

AGENDA

TOWN COUNCIL
COUNCIL CHAMBERS
SOUTH WINDSOR TOWN HALL

REGULAR MEETING
TUESDAY, SEPTEMBER 6, 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 Accepting the Resignation of Linc Streeter (R) from the Patriotic Commission
 - B. Resolution Accepting the Resignation of Bruce Snow (R) from the Greater Hartford Transit District

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.

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Regular Meeting – Town Council
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14. New Business (Continued)

- C. Resolution Approving Offer of a Tax Assessment Agreement with Carla's Pasta, Inc.
- D. Resolution Adopting a "Strategic Planning Policy"
- E. Resolution Approving the Transfer of \$3,000 from the Contingency Account to the South Windsor Mini-Grant Professional Account
- F. Resolution Approving a "Citizens Matching Mini-Grant" for a 9/11 Memorial at Fire Station 3
- G. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Appropriation of \$70,000.00 from the Capital Stabilization Fund
- H. Resolution Approving a Transfer of \$12,945.88 from the Sewer Fund Vehicle Equipment & Supplies Account to the Fleet Vehicle and Equipment Supplies Account and the Fleet Repair Maintenance Equipment Account
- I. Resolution Accepting a Settlement in Schofield et al vs. Magrey et al
- J. Discussion Item: Veterans' Exemption Program *(requested by Councilor Pendleton)*
- K. Discussion item: Tax Relief to New Victims with Crumbling Foundation Issues *(requested by Councilor Anwar)*
- L. Discussion Item: Update on the Fence Project at South Windsor High School *(requested by Councilor Anwar)*
- M. Discussion Item: Overnight Parking on Town owned Property *(requested by Deputy Mayor Mirek)*

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.]

AGENDA

Regular Meeting – Town Council Tuesday, September 6, 2016

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).
 - B. To discuss response from the RFP for Town Attorney Search pursuant to Sections 1-200(6)(E) and 1-210(b)(24) of the General Statutes of Connecticut for the purpose of discussing responses to request for proposal or bid solicitations.
 - C. To discuss negotiations concerning the possible purchase of development rights.
 - D. To discuss a draft agreement which would result in disclosure of public records or information which is exempt from disclosure at this time pursuant to C.G.S. §210(b)(1) and §1-210(b)(4).
 - E. To discuss pending claims and litigation.
20. Adjournment

RESOLUTIONS

Tuesday, September 6, 2016

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

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Regular Meeting Minutes of July 18, 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 Accepting the Resignation of Linc Streeter (R) from the Patriotic Commission**
(Councilor Riley)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret, the resignation of Linc Streeter (R) from the Patriotic Commission, said resignation to be effective immediately; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Linc Streeter for the time he has dedicated to serving his community by his membership on the Patriotic Commission.

B. **Resolution Accepting the Resignation of Bruce Snow (R) from the Greater Hartford Transit District**
(Councilor Maneeley)

(Resolution Continued on Next Page)

RESOLUTIONS
Regular Meeting – Town Council
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14. B. (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret, the resignation of Bruce Snow (R) from the Greater Hartford Transit District, said resignation to be effective immediately; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Bruce Snow for the time he has dedicated to serving his community by his membership on the Greater Hartford Transit District.

C. Resolution Approving Offer of a Tax Assessment Agreement with Carla's Pasta, Inc.
(Councilor Pendleton)

WHEREAS, a Request for Tax Abatement has been received from Carla's Pasta, Inc., the owner of the property at 50 Talbot Lane, South Windsor, CT; and

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 Carla's Pasta, Inc. as an incentive to invest an estimated \$23,448,300 in total costs, including land and building improvements, and to construct 156,322 square foot expansion in South Windsor (the land and building improvements collectively referred to as the "Real Property")

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council is pleased to offer a tax assessment agreement between the Town and Carla's Pasta, Inc. reducing the amount of the estimated real property assessment of the Real Property by 70% for a period of seven (7) years with an estimated tax benefit reduction of \$219,810 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

(Resolution Continued on Next Page)

RESOLUTIONS

Regular Meeting – Town Council

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14. C. (Continued)

revaluation, the new assessment value of the Real Property shall be reduced by the percentage applicable to the year within the seven (7) year period such assessment is changed; and

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer to Carla's Pasta, Inc. is conditioned upon Carla's Pasta, Inc. (1) meeting the estimated \$23,448,300 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 Carla's Pasta, Inc. fails to meet either of these conditions, Carla's Pasta, Inc. shall refund the Town of South Windsor all of the tax benefit reductions it has received; and

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

D. **Resolution Adopting a "Strategic Planning Policy"** (Councilor Snyder)

WHEREAS, the South Windsor Town Council conducted strategic planning sessions with KJR Consulting in September 2015, December 2015, June 2016 and July 2016; and

WHEREAS, strategic planning is a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does and why it performs the services and/or programs it does; and

WHEREAS, there are numerous benefits to strategic planning that affect the future of the Town

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Town of South Windsor Strategic Planning Policy as shown in attached **Exhibit A**.

