower, foundation, shelter, and radio equipment; and

WHEREAS, the Fire Marshal's Office and South Windsor Volunteer Fire Department have maintained oversight and control of purchasing equipment for the upgrade of radio communications

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives the competitive bidding process for the construction of the communication tower, foundation, shelter, and radio equipment at Veterans Memorial Park; and

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to execute any and all contracts and documents necessary for the construction, foundation, shelter, and radio equipment for the communication tower project at Veterans Memorial Park.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, September 20, 2021**

**13. New Business (Continued)**

- D. Discussion Item: Changing the Title of the Agricultural Land Preservation Advisory Commission to the Agricultural Commission (requested by Councilor Lopez) (Chairman Joseph Kennedy to be present)**

- E. Resolution Accepting the Resignation of Edwina Futtner (R) from the Economic Development Commission (Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Edwina Futtner (R) from the Economic Development Commission effective July 1, 2021; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Edwina Futtner for the time she has dedicated to serving her community by her membership on the Economic Development Commission.

- F. Resolution Accepting the Resignation of Charles Margolis (D) from the Human Relations Commission (Councilor Lydecker)**

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Charles Margolis (D) from the Human Relations Commission effective immediately; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Charles Margolis for the time he has dedicated to serving his community by his membership on the Human Relations Commission.

- G. Resolution Approving a Refund of Taxes to Fifty-Eight (58) South Windsor Taxpayers (Councilor Snyder)**

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to fifty-eight (58) South Windsor Taxpayers, the total of said refunds being \$11,325.95 and as more fully described on attached **Exhibit A**.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, September 20, 2021**

**13. New Business (Continued)**

- H. Discussion Item: Regional Report Regarding Car Break-ins *(requested by Councilor Lydecker) (Chief Lindstrom, Police Department to be present)***
- I. Discussion Item: Proposed Revisions to the Town Council Rules & Procedures *(requested by the Town Council Rules & Procedures Committee)***
- J. Discussion Item: Proposed Revisions to the Flag Flying Policy *(requested by the Flag Flying Policy Working Group)***
- K. Discussion Item: Safety Tips to be Put on the Town Website (Safety Sheets) *(requested by Deputy Mayor Pendleton)***

**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 and Strong Road).**

**18. Adjournment**

Exhibit A

September 7, 2023 Meeting

Collector of Revenue

Drafted By: *Catherine Androulakis*  
 Date: 8/24/23  
 Approved By: *Denise R. Hillcock-Shirley*  
 Jennifer R. Hillcock-Shirley

Name	Bill	Prop Loc/Vehicle Info.	Reason	Over Paid
ACAR LEASING LTD	2019-03-0500188	2018/AM38910/3GNAX5V55931777	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(25.08)
ADAMO MICHAEL C	2020-03-0502024	2015/AG61190/5NPE34E59H075234	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(194.68)
AUDIA CHETANKUMAR B	2020-03-0074895	2017/ARXLSJ7JMGCP2135C4021009	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(37.44)
AUD INC	2020-03-0050483	2019/ATD4592/3GNAX5V8KX521311	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(202.51)
ALD INC	2020-03-0050454	2016/0278945/MAUA7HF3G1057688	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(431.29)
ANDREWS OIL CO AND GAS SERVICES INC	2020-03-0050781	2016/PLSR95Q1CARJFR6G6C317114	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(85.41)
ANDREWS OIL COMPANY & GAS SERVICES	2020-03-0050785	2005/ULHILL2T320FREVA3W237666	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(26.12)
BELL MARK R	2020-03-0051774	2007/965WZ6E/SFNRL3874307772	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(44.82)
BINETTI COX PATRICIA M	2020-03-0052049	2016/AB64612/WBMRH32386GA05924	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(321.15)
BOIT ERIC R	2020-03-0052920	2017/AW20509/SAJKA98V7HA9593070	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(19.38)
BOLT LISA E	2020-03-0052295	2004/NA05925/3VWKK69M0M1009079	Sec. 12-129 Refund of Excess Payments.	(476.20)
BRIDGE LAURA M	2020-03-0052565	2017/1653NV/WBHT323744A58131	Sec. 12-129 Refund of Excess Payments.	(81.59)
CAMPAGNA NATHAN C	2020-03-0053217	2006/AL53176/ZCNDL23746A162692	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(45.43)
CAPPELO RUDOLPH E	2020-03-0053258	2006/010153/AS48PFC56A069159	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(94.04)
CONNOLLY BRIAN E	2020-03-0054433	2016/4CH9627JFTWV286Q18940660	Sec. 12-129 Refund of Excess Payments.	(15.05)
CORRIDORI REBECCA	2020-03-0054562	2016/AN467377ZHKRMAH53G7H049040	Sec. 12-129 Refund of Excess Payments.	(120.05)
CURTIS DOUGLAS N	2020-03-0054876	2018/AR67578/516RM7H871028447	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(15.37)
DADDONA NICHOLAS M	2020-03-0054973	2002/AT58820/M1M1893120231397	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(21.54)
DAHAN ELHAM J	2020-03-0054983	2003/0MAG95/W08NCG84R3A351299	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(262.48)
DRONAVAJALA CHANDRA S	2020-03-0056468	2015/AP03209/1N4AL3A8P8C330651	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(402.95)
FISHER SEAN A	2018-03-0007772	2015/AA43193/1G1V1Z073F3117220	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(11.78)
FUNG WING	2020-03-0058063	2007/818WVCU/HGCOM58317A106057	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(69.09)
G & R VALLEY COMPANY INC.	2020-03-0058095	2008/8B3CKVJ/FTNEZAW08DA01705	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(218.72)
G & R VALLEY COMPANY INC.	2020-03-0058103	2010/2676CB8/1FTMF1CWA4A65008	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(305.53)
G & R VALLEY COMPANY INC.	2020-03-0058112	2013/8988CE/AFNTE2E1W0D80A0943	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(79.51)
GLVIN KATHERINE L	2019-03-0006064	2004/AB555407ZHGES46S14H54675	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(135.99)
HONDA LEASE TRUST	2019-03-0010655	2019/AT10778/1HGCV2F3BKAA012511	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(187.25)
HONDA LEASE TRUST	2020-03-0060201	2018/AF164955/NTFPH56B8045502	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(41.87)
KARNAN/KAGARAJAN SATHISH	2020-03-0061744	2019/AG68491/ZHGFB2FX5H052081	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(15.98)
KHAN MOHAMMAD F	2020-03-0062147	1998/5AMMEL1/AT71B627XWU1222816	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(188.81)
KIERSTEIN JEFFREY M	2020-03-0062427	2011/341P5U/WBANDW7CS9B8727768	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(298.88)
KIRO KRISTIN N	2019-03-0012729	2015/7A6G82/1C4PJM30F5656080	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(111.31)
KRALL JACQUELINE D	2020-03-0062485	2015/AH597837/CAJPM30F5656080	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(86.61)
KRALL JACQUELINE D	2020-03-0062486	2015/AT306855/1N4AZ0CP8C328430	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(68.71)
KRAMER MARISSA K	2020-03-0069390	2007/AL54479/1MF4241671100540	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(39.73)
LEWIS JARED F	2019-03-0013980	2006/AN95875/4E273282305116426	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(93.28)
LOCKWOOD NICOLE A	2020-03-0068828	2013/578P8J/NLCOV6ELLDN981266	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(8.60)
MAHMODOO WASEEM	2020-03-0064067	2005/2951757/1TBK32E5G39936	Sec. 12-129 Refund of Excess Payments.	(13.56)
MARTIN DANIEL C	2020-03-0064466	2010/465YNY/ZHGFA1E57AHS84999	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(170.76)
MARTIN DAVID A	2019-03-0014993	2014/00DUPH/1HDXKRM17E6693270	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(12.07)
MORAN JOHN M JR	2020-03-0065578	2001/641PPG/AG6K854V11J124582	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(31.12)
MUCHOLLARI ELIDA	2020-03-0065792	2012/4682LU/IN8ASSMTX4W612101	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(810.54)
PANDITH NANDAN &	2020-01-0009795	70 SHEPARD WAY	Sec. 12-129 Refund of Excess Payments.	(124.63)
PUDELER MAUREEN E	2019-03-0019118	2010/78BTVA/KMRDU44D3A0950503	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(94.18)
ROUNCE ROBERT R	2020-03-0069519	2009/567FH/JFZ5H6669H738481	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(41.07)
ROUNCE ROBERT R	2020-03-0069520	2020/AM52093/1HCVCV3FXJAA002079	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(43.50)
SAMSEL JOHN J	2020-03-0069999	1989/290XZD/2JMFV971K142811	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(195.13)
SAMSEL JOHN J	2020-03-0070000	2015/6AVHUG/1CAVDEB8D0312117	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(176.15)
SANTA AMY	2020-03-0070064	2017/0V27628/SFRYD4X38A003428	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(11.06)
SANTERRE PETER J	2020-03-0070073	2004/71NFG/1D4GPA45R345321212	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(24.98)
TEDFORD SUSANNA J	2020-03-0071382	2006/Z26280/JM18K124564005952	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(84.54)
VANHORN DANIEL F	2020-03-0073229	2017/496499/5HHEK7H574U421117	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(342.18)
VCFE AUTO LEASING CO	2020-03-0073317	2019/LASH56/YV4102PK450450450	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(795.01)
VCFE AUTO LEASING CO	2020-03-0073326	2019/AR86501/YV4162UK2077544	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(170.63)
VCFE AUTO LEASING CO	2020-03-0073340	2018/ASNV01422VM451045530	Sec. 12-129 Refund of Excess Payments.	(3,223.40)
WELLS FARGO HOME MORTGAGE	2020-01-0007596	44 EVANS CROSSING	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(9.73)
WHALEN EDWARD J	2020-03-0074098	2006/279NCG/V0BUB87166X0205155	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(20.03)
WITKIN ALAN	2020-03-0074302	2015/FT1142/575200P28FP298055	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(11,929.96)

Total of 58 Refunds

Backup Information for  
Item 9. Communications from  
Liaisons, Officers, and Boards  
Directly Responsible to Council

**Reid, Deborah**

---

**From:** Elizabeth Burgess <bgiard4@gmail.com>  
**Sent:** Friday, August 27, 2021 12:48 PM  
**To:** Reid, Deborah  
**Subject:** [External]Fwd: September 7 Town Council meeting agenda item  
**Attachments:** HDC ltr to Mayor, Mgr, Town Council re Schweir Hs 8.27.2021.pdf

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Dear Ms. Reid,

Please see the email below regarding an agenda item for the September 7 town council meeting.

