

## AGENDA

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

**REGULAR MEETING  
MONDAY, JULY 18, 2016  
TIME: 7:00 P.M.**

1. Call Meeting to Order
2. Prayer: TBD
3. Pledge of Allegiance
4. Roll Call
5. Public Input  
[Per Town Council Rules, this segment of the meeting shall not exceed thirty (30) minutes unless extended by the Mayor, with the consent of a majority of the Town Council.]
6. Environmental Health & Safety Message
7. Adoption of Minutes of Previous Meetings
8. Public Petitions
9. Communications from Officers and Boards Directly Responsible to Council
10. Reports from Standing Committees
11. Reports of Temporary Committees
12. Consent Agenda  
[All items listed with an asterisk (\*) 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.]
13. Unfinished Business
14. New Business
  - A. Resolution Adopting a Complete Streets Policy
  - B. Resolution Adopting a Development Rights Policy
  - C. Resolution Approving Offer of a Tax Assessment Agreement with Eagle Tissue LLC

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 three segments of each Public Meeting, as follows:

Item #5 & Item 17 (Continued):

Public Input – A segment of up to thirty (30) minutes (which may be extended by the Chair with consent of the Council) is set aside to hear from the public on any matter. Precedence is given during this segment to any South Windsor Resident or Taxpayer who wishes to speak to any matter on the Agenda. South Windsor Residents or Taxpayers generally are to limit their comments to three (3) minutes each and shall avoid personalities or impugning of improper motive to any person.

Item #8:

Public Petitions – A South Windsor Resident or Taxpayer may petition the Council, in writing, to include a new item on the Agenda for the next Regular Meeting of Council. An item duly presented in writing shall be placed on the Agenda for such meeting. South Windsor Resident or Taxpayers shall refrain from any discussion of the item until the next Regular Meeting, except when the Chair, with the unanimous consent of the Council Members present, shall suspend the rules.

The Council appreciates and encourages the active and orderly participation of the public in all Public Meetings. Any South Windsor Residents (a person registered to vote in South Windsor) or Taxpayer may participate at the time and in the manner stated above. When recognized by the Chair (generally the Mayor, or the Deputy Mayor) the South Windsor Resident or Taxpayer should approach the lectern, give his or her name and address, and speak freely in accordance with these procedures.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, July 18, 2016**

14. New Business (Continued)

- D. Resolution Approving the Transfer of \$7,500 from Contingency to the Town Manager's Professional Account

15. Passage of Ordinance

16. Communications and Reports from Town Manager

[Per Town Council Rules, this segment of the meeting shall not exceed ten (10) minutes unless extended by the Mayor, with the consent of a majority of the Council.]

17. Public Input

[Per Town Council

Rules, this segment of the meeting shall not exceed thirty (30) minutes unless extended by the Mayor, with the consent of a majority of the Town Council.]

18. Communications and Petitions from Council

[Per Town Council Rules, this segment of the meeting shall not exceed twenty (20) minutes unless extended by the Mayor, with the consent of a majority of the Council.]

19. Executive Session

- A. To discuss personnel issues, (Clerk of the Council's Review and Town Manager's Review).

20. Adjournment

## RESOLUTIONS

Monday, July 18, 2016

7. **Adoption of Minutes of Previous Meetings**  
(Councilor Snyder)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Regular Meeting Minutes of July 5, 2016.

8. **Public Petitions**

9. **Communications from Officers and Boards Directly Responsible to Council**

10. **Reports from Standing Committees**

11. **Reports of Temporary Committees**

12. **Consent Agenda**

13. **Unfinished Business**

14. **New Business**

A. **Resolution Adopting a Complete Streets Policy**  
(Deputy Mayor Mirek)

WHEREAS, Complete Streets are Rights of Way that are designed to be safe, comfortable and convenient for all users, including, but not limited to, pedestrians, bicyclists, transit riders and drivers; and

WHEREAS, Complete Streets should be designed to reflect the context and character of the surrounding natural, suburban and urban environments and be part of an attractive, multi-modal transportation system that accommodates users regardless of age or ability by providing the opportunity to choose a method of transportation; and

WHEREAS, Complete Streets may include many features, including, but not limited to, street trees and landscaping, bicycle lanes, shared use paths, crosswalks, traffic calming devices, distinctive signage, public art and varied surface treatments, all of which incorporate best management practices of sustainable infrastructure; and

(Resolution Continued on Next Page)

## RESOLUTIONS

Regular Meeting – Town Council

Monday, July 18, 2016

### 14. A. (Continued)

WHEREAS, the Town Council's Sidewalk and Bikeways Sub-Committee advocates for, and the Town Council's Adopted Walk and Wheel Ways Master Plan recommends "Adopting a Complete Streets Policy"; and

