

# Town of South Windsor

## Town Manager's Report December 2023



Michael Maniscalco  
Town Manager

### **Civility Pledge**

I wanted to recognize the entire Town Council for signing in acceptance of the Civility Pledge during the Town Council Academy. The signed pledges were turned into CCM so that you all can be listed along with the rest of the States local elected officials who have taken the pledge. For the public's knowledge, the pledge states: *I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my town or city.*

### **HVAC Upgrade**

The Town is still planning to upgrade the HVAC for the Town Hall on schedule for December 14<sup>th</sup> and 15<sup>th</sup>. As a reminder, on December 14<sup>th</sup> and 15<sup>th</sup>, the Town offices will be moved to the Annex where all services will be offered. That said, I would recommend that residents who are able to conduct business online or prior to the move, should do so.

### **Splash Pad Update**

The concrete pad has been poured for the splash pad and expansion joints have been cut. The system has been winterized and due to the favorable weather, we were also able to get the sidewalk around the pad poured. Some minor landscaping may get done if the weather permits. The project will be ready for startup in the spring along with the tough coat application, feature installation, sun shade and bench installs and the final landscaping.

### **Pleasant Valley Bridge Opening**

The ribbon cutting and opening of Pleasant Valley Bridge was December 1<sup>st</sup> at 9 am. Through traffic can now pass along Pleasant Valley Road. There are still additional punch list items that will occur that may cause lane closures but traffic will be allowed through.

### **Pleasant Valley Phase 2**

I received the final design and engineer cost estimate of \$4.5 million with contingency. The project is not out to bid yet, so that price could vary up or down. We are planning to go out to bid by end of 2023, which will be paid for with funding from the 2022 Paving for Progress Bond Referendum as the primary funding source. The project starts at Ellington Road where phase 1 left off, and continues to Clark St. The scope of the project entails full depth road reconstruction with drainage improvements, along with sidewalk installation.

Michael Maniscalco, MPA  
Town Manager



# Police Department

Kristian R. Lindstrom  
Chief of Police

## Monthly Statistics September and October 2023

Each month we publish the totals of some of our more common calls for service. Patrol, Investigative, and Administrative staff continue to work together to serve the community's public safety needs. From proactively checking businesses and facilities to traffic enforcement and responding to emergencies, the South Windsor Police Department is committed to providing the best public safety product in the region to those who live, work, and play, in the Town of South Windsor.

### September's numbers are below:

Total Computer Aided Dispatch Entries:	2278
Routine Calls Received/Outgoing:	3645
Directed Patrol/Premise Checks:	697
Motor Vehicle Stop - Attempt	7
Motor Vehicle Stops:	240
Driving Under the Influence	8
Emotionally Disturbed Persons:	21
Medical Assists:	213
Suspicious:	104
Alarms:	62
Motor Vehicle Accidents:	31
Welfare Check:	43
Assist Outside Agency:	40
Animal Problem:	45
Citizen Assist:	41
Miscellaneous Service:	12
Collision Reports:	22
BOLO:	7
Disabled Motor Vehicle:	17
Larceny - Motor Vehicle	1
Larceny:	34
Hazardous Conditions:	18
Pistol Permits:	3
Burglary	5
Burglary - Motor Vehicle	10
Civil Matter:	7
911 Check:	10
Fraud:	17
Domestic Dispute:	20
Violation of Town Ordinance:	0
Sexual Assault	2
Arrests	34
Youth Problem:	15

### October's numbers are below:

Total Computer Aided Dispatch Entries:	2158
Routine Calls Received/Outgoing:	3504
Directed Patrol/Premise Checks:	678
Motor Vehicle Stop - Attempt	2
Motor Vehicle Stops:	183
Driving Under the Influence	13
Emotionally Disturbed Persons:	13
Medical Assists:	138
Suspicious:	73
Alarms:	62
Motor Vehicle Accidents:	41
Welfare Check:	50
Assist Outside Agency:	39
Animal Problem:	35
Citizen Assist:	39
Miscellaneous Service:	35
Collision Reports:	20
BOLO:	7
Disabled Motor Vehicle:	21
Larceny - Motor Vehicle	1
Larceny:	25
Hazardous Conditions:	7
Pistol Permits:	34
Burglary	3
Burglary - Motor Vehicle	3
Civil Matter:	5
911 Check:	7
Fraud:	15
Domestic Dispute:	12
Violation of Town Ordinance:	1
Sexual Assault	0
Arrests	47
Youth Problem:	19



## Police Department

Kristian R. Lindstrom  
Chief of Police

### Personnel and Recruiting Status

The strength of the South Windsor Police Department always has been, and continues to be, the staff who keep things moving day in and day out.

The Police Department currently has one sworn vacancy that we are working to fill. In addition, we have started the hiring process to fill a Dispatcher vacancy that will come to be at the turn of the calendar year.

### Month End Sworn Personnel Summary

With an authorized strength of 46 sworn members we currently employ 45. That being said, it is important to remember that only 41 being fully operational sworn FTE's. We currently have 2 in the academy (Bravo, and Lamagna), 1 in field training, and 1 out on medical leave (work related).

### Civilian Personnel Summary

Among our 15 civilian employees, we currently have zero vacancies. As mentioned above, at the turn of the calendar year, we will have a Dispatch vacancy which will be created by Dispatcher Cordeiro's retirement. He worked his final shift in the first half of November and will be on approved time off until the end of December. At that time, we will hopefully have selected a new Dispatcher who can be hired immediately and begin the required training.

### Local and National Social Justice Movements (cont. from last month)

The South Windsor Police Department remains strongly opposed to racism and biased policing. It continues to serve the public with the element of its mission to "Respect the Rights of Individuals" in mind.

We continue to monitor the community for changes and trends in the social justice arena.

As an agency, and as a profession, we continue to stand ready to engage in crucial conversations to make meaningful change that enhances the world that we live in.

### Community Activities and Support from our Citizens

The South Windsor Police Department continues to make efforts to engage the community through non-confrontational consensual encounters. It is our hope that these contacts and efforts will help to build trust and legitimacy with the community.

In the waning days of October, the agency hosted a drug take back event. When these unwanted and unused medications were packaged and delivered for destruction in the first days of November, the totals were measured. In total, the police department collected 210lbs of and six 5-Gallon buckets of used sharps. These items were disposed of by a contracted vendor and they no longer present the possibility of being misused by the public.