Thank you,  
Beth Burgess

----- Forwarded message -----

**From:** Elizabeth Burgess <bgiard4@gmail.com>  
**Date:** Fri, Aug 27, 2021 at 11:46 AM  
**Subject:** September 7 Town Council meeting agenda item  
**To:** Andy Paterna <Andrew.paterna.swtc@gmail.com>, Fitness prof <fitnessprof@gmail.com>, Michael Maniscalco <michael.maniscalco@southwindsor.org>  
**Cc:** Booth, Ashley <Ashley.Booth@southwindsor-ct.gov>

Dear Mayor and Town Manager,

Attached you will find a letter of opinion from the Historic District Commission regarding the proposed development of the Schweir House and adjoining land at the corner of Sullivan Avenue and Route 5. We would appreciate a discussion regarding Mr. Frisbie's proposal be added to the Town Council agenda for September 7. Members of this Commission will be present.

Thank you for your consideration.

Regards,  
Beth Burgess  
Chair, Historic District Commission

August 27, 2021

Mayor Andrew Paterna  
Town Manager Michael Maniscalco  
Town Council Members  
Town of South Windsor  
1540 Sullivan Ave.  
South Windsor, CT 06074

Dear Mayor, Town Manager, and members of the Town Council,

I write to you on behalf of the South Windsor Historic District Commission regarding the potential development of 1747 John Fitch Boulevard, the Increase Clapp/Schweir House, and adjoining land on the corner of Sullivan Avenue and Route 5.

Members of the Historic District Commission met with developer Michael Frisbie, Noble Gas, Inc. and current owner of the 6.6 acre parcel adjacent to the Schweir House, at the location April 22, 2021. We understand Mr. Frisbie's plans for his proposed development to include a new 24-hour truck gas station with a deli restaurant and convenience store, as well a proposed ice cream parlor in the renovated Schweir House.

As you know, the South Windsor Historic District Commission strives to maintain the precious historical character of individual properties and the District as a whole. The Schweir House stands just outside the National Register and local historic districts on Old Main Street and acts as a gateway welcoming guests and residents alike from all four directions into South Windsor.

My fellow commissioners and I support preserving the Schweir House through adaptive reuse, however, **we do not support increased commercialization so close to the District.** A gas station specifically would alter the character of the intersection that leads into East Windsor Hill, with its concentrated cluster of historic structures. Increased truck traffic and noise would most certainly build on its already detrimental effect on the neighborhood. Our fear is that this particular proposal will further threaten the livability of these beautiful houses. Preserving its pastoral setting and the 200+ year old residential homes are of utmost importance.

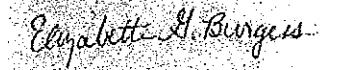
**We take strong objection to Mr. Frisbie's proposed development in or near the Schweir House.**

Other proposals for reusing this historic building with less impact to the District have been brought to our attention. Due to this recent development interest, efforts to fill the vacant board positions of the Schweir House 501c3 setup by Matt Galligan and Keith Yagaloff a decade ago have begun. The dedicated team will work through building preservation needs, feasibility studies, and potential development with guidance provided by the State Historic Preservation Office.



The Schweir House is listed on the State Register of Historic Places and its next use deserves considerable attention. The Historic District Commission is taking its preservation seriously and we will continue to weigh every development proposal for adaptive reuse carefully.

Sincerely,



Elizabeth G. Burgess  
Chair, Historic District Commission  
Town of South Windsor  
[Bgiard4@gmail.com](mailto:Bgiard4@gmail.com)  
860.978.6433

Backup Information for  
Item 9. Communications  
from Liaisons, Officers, and  
Boards Directly Responsible  
to Council

## Ordinance

### Social Justice & Racial Equity Commission

#### 1. Establishment & Composition

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

#### 2. Liaisons

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

#### 3. Organization

At the first meeting on or after December 1 of each year, the Commission shall elect from its members a chairperson, vice-chairperson, and secretary, and other officers as deemed appropriate by the Commission.

The Commission will meet on a monthly basis according to the schedule as determined by appointed members annually and may hold special meetings as determined by the membership.

The Commission shall establish its own rules and procedures for the conduct of its business. Otherwise, it shall follow Robert's Rules of Order, where applicable and not in conflict with its rules and procedures.

If a vacancy occurs outside the regular allotted terms as set out above, an individual will be appointed by the Town Council for the unexpired portion of the term.

#### 4. Purpose

The purpose of the Commission is to foster the development of a more diverse community, to address specific issues at the root of REEG bias, and to suggest and implement proactive opportunities to combat REEG disparities as a public health crisis. The Commission will also collaborate with appropriate town groups and affiliates to carry forward the mission set forth in the Statement of Support created by the Black Lives Matter Sub-Committee and as approved by the South Windsor Town Council on March 1, 2021. The Commission will recognize and support the goals of social justice and racial equality in our community, passionately stand against REEG discrimination, and condemn violence against black, indigenous, and people of color (BIPOC).

#### 5. Duties

- a. Work with Town Staff to ensure effective anti-racist and anti-bias training is offered for every town employee and elected official on an annual basis of at least two (2) hours, with a goal of twelve (12) hours minimum.
- b. Take action to investigate and promote policy changes that address REEG bias and disparity to create a more inclusive community.
- c. Collaborate with Town Staff to search and utilize specific avenues focused on the recruitment of BIPOC candidates for government opportunities.
- d. Drive occurrence of training sessions, community conversations, reading lists, and forums through a variety of media for all South Windsor residents, specifically targeted to bring about awareness of the following:
  - i. Critical self-reflection on racism
  - ii. Existing and historic inequities faced by those of REEG diversity
  - iii. Action and advocacy to fight REEG injustice
- e. Ensure the Town Government and Police Department continually improves upon policies and procedures that eliminate racism, bias, and profiling interactions in the hiring process. Increase diversity of employment through recruitment and hiring. Develop a system of open and transparent communication between town employees and citizens to create dialogue regarding REEG disparity within our community.
- f. Report annually to the Town Council and community the results and outcomes of the Commission's work.

Backup Information to  
Item 11. Consent Agenda

**BOARD, COMMISSION, AND COMMITTEE APPOINTMENTS, REAPPOINTMENTS, OR RESIGNATIONS**

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

BOARD OR COMMISSION	NAME	ADDRESS AND EMAIL	PHONE NUMBER	APPTMT REAPPTMT OR RESIGNATION	NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY	PARTY AFFILIATION	TERM
Board of Education	Madison L Gonzalez	1015 Ellington Road South Windsor  Madison.gonzalez@uconn.edu	860 944-9400	Appt	Michael Gonzalez	D	11-02-2021

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. All resignations must be accompanied with a letter of resignation. If the resignation is from an elected position, the letter must be original and sent to the Town Clerk to be processed. The date and time the Town Clerk posts on the letter, is when the resignation is official. Also, all information should be filled in or WILL NOT be accepted.

Submitted by: Sandra C Jeski Party Affiliation: D Date: 07/31/2021



Meeting minutes  
Item 11. Consent Agenda

**BOARD, COMMISSION, AND COMMITTEE APPOINTMENTS, REAPPOINTMENTS, OR RESIGNATIONS**

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

BOARD OR COMMISSION	NAME	ADDRESS AND EMAIL	PHONE NUMBER	APPTMT REAPPTMT OR RESIGNATION	NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY	PARTY AFFILIATION	TERM
HRC	RITU GOEL	80 CORNERSTONE DRIVE RITUGOEL1@YAHOO.COM	860 810 8211	RE-APPT		D	11-30-23
CABLE ADV BD	CRAIG ZIMMERMAN	5 AMATO DRIVE #A CRAIG_ZIMMERMAN@MSN.COM	860 670 5224	RE-APPT		D	6-30-22
BLIGHTED PROPERTY APPEAL BD	DAMIAN HUMPHREY	6 BIRCH HILL DRIVE	860 690 8963	APPT	E DABROWSKI *R	D	11-30-24

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. All resignations must be accompanied with a letter of resignation. If the resignation is from an elected position, the letter must be original and sent to the Town Clerk to be processed. The date and time the Town Clerk posts on the letter, is when the resignation is official. Also, all information should be filled in or WILL NOT be accepted.

Submitted by: Sandra C Jeski Party Affiliation: D Date: 8/27/2021

Return to: [unclear]  
 Item 11: Consent Agenda

**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
WPCA	Michael Lyon	29 Deepwood Dr	860 970-4890	APPT	Ash Naryana	R	11-30-23

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

Submitted by: \_Stephanie Dexter

Party Affiliation: R

Date: July 16, 2021



## Ordinance

### South Windsor Arts Commission (SWAC)

#### 1. Purpose

The purposes of South Windsor Arts Commission (SWAC) shall be to foster and facilitate participation in and development and appreciation of a variety of artistic and cultural activities within the Town of South Windsor and to encourage the display and presentation of artistic and cultural activities in public, school and community facilities Town wide.

The role of SWAC will include, but is not limited to: promote artistic and cultural activities and collaborations for South Windsor's citizens; encourage arts education and appreciation; provide opportunities for artists to produce and present their work; encourage and generate community-wide participation in the development and appreciation of artistic and cultural activities within the Town of South Windsor; advocate for, and support the goals of the greater South Windsor arts community; create and enhance arts opportunities within the Town of South Windsor; create new economic opportunities for the people of South Windsor through the expansion of artistic and cultural programs and events; enhance learning opportunities in the arts for all residents through cooperation and collaboration of the various organizations associated with the arts.

#### 2. Establishment & Composition

In recognition of the contribution which culture and the arts make to the quality of life of the community, there is hereby established a permanent Town Commission to be known as the "South Windsor Arts Commission," (SWAC) effective XX/XX/XXXX.

SWAC will consist of an 8-member panel of residents of the Town of South Windsor with education, training, or work experience related to the Arts and/or demonstrated practice or other relevant qualifications in the area of Arts. All members shall be appointed to the Commission by the Town Council and shall include, equal, bi-partisan representation each for a two year term.