WHEREAS, the Town's Plan of Conservation and Development has specifically recommended to "Maintain Town Roads and Upgrade as Complete Streets", so that road improvements address multiple transportation needs; and

WHEREAS, a community that strives to design and implement Complete Streets recognizes that streets and sidewalks are public spaces that spur social interaction, healthy living and economic development, leading to a stronger and more vibrant community; and

WHEREAS, a Complete Streets policy is a tool to be used by the Town to ensure that road construction and reconstruction projects are planned, funded, designed, constructed and maintained in accordance with the aforementioned principles

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts a Complete Streets Policy (**Exhibit A**) reinforcing the Town's commitment to the development of Complete Streets, where practical and feasible, for the benefit of the entire community.

### B. **Resolution Adopting a Development Rights Policy** (Councilor Pendleton)

WHEREAS, one of the stated goals of the Town of South Windsor is to preserve farmland and to support the vitality and inherent cultural, commercial and historic value of active family farming in South Windsor as described in the South Windsor Open Space Master Plan and South Windsor Agricultural Land Preservation Committee Plan which are part of the South Windsor Plan of Conservation and Development; and

WHEREAS, in the past 25 years the Town's referendums concerning farmland or open space preservation have received approval and support from the South Windsor taxpayers; and

**(Resolution Continued on Next Page)**

**RESOLUTIONS**  
**Regular Meeting – Town Council**  
**Monday, July 18, 2016**

**14. B. (Continued)**

WHEREAS, the Town's agricultural corridor and Main Street greenway is considered a valuable clustered farming region and other areas of South Windsor have been important areas of focus for farmland preservation; and

WHEREAS, the Town Council had previously discussed with South Windsor Agricultural Land Preservation Advisory Commission (SWALPAC), the South Windsor Open Space Task Force (OSTF) and the South Windsor Food Alliance. All of these organizations have expressed their support for the preservation of farmland in South Windsor; and

WHEREAS, the Town Council was successful in receiving certification from the United States Department of Agriculture identifying locally important farmland soils; and

WHEREAS, this certification allows the Town to become a partner with the State Department of Agriculture in the Purchase of Development Rights; and

WHEREAS, the Town Council wishes to implement a collaborative effort between local, regional, State and Federal farmland preservation groups; and

WHEREAS, the Town Council seeks to obtain from this collaborative effort, grants and other financial resources to be used in conjunction with the Town's open space funds, support from public and private foundations and organizations, as well as the transfer of development rights and acquisitions for farmland preservation from private landowners; and

WHEREAS, the Town Council continues a dedicated financial account to be funded with monies, when available, designated for farmland preservation in the amount of \$ \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the "Farmland Acquisition and Purchasing Development/Conservation Rights" Policy (**Exhibit B**).

## **RESOLUTIONS**

**Regular Meeting – Town Council**

**Monday, July 18, 2016**

### **14. New Business (Continued)**

#### **C. Resolution Approving Offer of a Tax Assessment Agreement with Eagle Tissue LLC (Councilor Riley)**

WHEREAS, the Town of South Windsor's Tax Partnership Program, established pursuant to Connecticut General Statutes Section 12-65b, is intended to encourage the development and expansion of quality businesses in Town through tax and other economic incentives, and is designed to retain and attract businesses that will generate substantial additional tax revenues and employment opportunities for the Town while providing quality goods and services; and

WHEREAS, the Town Manager recommends, pursuant to said program, that a tax assessment agreement be offered to Eagle Tissue, LLC as an incentive for the expansion of a current facility by 6,000 square feet for a warehouse at 70 Bidwell Road for the cost of approximately \$478,459

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council is pleased to offer a tax assessment agreement between the Town and Eagle Tissue, LLC reducing the amount of the estimated real property assessment of the Real Property by 50% for a period of three (3) years. The estimated tax benefit reduction of approximately \$4,175 annually, commencing with the Grand List following the date the Certificate of Occupancy is issued; provided, however, that if such assessment is changed by any future Town evaluation, the new assessed value of the Facility shall be reduced by the percentage applicable to the year within the three (3) year period such assessment is changed; and

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer to Eagle Tissue, LLC is conditioned upon Eagle Tissue, LLC (1) meeting the estimated \$478,459 construction cost figure and agreeing to the estimated assessment figure; and (2) continuing to pay the real estate taxes on the Facility for a minimum of ten (10) years from the date the Certificate of Occupancy is issued; if Eagle Tissue, LLC fails to meet either of these conditions, Eagle Tissue, LLC shall refund the Town of South Windsor all of the tax benefit reductions it has received; and

**(Resolution Continued on Next Page)**

**RESOLUTIONS**  
**Regular Meeting – Town Council**  
**Monday, July 18, 2016**

**14. C. (Continued)**

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer is contingent upon Eagle Tissue, LLC's execution of a written agreement reflecting the terms set forth in the resolution and such other terms as the Town may require.