On November 18<sup>th</sup> and 19<sup>th</sup>, police personnel assisted with a food drive at Stop & Shop and Geissler's. These events are popular during this time of year as we come together as a Community to make sure that everyone has food on their table. This event was a success because of the partnership between the police department and the other involved entities (SW Rotary Club, Ambulance Service of Manchester, and SWVFD).

On November 14<sup>th</sup>, several members of the agency attended the Cops & Coffee program held at the South Windsor Community Center. This event resulted in many contacts and conversations between our personnel and elderly members of our community. Our officers always enjoy these contacts and field questions and give information about the Town and the Police Department.

On November 7<sup>th</sup>, police officers monitored election polling sites. Frequent visits and monitoring these sites ensures that community members can exercise their right to vote and that these locations are free from any illegal activity that would disrupt the democratic process. Days later the Town welcomed a new Council. The police department thanks the previous council for its support during its term and looks forward to working with the new Council in the two years to come.

On November 11<sup>th</sup>, members of the Police Department Honor Guard participated in the annual Veteran's Day Ceremony at VMP. On this day, the police department also recognized its members who served (or are currently serving) in the United States Armed Forces. Those members are: Corporal Michael Thompson (Army), Sergeant Michael Dobler (Army), Lieutenant Glenn Buonanducci (Army), Officer Tina Roy (Air Force), Sergeant David Gesualdi (Army), Officer Edmund Klein (Army), Officer Zachary Cosenza (Army), Officer Kaitlyn Pierpont (Army), Officer Christopher Myska (Air Force), Officer Jared Grabowski (Air Force), Officer Devon LaBreck (Army)



## Police Department

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On November 21<sup>st</sup>, the Police Department hosted a car seat clinic at Fire Headquarters on Ellington Road. This program is offered free of charge to community members who are seeking assistance with how the properly install a child safety seat. These events are always well attended and go to great lengths to keep the smallest users of our roadways safe.

The department continues to benefit from regular gestures of support from various members of the community.

### **Traffic Safety**

Our Traffic Unit continues to exercise the "3 E's" of Engineering, Enforcement, and Education as we address complaints ranging from speed to Commercial Vehicle travel. We continue to work in partnership with the Office of the State Traffic Authority to address traffic proposals, and projects.

We are monitoring the ongoing reconstruction of the Pleasant Valley Road bridge. This is a long term project that continues to impact traffic and residential life in that area.

### **Police Activity and Significant Events**

The South Windsor Police Department remains active and dedicated to the traditional law enforcement function by responding to the public's needs.

On November 5<sup>th</sup>, patrol personnel located and arrested a suspect for attempted burglary. This suspect had made multiple attempts to break into several vehicles and some residences.

On November 9<sup>th</sup>, the police department responded to, and arrested, a shoplifter at Target. This incident could be the precursor to an increase in shoplifting and theft incidents that we often see as the holiday season approaches.

During the overnight hours on November 11<sup>th</sup>, employees at MassConn on Sullivan Avenue called and reported that several employee vehicles had been broken into. Patrol personnel responded and learned that approximately ten vehicles had been burglarized in this incident. The subsequent investigation uncovered the fact that this incident was one of many that occurred in the region the same night. All of these related incidents occurred at commercial buildings who have work crews present during the overnight hours. It is not unusual to have cars enter and exit MassConn during the overnight hours, and there is little in the way of natural surveillance in the parking lot. These facts,

and the cover of darkness, make incidents like this difficult for the employees and patrol staff to recognize and intervene. These cases are open and actively being investigated.

During the month of November, Sgt. Mark Cleverdon successfully completed the Command Officer Development Course (CODC). The CODC is a 400 hour course provided by the University of Louisville's Southern Police Institute. The 10 week training course was hosted by our colleagues at Wethersfield PD and provided in-depth and comprehensive lessons on a variety of topics (budgeting, staffing, strategic planning, etc.) encountered within modern day law enforcement management. Participants must complete several exams, projects, and presentations in order to graduate. Sgt. Cleverdon reach this accomplishment while balancing his work at the police department, the pursuit of his Master's Degree, and the demands of being a husband and father. Completing this course is a significant accomplishment and the Town is lucky to have Sgt. Cleverdon as a leader within the Police Department.

On November 20<sup>th</sup>, the East Central Narcotics Task Force executed a search warrant at a residence in town. Seized during this operation were: six bags of suspected hallucinogenic mushrooms that were prepared and packaged for sale; almost ten pounds of suspected marijuana (an amount that far exceeds that allowed under the legalization bill) that was prepared and packaged for sale, and a host of drug packaging equipment and paraphernalia. After an investigation that began months earlier, undercover narcotics officers safely executed this warrant without any use of physical force and arrested two suspects for a variety of drug related charges.

### **Unlocked Car Burglaries & Car Thefts (cont. from last month)**

Hopefully as the colder weather begins to set in, the car burglars will choose to stay inside and pursue another pastime. Unfortunately, what seemed to be an issue that only impacted unlocked cars in previous years, now seems to have expanded to suspects breaking windows to gain entry to vehicles. There is little if any predictability or patterning as to when and where these incidents takes place, but when they do, they seem to occur in concentrated time frames and areas. For instance, one night there will be several burglaries concentrated in one neighborhood, and then a few weeks later, a similar spree will occur in a completely separate area. To combat this issue, the police department has received grant monies that allow us to



## Police Department

Kristian R. Lindstrom  
Chief of Police

put extra officers on overtime to focus on reducing car burglaries and thefts. The police department continues to explore other utilizing other tools that will maximize our effectiveness in reducing these crimes.

Residents and visitors in South Windsor are encouraged to lock their vehicles when leaving them unattended, try to leave them in a well-lit area, and to make sure their valuables, at a minimum, are hidden from view.

### **Never too early to prepare for an emergency (cont. from last month)**

I hope that our citizens will continue to be mindful of the risks that significant weather events can present at this time of year.

The Ready.gov webpage has great information pages on preparation for natural disasters, severe weather, and active shooters. Please share with friends and family that may rely on you in a severe weather event, or have questions about how to react to an active shooter event. We have had our share of severe weather in Connecticut and now is a good time to review your plan to protect yourself and your family.

<https://www.ready.gov/>

### **Follow us on Social Media**

We continue to have a strong presence on Social Media and update our citizens on all kinds of activity. Our Facebook page and Twitter feed are also displayed on our webpage <https://www.southwindsor.org/police>. We encourage everyone to follow us and share information with friends and family.