Additional advisors to SWAC shall include representation of recognized Arts and Cultural organizations within the community related to supporting the Arts. Such representatives be forwarded to the Town Council for approval to be reviewed and voted on by the Town Council with a simple majority vote determining advisory representatives. Once approved, community organization memberships are active for a two-year term beginning on the date of Town Council appointment.

#### 3. Liaisons

There shall be a panel of non-voting liaisons to the Commission as follows: Mayor (or designee), Board of Education Chair (or designee), South Windsor Library Director (or designee), and Parks and Recreations Director (or designee), appointed by the Town Council for a three-year term Liaisons shall be invited to each regular and special meeting of the Commission and are encouraged to participate in discussions related to SWAC, but shall not be voting members or count toward the quorum of the Commission.

#### 4. Organization

At the first meeting on or after December 1 of each year, the Commission shall elect from its appointed membership a chairperson, vice-chairperson, secretary, and other officers as deemed appropriate by the Commission.

The Commission will hold regular monthly meetings according to the schedule determined by appointed members and may hold special meetings as determined by the membership.

The Commission shall establish its own rules and procedures for the conduct of its business. Otherwise it shall follow Robert's Rules of Order, where applicable and not in conflict with its rules and procedures.

If a vacancy occurs outside the regular allotted terms as set out above, an individual will be appointed by the Town Council for the unexpired portion of the term based on nomination by party affiliation.

#### 5. Duties

- a) Highlight the towns artists, art activities and events, and to connect those arts organizations that already exist in town.
- b) Encourage youth to be involved in local arts.
- c) Coordinate events by various groups in town.
- d) Maintain a digital resource library or website on the Town web page as a community resource related to the arts
- e) The Commission may consider the development of a foundation to support and fund the Arts in South Windsor.
- f) Organize and hold an annual arts festival
- g) Promote, encourage, and recommend to the town council eligibility for arts on town property.
- h) Make an initial survey and shall subsequently maintain an inventory of the artistic and cultural resources of the Town.
- i) Develop, and recommend to Town Council a formal arts policy for the Town of South Windsor, subject to approval by the Town Council, and may engage in activities in accordance therewith.
- j) Recommend to the Town Council and Town on art-related matters in furtherance of the Town's Arts Programs.
- k) Encourage and assist in the display and presentation of art, artistic performance and cultural activities in Town, school and community facilities Town-wide, as well as encourage and assist in the recognition of Town artists.
- l) Engage in other activities necessary and appropriate to carry out its objectives and purposes.
- m) Keep records of its meetings and activities and shall file an annual report with the Town Council, the Town Manager and the Town Clerk describing its activities for the previous calendar year.



## **CULTURAL ARTS ORGANIZATIONS in South Windsor, CT**

**Prior to 1985:** South Windsor Cultural Arts (volunteer organization) had a broad scope, although providing cultural arts experiences in the South Windsor Public Schools was a priority. Activities included performances in the schools, trips to the Bushnell, etc.

Several local visual artists were part of the group, and they organized an annual "South Windsor Artists" exhibit and reception at the Public Library as a regular event amongst the other monthly exhibits in the Friends Room. From the time the Library building on Sullivan Avenue opened, a major exhibit of student art was also organized for the Friends Room, organized by the SW Public Schools Art Department. This exhibit (really a three-part series), now lasts from mid-April through June.

Other art exhibits at South Windsor Public and Wood Memorial Libraries have always included South Windsor artists, but by way of individual requests. SWPL gallery is booked for month-long exhibits on a first come/first served basis---apart from the school exhibit, while many exhibits at Wood are intentionally sought by the staff to coincide with seasonal programming.

**By 1985,** the school PTOs had assumed most of the support roles for performances in the schools and related field trips. Operating as "South Windsor Cultural Arts in Education," this group published an annual calendar of student artwork sold as a fundraiser at school open houses in the Fall. The honor of the calendar cover art is one of the prizes given by the SWPS Art Department during the exhibit at SWPL. Other fundraising supports other projects of this group. Although activities have been suspended during the pandemic, I haven't heard any indication that their activities won't resume.

**SOUTH WINDSOR CULTURAL ARTS** still remains as an organization, focusing on the series of Sunday chamber music concerts held at Wood. (Some were also originally held at SWPL, although that has not happened in many years, partly because we are now open for regular business on Sundays---and partly because of superior acoustics at Wood and the local churches that have also been used.) Performers at these concerts have often won or performed at major international music competitions; fundraising, sponsorships, an endowment, and grants support this elegant, well-known series. The organization has been a *private* 501(c)3 organization since 1988.

For several years after 1985, the visual artists involved with SW Cultural Arts continued to organize one annual exhibit of local artists held in the SWPL Friends Room Gallery. This eventually stopped, since many of the organizers had moved out of town or developed other interests. Diana Sartor, whose husband was Town Manager, was one of the organizers. We do have a small space (our "Stairway Gallery") which is curated by a volunteer (artist Frank Pane) and which tries to showcase local artists. Only three paintings or photographs fit in this space at once. Often, Frank is not able to find South Windsor artists, so he brings in work by artists in nearby towns.

**During the Sesquicentennial in 1995,** many exhibits and performances were part of the celebration, and South Windsor Cultural Arts, both Libraries, and individual volunteers (many from the Sesquicentennial Committee) gathered to organize them. Activities moved beyond exhibits and performances to include games and activities for families and children. Excited by the thought of making this an annual event, **1998 and 1999** saw weekends of **Arts Alive!** with activities all over Town (including Town Hall). By then, area celebrations such as First Night suggested that a multi-phase arts weekend would work here, but

attendance dwindled and participant “reviews” constantly cited the difficulty of participating in multiple events happening not terribly close to one another.

**By 2004, South Windsor Artists Initiative** again tried to draw together local groups involved in the arts to organize local exhibits and events. Some projects were accomplished (such as an exhibit that was part of Armed Forces Day at Nevers Road Park), but membership in the group dwindled and it disappeared after the Historical Society bought the former Union School on Main Street in 2007. Discussions had been held regarding using the school as a multi-arts space (such as East Hartford’s Cultural Arts building), but the Historical Society’s plans took precedence and did not include the artists as planners at that point.

**South Windsor Agricultural, Arts, & Nature Committee** was formed in 2014 by the Town Council with a goal of using the Priest Farm (purchased by the Town in 1998) to celebrate the Town’s agricultural heritage and provide space for a wide variety of cultural activities. While “the arts” were not a central focus, the group has studied many similar venues in other towns (such as Northwest Park in Windsor), and found that studios or exhibit areas are often part of the rich cultural offerings included. SWAAN includes Council-appointed members from many Town Departments, both Libraries, the Historic District Commission, SW land use bodies, local community groups such as Rotary, as well as the Council itself. Some Town funding, State grants, etc., allowed for a number of formal studies of the land itself and the house in particular. SWAAN discussions have struggled with describing particular development steps without keeping the scope of activities impossibly wide, but the project could be continued as soon as pandemic restrictions are gone. The pandemic interrupted our monthly meetings, but to my knowledge, the group has not been disbanded.

**2018/19 “Study Group”** brought together representatives of arts organizations in South Windsor to talk about what sort of structure (committee? Commission? NGO?) might best support the arts in South Windsor. “Arts” were purposely very broadly described so groups celebrating beauty and creativity in all forms could be included. The discussions were complicated by having different attendees at each meeting, but we did hear from some very active Arts organizations from other towns quite willing to share their experiences. (Ashford was a wonderful model!) Again, meetings were abandoned once COVID hit, but could be revived.

Mary Etter

July 28, 2021

## MINUTES

South Windsor Arts

Meeting: April 4, 2019

Time: 6:30 pm

Place: SWPL Friends Room

In Attendance:

John O'Connor, Mary Etter, Cile Decker, Jessica Glass, Karen Johnson, Kristen Greenier, Maureen Bourn, Andy Paterna, Bri Dill, Janice Snyder

Guest Speaker Debra Gag from the Ashford Arts Council. Debra gave her experience with establishing and maintaining the Ashford Arts group. Debra shared the following:

- Primary goal of the group was to enrich the community and bring tourism.
- Started with the 300<sup>th</sup> Anniversary of Ashford in 2014. Debra believes that working on this event helped launch the Ashford Arts Council.
- They created a Mission Statement and designed a logo and became organized with a Chair, Co-Chair, Treasurer, Secretary and Communication person.
- Their money is handled by the Windham Arts Organization which is a 501(c)3. All their financial transactions are handled through this organization.
- Decided they would support all the arts, regardless of the media
- Wanted to bring arts to the community
- Enrich the community through the arts
- They recruited members of people to support their mission which included artists in a variety of media and members of the public who wanted to be involved with the arts. Debra currently noted that they have about 40 members and have about 12 members that attend regular meetings. Membership cost is \$20.00 per year and they have designed a membership card which they give each member upon payment.
- They meet in a hall in their Library which is of no cost to the group. They often hold meetings and events in the same location.
- To add interest sometimes they will have a featured or guest Artist/Author for a meeting
- Ashford has a Newsletter that they mail to each resident and the Arts Council has a page in this publication. They also have a Facebook Page and a Website.
- Their first event was a Holiday Artist Market with a small fee for Artists to showcase their work. They created postcards for their event and mailed to the community.
- Other events they host are:
  - Annual Fundraiser "Delightful Dinner Dance" with an Italian Dinner, BYOB at Knowlton Hall in the Library.
  - Annual Writing Crawl held in June. They establish a central location to begin and participants bring a journal. The group travels to different areas and write for about 15 minutes, breaks for lunch, then at the end of the crawl each writer can share one of their entries.
  - Various Art Workshops for all levels of artists which their group presents from 7-9 pm. Last time they brought in a Watercolor Painter who gave instruction. The group charged \$5.00 for nonmembers.