**D. Resolution Approving the Transfer of \$7,500 from Contingency to the Town Manager's Professional Account**  
**(Councilor Anwar)**

BE IT RESOLVED that the South Windsor Town Council hereby approves the transfer of \$7,500 from the Contingency Account to the Town Manager's Professional Account to cover the shared cost of replacement of the driveway at the South Windsor Cemetery with the South Windsor Cemetery Association.

**15. Passage of Ordinance**

**16. Communications and Reports from Town Manager**

[Per Town Council Rules, this segment of the meeting shall not exceed ten (10) minutes unless extended by the Mayor, with the consent of a majority of the Council.]

**17. Public Input**

[Per Town Council Rules, this segment of the meeting shall not exceed thirty (30) minutes unless extended by the Mayor, with the consent of a majority of the Town

**18. Communications and Petitions from Council**

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**19. Executive Session**

A. To discuss personnel issues, (Clerk of the Council's Review and Town Manager's Review).

**20. Adjournment**



# **Draft Town of South Windsor Complete Street Policy**

## **SECTION I. Introduction**

Roads have traditionally been built for passenger vehicles, trucks, busses and emergency vehicles. Today, walking and bicycling are becoming more and more popular as modes of transportation. Transit provides important transportation options to a number of residents. Limited resources, both in funding and land, generally means that these transportation modes must coexist in the same general space. It is the view of the Town of South Windsor that transportation systems and facilities should provide for all transportation users. "Complete Streets" are supported in the South Windsor Plan of Conservation and Development as well as the South Windsor Walk and Wheel Way's Master Plan.

A Complete Street is defined as a roadway designed to safely accommodate all users including pedestrians, pedestrians with special needs such as the disabled, the young and the elderly, bicyclists, transit users and motorists. It is a framework that emphasizes changing design standards so that streets meet the travel needs of all users, not just the needs of motor vehicles.

Complete Streets may include facilities and amenities, including but not limited to, pavement markings and signs; sidewalks and pedestrian safety improvements such as medians, curb extensions and crosswalks; ADA (Americans with Disabilities Act) accessible curb ramps and accessible pedestrian signals; transit shelters and signage and improved pedestrian and bicycle access to transit stops and stations; bike lanes, or shared use lanes; bicycle parking facilities; street trees, landscaping, street lighting, street furniture; and adequate drainage facilities, including opportunities for storm water quality treatment facilities.

## **SECTION II. Purpose and Vision**

It is the intent of the Town of South Windsor in enacting this policy to improve the safety and quality of life of residents of South Windsor by providing safe, convenient, and comfortable routes and connections for walking, bicycling, and public transportation; encourage healthy, active living; and reduce traffic congestion and fossil fuel use.

By advancing a Complete Streets policy in our community, active transportation choices will be provided to the people who live, work and travel on our town streets. Developing a Complete Streets program encourages a full range of travel choices, creates a comprehensive transportation system, and offers easy access to retail, residential housing, employment and businesses. Some of the benefits include:

- Improve safety for all road users for the population that does not drive;
- Provide residents with the ability to walk and bicycle more often encourages a healthy and active community;
- Improve the mobility of users by offering multiple modes of transportation in and around Town;
- Improve the air quality and address climate change; and
- Offer more travel choices to residents and visitors resulting in potential economic benefits to the Town.

To accomplish this, the Town of South Windsor needs to strive for its transportation systems and facilities to accommodate this coexistence in a safe and practical manner. Planning and design need to consider all potential modes of transportation in their development. The concept is to provide, where practical, pedestrian and bicycle friendly connections between neighborhoods, transit stops, bike routes and greenways / trails, recreational area; public buildings, parks, schools, points of interest, town center, and other key commercial areas; and also transit service between destinations as demand and need dictates.

