

REVISED AGENDA

@ 12:10 PM
Deborah W. Reed, ARC

TOWN COUNCIL
COUNCIL CHAMBERS
SOUTH WINDSOR TOWN HALL

Regular Meeting
Tuesday, September 6, 2022
TIME: 7:00 P.M.

-
1. Call Meeting to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Mayor's Remarks
 5. Adoption of Agenda
(Councilor Cesar Lopez)
 6. Communications and Reports from the Town Manager
 7. Public Input for Items on the Agenda
Public Input shall not exceed thirty (30) minutes. When recognized by the Mayor, the speaker(s) shall approach the lectern, and give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes.
 8. Adoption of Minutes of Previous Meetings
(Councilor Cesar Lopez)

BE IT RESOLVED, that the South Windsor Town Council hereby approves the Minutes of the Regular Town Council Meeting of July 18, 2022

9. Communication from Liaisons, Officers, and Boards Directly Responsible to Council
10. Reports from Committees

AGENDA

Regular Meeting – Town Council

Tuesday, September 6, 2022

Public Meetings are the time and place at which the Town Council conducts official business of the Town. The Council reserves the time and invites the public to be heard during **Public Input** of each Public Meeting, as follows:

Item #7: Public Input on Agenda Items Only

In-Person Meetings:

Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. When recognized by the Mayor, the speaker(s) shall approach the lectern, and give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes. This limit may not be exceeded, except when invoked by any member of the Council with the consent of a majority of the Council present. Town Council members will not respond to any public comments/questions. Emails will only be read into the record if brought forth by a Council member or if the person submitting the email has requested that the email is read into the record. A Council member who brings an email forward will read the email into the record. No email shall be read if the substance of such email, at the discretion of the Mayor or any Council member violates these rules, or if, upon the advice of the Town Attorney, would otherwise be improper. A Council member or the Mayor shall advise the rest of the Council in writing through the Clerk of the Council their objection to the email being read prior to the call of the meeting.

Virtual Meetings:

Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. When recognized by the Mayor, the speaker(s) shall approach the lectern, and give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes. This limit may not be exceeded, except when invoked by any member of the Council with the consent of a majority of the Council present. Town Council members will not respond to any public comments/questions. Emails sent to TownCouncilComments@southwindsor-ct.gov will only be read into the record. A Council member who brings an email forward will read the email into the record. No email shall be read if the substance of such email, at the discretion of the Mayor or any Council member, violates these rules, or if, upon the advice of the Town Attorney, would otherwise be improper. A Council member or the Mayor shall advise the rest of the Council in writing through the Clerk of the Council their objection to the email being read prior to the call of the meeting.

Item #15: Second Public Input - on any matter over which the Council has Jurisdiction

In-Person Meetings:

Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. When recognized by the Mayor, the speaker(s) shall approach the lectern, and give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any matter over which the Council has jurisdiction. The speaker(s) shall limit their speaking time to five (5) minutes. This limit may not be exceeded, except when invoked by any member of the Council with the consent of a majority of the Council present. Town Council members will not respond to any public comments/questions. Emails will only be read into the record if brought forth by a Council member or if the person submitting the email has requested that the email is read into the record. A Council member who brings an email forward will read the email into the record. No email shall be read if the substance of such email, at the discretion of the Mayor or any Council member violates these rules, or if, upon the advice of the Town Attorney, would otherwise be improper. A Council member or the Mayor shall advise the rest of the Council in writing through the Clerk of the Council their objection to the email being read prior to the call of the meeting.

Virtual Meetings:

Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. When recognized by the Mayor, the speaker(s) shall approach the lectern, and give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any matter over which the Council has jurisdiction. The speaker(s) shall limit their speaking time to five (5) minutes. This limit may not be exceeded, except when invoked by any member of the Council with the consent of a majority of the Council present. Town Council members will not respond to any public comments/questions. Emails sent to TownCouncilComments@southwindsor-ct.gov will only be read into the record if brought forth by a Council member or if the person submitting the email has requested that the email is read into the record. A Council member who brings an email forward will read the email into the record. No email shall be read if the substance of such email, at the discretion of the Mayor or any Council member, violates these rules, or if, upon the advice of the Town Attorney, would otherwise be improper. A Council member or the Mayor shall advise the rest of the Council in writing through the Clerk of the Council their objection to the email being read prior to the call of the meeting.

**REVISED AGENDA
Regular Meeting – Town Council
Tuesday, September 6, 2022**

11. Consent Agenda

[All items listed under this section are considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and be considered in its normal sequence on the Agenda.]

A. First Reading

(Councilor Erica Evans)

Motion to approve item 11.A.1 through 11.A.2 as a First Reading on the Consent Agenda.

- 1. Resolution Appointing David Basile (D) as a member of the Mass Transit and Highway Advisory Commission and Postponing Consideration of this Motion until the Town Council's next regularly scheduled meeting.**

BE IT RESOLVED, that the South Windsor Town Council hereby appoints David Basile (D) as a member of the Mass Transit and Highway Advisory Commission for a term ending November 30, 2025, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- 2. Resolution Appointing Elizabeth McGuire (D) as an Alternate member of the Zoning Board of Appeals and Postponing Consideration of this Motion until the Town Council's next regularly scheduled meeting.**

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Elizabeth McGuire (D) as an Alternate member of the Zoning Board of Appeals for a term ending November 30, 2025, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

B. Second Reading

(Deputy Mayor Steven King Jr.)

Motion to approve item 11.B.1 as a Second Reading on the Consent Agenda.

- 1. Resolution Appointing Srinivasa Chalikonda (D) as a member of the Park and Recreation Commission for a term ending December 31, 2023.**

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Srinivasa Chalikonda (D) as a member of the Park and Recreation Commission for a term ending December 31, 2023

C. Miscellaneous

None.

AGENDA
Regular Meeting – Town Council
Tuesday, September 6, 2022

12. Unfinished Business

None

13. New Business

- A. Discussion Item: Health Department Ordinance Update (*Heather Oatis, Director of Health to be present*)**
- B. Discussion Item: Acceptance of Deeds for Streets in the following Subdivisions: Estates at South Windsor, Farm Hill Road and Longmeadow Drive; Vintage Hills I, Vintage Lane (partial); Vintage Hills II, Release of property from temporary cul de sac (*Michele Lipe, Director of Planning to be present*)**
- C. Resolution Accepting Deeds for Streets in the following Subdivisions: Estates at South Windsor, Farm Hill Road and Longmeadow Drive; Vintage Hills I, Vintage Lane (partial); Vintage Hills II, Release of property from temporary cul de sac (Councilor Marek Kozikowski)**

BE IT RESOLVED that the South Windsor Town Council hereby accepts the deed for streets within the following Subdivisions:

South Windsor Estates

Farm Hill Road	653 L.F.
Longmeadow Drive	2,571 L.F.

Vintage Hills II

Vintage Lane (partial)	235 LF.
------------------------	---------

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby deeds the area of the cul de sac wings back to abutter within the following Subdivisions:

Vintage Hills II

Lot #11	.05 Ac.
Lot #10	.045 Ac.
Lot #9	.005 Ac.

- D. Resolution Authorizing Town Manager, Michael Maniscalco to sell, donate or otherwise dispose of four (4) Surplus Vehicles as described on the attached Exhibit A**
(Councilor Jamie Gamble)

BE IT RESOLVED that the South Windsor Town Council hereby declares the vehicles/equipment to be “Surplus Equipment”, as shown in Exhibit A, and authorizes Town Manager, Michael Maniscalco to sell, donate, or otherwise dispose of these vehicles/equipment.

AGENDA
Regular Meeting – Town Council
Tuesday, September 6, 2022

ITEM 13. New Business Continued

E. Discussion Item: Waiver for Competitive Bidding for the purchase of Body Armor for the South Windsor Police Department (*Kristian Lindstrom, Chief of Police to be present*)

F. Resolution Waiving the Competitive Bidding for the purchase of Body Armor for the South Windsor Police Department
(Councilor Phil Koboski)

WHEREAS, the Town of South Windsor Police Department is an active partner agency within the Capitol Region Emergency Services Team (CREST). South Windsor's personnel currently assigned to CREST are currently in the process of replacing their body armor that is due to expire. This armor is essential in their ability to safeguard our community and other CREST member communities, and

WHEREAS, in order for this initiative to be effective, it is imperative that new armor is compatible with existing accessories and armor worn by other teammates. CREST command staff have identified TYR Tactical as their vendor for the purchase of tactical body armor. The aggregate cost of these pieces of protective equipment will exceed the limit set forth locally that requires a competitive bidding process. In addition, Chief Lindstrom recently applied for, and received, a grant that would allow for the purchase of this armor without spending the money from within the general operating budget; and

WHEREAS, it is believed that it would be in the Town's best interest to waive competitive bidding for the purchase and acquisition costs of the aforementioned specialized gear.

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives the competitive bidding process for this project.

G. Discussion Item: Approving an offer of Tax Assessment Agreement with 150 Sullivan Ave, LLC. (*Michael Maniscalco, Town Manager*)

H. Resolution Approving an Agreement between the Town of South Windsor and UPSEU Local 424, Unit 65 Municipal Employees through June 30, 2025
(Councilor Lydecker)

BE IT RESOLVED that the Town of South Windsor hereby approves the proposed "Agreement between the Town of South Windsor and UPSEU Local 424, Unit 65 – Municipal Employees for the period of July 1, 2022, through June 30, 2025.

AGENDA
Regular Meeting – Town Council
Tuesday, September 6, 2022

ITEM 13. New Business Continued

- I. Resolution Approving a Refund of Taxes to sixty-two South Windsor Taxpayers, the total of said refunds being \$27,912.81**
(Councilor Andrew Paterna)

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to sixty-two (62) South Windsor Taxpayers, the total of said refunds being \$27,912.81 and as more fully described on attached **Exhibit B**.

- J. Resolution Accepting the Resignation of Kathryn Hale (D) from the Mass Transit and Highway Advisory Commission**
(Councilor Erica Evans)

BE IT RESOLVED that the South Windsor Town Council hereby accepts, with regret, the resignation of Kathryn Hale (D) from the Mass Transit and Highway Advisory Commission effective July 21, 2022; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Kathryn Hale for the time she has dedicated to serving her community by her membership on the Mass Transit and Highway Advisory Commission.

- K. Resolution Accepting the Resignation of David Basile (D) as an Alternate for the Zoning Board of Appeals**
(Councilor Marek Kozikowski)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of David Basile (D) from the Zoning Board of Appeals effective August 23, 2022; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to David Basile for the time he has dedicated to serving his community by his membership on the Zoning Board of Appeals.

14. Passage of Ordinance

- 1. None.**

15. Public Input for Any Matter

Public Input for any other matter shall not exceed thirty (30) minutes. When recognized by the Mayor, the speaker(s) shall approach the lectern, and give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item. The speaker(s) shall limit their speaking time to five (5) minutes.

16. Communications from the Council

AGENDA
Regular Meeting – Town Council
Tuesday, September 6, 2022

17. Executive Session

(Please invite Town Manager, Michael Maniscalco, Assistant Town Manager, Mrs. Perry, Assistant Town Manager, Mr. Roberts, and any other appropriate personnel deemed necessary).

- A. To Discuss a Personnel Issue (Agreement between the Town of South Windsor and UPSEU Local 424, Unit #65 Municipal Employees through June 30, 2025).
- B. To Discuss the Possible Sale of Property owned by the Town of South Windsor at 785 Sullivan Ave.

18. Adjournment

**TOWN COUNCIL
REGULAR MEETING
TOWN OF SOUTH WINDSOR**

Minutes

Page 1

July 18, 2022

1. Call Meeting to Order

Mayor Pendleton called the Regular Meeting to order at 7:01 p.m.

2. Pledge of Allegiance

3. Roll Call

Members Present: Mayor Elizabeth Pendleton
Deputy Mayor Steven King Jr. (Via Web-Ex)
Councilor Erica Evans
Councilor Philip Koboski (Via Web-Ex)
Councilor Andrew Paterna
Councilor Jamie Gamble
Councilor Cesar Lopez

Others Present: Michael Maniscalco, Town Manager
Vanessa Perry, Assistant Town Manager/Director of H.R.
Scott Roberts, Assistant Town Manager/CIO/Emergency Mgmt.
Richard Carella, Town Attorney

4. Mayor's Remarks

Mayor Pendleton proclaimed May 2, 2022 as the Mayor's Monarch Pledge Day to take action to protect Monarch Butterfly populations and presented a signed Proclamation to Mr. John Caldwell, Superintendent of Parks and Recreation in observance of National Pollinators Week

5. Adoption of Agenda

Councilor Cesar Lopez made a motion to adopt the July 18, 2022 agenda. Deputy Mayor Steven King, Jr. made a motion to move agenda item #17 (Executive Session) to after item #7 (Public Input). Councilor Erica Evans seconded the motion which passed by unanimous voice vote.
MOTION CARRIES.

**TOWN COUNCIL
REGULAR MEETING
TOWN OF SOUTH WINDSOR**

Minutes

Page 2

July 18, 2022

6. Communications and Reports from Town Manager

- Mr. Maniscalco informed the Town Council that the Main Street Bridge is expected to be complete sometime in the beginning of August. Mr. Maniscalco stated that they expect to hold some type of ceremony to formally open the bridge with our State Delegation and Town Council sometime towards the end of August. This project was funded in part with State and local funds.
- Mr. Maniscalco provided an update on the sewer line work being completed on Clark Street by the Water Pollution Control Authority. This is the first location of many throughout the town that will be relined, and is being done in an effort to extend the life span of the sewer lines in town, saving residents money in the long-term. This project is being funded through ARPA funds.
- Mr. Maniscalco stated that the outdoor fitness equipment for Nevers Road Park is expected to be delivered anytime now with the intent of installation late summer to early fall as work schedules will allow. This project is being funded through a joint effort with the MaxChallenge and ARPA funds.
- Mr. Maniscalco provided an update on the Buckland Road repaving project which is scheduled to begin in early August. Work is going to occur both at night, and during the day so residents should plan for delays in the area and schedule accordingly. It is the expectation that repaving of Buckland Road should take about a month and a half to complete. This project is funded through bond funding approved at referendum by South Windsor residents.
- Mr. Maniscalco reported that ARPA funds from the Federal and State Government were to be received in two (2) payments. The first payment was received last year and we were expecting the second payment in May. Mr. Maniscalco stated that the State claims they have not yet received the funding from the Federal government, but that the situation is being watched closely.

Answering questions from the Council, Mr. John Caldwell, Superintendent of Parks and Recreation provided an update on the Pickle Ball Court while Mr. Maniscalco provided an update for the Splash Pad. Additionally, Mr. Maniscalco announced that the Library and Community Center are available to serve as cooling centers this summer and stated that residents may contact Human Services at (860) 648-6361 for more details or 2-1-1 for statewide information.