Andy Paterna noted that the 175<sup>th</sup> Anniversary of South Windsor is intended to be celebrated in 2020, possibly in a week-long event and he would like to see this group either oversee the

**SOUTH WINDSOR CULTURAL ARTS COMMITTEE - APRIL 4TH 2019**

Outline/Notes prepared by Bri Dill

**1. INTRO**

A. BRI DILL, bri@bridill.com

- artist, bridill.com
- art business owner, Art Lab
- 4th/5th generation Resident(s)

**2. GOALS**

A. Personal Vision/Arts Advocacy

• **COMMUNITY CULTURAL INITIATIVE**

Development of:

- Cultural Identity
- Economic Growth
- Art Community & Network
- Community Engagement

B. Committee Discussion

- Municipal Involvement • art council
- 501-c3 Non Profit
- Venues/ Space/ Location • gazebo
- Committee Structure
- 2020 Anniversary Celebration

March 2019

• all resources, informations  
research, outlines, notes,  
contacts were gathered  
by Bri Dill - for the  
benefit of the committee.  
• Days/Hours of work  
compiled to educate our  
direction

**3. OUTREACH (by Bri Dill)**

[over the course of March I reached out to,  
& conversed w/ following contacts REGARDING SWCAC EFFORTS]

A. For Committee

- 1. DEPARTMENT OF ECONOMIC GROWTH & DEVELOPMENT: grants & funding opportunity (list) - JUST RELEASED FY2020
  - Connecticut Office of the Arts - ATTENDING ↓ \*see a attached document
- 2. CT ARTS ALLIANCE APRIL 8th → ACT ADVOCACY DAY \*see a attached documents
- 3. GREATER HARTFORD ARTS COUNCIL - Non Profit/Independent support

4. COMMUNITY GROUPS • Democratic committee • Youngdems • SW Neighbors  
• SWHS Artist Alumni • Public Library • town Council • Mayor

B. Independent Outreach

- 1. ART LAB- NEW BUSINESS PLAN gallery/Studio/ Collaborative ArtSpace
- 2. Arts Events in the Community • art market • public art • art education
- 3. Local Business/ Community Collaboration
  - Harrys NUTRITION • Edge Tattoo • Real Art Ways
  - Evergreen Walk • Wood Memorial
  - Flatbread's • Manchester Youth Service Bureau
  - New Park Creative Marketing • Vernon PTO
  - Arts Center East

\*Ale:

Contacted/Setup  
Ashford Arts  
Council

4. **ACTION PLAN**

A. Committee Structure • Representation from local organizations/groups  
• Independents • ATTENDANCE determines involvement

B. Recruitment  
• greenleaf pottery, • poet lauret • Rec Department • PTO

• Book Club • Artists • Human Relations

C. Promotion

~~FREE~~ Volunteer efforts by Bri — email, social media, live painting @ Public Library

\* All represented

organizations /

groups / individuals /

businesses

get unbiased promotion

D. Time Line

Nov 18 - March 19 - Establishment

April 19 - Sept 19 - structure / goals

Oct 19 - Jan 20 - Execution

5. **MEETING CONCLUSION**

A. Minutes/Attendance

• Detailed minutes sent to all participants

B. MAY 2019

NOTES:



\* Resources provided by Connecticut Office of the Arts  
from Americans for the Arts

**Local Arts Network**

The Local Arts Network provides a forum for members to discuss the successes and challenges that local arts agencies face across the nation. This network includes a listserv that provides a platform for questions to and from the field about tools, resources, and professional development that will help local arts agencies be more successful.

Members receive a bi-monthly e-newsletter with the latest news and trends in local arts development, are provided with important research on local issues, and have access to educational opportunities for both experienced and emerging local arts professionals through webinars, our Annual Convention, and special trainings and workshops.

Current professional groups in the Local Arts Network include:

Local Arts Agencies Community Development Organizations  
Grantmaking Organizations and Agencies

Local Arts Policymakers  
Rural and Small Community Arts Organizations  
State Arts Agencies Community Development Coordinators

To join the Local Arts Network listserv, you must be a member of Americans for the Arts. Memberships are available for both individuals and organizations!

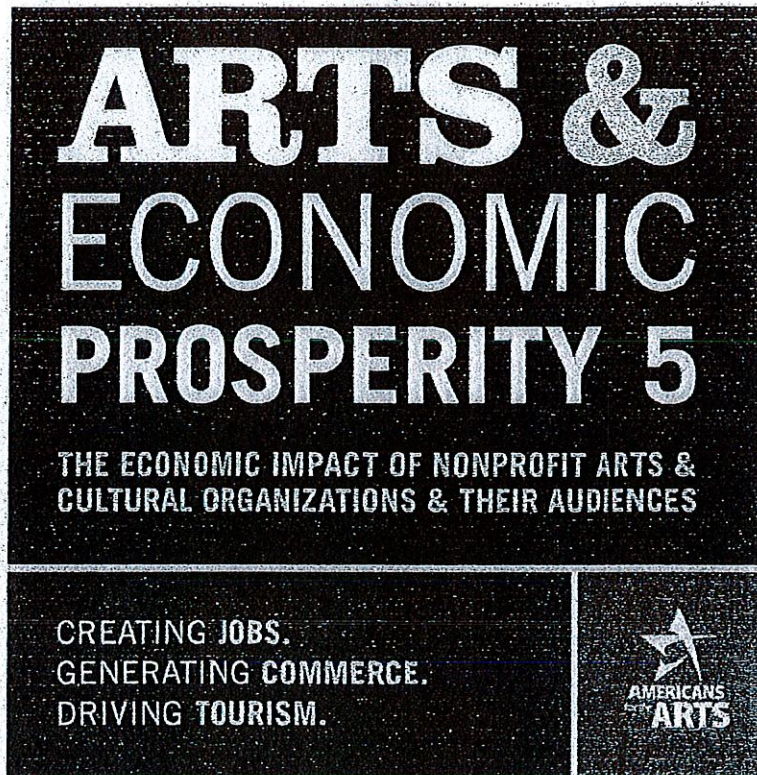
Visit our ARTSblog, where stories on emergency preparedness, local arts policy, cultural districts, and more are frequently featured.

For more information on the Local Arts Network, please contact [services@artsusa.org](mailto:services@artsusa.org).

Resource from /  
Blog post written by CT Art Alliance - summary of findings

## Connecticut Arts Generate \$797.3 Million in Economic Activity \

September 15, 2017



As Connecticut's leaders debated the fate of the state's budget, the Connecticut Arts Alliance drew attention to recently released economic impact data. According to the *Arts & Economic Prosperity 5* study, conducted by Americans for the Arts, Connecticut's nonprofit arts and culture industry generates \$797.3 million in annual economic activity in the state, supporting over 23,000 full-time equivalent jobs and generating \$72.3 million in local and state government revenues. The most comprehensive economic impact study of the nonprofit arts and culture industry ever conducted in the United States, *Arts & Economic Prosperity 5* was conducted by Americans for the Arts, the nation's leading nonprofit organization for advancing the arts and arts education.

Results show that nonprofit arts and culture organizations in Connecticut spent over \$515 million during 2015. This spending is far-reaching: organizations pay employees, purchase supplies, contract for services, and acquire assets within their community. Those dollars, in turn, generated nearly \$525 million in household income for local residents and \$72.3 million in local and state government revenues.

"Arts and culture is an economic engine that clearly provides 'food on the table' for many who work in the sector and those who work in the many industries that are supported by the sector," stated Amy Wynn, president of the Connecticut Arts Alliance, the state-wide arts advocacy organization for Connecticut. "The data proves that our sector provides a solid return on investment as far as state arts funding, resulting in state and local revenues that are so important to Connecticut now and in the future. The arts sector is an accessible and cost-effective asset that connects, collaborates and impacts other sectors such as healthcare, public safety, education, social services, innovation in business, manufacturing and science, and much more," she added.

"The arts are a fundamental component of a thriving economy. From a numbers perspective the arts generate jobs, cultural tourism, and economic impact. Less quantifiable but equally as valuable: art helps to create community identity and vibrancy, and is critical to attracting and retaining an innovative

workforce," said **Kristina Newman-Scott**, Director of Culture of Connecticut Office of the Arts, Department of Economic and Community Development. "I believe we have an enormous responsibility to the creators and consumers in the state to protect the legacy of the arts in Connecticut and help foster growth in the creative economy," she added.

### **Arts Industry Boon for Local Businesses**

In addition to spending by organizations, the nonprofit arts and culture industry nationally leverages \$102.5 billion in event-related spending by local and out-of-state audiences. As a result of attending a cultural event, attendees often eat dinner in local restaurants, pay for parking, buy gifts and souvenirs, and pay a babysitter. What's more, attendees from out-of-town often stay overnight in a local hotel. Nationally, event attendees spend an average of \$31.47 on event-related expenses, and that does not include the price of a ticket. In Connecticut, the figure is \$27.70 per event attendee, with residents spending \$23.78 on average and visitors spending 53% more than residents – \$49.78 per event attendee. In Connecticut, 69% of visitors come for arts and cultural offerings.

### **Economic Impact One-Page Summaries**

State of Connecticut: [PDF](#) Middlesex County: [PDF](#) Southeastern Connecticut: [PDF](#) Fairfield County: [PDF](#)  
Northwest Connecticut Region: [PDF](#) Greater New Haven County: [PDF](#)

### **The National Picture**

Nationwide, the *Arts & Economic Prosperity 5* reveals that the nonprofit arts industry produces \$166.3 billion in economic activity in 2015, resulting in \$27.5 billion in federal, state and local tax revenues. In addition, it supports 4.6 million full-time equivalent jobs and generates \$96.07 billion in household income.

"This study demonstrates that the arts are an economic and employment powerhouse both locally and across the nation," said **Robert L. Lynch**, president and CEO of Americans for the Arts. "A vibrant arts and culture industry helps local businesses thrive and helps local communities become stronger and healthier places to live. Leaders who care about community and economic vitality can feel good about choosing to invest in the arts. Nationally as well as locally, the arts mean business."

The *Arts & Economic Prosperity 5* study was conducted by Americans for the Arts and supported by The Ruth Lilly Fund of Americans for the Arts. Americans for the Arts' local, regional, and statewide project partners contributed both time and financial support to the study. Financial information from organizations was collected in partnership with DataArts™, using a new online survey interface. For a full list of the communities who participated in the *Arts & Economic Prosperity 5* study, visit [www.AmericansForTheArts.org/AEP5Partners](http://www.AmericansForTheArts.org/AEP5Partners).