Facebook: South Windsor Police Department

Twitter: @SWPD\_PIO



## Facilities Maintenance

Clay Major  
Director of Facilities

### Recreation and Facilities Building Work

I met with one of our HVAC contractors to get a proposal to reinsulate some of the heating pipe and elbows above the ceiling in the main Recreation Hallway. I received the proposal and will be scheduling the work once the purchase order is approved. There are still a couple offices that need window a/c units, I'll be soliciting proposals to get that work done in the Spring.

### PD Carpet Replacement Lower Level

As part of the renovation project to the lower level (recently completed), we intended on replacing the carpet in the Hallway as an add alternative to the project but because the original bid proposal was over the original project budget allocation we chose not to except the alternate not knowing if we'd need funds for contingency for the project. The project is now complete and we do have just enough surplus funds in the project budget to replace the carpet which should have been replaced a few years ago to be honest. I met with two carpet vendors to get pricing, I am currently waiting for the second proposal to arrive. I will evaluate the proposals and then submit samples to the Police Department staff for them to choose from. Once the purchase order is approved I'll work with the Police Department staff to schedule the install.

### ADA Upgrades

I am currently soliciting proposals for more ADA Upgrades throughout Town. The upgrades, as seen through ADA eyes should address priority one work first. That work consists of creating accessible routes into and out of the buildings. An example of that work is the new accessible route and parking spaces from the upper parking lot of Town Hall to the accessible entrance including signage, automatic door operators and accessible ramp which was installed about three years ago now as part of the elevator upgrade.

### Public Works 2<sup>nd</sup> Floor Security Enhancements

Last week the Town Manager directed me to look into security enhancements for the second floor of Town Hall. This work was originally scheduled to be done as part of the American rescue Plan Act (APPA) but the second floor proposal costs came in way over budget therefore we chose to complete the first floor at that time. I will be meeting with the Department Heads from Planning, Building, Public Works and Pollution Control in the coming weeks to take another look at how we can scale back the original plans and complete security enhancements with the remaining ARPA funding we have.

### Police Department Elevator Modernization

The Police Department Elevator needs to be modernized, it is original to the building (1980's) and although it's been a reliable elevator, parts are very hard to come by being that old. We currently have LoCIP funds available that are eligible to use for this project. However, we don't have all the funds needed at this time. I will be approaching the Capital Projects Committee at the next meeting in December to get a consensus on using surplus funds from closed out capital projects to fund the balance needed for this project. If the Capital Projects Committee approves using surplus funds the next steps would be applying to the State for the use of the existing LoCIP funds, then hold a public hearing regarding the use of the funds and ultimately get council approval for the project.

### Wood Memorial Library HVAC Upgrades

I received performance, payment bonds and an insurance certificate from the HVAC contractor (Air Temp Mechanical) for this project on November 10<sup>th</sup>, a contract was executed by the Town Manager shortly thereafter. The Engineering firm will be reviewing submittals for the equipment over the next couple of weeks. Once approved the contractor will release the orders to the manufacturer. I expect to receive approximate lead times for the equipment in the coming weeks. A project install schedule will follow shortly thereafter.

### ARPA Projects- Library/Town Hall/Community Center Paver Replacement Project

The paver replacement contractor started removing old pavers from the Library entrance on November 13<sup>th</sup>, as of the writing of this report more than half of the Library entrance is completed. They will move onto the Town Hall upper courtyard once the Library is complete. The Town Hall courtyard work is expected to take about thirty days to complete. The Community Center Paver Patio project will be completed by the Public Works Department, that will begin sometime in the Spring of 2024.

### VMP Epoxy Flooring Repairs- Filter Building

Earlier in the month, the contractor, Cutting Edge Installations was onsite to complete repairs on men's and women's bathroom floors in the Filter Building that they started last year. The floors look great, we're now waiting for the final slip resistant grit application to be applied. If this product holds up I'll get proposals for repairing the main shower building.

### Emergency lighting upgrades VMP

Our local electrical contractor, Electrical Systems Technologies Inc. was onsite on the 10<sup>th</sup> to start upgrading

## Facilities Maintenance

Clay Major  
Director of Facilities

the emergency lighting at Veterans Memorial Park main shower building. Over the last couple of years we've had to replace major components of the emergency lighting system. It was suggested to upgrade to a new LED lighting system to eliminate further costly repairs. The Filter Building will also be upgraded.

### **ARPA Project- Fire House/Town Hall HVAC Upgrades**

Pro-Mech Inc., the HVAC contractor was onsite on the 10th to start reworking the HVAC distribution boxes (called CV or constant velocity boxes) above the ceilings in several offices. They were able to get a lot of that work done while we were on the Thanksgiving Holiday. There is much more work in those area to be done but I have walked the building with the vendor and explained that some of the areas where they have to do work to access the CV boxes has to be done either before or after hours as they would be blocking major office entryways if they worked during normal working hours. I've also met with most of the Department Head staff and explained that we would be working in their areas during the day, all of the department staff were very gracious and understood that the work had to get done.

Although I still don't have a construction project schedule the contractor has brought in some of their tools and materials and placed them in the mechanical rooms where they will be secured until they start.

### **ARPA Projects--Town Hall Windows & 1st Floor Renovation**

All of the windows and new window sills are now installed. The windows will be measured for blinds in the coming weeks. The contractor is now working on replacing the employee entrance door. A walkthrough will be scheduled to address punch list items for both projects shortly. This project should be wrapped up in December.

### **Duct Cleaning Police Department**

Accurate Insulation provided a proposal to sanitize the ductwork on six of the heat pump units ductwork that were suspect for having mildew after the initial duct cleaning process was completed. The work was completed after hours on the 17<sup>th</sup> and 18<sup>th</sup>.

### **Town Hall LED Lighting Upgrades**

Currently waiting on proposals from the contractor for the Council Chambers and Vault Lighting upgrades.

### **Library Phone System Upgrade**

AT&T was onsite on the 15th and 16th to start installing and programming their equipment. At this point, I

don't have a return date for them but I expect one shortly.

### **Town Hall /Library Lockdown Project**

I am waiting for three proposals from Venture Communications for part of this project. I need to prepare a floor plan for the Library/Town Hall and Recreation Center and identify where the lockdown devices will be located at each building. Once done, I will have it reviewed by the Police Department and update the Town Manager. Once the plan is reviewed I'll meet with our security contractor so they can provide a proposal to purchase and install the equipment.