### **SECTION III. Objectives**

The objectives of the South Windsor Complete Street policy are:

- Improve safety and mobility for pedestrians, bicyclists, children, older individuals, non-drivers and the mobility challenged, as well as those who choose to live vehicle free;
- Develop and support a transportation system that is accommodating of active transportation modes that promote healthier life styles;
- Develop and support a transportation system that is conducive of compact, sustainable and livable communities.
- Improve mobility and accessibility to activity centers, including employment and commercial centers, schools, public buildings, parks, transit, and trails;
- Encourage a shift to alternative transportation modes, reducing reliance of carbon fuels and promoting energy conservation;

This policy will be implemented via a Complete Streets Advisory Committee with membership from key departments whose responsibilities are reasonably related to complete street interests. Membership may include representatives from Parks and Recreation, Planning, Public Works, Engineering and Police. The Committee will seek input from other Boards and Commission (e.g. South Windsor Walk and Wheel Ways) as appropriate.

### **SECTION IV. Role of Complete Streets Advisory Committee**

**The Advisory committee** would meet on a quarterly basis or as needed, and at the inception of public transportation projects or private projects that affect the transportation system, within the South Windsor limits.

The purpose of the advisory committee is to:

- Provide input on public projects to further the Town's complete streets philosophy.
- Review and make recommendations on short and long-range transportation plans as related to pedestrian and bicycle issues in South Windsor and assist in the implementation of the Transportation component of the Plan of Conservation and Development
- Review and recommend transportation project prioritization and funding as related to pedestrian and bicycle issues in the Town.
- Assist and advise the Planning and Zoning Commission with respect to pedestrian and bicycle facilities and parking.
- Coordinate with adjacent municipal, and regional public entities to promote creation of networked pedestrian and bicycle facilities as appropriate.
- Assist in the development and implementation of Safe Routes to Schools Program.

- Seek grant money and other States and Federal monies for pedestrian and bicycle project enhancements.

The Committee may pursue other initiatives to increase safety and awareness regarding complete street considerations throughout the municipality.

- Training: Key officials whose responsibilities are reasonably related to complete street interests will attend training related to complete streets. Such officials may include the Director of Public Works, Police Chief, Director of Planning, Town Engineer, Local Traffic Authority, Board of Education staff, and other relevant official representing the interests of the Town.
- Checklists: The Town of South Windsor may utilize a Complete Streets Checklist to assist in ensuring compliance with this policy and at the earliest point in project development for all applicable projects.
- Department Reviews: Complete Streets shall be considered in all projects receiving public funding. The Checklist will be integrated into all department reviews including Planning, Engineering, Public Works, and Public Safety. The Checklist will consider all travel modes, along with environmental and social context.
- Design Guidance: The Town of South Windsor shall utilize the latest engineering practices in its design, construction, and maintenance of highways to reflect the accommodation of all users
- Regulations, Documents, and Policies: The Town of South Windsor shall work to update Zoning Regulations, Subdivision Regulations, and the Plan of Conservation and Development, Public Improvement Specifications and other relevant regulatory documents to facilitate the implementation of the objectives of this policy.
- Street Connectivity: The Town of South Windsor shall promote changes to provide a system of streets with multiple routes and connections serving the same origins and destinations to encourage street connectivity. By increasing the number of street connections or local street intersections in communities, bicycle and pedestrian travel also is enhanced. A well-planned, connected network of collector roadways allows emergency responders to operate more efficiently, and generally increases quality of life enjoyed by residents.

## **Town of South Windsor**

### **Farmland Acquisition and Purchasing Development/Conservation Rights Policy**

#### **Section I. Introduction**

Agriculture is one of Connecticut's most vital economic sectors, and at its heart is the state's extraordinary farmland. One of the stated goals of the Town of South Windsor is to preserve farmland and to support the vitality and inherent cultural, commercial and historic value of active family farming in South Windsor as described in the South Windsor Agricultural Preservation Plan and Open Space Master Plan both of which are a part of the South Windsor Plan of Conservation and Development.

The Town's agricultural corridor and Main Street greenway is considered a valuable clustered farming region and other areas of South Windsor have been important areas of focus for farmland preservation as well. The Town Council continues a dedicated financial account to be funded with monies designated for farmland preservation and in the past 25 years the Town's referendums concerning farmland or open space preservation have received approval and support from the South Windsor taxpayers.

The Department of Agriculture preserves working lands by acquiring development rights to agricultural properties through its Farmland Preservation Program, ensuring that the land remains available only for agricultural use in perpetuity. This is accomplished by acquiring a permanent restriction on non-agricultural uses is placed on the deed to these properties, but the farms remain in private ownership and continue to pay local property taxes. The program is voluntary and gives farmers a realistic alternative to selling their land for residential development.

The Town of South Windsor is establishing a Farmland Acquisition and Purchasing Development/Conservation Rights Program to compliment what can be accomplished through other funding.