\* Resource provided by CT Arts Alliance



# WHY THE ARTS MATTER IN CONNECTICUT



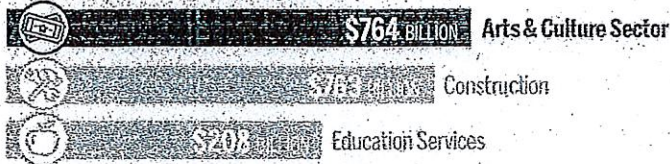
## NATIONAL ARTS FACTS

ARTS SECTOR'S PERCENTAGE OF GROSS DOMESTIC PRODUCT (Commercial & Nonprofit Arts Organizations Combined)

### ARTS & CULTURE SECTOR REPRESENTS 4.2% OF NATION'S GDP

The U.S. Bureau of Economic Analysis reports that nationally the arts and culture sector is a \$764 billion industry, representing 4.2% of the nation's GDP—a larger share of the economy than construction (4.1%) or education services (1.1%).

Source: U.S. Bureau of Economic Analysis, 2015.



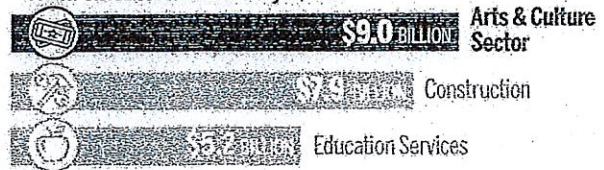
**BONUS:** U.S. exports generate a \$24.1 billion arts trade SURPLUS.

## CONNECTICUT ARTS FACTS

### THE CONNECTICUT ARTS & CULTURE SECTOR REPRESENTS 3.6% OF STATE'S GDP

The U.S. Bureau of Economic Analysis reports that the arts and culture sector contributes \$9 billion to Connecticut's economy, representing 3.6% of the state's GDP—a larger share than some other industries in the state.

Source: U.S. Bureau of Economic Analysis, 2015.



**BONUS:** In 2015, CT arts and culture jobs produced \$4.7 billion in compensation.

NUMBER OF ARTS-RELATED BUSINESSES AND JOBS (Commercial & Nonprofit Arts Organizations Combined)

Nationally 673,656 businesses employ 3.48 million people who are involved in the creation or distribution of the arts. Based on Dun & Bradstreet data, this means that 3.9% of all businesses and 1.9% of all employees are connected to the creative industries.

Source: Americans for the Arts, *Creative Industries*, 2017.



In Connecticut, 10,403 Arts-Related Businesses employ 39,419 people.

- In Fairfield County, 4,040 Arts-Related Businesses employ 15,359 people.
- In Hartford County, 2,089 Arts-Related Businesses employ 8,714 people.
- In New Haven County, 2,048 Arts-Related Businesses employ 7,152 people.

Source: Americans for the Arts, *Creative Industries*, Connecticut report, 2017.



ECONOMIC IMPACT OF NONPROFIT ARTS ORGANIZATIONS & THEIR AUDIENCES

Nationally, the nonprofit arts industry alone generates \$166.3 billion in economic activity annually that supports 4.6 million jobs and generates \$27.5 billion in federal, state, and local government revenue.

- Spending by arts audiences generated \$102.5 billion to local businesses.

Source: Americans for the Arts, *Arts & Economic Prosperity 5*, 2017.

ART IS A **\$166.3 BILLION** DRIVER OF OUR NATIONAL, STATE & LOCAL ECONOMY.

In 2015, the Connecticut arts and culture generated \$797.2 million in economic activity annually that supported 23,114 jobs and generated \$72.3 million in state and local government revenue.

- In Fairfield County specifically, nonprofit arts groups generated \$148.6 million in economic activity. Audiences of 2.5 million people added another \$86.6 million for a total of \$235.2 million in economic activity for the county in 2015, and this generated \$20.3 million in local and state government revenues.

Source: Americans for the Arts, *Arts & Economic Prosperity 5*, Connecticut report, 2017.

ART IS A **\$797.2 MILLION** GDP DRIVER OF OUR STATE ECONOMY.

PUBLIC INVESTMENT IN GRANTS TO NONPROFIT ARTS ORGANIZATIONS & ARTISTS

**Q** So how much is the federal government investing in the National Endowment for the Arts (NEA)?

**A** Congress has proposed allocating \$155 million to the NEA in FY 2019, which has been relatively level for the last several years. This amounts to just 47¢ per capita, yet the nonprofit arts industry generates over \$13 billion in federal tax revenue back to the treasury. Imagine what nonprofit arts groups could generate with \$1 per capita!

**Q** What about Connecticut—how much does state government budget to the Connecticut State Office of the Arts each year?

**A** The state allocated \$1,422,433 to the Connecticut State Office. In FY 2017, the Connecticut State Office received \$722,400 in federal NEA funds, which the Office re-granted to hundreds of cultural organizations through the state. Another 29 nonprofit arts organizations received direct grants from the NEA totalling \$1,267,400.



Norman Hyde, the Connecticut Office of the Arts envisions a world where the arts, in all forms, are embedded in everyday life."

—Connecticut Office of the Arts

## CONNECTICUT ARTS FACTS

### IN THE CONSTITUTION STATE, THE ARTS UNITE US

Artspace's City Wide Open Studios unites more than 350 artists from across Connecticut who open their doors and exhibit their work throughout the month of October each year.

Founded in 1965, COA is a State Arts Agency within the Department of Economic and Community Development. The state arts office directly serves arts organizations, artists, schools, and communities across the state through a range of programs and services, including grant support and professional development opportunities. The COA is funded by the State of Connecticut and the National Endowment for the Arts (NEA).  
>Learn more

### MEET SOME CONNECTICUT ARTS ADVOCATES

- **Former Lt. Governor Nancy Wyman** is the recipient of AFTA's 2018 Public Leadership in the Arts Award for State Arts Leadership. > More
- **Lisa Scails** is Executive Director of the Cultural Alliance of Western Connecticut. > More
- Connecticut Arts Alliance President **Amy Wynn** extolls the value of the arts sector. > More
- New Haven Mayor **Toni Harp** and Representative **Toni Walker** were recognized as arts leaders in New Haven and Connecticut. > More
- **Fritz Jellinghaus** is the Chair of the Connecticut Arts Council. > More
- **LeAnne Hinkle** is the President of the Connecticut Art Education Association. > More

### ART IN CONNECTICUT

- Connecticut Office of Tourism can direct you the great stages of the state here.
- Follow the Connecticut Art Trail here.
- Connecticut Critics Circle provides performance review here.

### CONNECTICUT ART ORGANIZATIONS

- Connecticut Arts Alliance (CAA) [www.ctartsalliance.org](http://www.ctartsalliance.org)
- CT Cultural Heritage Arts Program (CCHAP) [www.chs.org/connecticut-cultural-heritage-arts-program](http://www.chs.org/connecticut-cultural-heritage-arts-program)
- Connecticut Art Education (CAEA) [www.ctarteducation.net](http://www.ctarteducation.net)

### THE ARTS ARE EVERYWHERE!

- Grab lunch at Franklin Street Works in Stamford and challenge your mind with socially driven contemporary art, then take in a producing theater production at Curtain Call.
- Follow the coast to New Haven where a myriad of arts experiences await. From the renowned Yale Center for British Art to the International Festival of Arts & Ideas, a 15-day annual festival that brings thousands together each summer for performances and dialogue with great artists and thinkers from across the world.
- Take a leisurely drive north along the Connecticut River to East Haddam to take in a musical at the Tony award winning Goodspeed.
- While in Hartford be sure to visit the Wadsworth Atheneum, the oldest continuously operating public art museum in the United States where you will also find the Amistad Center for Art & Culture.
- Take in dinner and a show at the Infinity Music Hall & Bistro in Norfolk and while meandering through the Litchfield Hills be sure to swing by Five Points in Torrington and learn about their Launchpad program that supports recent art graduates of local universities.
- Don't forget Connecticut's quiet corner, known for its antique shops, but also filled with hidden gems such as the Performing Arts of Northeast

Connecticut in Pomfret Center and the Silver Circle Gallery in Putnam.

- Then travel south to New London for a mural walk experience in the heart of downtown where you can visit the Hygienic Art Galleries and many other eclectic shops and restaurants.

To View the Top 10 Reasons to Support the Arts in Connecticut, Click Here.

## CONNECTICUT ARTS NEED YOU!

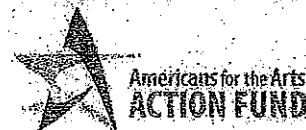
### JOIN THE ARTS ACTION FUND FOR FREE TODAY!

E-MAIL US: [ArtsActionFund@artsusa.org](mailto:ArtsActionFund@artsusa.org)

VISIT US: [ArtsActionFund.org/join](http://ArtsActionFund.org/join)

CALL US: 202.371.2830 x2067

FOLLOW US:  Arts Action Fund |  @ArtsActionFund | #ArtsVote



To download this fact sheet, "Why the Arts Matter in Connecticut," with corresponding resource links.

[ArtsActionFund.org/CT](http://ArtsActionFund.org/CT)



### 3.2 Support Arts and Creative Culture

10 Points

15 Points

20 Points

25 Points

#### Action Updates

This action has been revised for the **2019 certification cycle**. A version of this action from the prior program year is available for comparison. Edits are highlighted in yellow.

#### Objective

Demonstrate your community's commitment to the arts and creative culture by choosing from a flexible menu of options. You may work with nonprofits or other implementers to carry out this action. This action may also be implemented by working with your neighboring communities.

#### What to Do

Complete at least three of the following eleven activities. (10 points for completion of 3 activities, and an additional 5 points for each additional activity, plus an additional 5 points if sub-action #11 supports artists that identify as marginalized or underserved, maximum of 25 total points for this action).

#### Support Arts and Creative Culture (Up to 25 points)

*Complete 3 actions for 10 points, and receive 5 points for each additional action, 25 points max.*

1. Establish a Poet Laureate.

**Submit:** A copy of the resolution, ordinance, or other supporting documentation.

2. Include arts and culture in publicly available municipal marketing (printed or web-based).

**Submit:** Links to online marketing materials and/or samples of printed marketing materials.

3. Commit dedicated funding to the arts (during the twelve-months prior to application submission). Funding may be directed at an Arts Office, as part of the municipal budget, through grants, or to outside services. Funding cannot be directed towards another Sustainable CT action, nor can it be directed at the creation or operational expense of a Cultural Office or Arts and Culture Department/Council as depicted in Subpart #5, listed below (though it may be a part of this office/department/council budget for projects or events).

**Submit:** A description of amount of funding allocated and what was funded.

4. Establish a percent for art/public art program (at least 1% of project cost must be spent on art, municipality can adjust the % requirement in excess of 1%).