### **Retaining Wall Repairs Annex**

Masonry work on the wall started and was completed this month. The wall capstones were reset in a bed of mortar, all the metal joints were sanded, primed and painted and the cracks in the wall were repaired. The entire wall was refinished with concrete paint. The new letters were also installed just after the wall repairs were finished. There is some paint touchup work needed on the wall but that will be completed by Building Maintenance staff as weather permits.

### **Additional Library Parking Lot Lighting**

The four poles have arrived, I am still waiting for pole bases and fixtures to arrive. The site work to install the pole bases should start in early December.

### **Town Garage Parking Lot lights**

Six new LED fixtures were installed. Work was completed in one day.

### **Public Works Private Cube Office**

Existing demountable walls were tested for asbestos containing materials prior to removal and there was none found. My staff removed the walls after hours and the new cube was installed on November 27<sup>th</sup>. There is still a little more work to be done on the office but I expect that to be finished in the next week or so.

### **Library Window Replacements**

No Update: After an inspection of the windows in the building I found that twelve of them need to be replaced. The glazing has failed which over time has allowed moisture to get in between the panes of glass making them foggy and unable to see through. I've placed an order with Commercial Storefront Services to purchase four of the windows for now. Due to the size and location of the windows replacement as you can imagine is not cheap. I'll be replacing more windows in the coming months.

## Facilities Maintenance

Clay Major  
Director of Facilities

### **Community Center Dry Sprinkler System**

During an annual inspection of the attic dry system, two more potential leaks were found. I will be moving forward with a chemical treatment system that will treat the inside of the piping to kill all the microorganisms, the piping is then sealed which removes the food source for the microbes and therefore will stop any further corrosion.

### **Officer Brian Aselton Fitness Center Carpet Replacement**

New carpet in the gym area only was installed this month. The old carpet was frayed and becoming a trip hazard. All the gym equipment was moved so the old carpet could be replaced and the new carpet installed.

### **Town Garage "I Beam" Lead Abatement, Scraping and Painting**

Forty plus "I beams" in the unheated truck bays of the Town Garage were abated of lead paint, primed and repainted. The work was tedious and time consuming. This work was long overdue.

### **Rye St DSL Upgrade**

Early in the month I met with Frontier technician who tried to repair the circuit from "bouncing" i.e.; cutting in and out. Unfortunately due to the age of the DSL circuit and the technology, Frontier can no longer maintain the network therefore an upgrade will be necessary. We have cameras/card access and building automation controls at the site so its imperative that we continue to get the new circuit in place. I'm hoping the new circuit will be in place by mid-December.

*Clay Major*  
*Director of Facilities*



# Public Works Department

Vincent Stetson, Director of Public Works

## Engineering Department

### **Pleasant Valley Road Reconstruction Phase 1 & Bridge Replacement**

O&G Industries has substantially completed the reconstruction of Pleasant Valley Road Phase 1, from Ellington Road to Pepin Place and has substantially finished replacing the Pleasant Valley Rd bridge over the Podunk River. This project provides improved road geometry, new drainage pipes and structures, new road base, new pavement, new curbing and sidewalks on one side of the road, as well as a new Bridge over the Podunk River. They have accomplished a tremendous amount of work on this road and bridge in the past two months.

Some utility poles still need to be relocated to complete the new road and bridge work. Other items to be completed include a few sidewalk panels, turf establishment, paving in the lower VMP parking lot, staining the bridge concrete that looks like stone, and clean-up of the staging areas. This bridge and road will be reopened to traffic on December 1, 2023 and remaining items will be completed in the spring of 2024.



Pleasant Valley Road Bridge

### **Pleasant Valley Road Reconstruction Phase 2**

WMC Consulting Engineers has submitted final design plans for the reconstruction of Pleasant Valley Road from Clark Street to Long Hill Road - Phase 2. This design includes improving the road geometry, new drainage pipes and structures, new road base, pavement and

curbing and sidewalks on one side of the road. We are reviewing these plans and will notify utilities of the needed relocations and will be contacting property owners about easements. The project schedule is to be bid this project this winter for construction to start in the spring of 2024.

### **Town Road Paving, Sidewalks and Drainage Improvements**

Burns Construction completed milling and paving about 3.4 miles of Town roads including Fairview Drive (from Clearview Drive to cul-de-sac), Homestead Drive, Clearview Drive, Juniper Lane, Kent Lane (from house #169 to cul-de-sac), Mara Trail, Sawmill Lane, and Tumblebrook Drive (from Clearview Drive to Homestead). They also milled and overlayed Miller Road (From Ellington Road to Abbe Road), Old Farm Road and Benjamin Way. Additional Town roads are scheduled to be milled and repaved in 2024.



Pleasant Valley Rd looking east from the bridge

### **LOTICIP Sidewalk Project on Ayers Road, Nevers Road, Foster Street, and Buckland Road**

This project is to complete sidewalks and fill in gaps where they are missing on the above roads. WMC Engineers has developed design plans for these sidewalks and has received review comments from CRCOG. We will be contacting utilities about relocations needed and residents about easements needed for this project and will then submit final plans to CRCOG. This project is scheduled to be constructed in the summer of 2024.

## Public Works Department

Vincent Stetson  
Director of Public Works

### **Eli Terry Safe Routes to School Project**

This project includes replacement of the pedestrian bridge that connects this school to the Brook Street neighborhood, and other pedestrian improvements on roads around the school. CT DOT and DEEP have issued a Flood Management Certificate for the bridge replacement. The Inland Wetlands Commission approved this application and the final plans and contract documents have been sent to CT DOT for their final review. We plan to bid this project this winter for construction to be done in the summer of 2024. Additional funding may be needed to complete this project.

### **Kennedy Road Reconstruction**

The Town received notification that it has been selected for a CT STEAP grant in the amount of \$478,100 to fund the reconstruction of Kennedy Road. This will support the existing and future businesses that are on this road. The project schedule is to finalize plans and bid this project for construction in the summer 2024.

### **Reconstruction of Dart Hill Road**

The reconstruction of Dart Hill Road from Neiderwfer Road to the Town Line is being funded by the CT DOT LOTCIP program. WMC Engineers has completed the preliminary design of this project and that design has been reviewed by CRCOG. We are working finalizing the design and notifying utilities of proposed improvements that will affect their lines, and will then resubmit to CRCOG for another review. The project schedule is to finalize the design and bid this project for construction in the summer of 2024.