7. Public Input

None

**TOWN COUNCIL
REGULAR MEETING
TOWN OF SOUTH WINDSOR**

Minutes

Page 3

July 18, 2022

17. Executive Session

Deputy Mayor Steven King, Jr. made a motion to go into executive session at 7:30 p.m. to discuss item # 17(B) to discuss a personnel issue (Agreement between the Town of South Windsor and Local 1303-466 of Council 4, AFSCME, AFL-CIO Pollution Control Employees) and invited the Town Manager, Michael Maniscalco; Assistant Town Manager, Vanessa Perry; Assistant Town Manager, Scott Roberts into Executive Session. Councilor Jamie Gamble seconded the motion which passed by unanimous voice vote. **MOTION CARRIES.** The Executive Session ended at 7:55 p.m.

8. Adoption of Minutes of Previous Meetings

Councilor Erica Evans made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the South Windsor Town Council hereby approves the Minutes of the Special Work Session Meeting of July 5, 2022.

The motion was seconded by Councilor Andrew Paterna which was passed by a roll call vote of 6 ayes (Mayor Pendleton, Deputy Mayor King, Councilors Evans, Paterna, Koboski, and Lopez), 0 nays, and 1 abstention (Councilor Gamble). **MOTION CARRIES.**

Councilor Erica Evans made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the South Windsor Town Council hereby approves the Minutes of the Regular Town Council Meeting of July 5, 2022

The motion was seconded by Councilor Andrew Paterna which was passed by a roll call vote of 6 ayes (Mayor Pendleton, Deputy Mayor King, Councilors Evans, Paterna, Koboski, and Lopez), 0 nays, and 1 abstention (Councilor Gamble). **MOTION CARRIES.**

9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council

Deputy Mayor King updated members of the Town Council that the Inland Wetlands Meeting scheduled for July 20, 2022 has been cancelled and that the Water Pollution Control Authority will have a Special Meeting at the Town Hall in the Council Chambers on Wednesday, July 20, 2022 at 7p.m. to discuss odor control improvement.

10. Reports from Committees

Councilor Evans reported that the IT Board and Video Subcommittee met and discussed a traveling system that could be set up for boards and commissions at various locations which would be a

**TOWN COUNCIL
REGULAR MEETING
TOWN OF SOUTH WINDSOR**

Minutes

Page 4

July 18, 2022

more cost effective option of providing video recordings without hiring staff to cover the meetings. They would not provide live stream recording, but recorded videos would be made available to the public the following day via the Town's website. The plan is to try a sample system and report back to the Subcommittee at the next meeting.

Mayor Pendleton reported that the Personnel Committee is meeting Tuesday, June 19, 2022 at 11a.m. to review applications for the Clerk of the Council position. Additionally, Mayor Pendleton reported that Capital Improvement Projects is meeting on Wednesday, June 20, 2022 to discuss the status of the 2022 projects.

11. Consent Agenda

A. First Reading

1.Resolution Appointing Srinivasa Chalikonda (D) as a member of the Park and Recreation Commission and Postponing Consideration of this Motion until the Town Council's next regularly scheduled meeting.

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Srinivasa Chalikonda (D) as a member of the Park and Recreation Commission for a term ending December 31, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Councilor Erica Evans made a motion to approve Agenda Item 11.A.1. as a First Reading on the Consent Agenda. Councilor Andrew Paterna seconded the motion, and it was approved unanimously. **MOTION CARRIES.**

B. Second Reading

1. Resolution Appointing Suresh Jeyaprasad (U) as a member of the Social Justice and Racial Equity Commission for a term ending November 30, 2022

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Suresh Jeyaprasad (U) as a member of the Social Justice and Racial Equity Commission for a term ending November 30, 2022

Deputy Mayor Steven King, Jr. made a motion to approve Agenda Item 11.B.1. as a Second Reading on the Consent Agenda. Councilor Erica Evans seconded the motion, and it was approved unanimously. **MOTION CARRIES.**

C. Miscellaneous

1. None.

**TOWN COUNCIL
REGULAR MEETING
TOWN OF SOUTH WINDSOR**

Minutes

Page 5

July 18, 2022

12. Unfinished Business

None.

13. New Business

A. Resolution Authorizing the Appropriation of \$413,000 of LoCIP Funds to Cover Costs Associated with the replacement of the South Windsor Fire Headquarters Roof

Councilor Philip Koboski made a motion for the adoption of the following resolution:

WHEREAS, the Town Council wishes to use \$413,000 in LoCIP funds to pay for the replacement of the South Windsor Fire Headquarters Roof; and

WHEREAS, the required public hearing was held on Monday, July 18, 2022

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes the Town Manager to apply to the State of Connecticut, Office of Policy and Management to use \$413,000 in LoCIP funds to cover costs associated with the replacement of the Fire Headquarters Roof

Councilor Andrew Paterna seconded the motion, and it was approved unanimously. **MOTION CARRIES.**

B. Resolution Approving an Agreement Between the Town of South Windsor and Local 1303-466 of Council 4, AFSCME, AFL-CIO Pollution Control Employees

Councilor Cesar Lopez made a motion for the adoption of the following resolution:

BE IT RESOLVED that the South Windsor Town Council hereby approves the proposed "Agreement Between the Town of South Windsor and Local 1303-466 of Council 4, AFSCME, AFL-CIO Pollution Control Employees" for the period of July 1, 2022, through June 30, 2025.

Councilor Andrew Paterna seconded the motion, and it was approved unanimously. **MOTION CARRIES.**

C. Resolution Approving a Refund of Taxes to Four (4) South Windsor Taxpayers.

Councilor Jamie Gamble made a motion for the adoption of the following resolution:

**TOWN COUNCIL
REGULAR MEETING
TOWN OF SOUTH WINDSOR**

Minutes

Page 6

July 18, 2022

BE IT RESOLVED, that the South Windsor Town Council hereby approves a refund of property taxes to Four (4) South Windsor Taxpayers, the total of said refunds being \$8,222.54 and as more fully described in attached **Exhibit A**.

Councilor Erica Evans seconded the motion, and it was approved unanimously. **MOTION CARRIES.**

D. Discussion Item: Plan for Paving

Mr. Maniscalco and Mr. Jeffrey Doolittle, Town Engineer and Assistant Director of Public Works provided an update on the Paving for Progress Project. Answering questions from the Council, there was a discussion about the lower financial impact this project will have on residents over the six year period of time. due to the utilization of long-term borrowing. It was also discussed how the increase in funding for the project is due to the consideration of additional sidewalks. There was a discussion on the possibility of obtaining state grants to aid in the funding of the sidewalks.

E. Resolution Requesting the Town Council to Approve a Referendum Date of November 8, 2022 for the Planning, Design, Construction and/or Replacement of Town-wide road paving, sidewalks and drainage improvements and authorizing the issuance of \$35,470,000 bonds of the Town to meet said appropriation and pending the issuance thereof the making of temporary borrowings for such purpose

Councilor Erica Evans made a motion for the adoption of the following resolution:

WHEREAS, it is the desire of the Town Council to bring the referendum question forward to the South Windsor community on November 8, 2022

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves a referendum date of November 8, 2022 with polling time of 6:00 a.m. to 8:00 p.m.

Councilor Andrew Paterna seconded the motion, and it was approved unanimously. **MOTION CARRIES.**

F. Resolution Appropriating \$35,470,000 for the Planning, Design, Construction and/or Replacement of Town-wide road paving, sidewalks and drainage improvements and authorizing the issuance of \$35,470,000 bonds of the Town to meet said appropriation and pending the issuance thereof the making of temporary borrowings for such purpose and more fully described on attached Exhibit B

Mayor Liz Pendleton made a motion for the adoption of the following resolution:

**TOWN COUNCIL
REGULAR MEETING
TOWN OF SOUTH WINDSOR**

Minutes

Page 7

July 18, 2022

BE IT RESOLVED, that the South Windsor Town Council hereby approves the appropriation of \$35,470,000 for the Planning, Design, Construction and/or Replacement of Town-wide road paving, sidewalks and drainage improvements and authorizing the issuance of \$35,470,000 bonds of the Town to meet said appropriation and pending the issuance thereof the making of temporary borrowings for such purpose and more fully described in attached **Exhibit B**.

Councilor Erica Evans seconded the motion, and it was approved unanimously. **MOTION CARRIES.**

G. Resolution Approving a Ballot Question for Referendum of Town Electors

Councilor Andrew Paterna made a motion for the adoption of the following resolution:

BE IT RESOLVED that the resolution entitled “Resolution Appropriating \$35,470,000 For The Planning, Design, Construction And/Or Replacement Of Town-Wide Road Paving, Sidewalks And Drainage Improvements And Authorizing The Issuance Of \$35,470,000 Bonds Of the Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”; heretofore at this meeting adopted, be submitted to the Town electors for approval or disapproval at a referendum to be held in conjunction with the general election on Tuesday, November 8, 2022, and that the warning of said referendum state the question to be voted upon as follows:

“Shall the resolution approving an appropriation and bond authorization in the amount of \$35,470,000 for the planning, design, construction and/or replacement of Town-wide road paving, sidewalks and drainage improvements, adopted by the Town Council on July ___, 2022, be approved?”

The ballot label for said question will read as follows:

“Shall the resolution appropriating and authorizing bonds in the amount of \$35,470,000 for the planning, design, construction and/or replacement of Town-wide road paving, sidewalks and drainage improvements be approved? YES NO”

Councilor Erica Evans seconded the motion, and it was approved unanimously. **MOTION CARRIES.**

**TOWN COUNCIL
REGULAR MEETING
TOWN OF SOUTH WINDSOR**

Minutes

Page 8

July 18, 2022

H. Resolution Authorizing the Town Attorney to Draft Explanatory Text

Councilor Andrew Paterna made a motion for the adoption of the following resolution:

BE IT RESOLVED that the South Windsor Town Council hereby authorizes the Town Clerk to draft Explanatory Text pursuant to C.G.S. Section 9-369b(a) for the upcoming referendum regarding the Planning, Design, Construction and/or Replacement of Town-wide road paving, sidewalks and drainage improvements and authorizing the issuance of \$35,470,000 bonds of the Town to meet said appropriation and pending the issuance thereof the making of temporary borrowings for such purpose.

Councilor Erica Evans seconded the motion, and it was approved unanimously. **MOTION CARRIES.** Answering questions from the Council, Attorney Carella discussed the drafting of the Explanatory Text, which is reviewed by the State Election Enforcement Commission. Attorney Carella also explained the guidelines set forth by this Agency, which can be read in **Exhibit C**. There was also a discussion on how the Explanatory Text will be made available to the public prior to voting. Ms. Bonnie Armstrong, Town Clerk discussed her role in the Referendum process.

14. Passage of Ordinance

None.

15. Public Input for Any Matter

Audrey Delnicki (*130 Felt Road*) addressed members of the Town Council regarding items that were left off the meeting agenda. Ms. Delnicki submitted a Freedom of Information (FOI) request for the July 11, 2022 Council Agenda Setting Meeting.

16. Communications from Council

Councilor Paterna announced that the Park and Recreation Facility Planning Commission will be meeting on Monday, July 25, 2022 to discuss conceptual ideas for three sites.

Councilor Evans expressed her gratitude to those who volunteered to serve on the Social Justice and Racial Equity Commission, which will be able to meet next month.

**TOWN COUNCIL
REGULAR MEETING
TOWN OF SOUTH WINDSOR**

Minutes

Page 9

July 18, 2022

18. Adjournment

There being no more business to come before the meeting, Mayor Liz Pendleton made a motion to adjourn the Regular Town Council Meeting at 8:57 p.m., which was seconded by Councilor Andrew Paterna and passed by unanimous voice vote. **MOTION CARRIES.**

Respectfully submitted,

Lisa Giroux
Administrative Secretary

Town of South Windsor

Town Manager's Report September 2022

Michael Maniscalco
Town Manager



Main Street Bridge I am pleased to announce that after many years of working through the State process, the Town along with subcontractors, have officially completed and opened the Main Street Bridge. The Town held a ribbon cutting/ opening ceremony on August 22 and it was fitting that the first official traffic to cross the bridge was a farm tractor. This project was jointly funded between the Town and State of CT.

Buckland Road Paving Currently, Buckland Road is in the process of milling and paving. So far, much of it has gone along without any major issues. We have had a minor delay that should push the finishing work out a couple weeks but overall things are progressing nicely. This project was approved and funded through referendum bond funds.

Town Department Tours With the Council on vacation during the month of August, I have had the chance to conduct some department Tours and have an opportunity to get my hands dirty working alongside some of our great staff. At the time of this report, I have worked with Street Services, the Town Garage, Water Pollution Control, Parks and Recreation. I can tell you that we have very thoughtful and dedicated staff who work very hard every day to not just get their job done but to do the best they possibly can for the tax payers of South Windsor.

Park & Rec Facilities Committee The Parks and Rec Facilities Committee has been continuing to work through the reports and findings from Colliers in an effort to narrow down to the best location for the Parks and Rec Department. At the last meeting, the Director of Parks and Rec was asked to take a look at an existing facility in Town to see how it could potentially meet the needs of the Department if we were to take a piecemeal approach.

Strategic Planning The Strategic Planning Committee has had a presentation from Dr. Alkadry from UConn. He is putting together a

proposal for the Committee to take a look at that would survey the community through multiple methods and provide administrative support for facilitating brainstorming sessions with targeted groups.

Michael Maniscalco, MPA
Town Manager



Police Department

Kristian R. Lindstrom
Chief of Police

Monthly Statistics June and July 2022:

Each month we publish the totals of some of our more common calls for service. We continue to see some minor fluctuations in activity levels as school schedules change and Covid trends shift. Patrol staff continue to proactively check businesses and facilities whose schedules and business models have been impact by the public health crisis.

June's numbers are below

Total Computer Aided Dispatch Entries:	2434
911 Calls	638
Routine Calls Received/Outgoing:	3832
Directed Patrol/Premise Checks:	957
Motor Vehicle Stops:	209
Emotionally Disturbed Persons:	15
Medical Assists:	155
Suspicious:	95
Alarms:	100
Motor Vehicle Accidents:	42
Welfare Check:	35
Assist Outside Agency:	27
Animal Problem:	58
Citizen Assist:	25
Miscellaneous Service:	9
Collision Reports:	17
BOLO:	7
Disabled Motor Vehicle:	34
Larceny - Motor Vehicle	1
Larceny:	32
Hazardous Conditions:	21
Pistol Permits:	13
Burglary	4
Burglary - Motor Vehicle	0
Civil Matter:	18
911 Check:	9
Fraud:	6
Domestic Dispute:	13
Violation of Town Ordinance:	2
Sexual Assault	2
Youth Problem:	8

July's numbers are below

Total Computer Aided Dispatch Entries:	2226
Routine Calls Received/Outgoing:	4131
Directed Patrol/Premise Checks:	769
Motor Vehicle Stops:	219
Emotionally Disturbed Persons:	12
Medical Assists:	168
Suspicious:	98
Alarms:	84
Motor Vehicle Accidents:	24
Welfare Check:	42
Assist Outside Agency:	37
Animal Problem:	45
Citizen Assist:	42
Miscellaneous Service:	4
Collision Reports:	19
BOLO:	13
Disabled Motor Vehicle:	29
Larceny - Motor Vehicle	2
Larceny:	29
Hazardous Conditions:	23
Pistol Permits:	6
Burglary	5
Burglary - Motor Vehicle	0
Civil Matter:	18
911 Check:	10
Fraud:	18
Domestic Dispute:	10
Violation of Town Ordinance:	4
Sexual Assault	3
Youth Problem:	3



Police Department

Kristian R. Lindstrom
Chief of Police

Covid 19 Update (cont. from last month):

The months of July and August saw Covid numbers being held at a dull simmer. Community spread has remained manageable and those infected with the virus have, for the most part, recovered fully and quickly.