**Submit:** A description of the program you established.

5. Establish a Cultural Office or Arts and Culture Department/Council which includes:

**Submit:**

- a. Proof you established the Cultural Office or Arts and Culture Department/Council (for example, a signed letter from the Department Head or Chief Elected Official).

- b. A description of the office's mission.
- 6. Establish and designate/appoint an Arts and Culture Liaison or Artist-in-Residence to your municipality.

**Submit:**

- a. The name of your appointed Arts and Culture Liaison or Artist-in-Residence and proof of appointment ((for example, a signed letter from the Department Head or Chief Elected Official).
- b. A description of the selection process, including duration of the appointment.
- 7. Streamline permitting system for events, performances, etc. in public spaces.

*All elements must be completed to receive credit.*

- a. Reviewing existing permitting process;
- b. Identifying barriers to permitting events, performances, etc.; and
- c. Softening or removing barriers where possible.

**Submit:** A description of how permitting systems were altered to facilitate permitting for events, performances, etc. in public spaces.

- 8. Establish an Arts District.

**Submit:** Documentation proving the new Arts District exists. Describe how the district was created and how the area was selected.

- 9. Establish an annual recognition program for local artists.

**Submit:** A description of the components included in the recognition program, include selection process and award criteria, outreach and marketing, etc.

- 10. Support arts and cultural activities offered at the local library(ies).

*Choose One*

- o **Option 1:** Promoting, through municipal outlets, events offered at your local library;
- OR

- o **Option 2:** Partnering with your local library to create an arts and culture program and promoting it through municipal outlets.

**Submit:**

- o If selecting **Option 1:** List the arts and culture programs offered by your local library for the current year that were promoted. Provide one example of how a program was promoted.
- o If selecting **Option 2:** Describe the program created and how it was promoted (include a url, copy of printed materials, or other).
- 11. Support artists. 5 additional points will be added to your total score if you support artists that identify as marginalized or underserved (for example, young and emerging, veterans, seniors).

*Choose One*

- o Develop professional development services for artists, art administrators, and arts presenters/curators (they may be virtual).

**Submit:** A description of the professional development services developed. Description of how administered and number of participants.

- Develop municipal internship opportunities (paid or unpaid) or an apprenticeship program.

**Submit:** A description of the internship/apprenticeship program created. Link to the website hosting information on program.

- Develop a workshop(s) and discussion opportunity(ies) for artists, art administrators, and arts presenters/curators.

**Submit:** Workshop/discussion opportunity flyers, agendas, photos.

- Develop municipal professional artist network(s) and peer sharing opportunity(ies).

**Submit:** A description of the artist professional network and peer sharing opportunity(ies). Describe events, number of members, outreach and engagement plan, mission statement of network, description of oversight process.

- Develop an artist mentoring program.

**Submit:** A description of the mentoring program, include oversight plan and budget.

#### Credit for Past Action

- Proof of current status for all actions is required prior to application submission.

#### Potential Municipal and Community Collaborators

Anyone from your chief elected official's office, planning department, economic development staff, library, or parks and recreation staff could be helpful in implementing this action.

In addition, you may find help implementing this action from your community arts and culture commission, art organizations, artists, etc.

#### Funding

For a complete listing of potential funding opportunities to assist with implementing Sustainable CT Actions, please visit the [Sustainable CT Grants Portal](#), which is searchable by Action. Please also visit the [Sustainable CT Resources for Certification](#) page for opportunities for technical assistance and other supports.

#### Resources

##### *Toolkits, Calculators, Guidance Documents, General Information*

- [Percent for Art Ordinances](#)
- [Artists Thrive](#)
- [Americans for the Arts, "Monograph: Public Funding for the Arts at the Local Level"](#)
- [Massachusetts Cultural Districts Initiative](#)
- [Americans for the Arts](#)

##### *Organizations and Relevant Programs*

- CT Department of Community and Economic Development, [Office of the Arts](#)
- National Endowment for the Arts, [Local Arts Agencies](#)
- [Regional Service Organizations](#)

#### Benefits

By creating permanent governmental offices or positions, various regulations, contractual relationships with cultural organizations, municipal ownership of spaces reserved for creative activities, tax abatements that help creative people to live or work in the community, you create a municipality where arts and culture can thrive. Ongoing municipal support demonstrates that your city/town values, encourages and invests in arts and culture and recognizes its positive impact on the economy, quality of life, and civic vitality.

According to the CT Department of Economic and Community Development's Office of the Arts, the arts are integral to building and unifying our communities. 63% believe the arts lift them up beyond everyday experiences; 73% believe the arts are a positive experience in a troubled world; 62% believe that the arts help them understand other cultures better; and 67% believe the arts unify their communities regardless of age, race, and ethnicity.

#### **CT Success Stories**

- New London, CT: [Poet Laureate](#)
- Torrington, CT: [Artist Relocation Program](#)



**Minutes of the arts and cultural discussion held 1/3/19 @ the SWPL, Friends Room @7:00 pm**

In Attendance were:

Mary Etter; Director-SWPL  
Karen Johnson; President -Down to Earth Garden Club  
David Raymond: VP-Wood Library Association  
Jessica Glass: President-Wood Library Association  
Cile Decker: SW Historical Society  
Maureen Bourn; SW Historical Society/Wood Board Member  
Brian Rivard: SW Historical Society  
Janice Snyder: Volunteer

Mary Etter started by confirming discussions made at the November 1, 2018 initial meeting at the Wood library.

Discussion of visual arts 3 or 4 visual artists have expressed interest in an idea it was discussed that the 175 anniversary of South Windsor in 2020 might be a good time to do it first South Windsor cultural event.

The committee discussed how we might coordinate an art event for South Windsor.

Cile noted that she believes the town needs to have a cultural arts commission or some type of committee to encourage a focus on the arts in South Windsor for the residents.

It was discussed and agreed that a facilitator or representative will help this group to identify other successes in other towns which might help guide us.

Before this committee can identify any type of community cultural arts project, program or event, we should invite another town or other towns to come and talk to us about their experience, recommendations or suggestions on what has worked and "not worked" in their communities.

It was suggested that would check with the greater Hartford Arts Council and/or the Hartford Foundation for some ideas and to perhaps provide guidance and help us with the following questions:

- Sources of funding
- Amount of government involvement
- What to look for and what to avoid in certain events and programs
- Address and encourage diversity in SW to teach and help the community learn about different cultures
- Seek options from other communities

Mary and Cile will reach out to get some facilitators with resources from other communities to discuss a strategy for a South Windsor event, program, or project.

It was agreed to establish a monthly meeting time for this committee and the first Thursday of each month appeared to be the best.

The next meeting is scheduled for;

**Thursday February 7, 2019 at 6:30 PM at the South Windsor Public Library in the Friends Room.**

Respectfully submitted by Janice Snyder on 1-3-2019

MINUTES Arts Committee

Date: June 6, 2019

In Attendance: Cile Decker; Kristen Greenier; Jessica Glass; Jessica V; Carolyn Venne; Mary Etter; Janice Snyder

Location: Wood Memorial Library

Time: 6:30 pm

Cile noted that she spoke with Manchester Arts Members; Hartford Foundation for Giving and suggests that we consider using other established Arts Council's structure to help get us started.

Discussion ensued regarding what the name of the group might be along with a mission statement or statement of purpose. Many words and creative thoughts were brought forth by all members. Some of the suggested words to help describe us were:

Initiative	Group	Coalition	Cooperative	Partnership
Council	Collaborative	Association	Network	Connection

**SOUTH WINDSOR ARTS & CULTURAL COLLABORATIVE (SWACC)** was chosen as it appears to accurately describe the actions we plan to take.

A lengthy and detailed discussion inclusive of all members in attendance followed. Many great ideas were shared and are captured below with respect to identify a vision / mission statement / statement of purpose / values.

- Foster creativity of and appreciation for the arts in our community
- We envision the arts to inspire innovative spirit, celebrate our rich cultural diversity, recognize our valuable history, and encourage our individual and community involvement
- Values:
  1. Value sustainability, collaboration, innovation and a transformative power of the Arts.
  2. Believe the Arts are the foundation for a sustainable, prosperous, diverse community and critical to the future success of South Windsor.

Further discussion at the next meeting to finalize the initial structure of this group will be required.

The group agreed on an agenda for the next meeting:

1. Finalize Mission Statement or Statement of Purpose
2. Discuss the Board of Directors composition
3. Membership (Define, identify benefits, dues??)
4. Decision to use the South Windsor Community Foundation (SWCF) as a fiduciary
5. NEXT MEETING SCHEDULED FOR July 11, 2019; 6:30 pm; at Wood

Respectfully Submitted: Janice Snyder - Janice Snyder, 8/22/19



planning and/or become involved with the organizing to ensure that the Arts are a vibrant part of the celebration.

Discussion ensued about the collaboration of this group involving bringing Arts of various types to the Community and that the 175<sup>th</sup> Anniversary celebration should be a separate committee and these two organizations should be considered as two different groups. That there should be the establishment of some type of Arts Committee serving South Windsor which is separate than the Anniversary committee.

Enthusiastic discussion about various projects and growth occurred. These ideas were establishing an artist's space, holding art shows, showcasing various artists, etc. These were great ideas for the group to look forward to and merit further discussion after formal organization is complete.

There was discussion around using the South Windsor Community Foundation, Inc. (SWCF) as the Fiduciary for this group since they are an established 501(c)3. That may be an attractive solution to handling the financials for the group. It was noted that this group must be organized with a mission statement and officers for consideration by the SWCF.

Bri Dill volunteered to handle Facebook Communications for the group which will assist with bringing in more people and helping the group's mission get to the residents.

Discussion about moving forward with organizing and establishing an Arts Committee was agreeable to all. There were concerns that it has been approximately 6 months and there hasn't been any real movement going forward to establish this group. It was also shared that there hasn't been consistent participation of those interested members. In order to establish this group going forward there must be an organizational process which should begin as follows:

1. Decide on a NAME for the group. It was mentioned that using "Cultural" in the name might be misleading and confuse this group's mission with other established organizations and may not capture the variety of art media that this group is targeting.
2. Create a MISSION STATEMENT that clearly and precisely encompasses the goals of the group. We may be able to use the Ashford mission statement to help.
3. OFFICER positions that fit the groups dynamics should be established to help with the organizational and functional operations of the group.