### **Reconstruction of Graham Road & Governors Highway**

VHB is working on the design for reconstruction of both Graham Road and Governors Highway. Both contracts will include improvements to the road geometry, new drainage pipes and structures, as well as new road base and pavement.

### **Abbe Road Drainage Improvements**

Weston & Sampson has investigated the drainage problems that have occurred on Abbe Road in past years and have determined where the existing drainage system is insufficient and needs to be improved. We started to implement the recommended improvements to alleviate the drainage problems on this road this year and will continue to improve drainage next year.

### **LOTICIP Application for Town Center Sidewalks**

The completion of sidewalks around the Town Center area to fill in gaps on Deming Street, Clark Street and Ellington Road was selected by CRCOG to receive fund-

ing under the LOTICIP program. This application was reviewed by CRCOG and we have addressed their comments and resubmitted the application to CRCOG to forward to CT DOT for their review and approval for funding.

*Jeffrey Doolittle*

*Asst. Dir. of Public Works/Town Engineer*

### **Streets Services Department**

The Streets Department supported the Eversource Hartford Marathon delivering barricades, installing no parking signs and providing a truck with a driver for site protection. In addition, crew's pothole patched and swept the entire route prior to the race for the safety of the runners. We also supported the Apple Fest by installing no parking signs around the area for traffic control.

Streets crews performed several mill and pave projects throughout town to eliminate some of our worst road issues. These spot mill and fill jobs are a cost-effective method for eliminating rough pavement areas and recurring potholes.

Street maintainers have been working to repair the parapet walls of the Strong Rd bridge. Surface cracks have been permanently sealed to prevent water intrusion and extend the useful life of the bridge.

Maintainers have erected a "hoop house" at the town garage to shelter our roll-off dumpsters preventing water and snow from accumulating inside the dumpsters as part of our Municipal Storm Water Permit along with maintaining compliance with CT DEEP transfer station requirements.

Two of our maintainers presented a program on salt spreader calibration for UCONN's Technology Transfer Center Public Works Academy. Students learned the value of calibrating their trucks to ensure they are putting the correct amount of salt down in an effort to not harm the environment while also saving money in the process.

Crews put the finishing touches on the leaf sites in preparation for the upcoming leaf harvest. Maintainers also installed leaf boxes on the trucks, installed signage around town and readied equipment for the program. The leaf harvest is scheduled to start October 30<sup>th</sup> weather permitting. Residents are reminded that they can also bring leaves to the town garage resident leaf site.

## Public Works Department

Vincent Stetson  
Director of Public Works

The department sent a maintainer to Falmouth Massachusetts for the line of duty death of a Falmouth Parks Department supervisor. DPW's from across the state sent representatives to honor this fallen hero.

November is pretty much all-hands on the annual leaf harvest. The program is running smoothly with thankfully zero days lost to weather. The equipment is performing well thanks to our Fleet Department's pre-harvest preparation and continued maintenance during the program. The Parks Department, as always and with thanks, supported us by staffing a crew.

The Sign Shop installed 8 informational leaf harvest signs in strategic areas around town. Twenty-one traffic signs were replaced or repaired during the period.

Residents are encouraged to use Connect South Windsor to report hazards:

[WWW.SOUTHWINDSOR.ORG/CONNECT](http://WWW.SOUTHWINDSOR.ORG/CONNECT)

or look for the app for iPhones and Androids.

*Scott Yeomans*  
*Associate Manager, Street Services*

## Finance Department

Patricia Perry, Director of Finance  
Mary Huda, Assessor  
Jennifer Hilinski-Shirley, Collector of Revenue

### Collector of Revenue

The Collector of Revenue would like to remind taxpayers that the second installment of real estate and personal property taxes are due January 1, 2024. Original bills were mailed June 2023, no additional mailings occur. Supplemental motor vehicles taxes are due January 1, 2024, tax bills will be mailed the week of December 18, 2023. The last day to pay taxes without penalty is Thursday, February 1, 2024. If you have not received a tax bill and believe you should have, please contact the office immediately. CGS Sec. 12-130 states that failure to receive a bill shall not invalidate the tax or interest.

To save time pay online with an e-check, for a 95-cent fee you will avoid lines and be provided a receipt via email. Payment can be made online using a debit card, Visa, Mastercard, American Express, Discover or PayPal a 2.99% fee is added by the vendor, a receipt will be provided via email. Save time and avoid long lines by remitting payment by mail in the envelope provided or by using a secure drop box at Town Hall. Pay with check or money order from the convenience of your car, a drive up drop box is in the front driveway of Town Hall. For your convenience we have a walk up drop box mounted to the outside of the front entrance of Town Hall. Please note that the boxes are emptied twice daily and monitored by video, please do not remit cash in the drop box or by mail. If you would like a receipt, please include a self-addressed stamped envelope along with your entire bill. Should you want to pay in person our office hours are Monday 8:00 a.m. – 7:00 p.m., Tuesday through Thursday 8:00 a.m. - 4:30 p.m. and Friday 8:00 a.m. thru 1:00 p.m. We accept cash, money order or check. Town Hall will be closed December 25, 2023, and January 1, 2024.

If you have a question Collector of Revenue staff are available to help. Our contact information is 860-644-2511 extension 2321 or email [taxcollector@southwindsor-ct.gov](mailto:taxcollector@southwindsor-ct.gov).

Please visit the Collector of Revenue website for additional information regarding the collection of taxes <https://www.southwindsor-ct.gov/collector-revenue> or to sign up for E-notifications, choose Collector of Revenue under News or Announcement <https://www.southwindsor-ct.gov/subscribe>.



## Building Department

Marc Melanson, Chief Building Official  
Adam Chrostowski, Asst. Building Official  
Valerie Muszynski, Asst. Building Official  
Morgan Middleton, Building Dept. Administrator

### Building Department Monthly Report

<b>Number of Permits Issued:</b>	<b>264</b>
<b>Number of Inspections Done:</b>	<b>573</b>
<b>Value of Work Done:</b>	<b>\$5,005,399</b>
<b>Amount of Revenue Collected:</b>	<b>\$73,393.04</b>

### Update of Large Projects

#### **Orthopedic Associates of Hartford Physical Rehab Office**

Inspections for the physical therapy office at located 25 Buckland Road are in progress

#### **The Promenade Shops at Evergreen Walk**

The following work is in progress at the Shops:

Whole Foods  
My Salon Suite  
Sunglass Hut  
Golf Lounge 18  
Dekalash

#### **Amazon Distribution Facility**

Certificate of Completion issued for the new conveyors at Amazon

#### **Club Studio Fitness**

Interior demolition expected to begin in early November

#### **158 Sullivan Avenue – New Commercial Building**

The shell of the building has been completed. Multiple building permit applications have been filed for interior fit-outs of the tenant spaces. Some of the businesses include food establishments, medical offices, business offices and a salon.