#### **Section II. Purpose and Vision**

One of the main objectives of this program is to establish a food-and-fiber producing land resource base, consisting mainly of prime and important farmland soils, which will ensure local availability of fresh farm products and help agriculture to remain an important part of the town and state's economy.

It is the intent of the Town of South Windsor in enacting this policy to facilitate the acquisition or purchase of development rights that ensures that the land remains available only for agricultural use in perpetuity. This goal may be implemented through a collaborative effort between local, regional, State and Federal farmland preservation groups. The Town Council also seeks to obtain from this collaborative effort, grants and other financial resources that can be used in conjunction with the Town's open space funds, support from public and private foundations and organizations, as well as the transfer of development rights and acquisitions for farmland preservation from private landowners.

As of December 2015, the state program has preserved more than 41,500 acres on 315 farms. The long-term goal is to preserve 130,000 acres. The town's goal is to preserve as many farms as feasible using the priority map prepared by SWALAPC as a guide.

### **Section III. Objectives**

The objects of this policy are to facilitate in:

- Preserving the best and most productive agricultural land;
- Providing an opportunity for farmers to purchase land at affordable prices;
- Helping farm owners overcome estate planning problems which often result in farmland loss;
- Providing working capital to enable farm operations to become more financially stable;
- Addressing other personal ownership problems, such as health and age, which contribute to the likelihood of land being converted to non-agricultural uses; and
- Providing a range of community amenities including its curious blend of serenity and industry.

### **Section IV. Application Process**

Applications are evaluated according to state regulation criteria, which recognize the benefits of clustering farms with a high percentage of prime farmland soils in active farm communities.

1. Landowners may apply to the program voluntarily.
2. A notice of application is filed with the town manager on Request form.
3. The application is evaluated according to adopted town criteria. If the farm meets minimum scoring criteria, the Town may accept the application.
4. The request is sent to SWALPAC for review and comments.
5. Configuration of the application and specifics of the easement are negotiated and agreed to by the land owner and Town Manager (on behalf of the Town Council).
6. The farm is appraised for the unrestricted market value and the market agricultural value, the difference between the two indicating the value of the development rights.
7. The appraisals are reviewed with the land owner and the Town Council and Town Manager may negotiate anywhere from a gift of, to the full value of the development rights.
8. An agreement letter is presented from the Town Council to the land owner representing the agreed upon price. The letter is reviewed and approved by the Town Attorney.
9. Funds are requested for the acquisition, including funds for an A-2 survey, title insurance, and title search.
10. Upon Town Council approval, the town obtains an A-2 survey and title search of the property. Upon completion, the conveyance of development rights deed is executed and a check for the development rights acquisition processed. After all the documents are approved by the Town Attorney, a closing is held and the documents and maps are recorded in the local land records.

**TOWN OF SOUTH WINDSOR****APPLICATION FOR THE FARMLAND ACQUISITION AND PURCHASING  
DEVELOPMENT/CONSERVATION RIGHTS PROGRAM****LOCATION OF LAND AND ACREAGE ACTIVELY FARMED**  
\_\_\_\_\_  
\_\_\_\_\_**OWNER(S) NAME** \_\_\_\_\_**MAILING ADDRESS:** \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Email Address: \_\_\_\_\_

**APPLICANT'S INTEREST/AUTHORIZATION TO OFFER THE LAND** (If you are acting on behalf of others who own the property please include information sufficient to demonstrate authority to negotiate): \_\_\_\_\_

**THIS APPLICATION IS FOR (check one):**

A. \_\_\_\_\_ Donation of DEVELOPMENT RIGHTS    B. \_\_\_\_\_ Offer to sell DEVELOPMENT RIGHTS

**THE APPLICANT HAS OR WILL CONTACT THE CONNECTICUT DEPT. OF  
AGRICULTURE TO PARTNER IN THE DEVELOPMENT RIGHTS EASEMENT.**

YES \_\_\_\_\_ No \_\_\_\_\_

**THE PROPERTY HAS STRUCTURES PRESENT:** YES \_\_\_\_\_ NO \_\_\_\_\_

**PLEASE INCLUDE:** 1) Copy of Assessor Records, 2) Copy of Deed, 3) Copy of Survey or GIS Map  
4) Soils Map

**Are there any current easements on the property either public or private?** YES \_\_\_\_\_ NO \_\_\_\_\_**PLEASE GIVE BRIEF DESCRIPTION OF THE PROPERTY AND REASON FOR THE OFFER**  
\_\_\_\_\_  
\_\_\_\_\_

You are giving Town Officials and Town Consultants permission to enter onto the property for evaluation purposes.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

## Consideration for Development Rights Easement Acquisition Process