The group was asked to think about and bring ideas to the next meeting for a GROUP NAME; MISSION STATEMENT; and OFFICER POSITIONS.

**NEXT MEETING: MAY 2, 2019 6:30 pm South Windsor Public Library (Mary will confirm)**

Respectfully submitted: *Janice Snyder* 4/8/19

Backup Information  
for Item 13.E.

July 17, 2021

RECEIVED

Chairman Paul Burnham  
Economic Development Commission  
Town of South Windsor

JUL 29 2021

SOUTH WINDSOR TOWN COUNCIL

Dear Paul:

It is with regret that I am writing to inform you of my decision to resign my volunteer position as Commissioner of the EDC effective July 1, 2021.

Serving on the EDC has been a great experience and I was happy to have had the opportunity to work with so many dedicated and knowledgeable volunteers.

One memory I would like to share with you is of Marge Anthony. Marge was chairman of the EDC for many years and her dedication, commitment and loyalty was extraordinary. She wanted only to make South Windsor a better place in which to live. Marge Anthony paved the way for many of the new commercial buildings of today.

Second only to Marge Anthony is Chairman Paul Burnham. His many years of dedication to the EDC should (and these are the words of William Shakespeare) make us give pause and be grateful.

Yours truly,

EDWINA H. FUTTNER

*Edwina H. Futtner*

**Reid, Deborah**

---

**From:** Armstrong, Bonnie  
**Sent:** Wednesday, August 18, 2021 10:03 AM  
**To:** Reid, Deborah  
**Subject:** FW: [External]HRC resignation

See below

Bonnie L. Armstrong, CCTC  
Town Clerk  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074

**From:** charles margolis <cjmargolis@snet.net>  
**Sent:** Wednesday, August 18, 2021 10:01 AM  
**To:** Armstrong, Bonnie <Bonnie.Armstrong@southwindsor-ct.gov>; TONYGOLFS@att.net  
**Cc:** Ritu Goel <ritugoelhrc@gmail.com>  
**Subject:** [External]HRC resignation

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Ritu - Serving on the South Windsor Human Relations Commission has been a privilege and an honor. Under your leadership, the HRC has reached its full potential. The members are dedicated, motivated and committed to making our community more welcoming, inclusive and equitable.. The HRC has made an impact on South Windsor in tangible and subtle ways. The time has come for me to move on. Therefore, I respectfully submit my resignation with the wish that the position will be filled by a caring, energetic individual. Although I will no longer be a commissioner, I am always available to lend a hand, offer advice or support you and HRC in any way I can. Best wishes with your on-going efforts to educate and enrich South Windsor.

Sincerely,

Charlie Margolis

Backup Information for  
Item 16: Communications  
from Council

June 23, 2021

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

Dear Mr. Maniscalco:

At its Regular Meeting of June 21, 2021, the South Windsor Town Council approved the following Resolution:

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

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

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

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

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

1. Through broad outreach to the community, develop a vision statement for what the community would like to become:
  - a. The Committee will advertise and hold two (2) public hearings to gather input from the community.
  - b. Through support of the Town staff, the Committee can consider conducting a survey using multiple mediums for dissemination.
  - c. Develop and deliver a report to the Town Council by 7/1/2022 that will explain the Committees recommended vision and why it is the recommended vision.

**(Resolution Continued on Next Page)**

2. Work collaboratively with the Town Council to develop goals that will accomplish the vision.
3. Work with the Town Council and Town staff to create specific, measurable objectives that will accomplish the identified goals; and

BE IT FURTHER RESOLVED that the Committee shall be appointed by the Town Council and shall be made up of no more than nine members. Two members must attend South Windsor Public Schools; two members must consider themselves to be senior citizens; there must be representatives from diverse gender identities, and there must be representation from active political parties. All efforts shall be made to seek both cultural and ethnic diversity in representation. The Town Manager, Mayor, and Minority Leader (or their designee) will be considered ex officio members with full rights to participate at meetings but will have no right to vote in the process; and

BE IT FURTHER RESOLVED that two Councilors, one being the Mayor and one being the Minority Leader, will accept nominations from Town Council members and residents (residents may also nominate themselves); and

BE IT FURTHER RESOLVED that the Mayor and Minority Leader shall review nominations for this Committee, bring the full list of nominations to the Council for review, and bring their recommendation for the Committee make-up to the Town Council for approval.

Respectfully submitted,

---

Deborah W. Reid  
Clerk of the Council

cc: Scott Roberts, Assistant Town Manager/CIO/Emergency Management  
Vanessa Perry, Assistant Town Manager/Director of Human Resources



**TOWN OF SOUTH WINDSOR**

**To:** South Windsor Town Council

**From:** Deborah Reid, Clerk of the Council

**cc:** Michael Maniscalco, Town Manager  
Vanessa Perry, Assistant Town Manager/Director of Human Resource  
Scott Roberts, Assistant Town Manager/CIO/Emergency Management

**Date:** September 15, 2021

**Re:** Town Council Rules & Procedures

---

At the July 19, 2021, Town Council Meeting, Council members proposed specific changes to the Town Council Rules & Procedures as follows:

- Councilor Lopez felt additional language should be added to Article IV – Section 5 – Public Meetings – Item b, regarding the responsibilities of an individual who is no longer a Council member concerning discussions and communications during an Executive Session.
- Councilor Evans felt that the Adoption of the Agenda should remain in the Town Council Rules & Procedures.
- Councilor Koboski, Maneeley, Lopez, Lydecker, and Snyder felt that speakers should have five (5) minutes to speak, regardless if the meeting is in-person or virtual.
- Councilor Evans and Lydecker stated they would like to see emails read into the record during in-person meetings if requested in the email.
- Councilor Maneeley felt that a vote to extend a meeting past 11:00 p.m. should require a minority vote, rather than one person being able to say no and the meeting ending.
- Councilor Koboski felt that a vote to review and/or revise the Town Council Rules & Procedures as deemed necessary should require a 2/3<sup>rd</sup>s plus one vote, rather than a 2/3<sup>rd</sup>s vote.

The Town Council Rules & Procedures Committee held a meeting on September 14, 2021, and proposed additional changes as follows:

- Under the Order of Procedure, Item 7 – Public Input – the public shall only speak to items on the agenda.
- Under the Order of Procedure, Item 15 – Public Input – the public shall speak on any matter.
- Whether a meeting is in-person or virtual, Public Input should not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present.

- A chart will be placed at the end of the Town Council Rules & Procedures showing the number of members present and voting; and the number necessary to make up a 2/3<sup>rds</sup> vote plus one.

The changes to the Town Council Rules & Procedures are in red in the attached final draft. Council members are requested to please review the proposed changes. The final draft will be sent to the Town Attorney for review after approval by the Town Council.

**SOUTH WINDSOR TOWN COUNCIL**

**RULES AND PROCEDURES**

**RECOMMENDED TO THE TOWN COUNCIL BY THE TOWN  
COUNCIL RULES & PROCEDURES COMMITTEE 9/14/2021**



# **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 2 – Public Hearing

At least one Public Hearing, notice of which shall be given by the Clerk of the Council at least five (5) days in advance by publication in a newspaper having a general circulation in said Town, posting a notice in a public place, and posting on the Town website, shall be held by the Council before any Ordinance shall be passed, except any Ordinance relating to the appointment or designation of officers or to the Council or its procedures.

### Section 4 – Emergency Meetings

- a. In case of emergency, as defined below, the Mayor shall be empowered to call a Special Meeting by having the members notified.
- b. An emergency shall be a condition requiring immediate preservation of the public peace, health, or safety.
- c. A copy of the minutes of every such Emergency Meeting adequately setting forth the nature of the emergency and the proceedings occurring at said meeting shall be filed with the Town Clerk no later than seventy-two (72) hours after the holding of said meeting.

### Section 5 – Public Meetings

- a. All meetings of the Council shall be open to the public unless an Executive Session is called by the affirmative vote of 2/3<sup>rd</sup>s (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. **Any information gleaned while in office remains confidential even after an individual is no longer a Town Council member.**
- 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. Adoption of Agenda**
5. Mayor's Remarks
6. Communications and Reports from Town Manager
- 7. Public Input for Items on the Agenda**
8. Adoption of Minutes of Previous Meetings
9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council
10. Reports from Committees
11. Consent Agenda
  - a. First Reading
  - b. Second Reading
  - c. Miscellaneous

[All items listed under this section are considered to be routine by the Town Council and will be enacted by one Motion. There will be no separate discussion of these items unless a Council member so

requests, in which event the item will be removed from the General Order of Business and be considered in its normal sequence on the Agenda.]

12. Unfinished Business
13. New Business
14. Passage of Ordinance
15. **Public Input for Any Matter**
16. Communications from Council
17. Executive Session
18. Adjournment

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

### Public Input

#### **Item #7:**

##### 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 item on the agenda.**
- 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 will only be read into the record if brought forth by a Council member or if the person submitting the email has requested that the email is read into the record. A Council member who brings an email forward, will read the email into the record.**

##### Virtual Meeting:

- a. Public Input shall not exceed **(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 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 item on the agenda.**
- 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](mailto:TownCouncilComments@southwindsor-ct.gov) will be read into the record.

**Item #15:**

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 **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 will only be read into the record if brought forth by a Council member or if the person submitting the email has requested the email is read into the record. A Council member who bring an email forward, will read the email into the record.**

Virtual Meeting:

- a. Public Input shall not exceed **(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 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](mailto: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 #7:**

***In-Person Meeting:***

***Public Input – The public is welcome to discuss any item on the agenda. This segment 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 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.***

***Virtual Meeting:***

***Public Input – The public is welcome to discuss any item on the agenda. This segment 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.***

**Item #15:**

***In-Person Meeting:***

***Public Input – The public is welcome to discuss any matter. This segment 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 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.***

***Virtual Meeting:***

***Public Input – The public is welcome to discuss any matter. This segment 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 2/3<sup>rd</sup>s (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 2/3<sup>rd</sup>s (super-majority) vote to pass.
- b. Motion to fix the time of adjournment, to lay upon the table, to call the question (previous question), and to limit or extend limits of debate, shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.

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

**Section 1 – Introduction**

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

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

**Section 2 – Required Votes**

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

### Section 3 – Public Meeting

No Ordinance or Resolution shall be adopted or appointment or removal made except at a meeting of the Council open to the Public.