As we are now in the beginning of the third year of dealing with Covid, we have moved from a pandemic status to an endemic status. Covid is here to stay and it appears as though its potency is certainly weakening. That being said, the police department continues to be cognizant of the fact that for many the transition away from Covid will be welcomed with open arms and enthusiasm, while for many others it will bring increased levels of anxiety and concern. For these reasons, we will continue to not only respond to the community's needs as a whole, but also respond to the individual needs of community members regardless of their position on the pandemic and the socio-political topics embedded within.

Department officials continue to work collaboratively with other local officials to continually monitor community health trends and needs.

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. This month a variety of personnel movements occurred that impact the police department.

As Sgt. Cleverdon continues to recruit candidates to fill our two sworn vacancies, one Dispatcher position, one Animal Control/Community Service Officer position, and part time kennel assistant positions.

Officers Sarfo and Weiss continue to progress well through their academy training and we anticipate that they will both graduate on schedule this fall. Ofc. Chris Myska completed his FTO training and after almost of year of training, he is now an fully functioning, independent, police officer. Ofc. Grabowski is nearing the end of this field training.

We are currently conducting pre-employment background investigations for police officer candidates and hope to have two officers enter the police academy at the end of September.

Although these new officers will not be fully operational for several month. When the above additions and departures are calculated, we are left with two vacancies at the moment. Sgt. Mark Cleverdon is overseeing our recruiting efforts and is actively working to fill these gaps with the right candidate in a timely manner.

Personnel Summary: With an authorized strength of 46 sworn members, we currently have 2 in the academy (Weiss, Sarfo), 1 in field training (Grabrowski), 1 on maternity leave, 1 out on medical leave (non-work related), and two vacancies within our sworn ranks. By month's end, 44 of our 46 authorized sworn personnel are employed at this agency and 39 are fully operational sworn FTE's. Among our 14 civilian employees, we currently have two vacancies (one in Dispatch and one ACO/CSO).

Over 41% of our personnel have been hired in the last 5 years and will be the future of the agency. It is important that we continue to enrich their work experience and motivate them so that they will continue the proud tradition of high quality police service well into the future.

July 13, 2022 marked the first anniversary of the untimely and unexpected death of Ofc. Ben Lovett. This occasion was recognized with a wreath laying ceremony in front of police headquarters at 2:01pm (Ben's badge number was 201).

Local and National Social Justice Movements

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.



Police Department

Kristian R. Lindstrom
Chief of Police

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.

During the months of July and August, our two School Resource Officers (Ofc. Korchari and Ofc. Owens) functioned in full time outreach positions by participating in the Town's Rising Stars program. Unlike many outreach events that create singular short term contacts with community members, this program provided these officers with an opportunity to spend several weeks with local youth and allowed for deliberate, sustained, non-confrontational contacts with dozens of community members.

On July 26, Chief Lindstrom, Officer, Geraci, and Officer Dabrowski attended Law Enforcement Day at Camp Courant. This was a great opportunity for these department members to engage and interact with area youth in a setting that builds trust, communication, and positive interaction between law enforcement and kids.

The police department is continuing its social media activity and, in particular, its "Get to Know Your Department" program. This initiative will highlight a different officer each week. These posts will introduce the officer and identify, not only some of their professional attributes, but it aims to also humanize our staff and show the community what exists "behind the uniform." Based on likes and responses online, these profiles have been well received thus far.

Events like those described above are of particular importance as the local community emerges from its Covid quarantine and tries to re-establish some normalcy. As is stated above, community

engagement and community policing efforts are paramount to our agency creating and maintaining our legitimacy with the community we serve.

The department continues to benefit from regular gestures of support from 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.

In the waning weeks of August, the police department began its back to school safe traffic initiative. This annual program serves to increase high visibility patrols and traffic enforcement in the town's school zones in preparation of an increase in motor vehicle, bicycle, and pedestrian traffic as a new school year begins. The intent of this initiative is to raise motorist awareness and educate drivers by way of public information and warnings prior to transitioning to a phase of traditional enforcement via infractions.

In addition, we are currently monitoring traffic flow on Buckland Road and in Evergreen Walk as several development and paving projects continue. In addition, we are monitoring some complaints of traffic issues in several other areas in town such as the railroad crossing on Chapel Road near Route 5.

The reconstruction of the King Street bridge and the Main Street bridge are well underway and have created long term detours at the south end of Main Street. Mid August saw one of these projects draw to a close when the Main Street bridge was reopened. The detours are well marked and people moving through the area appear to have acclimated well to this change as there have been few, if any, complaints. These projects are two of many we are monitoring as development, upgrades, and improvement continue in the community.



Police Department

Kristian R. Lindstrom
Chief of Police

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.

As has been the trend over the last several months, during the month of June the police department received, and is processing, several FOI requests. While these requests are not out of the ordinary, there seems to be a recent influx of these requests. In speaking with other area agencies, this does not seem to be a trend unique to South Windsor, however these requests are noteworthy as they can be very labor intensive to satisfy. Particularly when dealing with record redactions and video redactions, these requests can occupy dozens of labor hours a week.

The expansion and update of the women's locker room facilities is well underway as our officers are working around and alongside a fully functioning construction zone. As has been explained previously, because we are not expanding the footprint of the building, this expansion within it will cause a ripple effect that will impact and subsequently update several rooms in the lower level of police headquarters. It is understood that our lower level may be in a state of disarray for several months, we are excited for the finished product anticipated near the end of this calendar year.

On July 4th, through the use of Narcan, police personnel saved the life of a citizen who was experiencing an opioid overdose. A couple of days before that, police responded to an unrelated armed kidnapping incident. This custodial abduction was carried out by an individual who was armed with a knife.

The weekend of July 16 and 17 was one that pushed patrol personnel with several significant cases. In that short period of time, patrol and detective unit personnel responded to and investigated a serious motorcycle crash with injuries, a suicide, a home invasion/assault, and reported kidnapping. All of these cases were

investigated and processed while the expected load of routine calls was also received and handled. As would be expected, department personnel handled all of these calls with professionalism, dedication to the mission, and teamwork.

In a more administrative sense, department members attended a meeting on July 19th to discuss the traffic plans associated with the redevelopment of the Geissler's plaza and we also collected and destroyed over 440lbs of unwanted/unused prescription medication.

Unfortunately, in early August, we saw a significant increase in the number of cars that failed/refused to stop when police vehicles attempted to pull them over for traffic violations. Officers did a nice job of letting these vehicles go and not engaging them vehicles in pursuit as such a pursuit would not be justified under the State's current pursuit policy. We hope that this was an anomaly and is not a harbinger of trends to come. We will continue to monitor this issue.

On August 8th, police responded to a report of a man with a gun walking down the road. The man was located, investigated, and arrested all with no use of force from the police.

While these more prominent events are occurring, the men and women of the police department continue to respond to calls for assistance and engage in more traditional law enforcement activities. Police personnel continue to respond to motor vehicle crashes, medicals, crimes, and suspicious activities.

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

With warmer weather on the horizon, we will wait to see if car burglaries and catalytic converter thefts spike once again. For the time being the police department continues to monitor the trend in the region and deter crime with high visibility patrols. We have temporarily stopped our public service messaging on social media in an effort to prevent it from becoming "white noise" and ignored. We will resume disseminating those



Police Department

Kristian R. Lindstrom
Chief of Police

messages in the coming months if the need arises.

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

After experiencing some significant weather events through the summer, I hope that our citizens will think about all-hazard preparations especially with the potential of significant winter weather events on the horizon.

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

Public Works Department

Vincent Stetson
Director of Public Works

Street Services May 2022

The Street Services Department worked with our contractor, Comer Contracting, to chip seal several roads in town. This required our maintainers to prep these surfaces prior to chip sealing taking place. Several cut and patches areas were tackled, weeds were removed, temporary markers were installed and our crews pothole patched even the smallest areas. This should extend the longevity of these wear surfaces by several years.

The department also took on significant cut and patch work on Sullivan Ave near Main St. This area has been deteriorating for some time now and necessitated some much needed attention.

Street sweeping wrapped up for the season. All town roads and town buildings including BOE facilities were swept.

Streets assisted the WPCA with a refresh of the bio-filter at the treatment plant. This filter helps reduce odors coming from their processes.

Maintainers completed building the variable message board pedestal and installed the sign at Fire Headquarters. This is the 2nd of 3 new signs to help improve communications with our residents.

Several drainage projects were undertaken including the installation of 124 linear feet of 24" drainage pipe on Carriage Dr to eliminate a drainage problem in the area.

Crews set up and took down no parking signs and barricades for Paws in the Park and a very large, very well attended, volleyball tournament at the John Mitchell Fairgrounds.

The department installed a new gate (fabricated by Fleet Services), at the direction of the Police Department, on Vibert Rd leading to Linear Park. This new gate will be closed from sundown to sunrise daily.

All the compost from site #2 has been sold and hauled off the property. The site is now being readied for the upcoming leaf harvest.

Streets maintainers have begun the repair and replacement of several catch basins at the town hall/library complex in preparation for resurfacing later this year. There will also be a new sidewalk installed for ADA access and additional parking lot lighting at the library.

August saw the opening of the new bridge on Main St over the Podunk River. Several members of the crew worked to cut back vegetation along the approach to the bridge as they weren't able to do regular maintenance in the area. This created a great first impression for the ribbon cutting for the new structure.

The department assisted the Registrars of Voters with signage for the August primaries.

A maintainer I test was conducted for the open position in the Streets Department. We will hopefully have a new maintainer of board very soon.

Street Services congratulates Neil Roback, formerly a Maintainer III, as a new Associate Manager for the department. We all look forward to working with Neil and wish him much success. Good luck Neil!

The sign shop fabricated and installed several warning and information signs for the new gate on Vibert Rd. The shop also installed several signs for a police department project and re-installed signs knocked over by construction and vehicle accidents.

Residents are encouraged to use Connect South Windsor to report hazards. WWW.SOUTHWINDSOR.ORG/CONNECT or look for the app for iPhones and Androids.

Scott Yeomans
Associate Manager, Street Services

Public Works Department

Vincent Stetson
Director of Public Works

Engineering Projects Update

Main Street Bridge over the Podunk River

The reconstruction of the Main Street Bridge over the Podunk River is complete, and the bridge was opened for use on August 22, 2022. Dayton Construction completed the new bridge more than a month ahead of schedule and within budget. This new bridge will be used by motorists, bicyclists, pedestrians and farmers for many years to come.

Beelzebub Road

The reconstruction of Beelzebub Road is underway. Spazzarini Construction has begun work at the eastern end of the road with the installation of new storm drainage pipes, structures, and concrete sidewalks. They will continue with road excavation, new stone base, bituminous pavement, and curbs, and expect to complete the eastern half of the road from Avery Street to about Norton Drive this fall. Eversource Gas and their contractor NPL have completed the new gas main in the eastern half of the road and are continuing to install a new gas main west from Norton Drive to Foster Street. Frontier and Eversource are continuing their relocation of 12 utility poles and overhead wires in coordination with this project. All this work will cause traffic delays but at least one lane of the road will remain open to traffic. I am following up on the outstanding temporary and sidewalk easements and 2 easements needed on DEEP property on the south side of the road. Beelzebub road reconstruction will continue into 2023.

Buckland Road Repaving

Palmer Paving is working on milling and repaving Buckland Road from the Manchester Town Line through the intersection of Deming Street. This work is scheduled to be complete in early September.

Pleasant Valley Reconstruction

WMC Consulting Engineers is working on developing plans for the drainage improvements and reconstruction of Pleasant Valley Road from Clark Street to just past Hilton Drive. They have completed surveying and soils investigations, and

we expect to have a preliminary design soon.

Pleasant Valley Road Bridge Replacement

WMC Consulting Engineers is also working on developing plans for the replacement of the Pleasant Valley Road bridge over the Podunk River. They have completed surveying, geotechnical investigations, and a survey of the river for any endangered or listed species. They expect to have a preliminary design done as soon as the hydraulic analysis are complete.

LOTICIP Sidewalk project for 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. We have received approval and a commitment to fund letter for the construction of this project from ConnDOT. The Town is responsible for the Design plans for these sidewalks and we are in the process of selecting a consulting engineer to work on this project.

Pleasant Valley/Clark Street Sidewalk Project

Costa & Son LLC has completed most of the new sidewalk connections on the eastern section of Pleasant Valley road and the southern part of Clark Street and residents are using the new sidewalks. They need to complete construction of a wall and the last piece of sidewalk over Quarry Brook to finish this project.

Local Road Paving

Ident Road has been improved with new drainage, gravel base and pavement. The drainage was completed by ESI and the gravel base and pavement was completed by Palmer Paving in July. Palmer Paving is scheduled to mill and repave the Town Hall and Library parking lots and possibly the rear parking lot of the Police Department in October. The schedule for repaving the Police Department rear lot is dependent on completing the bulk of the interior renovations first. This work is funded by the 2018 Bond referendum.

Public Works Department

Vincent Stetson
Director of Public Works

Sidewalk Repair

Sidewalk repair and replacement work is on-going and we continue to update the list of sidewalks that need to be repaired. Atlas Concrete is raising concrete sidewalk slabs. Hathaway Landscaping is replacing Concrete Sidewalks throughout Town.

Abbe Road Drainage Study

Weston & Sampson is investigating the drainage problems that have occurred on and around Abbe Road in past years. They will verify the cause(s) of the drainage problems and recommend improvements to alleviate the drainage problems on this road. We are reviewing their draft report.

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. ConnDOT has reviewed the final plans and contract documents and sent us comments to address in these plans.

LOTICIP Application Submitted for the Reconstruction of Dart Hill Road

An application for funding the reconstruction of Dart Hill Road was submitted to CRCOG in January for consideration under the State LOTICIP program. This has been preliminarily selected for funding by CRCOG, along with other projects from communities in the Region. These project selections will be finalized by CRCOG and then will be sent to CT DOT for review. After CT DOT has reviewed and approved the projects, they issue a Commitment to Fund letter. We are in the process of selecting a consulting engineer to finalize the design of this project.

Utility Work

The Connecticut Water Company contractor is mostly finished installing a new water main on Deming Street (from Buckland Road to Summit Drive). The remaining work on Summit Drive will be completed soon. A new water main is also being installed in the Farnham Estates neighborhood on Farnham and McGrath Roads. This contractor is scheduled to complete installation of a new water main in all roads in this

neighborhood in the fall of 2022.