RESOLUTIONS

**Regular Meeting – Town Council
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14. New Business (Continued)

**E. Resolution Approving the Transfer of \$3,000 from the Contingency Account to the South Windsor Mini-Grant Professional Account
(Councilor Havens)**

BE IT RESOLVED that the South Windsor Town Council hereby approves the transfer of \$3,000 from the Contingency Account to the South Windsor Mini-Grant Professional Account to cover costs associated with the Citizens Matching Mini-Grant program.

**F. Resolution Approving a “Citizens Matching Mini-Grant” for a 9/11 Memorial at Fire Station 3
(Councilor Carroll)**

WHEREAS, the South Windsor Town Council created a “South Windsor Citizen Matching Mini-Grant Program” on June 20, 2005; and

WHEREAS, Eric Hofmann, who is in the process of doing his Eagle Scout project which consists of the construction of a 9/11 memorial including a pathway and garden at Fire Station 3, has duly submitted a proper application for matching funds in the amount of \$3,000 to help fund this project; and

WHEREAS, Town Manager, Matthew B. Galligan has reviewed and approved this project and application and has determined that it meets all of the criteria of the “South Windsor Citizen Matching Mini-Grant Program”

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager, Matthew B. Galligan to issue \$3,000 of matching funds to Eric Hofmann from the “South Windsor Citizen Matching Mini-Grant Program” to help fund this project.

**G. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Appropriation of \$70,000 from the Capital Stabilization Fund
(Councilor Anwar)**

(Resolution Continued on Next Page)

RESOLUTIONS

Regular Meeting – Town Council
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14. G. (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby sets Monday, September 19, 2016, at 8:00 p.m., in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut as the time and place for a Public Hearing to receive citizen input on the Appropriation of \$70,000 from the Capital Stabilization Fund to cover costs associated with the construction of a pavilion at Veterans Memorial Park.

H. **Resolution Approving a Transfer of \$12,945.88 from the Sewer Fund Vehicle Equipment & Supplies Account to the Fleet Vehicle and Equipment Supplies Account and the Fleet Repair Maintenance Equipment Account**
(Deputy Mayor Mirek)

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$12,945.88 from the Sewer Fund Vehicle Equipment & Supplies Account, \$6,967.30 to go into the Fleet Vehicle and Equipment Supplies Account, and \$5,978.58 to go into the Fleet Repair Maintenance Equipment Account. This transfer will help to cover costs associated with fuel and repair expenditures.

I. **Resolution Accepting a Settlement in Schofield et al vs. Magrey et al**
(Councilor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby resolves to enter into a settlement agreement in the matter of Schofield et al vs. Magrey et al, Case #3:12/CV/00544 on such terms as recommended by the attorney representing the Town in such matter.

J. **Discussion Item: Veterans' Exemption Program** *(requested by Councilor Pendleton)*

K. **Discussion Item: Tax Relief to New Victims with Crumbling Foundation Issues** *(requested by Councilor Anwar)*

L. **Discussion Item: Update on the Fence Project at South Windsor High School** *(requested by Councilor Anwar)*

M. **Discussion Item: Overnight Parking on Town owned Property** *(requested by Deputy Mayor Mirek)*

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19. Executive Session

- A. To discuss personnel issues, (Clerk of the Council's Review and Town Manager's Review).
- B. To discuss response from the RFP for Town Attorney Search pursuant to Sections 1-200(6)(E) and 1-210(b)(24) of the General Statutes of Connecticut for the purpose of discussing responses to request for proposal or bid solicitations.
- C. To discuss negotiations concerning the possible purchase of development rights.
- D. To discuss a draft agreement which would result in disclosure of public records or information which is exempt from disclosure at this time pursuant to C.G.S. §210(b)(1) and §1-210(b)(4).
- E. To discuss pending claims and litigation.