### Section 4 – Other Regulations

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

### Section 5 – Emergency Ordinance

- a. An Emergency Ordinance shall be only for the immediate preservation of the public peace, health, and safety.
- b. It shall contain an explicit statement of the nature of the emergency.
- c. An Emergency Ordinance shall not be adopted by less than six (6) affirmative votes.

Note: Further regulations of Emergency Ordinances and appropriations are covered in the Charter, Section 308.

### Section 6 – Approved Ordinances

The Clerk of the Council shall provide the Town Clerk with a copy of each approved Ordinance together with a letter certifying approval of the Ordinance as presented, no later than five (5) days following approval by the Council.

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

### Section 1 – Consideration by Council

Whenever any appointment is submitted, a vote on said appointment shall be postponed to the next Regular Meeting except the selection of the Mayor or Deputy Mayor. This rule may not be suspended except that it shall not apply to the appointment of Council members to Council Committees, permanent or temporary. The submission shall include the name of the office and the name of the nominee.

### Section 2 – Submission of Appointments and Removals

Any submission of an appointment or removal for consideration by the Manager or Council must be in written form and, in the case of a removal, must be accompanied by a statement of cause.



### Section 3 – Passage by Council

All appointments and removals made by the Council must be passed by not less than five (5) affirmative votes of the Council members except as otherwise provided in the Charter.

### Section 4- Notification to Town Clerk

Resignations of elected Town officials shall be submitted directly to the Town Clerk, with a copy to the Clerk of the Council. Further, the Clerk of the Council shall advise the Town Clerk in writing of all subsequent appointments to fill unexpired terms of elected officials within three (3) days of action by the Town Council on such resignations and/or appointments.

## **ARTICLE XI – COMMITTEES**

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

The Council shall have the power in accordance with Section 305 of the Charter to create or abolish by Ordinance, boards, commissions, and committees except those provided by the Charter.

### Section 2 – Terms of Committees

All appointments to commissions, boards, and committees shall be for a term set by the Council, and any officer or committee member so appointed shall serve until their successor is appointed and qualified.

### Section 3 - Minority Representation

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

### Section 4 – Resignations

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

### Section 5 – Nominations

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

## Section 6 – Filling of Vacancies

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

## Section 7 – Powers

No Committee shall have the power to employ any persons for or on behalf of the Town, nor to incur any expense unless specifically authorized by the Council, and not in conflict with the Charter.

## Section 8 – Reports

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

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

## Section 9 – Standing Committees

- a. The following Standing Committees, consisting of three (3) or more members from the Council (which include the Mayor), shall be appointed by the Mayor within two (2) weeks of the adoption of the Rules and Procedures, temporary or otherwise, by the Council and shall be subject to confirmation by the Council.

Audit Committee

Ethics Committee

Energy Committee

Naming of Public Lands and Buildings Committee

Pension Committee

Personnel Committee

South Windsor Architectural and Nature Center Sub-Committee

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

### Audit Committee

The purpose of this committee is to recommend to the Town Council the hiring of and evaluate the performance of the Town's financial auditor. Meet quarterly to conduct a post-audit meeting with the auditor; review internal controls and programs and controls designed to prevent and detect fraud, including compliance with the auditor, and plan future audits. Meet as necessary to review and forward to auditor suspected fraud or illegal acts affecting the government that comes to the attention of the committee. Management is responsible for forwarding these items to the committee as soon as possible.

### Ethics Committee

The purpose of this committee shall be to render a written advisory opinion, upon the written request of the Council or any of the persons included in Section 2-492 of the South Windsor Code of Ordinances, as to the application of Chapter 10, Section 1001 of the Charter and Sections 2-481 through 2-490 of the South Windsor Code of Ordinances to any specific relevant situation. This committee shall be appointed by Council and shall comply with Sections 2-491 through 2-492 of the South Windsor Code of Ordinances.

### Energy Committee

The purpose of this committee shall be to investigate appropriate, cost-effective opportunities for implementing energy efficiency measures in all aspects of South Windsor's public buildings, including operational changes and changes in maintenance or capital improvements. These recommendations shall be forwarded to the Town Council or appropriate municipal agency or official as designated by the Town Council.

Research and facilitate the use of clean, renewable energy within the Town of South Windsor.

Educate South Windsor residents about clean energy options, energy efficiency, and energy conservation.

Identify appropriate Federal and State incentives and grant programs that provide opportunities for clean, renewable energy, energy efficiency, or energy conservation and obtain Town Council approval.

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

### Naming of Public Lands and Buildings Committee

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

### Pension Committee

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

### Personnel Committee

The role of this committee is to lead the annual appraisal of the Town Council's employees; and to review and recommend compensation of the Town Manager, Clerk of the Council, and any in-house Town Attorney who is established as a Town employee, and other duties assigned by the Council.

### South Windsor Agricultural, Arts and Nature Center Committee

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

- b. The Standing Committees shall consult with the Town Manager to make recommendations for the necessary revision or revisions of any existing Ordinance or Ordinances and to draw up any proposed Ordinance or Ordinances the Committee may deem necessary for the consideration of the Council.

### Section 10 – Temporary Committees

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



## **ARTICLE XII – VOTING (Charter, Section 304)**

### **Section 1 – Minimum Requirement**

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

### **Section 2 – Roll Call Votes**

The ayes and nays of each and every vote of the Council shall be by Roll Call vote unless the vote is unanimous and recorded in the journal. (Charter, Section 304)

### **Section 3 – Recording of Votes**

All votes recorded in the Minutes of the meetings of this Council shall be construed as unanimous by the members present unless the nays and abstentions are recorded therein, including the names of the members voting nay or abstaining.

## **ARTICLE XIII – TIME OF ADJOURNMENT**

**A majority vote of the Council members presenting and voting, is needed to extend a meeting past 11:00 p.m.**

## **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 2/3<sup>rd</sup>s (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<sup>RDS</sup> PLUS ONE VOTE OF THE COUNCIL MEMBERS PRESENT AND VOTING (SUPER-MAJORITY PLUS ONE VOTE.)**

<b><u>Members Present and Voting</u></b>	<b><u>Two-Thirds Plus One Vote</u></b>
<b>9</b>	<b>7</b>
<b>8</b>	<b>7</b>
<b>7</b>	<b>6</b>
<b>6</b>	<b>5</b>
<b>5</b>	<b>5</b>



Flag Flying Policy

Backup materials  
for Item 13.J.

**I. Purpose**

- A. The Town of South Windsor establishes the following guidelines regarding the display of Commemorative or Organizational Flags only on the designated Town flagpole located at Town Center (Wapping Community House). No Commemorative or Organizational Flags shall be displayed on any other Town-owned or Town-maintained facility.
- B. In adopting this Policy, the Town Council declares that flagpoles owned or maintained by the Town of South Windsor are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for the display of Commemorative or Organizational Flags authorized by the Town Council as an expression of the Town Council's official sentiments which shall constitute government speech.

**II. Policy**

- A. As expression of the Town's official government speech, the Town Council may authorize the display of a Commemorative or Organizational Flag only on the designated flagpole located at Town Center (Wapping Community House).
- B. The Town Council shall only consider a request to display a Commemorative or Organizational Flag if the request is made by a member of the South Windsor Town Council at a regular or special Town Council meeting. All requests must 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 that meeting and in accordance with the procedural requirements outlined in Section III.
- C. At a noticed and agendized Town Council meeting, **a two thirds plus one (supermajority plus one) of Council members present and voting would need to agree to fly the Commemorative or Organizational Flag. The necessary votes needed depends upon the number of members present, as shown below:**

<u>Members Present and Voting</u>	<u>Two Thirds Plus One Vote</u>
9	7
8	7
7	6
6	5

- D. Each Commemorative or Organizational Flag cannot be flown more than once a year and will be displayed for a period of time that is reasonable or customary for duration of the event or fourteen (14) continuous days. Only one Commemorative or Organizational Flag will be allowed to be displayed during any time period. Commemorative and Organizational Flags must be temporarily donated for the Town's use and be clean, without holes and tears, and be made of an all-weather fabric. Commemorative or Organizational Flags must be the same size or smaller than the United States and Connecticut flags that are flown. The Town will not be responsible for the condition of the Commemorative or Organizational Flag once flown and may dispose of any such flag not picked up within thirty (30) days after it has been flown. The Town will not purchase the Commemorative or Organizational Flags. If any other flag is flown at half-staff, the Commemorative or Organizational Flag will also be flown at half-staff.
- E. A Commemorative or Organizational Flag as defined in this Policy shall mean a flag that identifies with a specific historical event, cause, nation or group of people that the Town Council chooses to honor or commemorate consistent with the Town's mission and priorities. The following are not allowed as Commemorative or Organizational Flags and will not be considered by the Town Council:
- a. Flags of a particular religious movement or creed to avoid the appearance of Town government endorsing religion or a particular religious movement or creed;
  - b. Flags of a political party to avoid the appearance of Town government, endorsing a political party;
  - c. Flags advocating a certain outcome in an election to avoid the appearance of Town government endorsing an electoral outcome;
  - d. Flags of a commercial organization, to avoid the appearance of Town government endorsing any particular business; and
  - e. Flags that enable violence, discrimination, prejudice, or racism to avoid the appearance of Town government endorsing such actions.



### III. Procedure

#### Application Process:

- A. An individual or group who would like Town Council members to request a Commemorative or Organizational Flag be adopted by the Town shall make application through the Town Manager's Office as follows:
- Obtain an application from the Town's website or request an application from the Town Manager's Office.
  - A completed application has to be submitted to the Town Manager's Office no less than 30 days prior to the request of when the flag is to be flown. An application must be completed in its entirety or will not be accepted.
  - After the request is reviewed and signed by the Town Manager, the application shall be distributed to all members of the Town Council.

#### Town Council Process:

- B. Any Town Council member can choose in his or her own sole discretion to request that the flying of the proposed flag be adopted by the Town Council as the Town's government speech and that it become a discussion item placed on a regular or special meeting agenda as follows:
- The request must 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.
  - Such request will be considered pursuant to Section II and only if **a two thirds plus one (super majority plus one) of the Town Council members present and voting approve of the request, shall the request be placed on the Town Council agenda for its next regular or special meeting as an action item for resolution by the Town Council. The necessary votes are shown in a table above.**
- C. Flags will be flown according to the U.S. Flag Code.