Jeffrey Doolittle

Town Engineer/Assistant Director of Public Works

Water Pollution Control

Odor Control Improvements

Over the last two months short term odor control improvements have been made while the Water Pollution Control Authority works on a long-term plan to address reducing hydrogen sulfide (H₂S) levels at the facility. The most recent improvement was the removal of compacted biofilter media that was causing air to short circuit through the system ultimately compromising the treatment efficiency. The project was completed internally by the Streets Division using locally sourced media.

Through the data that is being collected daily by the operations staff we have located the tanks with the highest concentrations of H₂S at the facility. Treating odor compounds locally in these tanks will effectively remove peak loads being delivered to the biofilter. This in turn will make the biofilter more efficient. Two different odor control systems are going to be trialed in the coming months. The first system produces ozone which is applied in the tank and treats odor producing compounds as they are released. The other system is a small carbon unit that will draw air from the tank and treat odors as it passes through the media. If these units prove effective the next step would be a permanent installation.

James Fox Retirement

James Fox began his career as an entry level operator with the Town of South Windsor Water Pollution Control Department on January 30, 1984 and worked his way up to the position of Lead Process Control Operator which he retired from on August 12th of this year.

Through his years of experience and knowledge of the microbiological process, he has made many operational control changes which have successfully lowered the amount of Nitrogen,

Public Works Department

Vincent Stetson
Director of Public Works

Suspended Solids, and Biological Oxygen Demand that the Treatment Plant discharges into the Connecticut River.

For over 38 years James has been not only an innovative thinker and doer for this department, but also a mentor and friend to a vast array of employees and their extended families. James' quick wit, dedication and positive energy will be sorely missed.

Sanitary Sewer Capital Improvement Projects

Pump Station Improvements: The design to upgrade the Town's three largest pump stations; Clark Street, Benedict Drive, and Pleasant Valley Pump Stations is in the final phases. Construction of this project is anticipated to begin in 2023.

Aeration Weir Gate Improvements:

Last November the aeration weir gates were evaluated due to the increasing concern of their poor operation. The gates serve an important role in our treatment process by controlling flow to the secondary clarifiers. Repairs to the gates are expected to be completed by the end of the year.

Phase IV Sewer System Improvements:

The scope of this project is to reline 40 sewer pipe segments ranging from 8" to 30" diameter and rehabilitate 28 manholes that are in various stages of degradation. The contractor has completed the lining portion of the project and will be moving on to repairing the manholes. This project is being funded through the ARPA money which was allocated to the WPCA.

UV Disinfection Upgrade:

Disinfection is the last process required by our National Pollutant Discharge Elimination System Permit. Ultraviolet Light is utilized to disinfect treated wastewater before it is discharged to the Connecticut River. The WPCA is using ARPA funds to upgrade the 20 year old system. Construction is expected to begin at the end of 2023 disinfection season.

-Tony Manfre
Superintendent of Pollution Control

Finance Department

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

Assessor

In mid-September, the Assessor's Office will be mailing the 2022 Personal Property Declarations to all businesses in town.

Please note the following important details regarding the filing of Personal Property Declarations:

- The Assessor's Office has many online available resources regarding Personal Property such as a step-by-step PowerPoint guide to filing the declaration, a Frequently Asked Questions pamphlet, and other tools to aid in filing the annual declaration. These can be found here: <https://www.southwindsor-ct.gov/assessor/pages/personal-property-declaration-information>
- All Personal Property Declarations are due back to the Assessor's Office on or before November 1, 2022, to avoid a 25% penalty for late or non-filing.
- If a declaration was received and residents **do not** have a business, unregistered motor vehicle, or horses in South Windsor; they must contact the Assessor's Office. *This form should not be ignored.* Please reach out to us via phone or email should you have any questions or need assistance.

Additionally, business owners or their agents have the option to file online. If interested in the online filing option, please contact us to request the online filing code if one was not provided. You may want to visit the Assessor's Office webpage in October for the updated link to the online filing process as well as all 2022 Personal Property forms.

The Board of Assessment Appeals will hear pre-scheduled appeals for Motor Vehicles only on September 12 and 13, 2022.

The 2022 Revaluation project is currently in the process of analyzing and inspecting recent South Windsor sales which will continue up to October 1, 2022. Assessor Staff and Vision are in the final stages of data verification for all parcels.

Collector of Revenue

Delinquent/demand notices were mailed August 31, 2022. To avoid additional interest and fees payment must be received by the close of business Friday, September 30, 2022. DMV has been notified of accounts that are delinquent. Therefore, clearance will be required from our office to complete a renewal or new registration of a motor vehicle.

Residential sewer use bills will be mailed September 23, 2022, payment is due October 1, 2022 and the last day to pay without penalty is Monday, October 31, 2022.

Many resources are available on line from the Collector of Revenue including the option to receive enotifications of mailings/due dates, the ability to view or print tax bills and/or payment receipts, Frequently Asked Questions and much more. The link is <https://www.southwindsor-ct.gov/collector-revenue>.

If you have questions please contact the office via email taxcollector@southwindsor-ct.gov or 860-644-2511 extension 2321.

Human Services Department

Andrea Cofrancesco
Director of Human Services

**Town Manager's Report ~
July & August 2022
Andrea Cofrancesco, Director of Human
Services**

American Rescue Plan Act Funds

Human Services continues to assist South Windsor residents who are experiencing financial hardship due to Covid-19. In addition, behavioral health services are continuing to be offered at the Community Center through Intercommunity Health Care for people of all ages. Our Bereavement Support Group is also well attended, and is offered twice a month. We are offering a monthly group "Pandemic and a War on our Mental Health." For more information on any of these services, please contact Human Services at 860-648-6361 ext. 3335 to be directed to a staff person who can assist.

Grant Funded Musical Expression Program

Maggie Carchie, MA, MT-BC -- Board Certified Music Therapist, will offer a 6-week session where participants will experience the many health and wellness benefits of active music making. Some of the modalities presented will include drumming, guided relaxation to music, bell choir, song writing, singing and movement. Activities will be modified to fit the needs of participants. No musical training is required, just an open mind and the willingness to have some fun! ***This is FREE to South Windsor residents 55+ as a result of a SW Greater Together Community Fund at the Hartford Foundation for Public Giving.*** For information please contact Andrea at 860-648-6357.

RENTER'S REBATE...Deadline is October 1

Did you rent an apartment in 2021? Are you 65 or totally disabled? Income limited to \$38,100 for an individual, \$46,400 for a couple. Documentation needed includes all income for 2021 which includes your 2021 1040 form and Social Security 1099 form or if you do not file taxes all 2021 1099 forms and proof of what you paid for rent and utilities for 2021. Call 860-648-6361 ext. 3335 for more information.

Energy Assistance

Caseworkers (Lindsey, Steve and Sue) in the Adult and Senior Services Division of Human Services has been assisting people with applying for our Fuel Bank which has seen an increase in need for service due to the high cost of fuel. The CT Energy Assistance Program (CEAP) and Operation Fuel will be starting in September. For more information on how to apply, please call 860-648-6361 ext. 3335.

Food and Fuel Bank Receives Donation

Mayor Liz Pendleton recently donated a subscription of toilet paper to the Food and Fuel Bank. Amazon offers an opportunity to subscribe and save with a monthly delivery. What a great idea! The Food Bank is always in need of paper goods and cleaning products, which are not funded by the SNAP Program. Thank you, Mayor Liz!



Produce for the Food Bank

We are fortunate to have a variety of sources donate fresh produce to the food bank and to our older adult population. DeLuca Farms, Power of Peace, Broadridge, Avery Street Orchard and more! Shown are volunteers in the Power of Peace group with Tiffany Lazur, Program Coordinator.

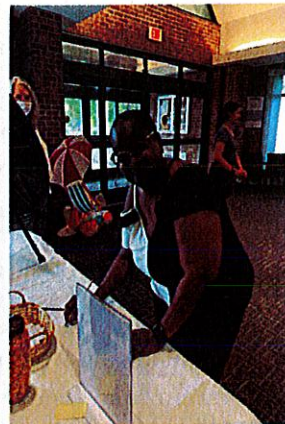


Human Services Department

Andrea Cofrancesco
Director of Human Services

New Stove for the Community Center

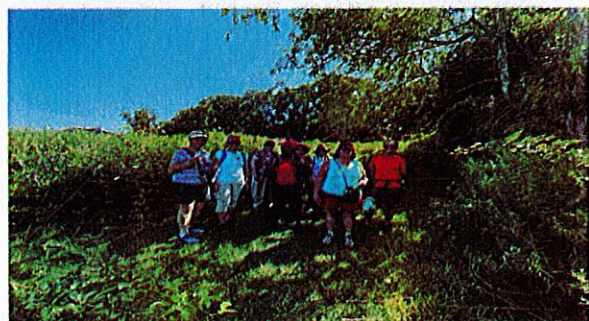
After nearly four months, we finally received delivery of our new stove, which was damaged in a fire back in April. The stove that it replaced was the original to the building, almost 30 years old. This new one looks too nice and shiny to use!



Adventure Club Activities

Our Adventure Club continues to enjoy the great outdoors with hiking, kayaking and exploring! Check out our September newsletter for more info on ALL of our activities!

https://www.southwindsor-ct.gov/sites/g/files/vyhlif8416/f/uploads/september_2022_senior_connections.pdf



Annual Senior Picnic a Success!

Another one in the books! Our senior picnic is always a popular event and this year was no different! 130 people joined us for a beach themed event with fun games and great food! The Teen Center's Rising Stars volunteers were super helpful, we could not have done it without them! Tiffany Lazur and Barbara Konicki, Program Coordinators worked hard to ensure that a fun time was had by all!

Human Services Department

Andrea Cofrancesco
Director of Human Services



The Teen Center staff spent the summer months having a blast doing our Rising Stars program. We held four sessions- two for the middle school students and two for the high school students. The program ran Monday through Thursday from 9 to 2pm. Our staff is so thankful to have had such amazing groups of engaged, enthusiastic youth, which made our time together that much more fun. Participants in the Rising Stars program register for the opportunity to volunteer around the community, partake in teambuilding and leadership activities, and to meet peers and community members. Thank you to our two very special guests who joined us all summer- Officer Owens, the middle school resource officer, along with the high school SRO, Officer Korchari. This was the second year having them join the program and it is always amazing to see the connections built and positive interactions with the youth. It is extremely beneficial when the students begin school and see a friendly face!

We participated in many different volunteer opportunities this summer, giving the students a variety of ways to help out and find their interests. Our students volunteered at Mazolu Animal Sanctuary in town, assisting with cleaning up around the farm, feeding, and playing with the donkeys, bunnies, dogs and cats.

Our middle school sessions each held a car wash; one was for the senior center where students raised \$430 in donations, and the other was a fundraiser in Honor of Officer Ben Lovett. The \$600 made from this was donated to Mothers Against Drunk Driving for prevention efforts. Thank you to those who stopped by and donated, it is greatly appreciated and makes a huge difference.

Participants were able to learn about the process of having a hydroponic garden at TicketNetwork,

helping with weeding and planting outdoors, and visited the animal sanctuary, they have.

The Teen Center collaborated with Synergy, where we went to do America Ninja Warrior challenges and partake in exercises so our youth were able to learn about healthy living and wellness, building confidence and self-esteem, and getting out of their comfort zone.

The students helped the Parks Department with spreading woodchips and sand at the parks, and cleaning up garbage on the trails, leaving them looking great!

One of our favorites was playing bingo with the senior center and getting in a few games of chair volleyball. We had a great time and surprised to say we finally won!

We visited the can and bottle redemption center since we usually have an overload of donations from community members. All of the proceeds made from those contributions went towards Rising Stars and Teen Center activities.



For a couple of weeks, we had the Navigators group join us in the Teen Center. We all engaged by playing games or doing crafts to get to know each other.

Students wrote cards to isolated seniors through Letters Against Isolation, giving them the chance to brighten someone's day, send them to nursing homes or community living centers anywhere around the world. They decorated the cards by

Human Services Department

Andrea Cofrancesco
Director of Human Services

drawing pictures, adding jokes or fun facts, and a little bit about themselves.

Any downtime we had was either spent playing games, doing crafts, or watching movies together. At the end of the session we brought the high school students to go kayaking, and the middle school students enjoyed their time at Lake Compounce.

We are now planning for fall events and activities at the Teen Center! We can't wait to share what we are going to achieve.



School Outreach & Prevention

Kathy Reed worked with the Rising Stars Summer Camp to provide cooperative games and activities 2 days per session. The kids had fun exploring what it means to work as a team and accomplish their goals together. Our Monday sessions helped the campers connect with each other and the staff in a fun and relaxing environment!

Robin Lagasse and Kathy Reed were excited to have the Moving On Up program return to TEMS this summer. We held 11 sessions throughout the month of August and welcomed 126 incoming 6th graders to the school. We took some time to get to know each other, play cooperative games, answer questions, take a tour and practice lockers. The students left feeling excited and a bit less nervous about attending a new school. We are pleased to be able to provide this important program for middle school students.

We are also thankful to the SW Parks Department for installing the Adirondack chairs that we

purchased last spring. These chairs were placed outside TEMS to provide an opportunity for mentors to meet with their mentees outside so they can enjoy some fresh air together. They will also be used by our counselors to have another fun and beautiful place to meet. We appreciate the Parks Department collaborating with us to make this project a reality!

Youth Counseling, Parent Education and Support

YFS counselors remained busy with majority of clients wanting to meet for counseling throughout the summer! We also utilized this time to look at paperwork and our processes to make necessary changes that better meet the needs of our families. We are thrilled to have Paula Berson join our team as an additional Youth Counselor. Paula's position is through the ARPA funds. She will be here up to 12 hours per week.

Sarah Soboleski provided a several "mini talks" to the Rising Stars participants. These talks were on discovering personality types and the way that they take on challenges differently.

Virna Powell continues on as our JRB Coordinator and is working with the SWPD on a presentation on our JRB for new Police Officers.

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



MONTHLY REPORT

Park & Recreation Commission (PARC): The Commission will be meeting at Town Hall on Wednesday, September 7 at 7:30 pm.

RECREATION DIVISION “Feel great – recreate!”

Summer Camp Our summer camp program had another successful season! This year, we were able to welcome back more youth as we offered three of our traditional camp programs along with pre and post-camp. Throughout the summer, we had several fun activities! All three camps attended VMP each week in addition to their weekly field trips. Some other highlights include our camp carnival with a dunk tank, three bounce houses, snow cones, and cotton candy, and a visit from the South Windsor Police department, who brought cruisers and did a Q&A. We served a total of 1,873 campers this summer, and we are looking forward to seeing everyone next year!

Summer Concert Series Our Annual Summer Concert Series at Evergreen Walk kicked off on June 23! This summer we were excited to offer nine concerts which allowed the community to gather together to enjoy live music. Each week we saw a large crowd averaging over 300 people. We have one more concert performance from the Community Band on Thursday, September 15, at 7:00 pm on the green at Evergreen Walk.