#### **150 Sullivan Avenue - New Commercial Building**

Plans submitted for new multi-unit commercial building

#### **2400 Tamarack Ave- Farmington Valley Dermatology**

Plans submitted for interior upgrades for new dermatology office

*Marc Melanson  
Chief Building Official*



## Human Services Department

Andrea Cofrancesco  
Director of Human Services

### ADULT & SENIOR SERVICES Andrea Cofrancesco, Director of Human Services

#### NEW! NON-RESIDENT Policy

To be eligible to attend programs at The South Windsor Senior Center, out of town residents are required to become members and pay an annual fee. The annual fee will be \$30 beginning January 1, 2024 and is subject to change with advanced notice. A registration form must be completed to become a member and signed on both the front and back.

#### In addition:

- Some programs may have a higher fee for non-residents, especially if tax dollars are used to offset costs.
- Some programs may be restricted to residents only based on space and/or costs.
- South Windsor Residents have first priority for programs and trips; if there is space available after that, out of town residents can be considered.
- The Senior Newsletter is available to non-residents by email, picking up a hard copy at the center, or by accessing it online [www.southwindsor-ct.gov/adult-senior-services](http://www.southwindsor-ct.gov/adult-senior-services). Copies are not mailed to non-residents. *The monthly senior newsletter will reflect any additional fees or restrictions on programs and trips.*

#### Iceland Trip

A group of 11 of our seniors went on a once-in-a-lifetime trip to Iceland with Collette Tours. A fabulous time was had by all and they can't wait for their next adventure with the South Windsor Senior Center!



#### Jarvis Auto and Cusson Auto

Jarvis Automotive and Cusson Automotive came together and made a difference in the life of a South Windsor family. This family, with the mom struggling with health issues, has two children and only one car, so when the car needed a major repair, we turned to Jarvis for assistance in towing the vehicle, to review the car for other mechanical issues, and facilitating and getting the repairs needed for this family. Jarvis donated their labor, Cusson Auto made a monetary donation to help the cause and the remaining funding came from the American Rescue Plan Act. This was truly a great example of how the businesses in town are vital and so incredibly helpful to meet the needs of South Windsor residents. Thank you Jarvis and Cusson Auto!

#### The Season of Giving

The Season of Giving is upon us and we are so grateful for the generosity of the South Windsor community. For 8 years in a row, the South Windsor High School football team, their families, coaches, school staff and administrators, have donated turkeys and gift cards to the Adult and Senior Services Thanksgiving Basket Program. In addition, the Wapping Community Church donated \$1150 in gift cards to the program as well, in addition to the donations they recently gave us. We could not help families without the support of the community. These are just two examples! We are so thankful!



## Human Services Department

Andrea Cofrancesco  
Director of Human Services



### Reading in the Schools

Our Senior Reading program returned again this year for its 11<sup>th</sup> year! Senior citizen volunteers read to each classroom in all four of the elementary schools once throughout the school year. Books are then donated to the classroom for the students to enjoy. The South Windsor Community Foundation (SWCF) Rays of Hope Grant, the Hartford Foundation for Public Giving Greater Together Grant administered through the SWCF, and the Lions Club donated the funding for the books. Our first school was PR Smith. This is a great intergenerational program enjoyed by all!



### Support Groups at the Community Center

**Bereavement Support Group:** Meetings are the 1<sup>st</sup> Friday of the month at 3:00 PM. Facilitated by Intercommunity Health Care. Funded by ARPA

**Depression and Anxiety:** Meetings are the 3<sup>rd</sup> Tuesday of the month at 10:30 AM. Facilitated by Intercommunity Health Care. Funded by ARPA

**Caregivers Support Group:** Facilitated by Susan Grundstrom, Caseworker in Adult and Senior Services. Meetings are typically the 2<sup>nd</sup> Friday of the month at 10:00 AM.

**Parkinson's Support Group:** Facilitated by a volunteer with the Parkinson's Association. Meetings are held the 2<sup>nd</sup> Thursday of the month at 1:00 PM.



### American Rescue Plan Act Funds

The Human Services staff is proud to be able to offer assistance to residents who are directly impacted financially by Covid-19. Funds can be used for a variety of needs based on the following criteria:

- ☐ Are you a South Windsor resident?
- ☐ Have you experienced a hardship due to COVID-19?
- ☐ Is your income less than \$54,950 (single) or \$62,800 (couple) (and more for larger families)?
- ☐ Please call Human Services for assistance. 860-648-6361 ext. 3335 (ask to speak to a caseworker)

Residents will be asked to provide proof of their income and assets as well as be able to demonstrate that their specific hardship is a result of loss of income or death due to COVID-19.

These funds are part of the American Rescue Plan Act (ARPA) provided to towns from the Federal Government. Call Adult and Senior Caseworkers at 860-648-6361 ext. 3335.

### Behavioral Health Services

South Windsor Human Services received funding from the American Rescue Plan Act to provide behavioral



## Human Services Department

Andrea Cofrancesco  
Director of Human Services

health services to residents of all ages who can benefit from counseling. Social isolation, the inability to see family during the pandemic and general concerns about the state of the world has brought on anxiety, depression and loneliness for many people. We are partnering with Intercommunity Health Care to provide both individual and group therapy at the Senior Center to support those in need and provide strategies to cope. If you find yourself struggling with getting back into the swing of things or if you want someone to talk to, please contact Liz Langevin in Human Services at 860-648-5050. Liz will work with getting you connected to Intercommunity. Services are confidential. It's okay to not be okay.

### CARES Program

#### Space is Available

**Center    Activity    Recreation    Exercise  
Socialization**

The "CARES" group is for residents over sixty and meets five days a week from 9:30-12:30 PM. The charge is \$3 per day and is billed monthly. Lunch is a \$3 donation daily. CARES offers a variety of activities including music, crafts, games, reminiscence, current events, exercise, and holiday celebrations. If you have limitations or disabilities, but do not need medical or self-care assistance while in the group, you may qualify to attend. Call Lindsey at 860-648-6361 ext. 3319 for more information.