20. Adjournment

TOWN OF SOUTH WINDSOR STRATEGIC PLAN – 2016

Exhibit A

Category	Strategic Action Step	Resources Needed	Owned By*	Timeframe	Status
Economic Development	1. The town shall maintain a stable financial environment that creates a favorable position with rating and financial institutions.			<ul style="list-style-type: none"> Ongoing 	
	2A. Maintain a fund balance from the town and Board of Education budget surplus.	<ul style="list-style-type: none"> Budgets Surplus 	<ul style="list-style-type: none"> Town Manager Town Council Board of Education 	<ul style="list-style-type: none"> Ongoing Communicate to BOE in Sept/Oct 2016 	
	2B. Maintain and properly fund a capital projects budget that is appropriately funded	<ul style="list-style-type: none"> Capital plan 	<ul style="list-style-type: none"> Capital Program Committee (Economic Development Staff) 	<ul style="list-style-type: none"> 3 years - 2019 	
	2. Create a monthly summary of each department to give a high level status update (dashboard or narrative) to be shared at the 2nd meeting of the month	<ul style="list-style-type: none"> Staff (need them to send consistent informational reports) Town Managers Report (budgets) 	<ul style="list-style-type: none"> Department Heads Town Manager* 	<ul style="list-style-type: none"> Full doc delivered 2nd meeting of month. Council to highlight 1-2 departments per month 	
Education	1. The Town Council needs to have access and know the BOE Strategic Plan	<ul style="list-style-type: none"> BOE provides the Town Council with a presentation and copy of their Strategic Plan The plan will be communicated before budget season The goal is of planning purposes and to align the Town and BOE plans 	<ul style="list-style-type: none"> Town Manager* Superintendent 	<ul style="list-style-type: none"> Fall 2016 	
	1. Hire a committed and collaborative Asst. Town Manager/ Economic Development specialist who can work with the existing partners and commissions members 2. Provide tax incentives for businesses with parameters that allow for approval on a case-by case basis	<ul style="list-style-type: none"> Town Manager and Staff Inland/Wetlands Commission 	<ul style="list-style-type: none"> Planning & Zoning Commission Town Council (Approvals) Redevelopment Agency 	<ul style="list-style-type: none"> Ongoing Post November for funding 	
Infrastructure	1. All departments will create 5 year plans outlining current needs, plans, and priorities	<ul style="list-style-type: none"> State statute Redevelopment Agency Current Policy 	<ul style="list-style-type: none"> Town Manager* Town Council New Hire (Item 1) 	<ul style="list-style-type: none"> Ongoing 	
	2. Create, maintain, and fund a 5 year capital improvements project plan	<ul style="list-style-type: none"> Staff and Department Heads Scheduling and meetings Increase in correspondence from all departments The council must know and set priorities (Short term: Current Year Budget, Long Term: Beyond Current Year) Projected Mandates New Research 	<ul style="list-style-type: none"> Capital Projects Committee 	<ul style="list-style-type: none"> Draft: January 2017 Town Council Approval: March 2017 	

* Items owned by Town Manager may be delegated to town departments as appropriate.

TOWN OF SOUTH WINDSOR STRATEGIC PLAN – 2016

Exhibit A

Category	Strategic Action Step	Resources Needed	Owned By*	Timeframe	Status
Public Safety & Emergency Services	1A. Review/ Create a 3-5 year plan for Police, Fire, Health, and Emergency Management staffing	<ul style="list-style-type: none"> Human Resources 	<ul style="list-style-type: none"> Human Resources 	October 2016	
	1B. Review/ Create a 3-5 year plan for Police, Fire, Health, and Emergency Management for vehicles and equipment	<ul style="list-style-type: none"> Resources Public Works Police/Emergency Management Fire Departments (report plan to council) 	<ul style="list-style-type: none"> Public Works Fire Department (has own plan to share) 	November 2016	
	2. Get the Emergency Operations Center operational and communicate and market it to the public	<ul style="list-style-type: none"> Funding Facility and Resources 	Town Manager*	October 2016	
Recreation	1. Follow the recreation master plan.	<ul style="list-style-type: none"> The Recreation Master Plan Funding and Grants Bigger Space at Wapping 	<ul style="list-style-type: none"> Recreation PARC Town Council 	Ongoing	
	2. Identify opportunities for expansion of recreation facilities and programs	<ul style="list-style-type: none"> Wapping School for REC Community Center for Human Services Center Evergreen Walk Walking Trail Apartment Project 	<ul style="list-style-type: none"> PARC Town Council Planning & Zoning 	June 2018	
Environmental Protection & Natural Resources	1. Protecting open space and preserving farmland	<ul style="list-style-type: none"> Bonding Open Space Buying available open space Current policy Fertile Farmland Soil Tests 	<ul style="list-style-type: none"> Town Council SWALPAC Commission Jeff Folger 	Ongoing	
	2A. Preserving our historic character	<ul style="list-style-type: none"> Historical District Demolition of light ordinance 	<ul style="list-style-type: none"> Historic District Commission Demolition delay committee Town Council 	Ongoing	
	2B. Protecting our environment	<ul style="list-style-type: none"> DEP Storm Water Management Plan Inland/Wetlands Commissions 	<ul style="list-style-type: none"> WPCA Department Heads All Departments Town Council 	Ongoing	
Quality of Life & Community Services	1A. Create and implement a benchmarking system to assess the quality of our services (internal departments) and provide resources to improve as needed.	<ul style="list-style-type: none"> Consultants Marketing RFP Support and Process Staff 	<ul style="list-style-type: none"> Town Manager* Internal: Human Resources Department Heads (use feedback and info) 	June 2017	
	1B. Create and implement a benchmarking system to assess the level of satisfaction with our services (external, residents, etc.) and pride resources to address issues as needed	<ul style="list-style-type: none"> Chamber of Commerce Other Towns and City reports Town Council (sets the town through commitment) 	<ul style="list-style-type: none"> Town Council External: Town Manager* Department Heads 		
	1C. Create a forum to receive feedback and a marketing and communication medium to share results and to share what we offer				
	2. Create a marketing tool or medium to share what we offer with residents and the public.				

* Items owned by Town Manager may be delegated to town departments as appropriate.