ABCD Awards On August 18, we hosted our annual Parks and Recreation ABCD awards. The ABCD award, also known as the above and beyond the call of duty award was an initiative created within our department back in 2009. We realized we are very fortunate in South Windsor to have many individuals who exemplify our mission and strive for excellence to make a positive impact on our department and community. Each year, we give these awards out to part-time staff, volunteers, community groups, and local businesses that truly go beyond their duties, display passion and dedication to parks and recreation, and most importantly, and make a positive impact on our programs, department, and the

community. During the awards, we recognized five ABCD winners. Our ABCD award recipients are; Nancy Morrison, Amelia Savola, Mahryeah Torres, Jamie Waldo, and the South Windsor Mom's Club.

Veteran's Memorial Park Pool Veterans Memorial Park Pool closed for the season on August 28 after a busy summer! This year we had over 1,600 pool pass holders enjoying the warm weather along with many camps and civic groups. We also offered some aqua fitness classes, Lifeguard classes, and fun special events and served over 800 youth and adults in our swim lesson program. Our Seals swim team had a great season and had the opportunity to host the CT Recreation League Championship swim meet at the end of July. We ended our pool season with the annual Doggy Dips event on August 30. We hope everyone has a nice year, and we are already planning some awesome things at VMP for 2023!

Family Camp Out At our second annual Family Camp Out Event, 14 families (approximately 55 people) pitched their tents in our very own Rye Street Park, and enjoyed a camp-out experience without going too far from home! Families participated in activities such as; lawn games, a nature scavenger hunt, rock painting, camping charades, and star-gazing. Dinner was prepared by the owner of Red Heat Tavern, and for dessert, families were able to roast marshmallows over the fire and make S'mores!

Friday Flicks We hosted three family-friendly outdoor movie nights at Evergreen walk this summer for families to enjoy some quality time under the stars. We presented Encanto, Space Jam, and Sing 2. We had a great turnout each time, and we are planning to offer one this fall for our families!

Specialty Camps We offered a variety of other camps this summer for youth to participate in. We had everything from Mad Science and art camps to a variety of sports and cooking classes. We served a total of 444 youth in our specialty camp programs.

4th R This past weekend, the 4th "R" Program held our annual beginning of the year training for all staff. 4th "R" staff participated in 3 days (24 hours) of hands-on training to prepare them for the upcoming school year. Training topics included The importance of 4th "R," inclusion, energy & enthusiasm, staff participation and

engagement, positive reinforcement, tone & perception, communication (with children, parents, and other staff), planning activities, problem-solving, behavior management, appropriate discipline, games, and activities, going "Above and Beyond the Call of Duty," Mandated Reporter, Sexual Harassment, Workers Compensation, OSHA and Bloodborne Pathogens, First Aid, AED, and CPR. This year's training theme was Candy Land, and all the staff had an engaging, thematic, fun, and knowledgeable weekend. We are excited to welcome our participants back!

Joga This summer program occurred on Tuesday mornings, and participants loved starting their day outside doing yoga and enjoying coffee and bagels with friends. This program has wrapped up for the summer, and we will be offering an amended version on Wednesday mornings this fall at the Rotary Pavilion due to its popularity of the program.

Adult Softball We had nine teams registered for the league this summer and they played games weekly up until the championships on August 25. We are excited to announce that the South Windsor Fire Department is the winner of the 2022 South Windsor Adult Softball league. Congratulations!

Cornhole The first season of cornhole was a blast! We had ten teams register and each week they were able to play cornhole while relaxing and making connections with other adults in the community. Congratulations to the Beanie Weenies, who won the championships this year! We look forward to offering this league again next summer.

Farmers Market The Farmers Market has been a hit this year! This season we have increased our vendors made improvements to the market space, and have been offering some fun themes for the community. We brought back the POP program in July and the youth have been enjoying the variety of educational activities. The Market will be held every Saturday from 9-12 pm through October 8.

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

The Parks crew is made up of very talented individuals and this summer they have continued to go above and beyond as they took on additional tasks and projects. Please see below for some photos of their hard work.

Athletic Fields & Grounds

These past few months we have had extremely dry weather which presents challenges with how we manage irrigation for lawns and newly planted trees and plants.

- We fixed worn-out spots with either sod or seed on our athletic fields.
- We have begun preparing sports fields for the fall

season by aerating and marking field locations.

- The high school turf field has been groomed and is ready for play. At the end of the fall season, we have a contractor coming to make repairs on the turf field.

Parks & Open Space

- We continued our trail work at the Rye St. Park mountain bike trails as we prepare for our Poker Ryed event on September 17.

- Our trail systems have been somewhat easy to maintain this season because of the lack of rain, but the two days of downpours at the end of August created serious rutting on the trails. We had to take a lot of time and material to repair the trails to ensure they were safe for our community.

- We continued all summer to work on regularly scheduled things such as routine mowing and hedge trimming at all of the town-owned properties including BOE and firehouses.

- The wildflowers that we planted at the farmers Market came in nicely to help with our proactive approach to all the pollinators. Go check out the beautiful wildflowers at the Farmers Market every Saturday from 9-12 pm.

Projects

- We would like to thank the Rising Stars for spreading 12 yards of new certified playground chips at Rye Street park playground.

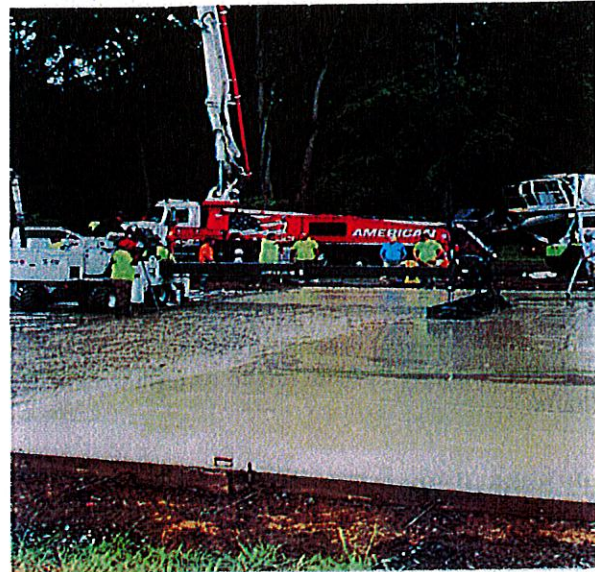
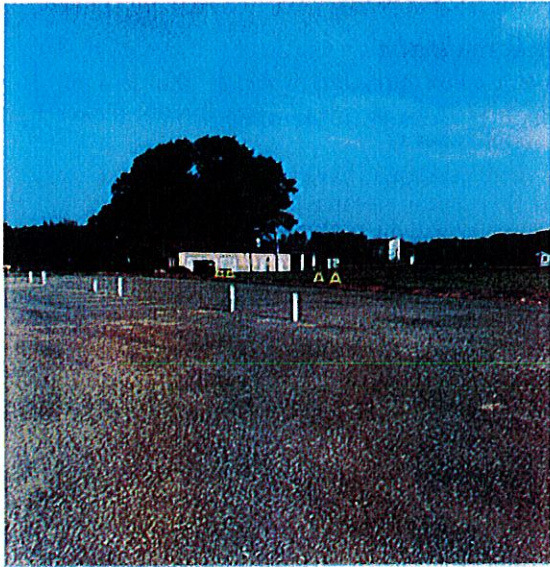
- The Parks Department will be working with Steve Galuska from Home Depot and Michael Perry Owner of D'Agata -Perry Granite and Bronze to make the Covid memorial.

The crew did a great job on the Buckland Islands as they weeded, and added self-watering planters, and 30 feet of cobblers at the end of each island. We will continue to work to improve the planting and look of Buckland Island.

- We have made a lot of progress on the Rye Street Pickleball Courts this summer. Our contractor finished the Post Tension concrete pour and the fence contractor has started their work to install all the line posts. The parks crew has been working on framing and pouring a sidewalk that will go the length of the courts. The painting and final touches for the courts will be finalized after Labor Day.

- The Parks crew installed another memorial bench at Nevers parks and a large Bronze Statue outside the library.

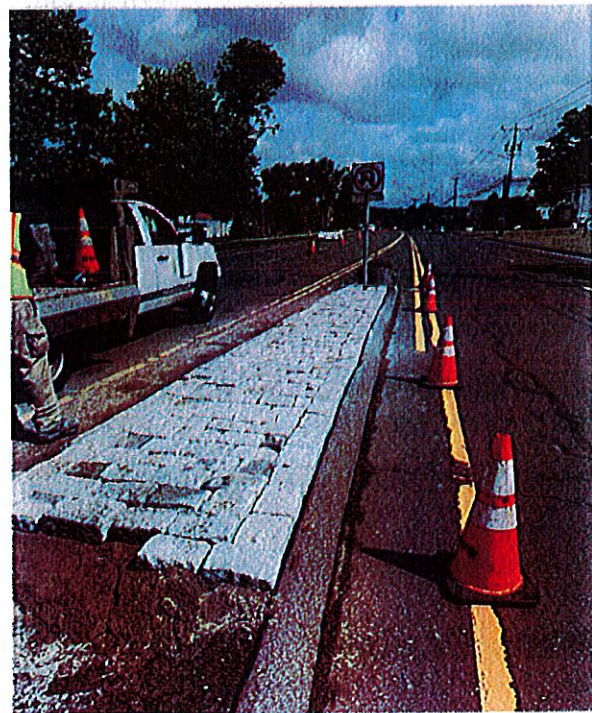
Parks Photos:



Site work and post tension concrete poured at Rye street Parks eight new Pickleball courts.



Mike and Brian repair an irrigation failure on a mainline at Rye Street Park.



Jumbo cobble stones installed on the Buckland Islands

Parks Photos:



New Wapping Park sign, parking lot, and new trail head was constructed this summer at 1355 Ellington Road.

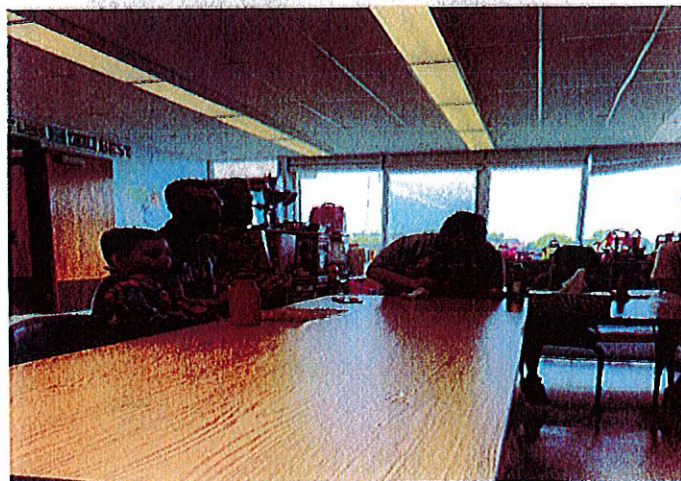
Recreation Photos:



Adventure unit having a blast during their surfing field trip!

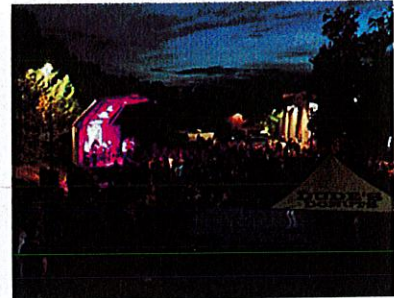
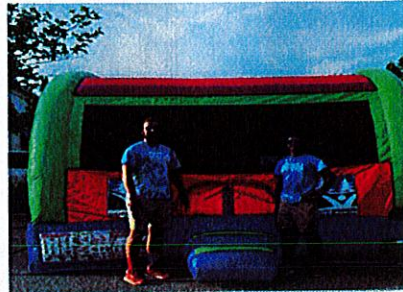


Our campers loved their weekly swim trip to VMP!



A big thank you to the Town Manager for spending the day at camp! Our Little Explorers group loved him leading story time.

Recreation Photos



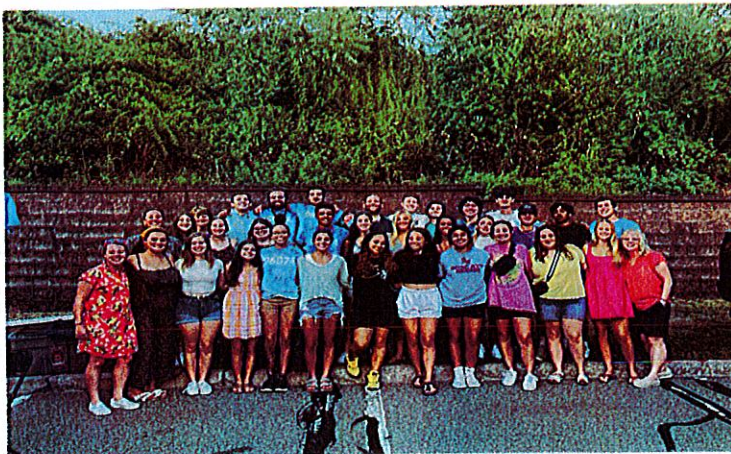
Our summer concert series rocked this year! Thank you to our amazing bands, Evergreen Walk, and our sponsors for another fun summer.



This year's ABCD award winners.
Congratulations!



Thank you, Mayor Pendleton, for coming to support our staff during the ABCD Awards.



Our awesome camp staff at our Annual ABCD Awards to support the recipient's.

Recreation Photos



We had fun this summer going on field trips, playing games, and making friends!



Recreation Photos



We had the opportunity to host the CT Recreation championship swim meet on July 28.

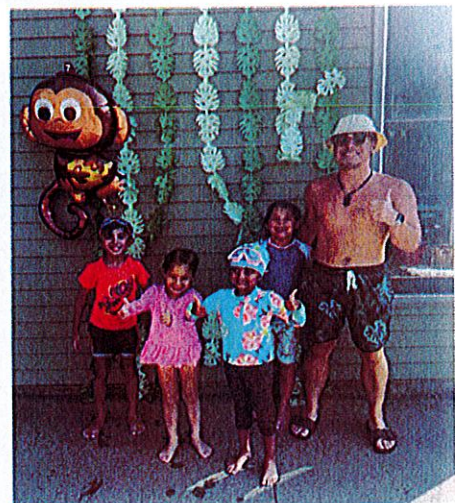
Go Seals!



A Beautiful photo of VMP after a swim meet.

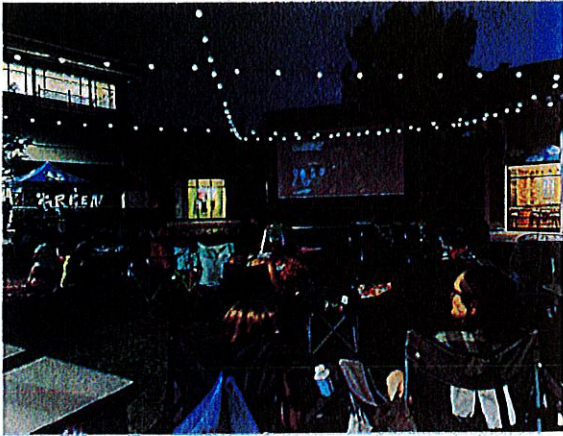


Under the sea swim lesson theme day
at VMP



Safari swim lesson theme day at
VMP

Recreation Photos



Free Friday Flicks provided the opportunity for families to gather under the stars to watch movies.