### November 2023

Last month, the Youth and Family Services division attended the Connecticut Youth Services Association (CYSA) Annual Conference. The team, along with 330 other Youth Service Bureau professionals, gathered for the day to learn about a wide variety of topics that pertain to youth. The highlight of the day was that our very own Kathy Reed, Prevention Coordinator received the YSB Employee of the year award! We are so thankful for Kathy!

### Teen Center

The Teen Center has re-opened for both middle and high school drop in hours! We are open for High School students on the days that the late bus runs which is Monday, Wednesdays and Thursdays. We are open for all SWHS students from 2pm until 4:30pm. Our middle school drop in hours will be Tuesday afternoons from 3pm to 5pm and Fridays from 3:30pm to 5:30pm. We are able to provide transportation from TEMS to the Community Center on Tuesdays and we hope that by removing the potential barrier of transportation, the teens that want to be here can be here! We are in the process of hiring at Teen Center Program Coordinator and we can't wait to have someone in this position so that we can offer more programs, events and begin our Youth Council Volunteer efforts.



### School Outreach & Prevention

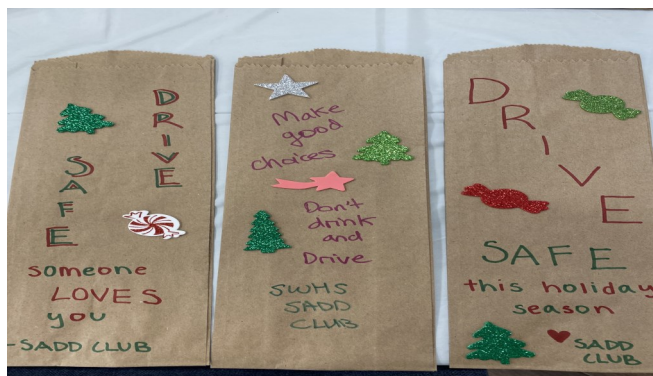
November is a busy month in prevention. The Students Against Destructive Decisions Club has been hard at work making a difference in our community. They are currently collecting socks for local shelters as a way to outreach to those in need. They also recently decorated liquor store bags, which will be given out by a local business during the holiday season. This project is a favorite amongst the students because they are asking the adults in our community to think about the decisions that they make during the holidays and each and every day. They write messages reminding everyone to drive safely, to not drink and drive and to refrain from providing alcohol to minors. We all enjoy this annual tradition in the club. The group also got together for an all-club meeting after school in November. We played prevention trivia, worked on

## Human Services Department

Andrea Cofrancesco  
Director of Human Services

projects, did a scavenger hunt and had fun getting to know each other. The leadership team and the members of the club are off to a great start!

Kathy Reed also participated in the TEMS Night of Gratitude, which was held the evening of November 14th. Families were invited to the school to celebrate the season and to participate in a variety of activities. Youth and Family services created a "Thankful Tree" and asked those in attendance to create a leaf sharing what brings them joy. It was a fun way to connect with families and build relationships. Youth and Family was excited to participate in this event.



### Youth Counseling, Parent Education and Support

Counselors remain busy with **69** open and active cases of youth seen for mental health counseling. We continue to receive new referrals, **22** referrals for counseling services this month. With school back in session we are receiving more each week. We currently have a waitlist for counseling services. Our Clinical Coordinator, Robin Lagasse assesses each referral so that we can get kids and families connected to the right resources. Our referrals are coming from South Windsor schools, police and parents/guardians. We are

thrilled to announce that Ariana Langham Cramer has joined us part time through the ARPA grant. Having Ariana has helped bring down the waitlist. Our one part time counselor, Sarah, is at capacity and has been a big help over the last few months with taking on as many cases as she was able to. We are thankful that we have ARPA funds to support our youth and families that need mental health services. We are concerned that the funding is temporary but the mental health needs will likely continue to grow. We have a wonderful partnership with the schools, and have additional dedicated space at the High School and Middle school for counseling and programming. We are also thrilled to have additional space at the Recreation building on Foster Street.



We will use that space for counseling, the Juvenile Review Board and office space.

Although we no longer have a Parent Educator, thanks to DCF Enhancement grant funds, we have contracted services with Peace At Home Parenting, Inc.

**"Connection, Cooperation, Joy – let Peace At Home Parenting Solutions help you define your relationship with your child. We start by teaching from the heart."**

South Windsor Youth & Family Services has collaborated with Peace At Home Parenting Solutions to bring you expert guidance and evidence-based strategies that solve parenting challenges and increase connection and cooperation with your kids.

To sign up for a class- [Login – Peace At Home Parenting Solutions](#)

Free with Code: SWindsorPeace

*Liz Langevin, LCSW  
Youth and Family Services*



## Parks & Recreation Department

**Molly Keays**  
Director of Parks & Recreation

### “Discover the Benefits!”

John Caldwell, Jr.  
Parks Superintendent

#### MONTHLY REPORT

Jennifer Filer  
Asst. Director of Parks & Recreation



#### **Park & Recreation Commission (PARC)**

The Park and Recreation Commission will meet on Wednesday, December 6, at 7:30 pm in the Town Council Chambers.

#### **South Windsor Walk and Wheel Ways (SWW&WW)**

We are excited to announce that we received \$1.2 million dollars from the State Bond Commission to fund the construction of phase 1A for the Crosstown trail and we received an additional \$800,000 from the Connecticut Connectivity Grant for the project.

#### **RECREATION DIVISION “Feel great – recreate!”**

##### **Pickleball**

We offered an adult pickleball league that played Wednesday and Thursday evenings. This league doubled in size from our first run at a league as we have 50 participants. Our season concluded at the end of October and we are already preparing for our spring offerings!

##### **Adult Volleyball**

We run an adult volleyball league with over 300 participants that play each week through March. Following the regular season there is a post season where the winner will receive an award.

##### **Creative Cardio**

We had 32 participants this month that actively participated in this aerobic fitness class.