Family Camp out participants enjoying S'mores. Yum!



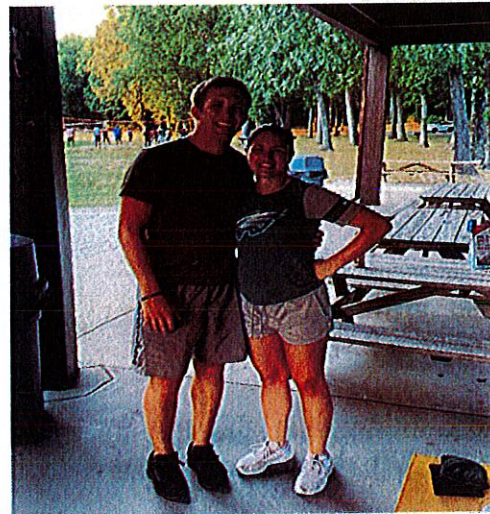
Thank you to our community members for supporting our local vendors each week at the Farmers Market.



Recreation Photos



Congratulations to our 2022 Adult Softball League Champions, the South Windsor Fire Department!



Our first cornhole season was a hit! We look forward to expanding the league next year.



Congratulations to the Beanie Weenies! They won our 2022 Inaugural Cornhole League Championships.

September 2022 Town Council Meetings and Events

Meetings

Tuesday, September 6, 2022

7:00 pm Town Council Regular Meeting
Council Chambers

Monday, September 19, 2022

7:00 pm Town Council Regular Meeting
Council Chambers

Holidays

Monday, September 5, 2022

Labor Day
Town Offices closed

Sunday, September 11, 2022

Patriot Day

Thursday, September 22, 2022

First Day of Autumn

Sunday, September 25, 2022

Rosh Hashanah, Begins at Sunset

Layout by Katherine Senerth, Executive Assistant



Senerth, Katherine

From: scjpp <scjpp@cox.net>
Sent: Monday, August 29, 2022 11:39 AM
To: Senerth, Katherine
Cc: scjpp@cox.net
Subject: [External]For the next TC agenda, thank you.
Attachments: 20220829_113156.jpg

Importance: High

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

Sent via the Samsung Galaxy S22 Ultra 5G, an AT&T 5G smartphone

** SECOND READING*

BOARD, COMMISSION, AND COMMITTEE APPOINTMENTS, REAPPOINTMENTS, OR RESIGNATIONS(This form is to be filled out for each appointment, reappointment, or resignation that is being requested)

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

BOARD OR COMMISSION	NAME	ADDRESS AND EMAIL	PHONE NUMBER	APPTMT REAPPTMT OR RESIGNATION	NAME OF THE PERSON WHO IS BEING REPLACED OR VACANCY	PARTY AFFILIATION	TERM
PARK & REC	SRINIVASA CHALIKONDA	42 SCHOOL HOUSE DRIVE CCSRINI@YAHOO.COM	860-794-9096	APPT TO FULL MEMBER FROM ALTERNATE	RITU GOYAL	D	12-31-23

All appointments or reappointments are to be submitted to the Town Council Office on the Monday prior to the Council meeting. If they are not received on the Monday prior to the Town Council Meeting, appointments or reappointments **WILL NOT** be put on that agenda and would need to wait until the following Town Council Meeting. All resignations must be accompanied with a letter of resignation. If the resignation is from an elected position, the letter must be original and sent to the Town Clerk to be processed. The date and time the Town Clerk posts on the letter, is when the resignation is official. Also, all information should be filled in or **WILL NOT** be accepted.

Submitted by: Sandra C Jeski Party Affiliation: D 7-11-2022

Senerth, Katherine

From: Mail Verification! (c) <scjip@cox.net>
Sent: Monday, July 11, 2022 3:57 PM
To: Senerth, Katherine
Subject: [External]FOR NEXT TC AGENDA
Attachments: SRINIVASA CHALIKONDA TO FULL PARK REC.docx

Importance: High

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

Sandra C. Jeski

Senerth, Katherine

From: Oatis, Heather
Sent: Wednesday, July 13, 2022 10:39 AM
To: Senerth, Katherine
Cc: Roberts, Scott
Subject: Discussion Item
Attachments: 2022-7-12 Chapter 50 Articles 5-10 Proposed Changes.docx

Hi Kathy,

Can you please put Health Department Ordinance Update on the first Town Council agenda for September? As early as possible, if that's an option. Thanks!

Heather Oatis, MPH, REHS, HHS

Director of Health

Town of South Windsor

1540 Sullivan Avenue – Mailing Address

1530 Sullivan Avenue – Office Address

South Windsor, CT 06074

Ph: 860-337-6173

Fax: 860-644-1930

<https://www.southwindsor-ct.gov>

Senerth, Katherine

From: Oatis, Heather
Sent: Thursday, August 4, 2022 9:04 AM
To: Senerth, Katherine
Cc: Roberts, Scott
Subject: Council Agenda
Attachments: 2022 Final Health Fee Schedule.docx

Hi Kathy,

I forgot to include the fee schedule that goes with the ordinance update I have on the first September council meeting agenda. Please see attached to be included.

Heather Oatis, MPH, REHS, HHS

Director of Health

Town of South Windsor

1540 Sullivan Avenue – Mailing Address

1530 Sullivan Avenue – Office Address

South Windsor, CT 06074

Ph: 860-337-6173

Fax: 860-644-1930

<https://www.southwindsor-ct.gov>

Town Of South Windsor
Health Department
1540 Sullivan Ave.
South Windsor, CT. 06074

PERMIT / PLAN REVIEW FEE SCHEDULE – September 2022

Annual Food Service Establishment Permit:

Class 1	\$75.00
Class 2	\$125.00
Class 3	\$200.00
Class 4 (1-25 seats)	\$225.00
Class 4 (26-49 seats)	\$250.00
Class 4 (50+ seats)	\$275.00

*Seasonal Food Service Establishment Permit (open less than 6 months annually) will be 50% of the annual class fee.

Catering Permit:	\$200.00	
Temporary Event / Farmer's Market:	\$50.00	*non-profit organizations exempt*
Itinerant Permit:	\$100.00	
Plan Review:	\$150.00	*food service, cosmetology, tattoo, hotel/motel, daycare*
Reinspection Fee:	\$100.00	
Well Permit:	\$50.00	
Septic Permit (new)	\$200.00	
Septic Permit (repair)	\$100.00	
Pit/Perc Testing (3 per property)	\$100.00	
Plan Review Per Lot	\$200.00	
B100a	\$50.00	
Pool Inspection:	\$100.00	
Hotel/Motel Inspection:	\$250.00	
Daycare Inspection:	\$50.00	
Cosmetology Inspection:	\$50.00	
Tattoo Filing Fee	\$50.00	

Please make checks payable to "Town of South Windsor"

Fees do not include State of Connecticut mandated fees or charges

ARTICLE V. - FOOD ESTABLISHMENTS

Sec. 50-103. - Purpose.

This article authorizes and provides provisions for municipal enforcement of section 19-13-B42, section 19-13-B48, and section 19-13-B49, inclusive of the public health code of the State of Connecticut (the "public health code") and of any amendments thereof hereafter adopted, all of which deal with sanitation of restaurants, food operations, and other places preparing and serving food and beverages.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-104. - Definitions.

Authorized agent. Any individual certified by the commissioner to inspect food service establishments and enforce the provisions of section 19-13- B42 of the Regulations of Connecticut State Agencies under the supervision and/ or authority of the director of health.

Base of operation. A licensed and inspected food service establishment that is in compliance with the Public Health Code section 19-13-B42 where an itinerant vendor has access to use the facilities as needed to support the functions of the itinerant vending unit.

Director of health. The director of the town's local health department or district health department approved by the commissioner as specified in Connecticut General Statutes sections 19a-200 and 19a-242, respectively.

Food service establishment. Any place where food is prepared and intended for individual portion service, regardless of whether there is a charge for the food, and including an not limited to any place Establishment engaged in the retail sale of food, including itinerant vendors who transport food for the purpose of retail sale, temporary food service operations and caterers whose fixed base of operation are located within the town's boundaries.

Formatted: Font: (Default) Arial, 10 pt

Formatted: Font: (Default) Arial, 10 pt

Foods. Any raw, cooked or processed edible substance, ice, beverage or ingredient used or intended for use, or for sale, in whole or in part for human consumption.

Itinerant vendor. Any food vending business serving food or drink from any establishment or conveyance without fixed location and without connection to water supply and sewage disposal systems.

Not-for-profit organization. A nonprofit tax exempt organization.

Public event. Event to which the general public is invited by advertisement or advertisements circulated or directed to the public at large and where food is served or made available.

Temporary food establishment. Food service establishment that operates at a fixed location for a temporary period of time, not to exceed two weeks, in connection with a carnival, circus, public exhibition, festival, celebration, or similar transitory gathering.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-105. - Authority.

This section is enacted pursuant to the provisions of C.G.S. §§ 7-148 and 19a-36. The director of health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the public health code.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-106. - Permit to operate food service establishment.

- (a) No person shall operate a food service establishment without a valid permit issued by the director of health. Only a person who complies with the requirements of this section and the public health code shall be entitled to receive or retain such permit. Permits are not transferable and shall be renewed annually. A valid permit shall be posted in a conspicuous public location, visible to the patrons of the establishment.
- (b) The provisions of this section shall apply to every food service establishment in the business of manufacturing for the sale or dispensing of food and/or beverages intended for human consumption, and every person operating a hotel, restaurant, store or vehicle for selling or dispensing food and/or beverages to the public.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-107. - Classifications of food service establishments.

(a) Classification. For purposes of this article, the following classifications of retail food establishments are adopted.

(1) Class I: A food establishment that only offers for retail sale:

- a. Prepackaged food that is not time or temperature controlled for safety.
- b. Commercially processed food that:
 - i. Is time or temperature controlled for safety and heated for hot holding; but
 - ii. Is not permitted to be cooled.
- c. Food prepared in the establishment that is not time or temperature controlled for safety.

(2) Class II: A retail food establishment that does not serve a population that is highly susceptible to foodborne illnesses and offers a limited menu of food that is prepared, cooked, and served immediately, or that prepares and cooks food that is time or temperature controlled for safety and may require hot or cold holding, but that does not involve cooling.

(3) Class III: A retail food establishment that:

- a. Does not serve a population that is highly susceptible to foodborne illnesses.
- b. Has an extensive menu of foods, many of which are time or temperature controlled for safety and require complex preparation, include, but not limited to handling of raw ingredients, cooking, cooling, and reheating for hot holding.

(4) Class IV: A retail food establishment that serves a population that is highly susceptible to foodborne illnesses, including but not limited to preschool students, hospital patients, and nursing home patients or residents, or that conducts specialized food processes, including but not limited to smoking, drying, or reduced oxygen packaging for the purposes of extending the shelf life of the food.

~~(a) Classification. For purposes of this article, the following classifications of retail food establishments are adopted:~~

~~(1) Class I is a food service establishment with commercially prepackaged foods and/or hot or cold beverages only. No preparation, cooking or hot holding of potentially hazardous foods is included except that commercially packaged pre-cooked foods may be heated and served in the original package within four (4) hours. Class I: A food establishment that only offers for retail sale:~~

- ~~a. Prepackaged food that is not time or temperature controlled for safety.~~
- ~~b. Commercially processed food that:~~

i. ~~Is time or temperature controlled for safety and heated for hot holding; but~~

ii. ~~Is not permitted to be cooled.~~

c. ~~Food prepared in the establishment that is not time or temperature controlled for safety.~~

(2) ~~Class II is a food service establishment using cold or ready-to-eat commercially processed food requiring no further heat treatment and/or hot or cold beverages. No cooking, heating or hot holding of potentially hazardous foods is included, except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours, and commercially precooked hot dogs, kielbasa and soup may be heated if transferred directly out of the original package and served within four (4) hours.~~

Class II: A retail food establishment that does not serve a population that is highly susceptible to foodborne illnesses and offers a limited menu of food that is prepared, cooked, and served immediately, or that prepares and cooks food that is time or temperature controlled for safety and may require hot or cold holding, but that does not involve cooling.

(3) ~~Class III is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation~~

Class III: A retail food establishment that:

a. ~~Does not serve a population that is highly susceptible to foodborne illnesses.~~

b. ~~Has an extensive menu of foods, many of which are time or temperature controlled for safety and require complex preparation, include, but not limited to handling of raw ingredients, cooking, cooling, and reheating for hot holding.~~

(4) ~~Class IV is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held for more than four (4) hours prior to consumption by the public.~~

Class IV: A retail food establishment that serves a population that is highly susceptible to foodborne illnesses, including but not limited to preschool students, hospital patients, and nursing home patients or residents, or that conducts specialized food processes, including but not limited to smoking, during, or reduced oxygen packaging for the purposes of extending the shelf life of the food.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-108. - Permit application.

- (a) Every person proposing to operate a food service establishment shall make written or electronic application on forms provided by the director of health.
- (b) The director of health shall issue a permit to the applicant when the food establishment is found to be in compliance with the requirements of this chapter, the public health code of the State of Connecticut, and all other applicable regulations and policies within the Town of South Windsor.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-109. - Plan review and fees.

- (a) Every person who:
- (1) Proposes to remodel or alter an existing building or portion thereof which is being used or is proposed to be used as a food establishment; or

- (2) Proposes to construct a new building which is to be used in whole or in part as a food establishment; or
 - (3) Proposes a menu change resulting in a reclassification of the existing food establishment to a Class III or Class IV as described in section 50-107; or
 - (4) Takes over ownership of an existing food establishment; or
 - (5) Proposes to operate as an itinerant vendor, shall prior to the start of such remodeling, construction, change in ownership (including the transfer of a majority interest in any corporation, limited liability company or limited liability partnership) and/or making sales as an itinerant vendor, submit an application, draft menu, qualified food operator certificates (if applicable), plans, and applicable fees, to the director of health for approval.
- (b) Such plans shall be drawn to a scale of no less than one-fourth inch equals one foot. The plans and specifications shall indicate the proposed floor plan or layout, construction materials of work areas and the type and model of proposed equipment.
 - (c) The director of health or his/her agent shall have a minimum of 30 days to complete the plan review process.
 - (d) Plan review fees for each class shall be established by the town council.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-110. - Temporary food establishment permitting.

- (a) Any person applying for a temporary food service permit shall make written or electronic application to the town's health department. All applicants shall make the required application at least 14 days prior to the event.
- (b) The director of health shall issue a permit to the applicant if proposed temporary food establishment complies with the requirements of this section and the public health code.
- (c) Temporary permits shall not exceed a period of 14 days.

Sec. 50-111. - Itinerant vendor permitting

- (a) Any person applying for an itinerant vendor permit shall make electronic application to the town's health department.
- (b) Itinerant vendors must submit an approved Base of Operations (BOO) declaration as a part of the electronic application.
- (c) The director of health shall issue a permit to the applicant when the itinerant vending operation is found to be in compliance with the requirements of this chapter, the public health code of the State of Connecticut, and all other applicable regulations and policies within the Town of South Windsor.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-111.2. - Food service establishment permit fee.

- (a) Annual fees for food service establishments for each permit or renewal shall be established by the town council.
- (b) Not-for-profit organizations which maintain permanent kitchen facilities or apply for temporary permits and are subject to regulations section 19-13-B42 and 19-13-B48 of the Connecticut Public Health Code are hereby exempt from any food service establishment permit fee payment.

(c) Annual permits will be valid from January 1 through December 31. Permits will be pro-rated to half the annual permit fee if the food service establishment opens less than 6 months into the calendar year.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-1123. - Non-transferability of permit.

Permits and renewals issued under this section are not transferable by address, owner or change of classification. Any change of address, owner or classification shall require a new permit.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-1124. - Permit expiration.

All permits shall expire annually on December 31st and be renewed for another year upon application and payment of the annual fee, regardless of when the original application for a permit was made. Permit renewal is subject to the rules and regulations of the Town of South Windsor and the public health code.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-1145. - Suspension or revocation; appeals.

- (a) The director of health may suspend any permit to operate a food service establishment if the food service establishment is not in compliance with, or the permit holder does not comply with, the requirements of this chapter or the public health code. If the director of health or his/her authorized agent finds unsanitary conditions in the operation of a food establishment which in his/her judgment constitute a substantial hazard to public health, he/she shall immediately notify the permit holder or operator in writing, citing such conditions and specifying the corrective action to be taken and the time period within which such action shall be taken. If deemed necessary, he/she will order immediate correction. If the corrections are not made in the stated time, the permit shall be suspended. Suspension is effective upon service of a notice as stated in this article. When a permit is suspended, food service activities shall immediately cease.
- (b) Whenever a permit is suspended, the permit holder or person in charge may, within 48 hours, file a written appeal with the director of health. If no appeal is filed within 48 hours, the suspension becomes final and the permit is revoked. If an appeal is filed, the director of health or his/her appointed designee shall schedule a hearing within a reasonable time, rendering a decision within ten days.
- (c) The director of health may revoke a food service permit for serious or repeated violations of any of the requirements of this section or the public health code or for interference with the director of health or his authorized agent in the performance of their duties. Prior to revocation, the director of health shall notify the permit holder or person in charge, in writing, of the reason for which the permit is subject to revocation and that the permit shall be revoked effective upon service of such notice unless an appeal is filed within 48 hours. If no appeal is filed within 48 hours of service of said notice, the revocation of the permit becomes final. When a permit is finally revoked, food service activities shall immediately cease. If any appeal is filed, the director of health shall thereupon immediately examine the merits of such revocation and may vacate or affirm such revocation.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-115~~6~~. - Reapplication for permit.

- (a) *Suspension.* Whenever a permit has been suspended, the holder of the suspended permit may make written request for reinstatement of the suspended permit. Within ten days following receipt of such written request, including a statement signed by the applicant that in his opinion the conditions causing the suspension have been corrected, the director of health or his/her authorized agent shall make a re-inspection. If the applicant is found to be complying with the requirements of this section and the public health code, the permit shall be reinstated.
- (b) *Revocation.* Following a revocation, a written application may be made pursuant to section 50-108 herein. Upon payment of the annual fee and following a successful re-inspection, the permit shall be reinstated.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-117~~6~~. - Service of notice.

Service of notice as provided for in this article is deemed to be properly served when it is delivered to the permit holder or person in charge of the food establishment or when it is sent by registered or certified mail, return receipt requested, to the address of the food establishment shown on the last completed application of the permit holder. Service is complete upon mailing and not receipt of said notice. A copy of any such notice shall be filed in the records of the director of health.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-117~~8~~. - Examination and condemnation of food.

- (a) Food service establishments may be inspected and food samples taken therefrom may be analyzed by the director of health or his/her authorized agent as often as deemed necessary for enforcement of this section or the public health code. The director of health or his/her authorized agent shall notify the owner or person in charge of the food service establishment specifying the reasons to place a hold order on any food or beverage believed to be unfit for human consumption. The director of health or his/her authorized agent shall tag, label or otherwise identify any food subject to the hold order. No food subject to a hold order shall be used, served or removed from the food service establishment. The director of health shall permit storage of the food under conditions specified in the hold order. If food storage is not possible without risk to the public health, an order for destruction will be issued by the director of health or his/her agent which shall be immediately accomplished by the food service establishment.
- (b) The hold order shall state that a request for hearing may be filed with the director of health within 48 hours. In the event no hearing is requested, the food shall be destroyed immediately upon expiration of said 48-hour period. If requested the director of health or his/her designee shall hold a hearing, and on the basis of evidence produced at the hearing, the hold order may be vacated or the owner or person in charge of the food may be ordered to denature or destroy such food or bring it into compliance with the provisions of this section or the public health code. The requested hearing must take place within 24 hours from the issuance of the hold order.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-119~~8~~. - Penalties.

- (a) Any person who operates a food and/or beverage service establishment without a valid food permit or found to be in violation of this article shall be issued an infraction as provided for in C.G.S. §§ 51-164m and 51-164n, as the same may be amended from time to time.

- (b) In addition to any other penalties, a fine of \$250.00 shall be assessed for each violation that constitutes an offense under this section.
- (c) Each day of the violation thereof shall be deemed a separate offense.
- (d) If criminal prosecution is the result of noncompliance of any of the provisions of this section, the defendant shall be responsible for the town's costs, together with reasonable attorney's fees.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Secs. 50-119~~20~~—50-121. - Reserved.

ARTICLE VI. - WATER SUPPLY WELLS

Sec. 50-122. - Purpose.

This article authorizes and provides provisions for municipal enforcement of sections 19-13-B51a through 19-13-B51m, inclusive of the public health code of the State of Connecticut (the "public health code") and of any amendments thereof hereafter adopted.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-123. - Definitions.

Water supply well. Water supply well means an artificial excavation, constructed by any method, for the purpose of obtaining water for drinking or other domestic use.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-124. - Authority.

This section is enacted pursuant to the provisions of C.G.S. §§ 7-148 and 19a-36. The director of health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the public health code.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-125. - Well permit.

No person shall commence excavation without obtaining a permit from the director of health.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-126. - Fee.

Each permit [fee](#) to construct and/or repair a water supply well [fee](#) shall be established by the town council.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-127. - Penalties.

Any person violating section 50-125 shall be fined \$250.00 and shall be required to obtain said permit. Failure to obtain said permit in a reasonable time shall be considered a separate offense subject to a \$250.00 fine unless such excavation is ceased.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Secs. 50-128—50-131. - Reserved.

ARTICLE VII. - SUBSURFACE SEWAGE DISPOSAL SYSTEMS (SSDS)

Sec. 50-132. - Purpose.

This article authorizes and provides provisions for municipal enforcement of section 19-13-B103 of the public health code of the State of Connecticut (the "public health code") and of any amendments thereof, hereafter adopted, which are incorporated in full in this ordinance. The provisions of this ordinance shall not apply to Subsurface Sewage Disposal Systems (SSDS) having a capacity greater than the jurisdiction design flow set forth by Public Act No. 17-146, Section 30, effective July 1, 2017, of 7,500 gallons per day, or as may be amended from time to time.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-133. - Definitions.

Approved. For An SSDS of 7,500 gallons per day or less, acceptable to the director of health based on a determination as to conformance with the requirements of this Code and the public health code and/or good public health practices. For SSDS of greater than 7,500 gallons per day regulations of the State Department of Energy and Environmental Protection shall be followed.

Licensed installer. A person licensed pursuant to Chapter 393a of the General Statutes of the State of Connecticut.

Plan review. The review of plans associated with the design and construction of a private subsurface sewage disposal system.

Subsurface sewage disposal system (SSDS). A system consisting of a house sewer, a septic tank followed by a leaching system, any necessary pumps and siphons, and any groundwater control system on which the operation of the leaching system is dependent.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-134. - Authority.

This section is enacted pursuant to the provisions of C.G.S. § 7-148. The director of health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the public health code.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-135. - Actions requiring approval of director of health.

- (a) No person shall construct, alter, repair, enlarge or modify a SSDS that serves any existing building or structure without first having obtained a permit from of the director of health.

- (b) No person shall enlarge, remodel or change the present use of any existing building or structure served by a SSDS without first having obtained the written approval of the director of health.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-136. - Soil testing requirements.

- (a) Applications for soil testing and site evaluation shall be made on forms provided by the director of health, signed by the property owner or his duly authorized agent and shall be accompanied by the appropriate fee.
- (b) All soil testing shall be performed in the manner prescribed by the public health code and technical standards.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-137. - Application process for SSDS plan approval.

- (a) Applications to approve a plan to alter, repair, replace, enlarge or modify an existing SSDS or to construct a new SSDS shall be made on forms provided by the director of health and be accompanied by the appropriate fee as specified in the fee schedule. Applications must be complete and contain all information necessary to demonstrate compliance with the requirements of the public health code and technical standards. Applications must be signed by the property owner or his duly authorized agent.
- (b) ~~To construct a new SSDS, -~~two sets of plans prepared by a professional engineer (P.E.), licensed by the State of Connecticut, bearing the seal and original signature of the engineer shall be submitted for review with each application. Plans shall be at a minimum scale of 1" = 30', have minimum two-foot contours and field topography in the area of the leaching system, contain all soil test results, including percolation test data, provide a cross sectional detail of the leaching system with all appropriate elevations and any other information needed to ensure Code requirements can be met at the site. One set of returnable building plans must accompany the application.
- (c) The director of health may require that plans for the alteration, repair, replace or modification of an existing SSDS be prepared by a P.E. if, in his opinion, the site presents especially difficult conditions and/or the plan prepared by the owner or his agent does not adequately address the site conditions or does not demonstrate compliance with the public health code and technical standards. If the director of health does not require engineered plans for the alteration, repair or modification of an existing SSDS, then the services of a licensed professional subsurface sewage disposal installer are required.
- (d) Upon the receipt of a properly completed application, plan and supporting documentation, the director of health shall review the plan or proposal within ten days of submittal. If the plan is found to be in compliance with the public health code and technical standards, the director of health shall approve the plan and issue a letter of approval, which shall contain any conditions of approval. If the plan is not in compliance with the public health code and technical standards, the director of health shall provide a written report to the applicant and/or the design engineer detailing the reasons why the plan has not been approved.
- (e) The approval of a plan to install a new SSDS or to alter, repair, replace, enlarge or modify an existing SSDS shall not constitute a permit to construct or install and shall expire 12 months from the date of issuance. Plan approvals may be renewed for an additional 12-month period by the director of health upon a showing of good cause.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-138. - Permit to construct or install SSDS.

- (a) No person shall construct or install, alter, repair, [replace](#), enlarge or modify any new or existing SSDS without first obtaining a permit from the director of health. Applications shall be made on forms provided by the director of health, signed by a licensed installer and shall be accompanied by the appropriate fee as specified in the fee schedule.
- (b) At time of application, the licensed installer must provide the director of health with a copy of his valid subsurface sewage disposal system installer's license issued pursuant to C.G.S. § 20-341.
- (c) Upon receipt of a properly completed application and fee, the director of health shall issue a permit to construct or install a SSDS in accordance with the approved plan together with a copy of the approved plan and the plan review with any comments.
- (d) The —permit to construct/install shall expire one year from the date of issuance, and shall not be transferable from place to place or from one installer to another. Permit fee(s) are not refundable.
- (de) The SSDS shall be constructed in strict accordance with the provisions of the approved plan and the conditions set forth in the permit to construct or install, unless an exception is granted in writing by the director of health.
- (ef) Exceptions to the Code may only be granted for the repair, replacement, enlargement or modifications to existing septic systems and shall not be granted for new construction. Permits in locations where exceptions are needed shall not be issued until the required forms and supporting documentation are submitted to this office.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-139. - SSDS final approval/permit to discharge.

- (a) No SSDS shall be placed into use until it has been inspected and approved by the director of health. The licensed installer shall submit to the director of health an "as-built" plan of the SSDS after the final inspection has been completed and the installation has been approved by the inspector. Upon completion and passing of the final inspection and receipt of all required documentation, the director of health shall issue a permit to discharge for the system as specified in the public health code.
- (b) A final permit to discharge for an individual SSDS system shall not be issued until the installation is completed and an approved as-built drawing is submitted to the satisfaction of the sanitarian.
- (c) Any exceptions to the Code must be noted on the permit to discharge.
- (d) Where the soil air process has been utilized, the permit to discharge shall note any Code exceptions and will require that monitoring data on system performance is submitted on an annual basis by the licensed installer. The director of health shall be notified in writing in the event the soil air system is no longer in use. Orders to install a Code complying system may be issued by the director of health if a surface failure occurs while the soil air system is in use or if its use is discontinued.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-140. - Determination of adequacy of SSDS by sanitarian.

When in the opinion of the town sanitarian he/she determines that the requirements of this section do not appear sufficient to provide adequate waste disposal by a SSDS at a specific location, the sanitarian may require such [additional](#) facilities or measures as he/she shall deem necessary to provide the required waste disposal [for the protection of public health](#).

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-141. - Subdivision reviews.

- (a) No proposed subdivision requiring private SSDS shall be approved until the director of health has observed soil testing on the land thereof and has filed a report regarding the feasibility of SSDS with the appropriate planning and/or zoning commission.
- (b) All requests for the observation of soil tests at proposed subdivision sites must be made at least one month prior to the planning and/or zoning commission meeting at which said subdivision sites shall be considered and shall be made in writing on forms provided by the director of health. Such requests shall be accompanied by a preliminary subdivision site plan indicating the number and location of each proposed lot, subdivision location relative to existing roads and the appropriate fee as listed in the fee schedule.
- (c) Prior to site testing, all lots shall be numbered in the field according to the subdivision site plan location.
- (d) At least three deep observation pits per proposed lot shall be required with two test pits to be dug in the likely areas of the primary and another in the likely area for the reserve. Fewer pits may be acceptable if site conditions warrant such reduction.
- (e) To assure the accuracy of deep observation pit findings, the director of health, or his authorized agent, shall be present during testing.
- (f) At least one percolation tests shall be performed on each proposed lot.
- (g) It shall be the responsibility of the property owner to fill in all test holes after evaluation by the director of health.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-142. - Subdivision plan requirements.