##### **Kripalu Yoga**

We had 40 participants in the program this month! This is typically a year-round program that allows interested 16+ year old's an opportunity to participate and socialize in a traditional, but challenging physical activity. Yoga impacts the body and mind in many ways. By offering this class via zoom and in person, participants can enjoy the socialization aspect of in-person or can choose to get involved on zoom from the comfort of their own home! Our instructors Sydnie and Paul Cote have a wealth of knowledge and experience which aids in our participants experience.

##### **ICode**

We started this contracted program this fall as an additional afterschool activity. This program is STEM based and allows for youth to gain hands on coding and computer experience and it currently serves 50 youth.

##### **Badminton**

This program is held at Ellsworth on Tuesdays and Saturdays. There are lessons for the youth aged 5 – 18 years old and also open play for anyone over the age of 18. This is a sport that is growing and is something that is not offered in every town and we are proud to have our recreation department support this group.

##### **Open Gym**

We are currently offering open gym opportunities at our facility and at Ellsworth that are residents only. We host volleyball, basketball, throw ball and pickleball. Each week, we see more than 100 adults come for these programs.

##### **Jukido Jujitsu**

During these weekly classes, our community is offered another form of recreation that sets itself aside from standard athletic movements and practices. We have 30 active participants in this program.

##### **Self Defense is Karate**

Kokondo Karate has 12 participants and focuses on self-defense, tradition and a discipline that carries into many aspects of life. Learn to defend yourself safely and with confidence using appropriate response training where good technique works more effectively than brute strength. All classes are co-ed and geared to individual development with emphasis placed on safety and personalized attention.

##### **Learn to Skate**

SWPRD has continued to team up with South Windsor Arena and offer ice skating lessons to youth and interested adults. This session we have 30 participants. Learning to skate provides a valuable skillset in balance and coordination. Participants are self-rewarded weekly as their skating skills improve. Some participants may start at this beginner level program and move onward to more advanced skating techniques or consider transitioning to ice hockey.



### Turkey Trot

We held the annual Turkey Trot event on Sunday, November 19 at the High School track. During this event, 50 kids had the opportunity to race for fun prizes. A big thank you to the participants that donated to our food drive during this event!

### 4TH R

4<sup>th</sup> "R" had plenty of recreation-based fun again this month! We've been enjoying activities such as scavenger hunts, sensory bins, drawing competitions, and lots of turkey-themed crafts. One site has discovered a new-found love of jump roping, and we've been encouraging each other to practice our skills!



Our preschoolers spent the month learning, exploring and having fun!

We also hosted our annual Fall Family Night for all 4<sup>th</sup> "R" family members to come enjoy games, activities, and of course the popular corn maze at Foster Family Farms in South Windsor. 325 4<sup>th</sup> "R" participants and family members enjoyed a beautiful fall evening with their 4<sup>th</sup> "R" friends and staff members!

### Preschool

We began Session B of our preschool classes in mid-November, and we are off to a great start! We are enjoying seeing familiar faces and welcoming new friends to our classroom. Nearly all of our preschool classes are full! 2-3-year-old classes are at 96% enrollment, 3-5-year-old

classes are at 93% enrollment, and parent/child classes are full at 100% enrollment.

### Pumpkin Roll

We held our 4<sup>th</sup> annual Pumpkin Roll on Saturday, October 14. This is a community event to celebrate the fall season. Participants could bring their own pumpkin or purchase one on-site. Participants compete in multiple heats to see which pumpkin would roll the furthest for one of ten prizes to a local establishment. Farthest distances ran from 280FT - 310FT. Broad Brook Brewing attended the event with a variety of beer samples for those 21+ to enjoy. All Samples were donated by Broad Brook Brewery. Dudes Donuts attended as well selling snacks and drinks for all ages. This event was sponsored by Imperial Oil. Thank you to our 220 participants for joining us!

### Veteran's Day

In coordination with the South Windsor Patriotic Committee, SWPRD set-up for the Veteran's Day Ceremony at Veterans Memorial Park (VMP). The ceremony was attended by approximately 175 members of the Community and by Town Officials. The SW Police department provided a three-round volley, South Windsor Community Chorus members sang and two students from the High School provided taps. A wonderful event to honor our Veterans.

### PARKS DEPARTMENT "Caring for South Windsor's Growing Needs"

- We prepared the fields for the South Windsor's Soccer Club Fall Classic Torment. There was 1644 registered players and an estimated 5000 people that attended the two-day event.
- Due to the summer ending and colder temperatures approaching, we winterized all irrigation systems and parks structures in conjunction with DPW Building Maintenance staff.
- Our groundskeeper, Jeff, decorated Town Buildings with hay bales, mums, pumpkins, gourds, and corn stalks.
- To manage weed pressure with a more organic approach, we over-seeded our athletic fields, the BOE



Our Veteran's Day ceremony had over 175 community members attend to honor our Veteran's



fields, and buildings.

- Nevers Soccer Field underwent renovations in house as we filled a sizable depression spanning  $\frac{3}{4}$  of the field, up to 17 inches deep in some areas, with 750 yards of new material and then we graded and fertilized the field.
- Though the trails at Nevers were meticulously groomed and prepped for the Torch Walk, the weather didn't cooperate for this year's event.
- Porter's Hill was once again prepared for the pumpkin roll, featuring a well-mowed landscape and our giant painted Parks & Recreation logo.
- In collaboration with Public Works, we have been conducting the leaf program throughout the Town.
- Site work at Nevers Park was completed for the new outdoor fitness equipment. Installation will be occurring in December.



Autumn is the ideal time for overseeding, and we typically utilize around 6000 pounds of seed across parks, facilities, and athletic fields.



Prepping for the very successful Park & Recreation Pumpkin Roll!

## ***December 2023 Town Council Meetings and Events***

### **Meetings**

**December 4, 2023**

**7:00 pm Town Council Regular Meeting**  
*Council Chambers*

**Monday, December 18, 2023**

**7:00 pm Town Council Regular Meeting**  
*Council Chambers*

### **Holidays**

**Thursday, December 7, 2023**

**Hanukkah begins at sundown**  
**Pearl Harbor Remembrance Day**

**Tuesday, December 12, 2023**

**Virgin of Guadalupe (Mexico)**

**Thursday, December 21, 2023**

**First Day of Winter**

**Monday, December 25, 2023**

**Christmas**

**Tuesday, December 26, 2023**

**Kwanzaa Begins**  
**Boxing Day (Canada)**  
**Full Moon**

**Sunday, December 31, 2023**

**New Year's Eve**

*Layout by Katherine Senerth, Executive Assistant*