- (a) At least two weeks prior to issuance of the report to the planning and zoning commission, the following information shall be submitted to the director of health with the appropriate subdivision plan review fee:
 - (1) A site plan showing each proposed lot with possible locations for the septic system, reserve area, well, any drainage control measures, cuts and fills, driveway locations and any other information necessary to demonstrate the feasibility of building on the lot in conformance with the Connecticut Public Health Code requirements.
 - (2) Location of storm drainage system/easements, if any.
 - (3) Location of water courses or intermittent streams, if any.
 - (4) Location of any wetlands as defined by C.G.S. § 22a-45, as amended.
 - (5) Site plan design scale shall be a minimum of 1" = 40'.
 - (6) Existing and proposed site contours of the subdivision.
 - (7) The accurate location of all test pits as they relate to a possible house or building location, the well, septic system and reserve areas.
 - (8) Certification that all proposed lots must have soil conditions in the area of the leaching system and reserve that meet the minimum requirements of the public health code and technical standards.
 - (9) When a proposed subdivision includes a lot with an existing structure served by a SSDS, a certification that sufficient testing has been performed on that lot to demonstrate the presence of a reserve area that satisfies the requirements of this Code.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-143. - SSDS and subdivision fee schedule.

The fee schedule for SSDS and subdivision shall be established by the town council.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Sec. 50-144. - Penalties.

- (a) Violation of this article shall be an infraction as provided for in C.G.S. §§ 51-164m and 51-164n, as the same may be modified from time to time.
- (b) A fine of \$250.00 per day shall be assessed for each violation that constitutes an offense under this section.
- (c) Each day of the violation thereof shall be deemed a separate offense.
- (d) If criminal prosecution is the result of noncompliance of any of the provisions of this section, the defendant shall be responsible for the town's costs, together with reasonable attorney's fees.

(Ord. No. 218, 8-7-17; Ord. No. 226, 5-21-18)

Secs. 50-145—50-160. - Reserved.

ARTICLE VIII. - COSMETOLOGY

Sec. 50-161. - Purpose.

This article authorizes and provides provisions for municipal enforcement of Chapter 386, § 20-234 through Chapter 387, § 20-265 of the Connecticut General Statutes and any amendments thereof, hereafter adopted.

(Ord. No. 226, 5-21-18)

Sec. 50-162. - Definitions.

Barbering. Includes the following described practices when performed by a barber licensed in the State of Connecticut, upon the head, face, scalp, or neck for cosmetic purposes only:

- (1) The cutting, trimming, or shaving of the hair.
- (2) Singeing, shampooing, dyeing, coloring, or styling of the hair.
- (3) The application of cosmetic preparations, hair tonics, antiseptics, powders, oils, clays, creams, or lotions.
- (4) Giving facial and scalp massage or the application of oils, creams, lotions or other preparations, either by hand or mechanical appliances.

Barbershop. Any establishment engaged in the practice of barbering for the public.

Cosmetology establishment. For the purpose of this regulation, all barbershops, hairdressing, cosmetology shops, nails salons, and other service providers as described in this regulation are considered "cosmetology establishments".

Esthetician. A person who, for compensation, performs esthetics

Formatted: Font: Not Italic

Eyelash technician. A person, who for compensation, performs individual eyelash extensions, eyelash lifts, or perms and eyelash color tints.

Formatted: Font: Not Italic

Hairdressing and cosmetology. Includes the following described practices performed by a licensed hairdresser/cosmetician in the State of Connecticut upon the head, face, scalp, arms, hands, body, legs, and feet for cosmetic purposes only.

- (1) Dressing, arranging, curling, waving, weaving, cutting, singeing, relaxing/straightening, bleaching, and color hair.
- (2) Treating the scalp, face, neck, and arms by massaging, cleansing, exercising, stimulating, beautifying, or manipulating with the hands or mechanical appliances.
- (3) Application of cosmetics, preparations, antiseptics, tonics, lotions, creams, powders, oils, dyes, or sprays.
- (4) Manicuring fingernails of the hand and, for cosmetic purposes only, trimming, filing and painting the healthy toenails of the feet, excluding cutting nail beds, corns, calluses, or other medical treatment involving the foot or ankle.

Nail technician. A person who, for compensation, cuts, shapes, polishes, or enhance the appearance of the nails of the hands, including but not limited to the application and removal of sculptured or artificial nails.

(Ord. No. 226, 5-21-18)

Sec. 50-163. - Authority.

This section is enacted pursuant to the provisions of C.G.S. § 7-148. The director of health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the public health code.

(Ord. No. 226, 5-21-18)

Sec. 50-164. - Cosmetology permitlicense.

No person shall commence operation without obtaining a permitlicense from the director of health.

Only a person who complies with the requirements of this section, under C.G.S. Section 20-525(a) and the public health code shall be entitled to receive or retain such a licensepermit. A valid permitLicense shall be posted in a conspicuous public location, visible to the patrons of the establishment.

(Ord. No. 226, 5-21-18)

Sec. 50-165. - Non-transferability of permitlicense.

PermitLicenses and renewals issued under this section are not transferable by address, owner or change of classification. Any change of address, owner or classification shall require a new permitlicense.

(Ord. No. 226, 5-21-18)

Sec. 50-166. -- Plan Review and fees.

Scope -- This section applies to:

a. Every person who:

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0.25", First line: 0.25", Line spacing: single, No bullets or numbering

- i. Proposes to remodel or alter an existing building or portion thereof which is being used or is proposed to be used as a cosmetology establishment; or
- ii. Proposes to construct a new building which is to be used in whole or in part as a cosmetology establishment; or
- iii. Takes over ownership of an existing cosmetology establishment
- b. Such plans shall be drawn to scale or no less than one-fourth inch equals one foot. The plans and specifications shall indicate the proposed floor plan or lay out, construction materials or work areas and the type and model of proposed equipment.
- c. The director of health and his/her agent shall have a minimum of 30 days to complete the plan review process.
- d. Plan review fees for cosmetology establishments shall be established by the town council.

Formatted: Line spacing: single

Sec. 50-167 – Specific Standards and Requirements

- a. Water Supply - An adequate supply of hot and cold running water, at proper temperatures, from a municipal or approved private source shall be provided for service for customers, cleanliness of employees and for washing floors, walls, ceiling and equipment. Hot water must not exceed 115°F.
- b. Waste Disposal - Wastewater from all plumbing fixtures shall be discharged into municipal sewers or approved subsurface sewage disposal systems. Oils, greases, industrial/commercial wastes, toxic chemicals and wastewater that is not sewage, as defined in Public Health Code Section 19-13-B103b (a), shall not be discharged to a subsurface sewage disposal system.

Formatted: No underline

Formatted: Line spacing: single, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.3" + Tab after: 0.6" + Indent at: 0.6"

Formatted: No underline

Mineral oil and chemical laden swabs or cloth shall be placed in a metal container with a foot-actuated cover. All waste materials from Cosmetology Establishment workstations shall be removed from the premises to outside garbage disposal at the end of each workday. Outside garbage storage areas shall be maintained in a sanitary condition.

Formatted: Indent: Left: 0.6", Line spacing: single

c. Plumbing Fixtures

- (1) All plumbing installation and fixtures shall conform to applicable public health, building and plumbing codes, including the installation and maintenance of approved backflow prevention devices.
- (2) There shall be at least one shampoo station for each three work stations.
- (3) Shampoo bowls shall be used for cosmetology work only.
- (4) A utility sink shall be provided.
- (5) At least one (1) handwash station shall be located in each cosmetology establishment. This handwashing sink must be used for handwashing only.

Formatted: Font:

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.3" + Tab after: 0.6" + Indent at: 0.6"

Formatted: Line spacing: single

Formatted: No underline

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.3" + Tab after: 0.6" + Indent at: 0.6"

- d. Floors - Floors shall be of such construction as to be easily cleaned and shall be kept clean and in good repair.

Formatted: Font:

Formatted: No underline

e. Process Ventilation

(1) Cosmetology Establishments shall be properly and adequately ventilated so as to remove chemical vapor emissions, excess heat, and odors. Salon ventilation shall comply with state and local building codes and ordinances.

(2) Cosmetology Establishment using chemical agents that create indoor vapor emissions shall not pollute nor negatively affect the indoor air quality of adjacent premises. Vapor emissions shall be controlled by ventilation systems to that remove the contaminating agent at its source. Emissions shall be discharged to the outdoors and shall not be re-circulated into any space. The source, for the purpose of this section, shall mean vapor emissions originating at Cosmetology Establishment work stations. Those facilities in operation prior to January 1, 2006 are exempt from this requirement, except that the Director of Health may order the correction of nuisance conditions should they occur.

Formatted: No underline

Formatted: Indent: First line: 0.3", Line spacing: single

Formatted: Line spacing: single

f. Cabinets - Cabinets shall be provided for storage of clean linen, towels, blankets and gowns. They shall have tight-fitting doors that shall be kept closed to protect the linen, towels, blankets and gowns from dust and dirt.

g. Receptacle for Used Towels and Gowns - A covered receptacle, which can be readily emptied and cleansed, shall be provided and maintained in a sanitary manner. Chemically soiled towels and linens shall be stored in fire-retardant containers.

h. Refuse - Covered containers for hair droppings, paper and other waste material shall be provided and maintained in a sanitary manner.

i. Toilet Facilities

(1) Adequate toilet facilities and handwashing sinks must be provided for customers and employees. Such facilities and washbasins shall be kept clean and in working order.

(2) The use of common bar soap is prohibited.

(3) A covered refuse receptacle shall be provided.

(4) Common towels for handwashing are prohibited.

(5) Common fingernail brushes are prohibited.

Formatted: No underline

Formatted: Line spacing: single, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 6 + Alignment: Left + Aligned at: 0.35" + Tab after: 0.6" + Indent at: 0.6"

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: Line spacing: single

Sec. 50-168 - Maintenance and Operation

a. General Cleanliness

(1) Cosmetology Establishments shall be kept in a clean and sanitary condition at all times.

(2) No hair droppings shall be allowed to accumulate on floors. Hair droppings shall be removed following service to a customer, and before a new customer is seated. Arms, seats and rests of chairs shall be wiped of hair droppings after serving each customer and shall be kept in a clean and sanitary condition at all times.

b. Walls, Ceiling and Fixtures

Formatted: No underline

Formatted: No underline

- (1) Ceilings shall be kept in good repair, and cracks in walls shall be filled in so as to prevent the harboring and breeding of insects.
- (2) Cabinets, shelves, furniture, shampoo bowls and fixtures shall be kept clean and free of dust, dirt and hair droppings.

Formatted: No underline

c. Sanitary Services

- (1) A towel shall not be used for more than one (1) person without being properly laundered before each use.
- (2) A sanitary paper strip or clean towel shall be placed completely around the neck of each customer before an apron or any other protective device is fastened around the neck.
- (3) Clean towels shall be delivered in a closed container and kept in a clean, closed cabinet or closet. A commercial linen service shall be used for laundering if not done on the premises.

d. Disinfection of Equipment and Implements

Formatted: No underline

- (1) Hair brushes, combs and all other implements used on a customer shall be kept clean and sanitary at all times and shall undergo thorough cleansing and disinfection after serving each customer, or single-service disposable implements shall be used.
- (2) Cleaned and disinfected implements shall be stored in sanitary-covered containers which shall contain a disinfectant, or in a clean drawer.
- (3) After attending a customer, the instruments shall be effectively cleaned, washed with soap or a detergent and water, then disinfected utilizing an approved method listed in Section 15 of this Regulation
- (4) Single-service towels, papers and other material shall be disposed of in the proper receptacle immediately after use and shall not be used again.
- (5) All disposable materials that come into contact with blood and/or body fluids shall be disposed of in sealable plastic bags prior to placing in the waste receptacle.

(6) All articles that come into direct contact with the customer's skin, nails, or hair that cannot be effectively cleaned and sanitized shall be disposed of in a covered waste receptacle immediately after use. Exception: orangesticks, emery boards, buffing squares, cosmetic sponges and disposable nail bits may be kept for the original customer if kept in a covered container labeled with the customer's name.

Formatted: Indent: Left: 0.3", First line: 0.2", Line spacing: single

e. Shaving Brushes, Mugs, Finger Bowls, and Credo Blades - The use of shaving brushes, shaving mugs and credo blades is prohibited. The use of finger bowls for manicuring purposes is allowed, but the finger bowl must be properly cleaned and sanitized after each customer. Disposable, single-use finger bowls may be used.

Formatted: No underline

Formatted: Line spacing: single, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.3" + Tab after: 0.6" + Indent at: 0.6"

f. Alum and Other Astringents - Alum or other material used to stop the flow of blood shall be applied in powdered or liquid form only.

Formatted: No underline

g. Neck Dusters, Powder Puffs, Makeup Brushes and Sponges - The use of brush neck dusters, powder puffs, makeup brushes and sponges is prohibited unless they are single-use disposable implements, or kept for the original customer if kept in a covered container labeled with the customer's name.

Formatted: No underline

h. First Aid Kit - The facility shall maintain at least one (1) portable, readily available first aid kit. Each kit shall be a closed container for storing first aid supplies, accessible to staff at all times.

Formatted: No underline

i. Foods and Beverages - Foods and beverages shall not be prepared, stored or provided to patrons in the permitted premises, except with a valid food service license from the Director of Health. Customer self-service coffee or tea with dry non-dairy creamers, or individually prepackaged Ultra High Temperature (UHT) creamers may be offered for free or for sale without a food service license.

Formatted: No underline

j. Animals, Pets or Live Birds - No animals, pets or live birds shall be kept in any working area of any Cosmetology Establishment. This prohibition does not apply to trained guide dogs (or dogs in training) for the disabled, sightless or hearing impaired.

Formatted: No underline

Sec. 50-169 -- General Hygiene

Formatted: Line spacing: single

a. Cleanliness of Operators - The hands of the operator shall be thoroughly washed with soap and warm water before serving each customer and immediately after using the toilet, or after eating.

Formatted: Indent: First line: 0.5", Line spacing: single

b. Health of Operators - No person known to be affected with any communicable disease in an infectious stage shall engage in barbering, hairdressing or cosmetology.

Formatted: No underline

Formatted: No underline

c. Smoking Prohibited - Smoking is prohibited in all Cosmetology Establishments. Operators shall not eat or drink while providing services to a customer.

Formatted: Font: Not Bold

Formatted: Font: Not Bold, No underline

d. Proper Attire - Operators shall wear, while attending any customer in a Cosmetology Establishments, clean, washable garments.

Formatted: Font: Not Bold, No underline

Formatted: Line spacing: single

Sec. 50-166170. - Fee.

A fee established by the town council shall be collected for each permitlicense to operate a cosmetology establishment.

(Ord. No. 226, 5-21-18)

Sec. 50-167. - Annual inspection.

a. On an annual basis, applications to operate shall be made electronically and be accompanied by the appropriate fee as specified in the fee schedule. Applications must be complete and contain all information necessary to demonstrate compliance with the requirements of the Connecticut General Statutes. Applications must be signed by the cosmetology establishment owner or his duly authorized agent. Annual permitlicenses will be valid from July 1 through June 30.

Formatted: Font: 12 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt

b. ~~On an annual basis, the~~ The director of health, or authorized agent, ~~shall may~~ inspect ~~in their~~ absolute discretion, each cosmetology establishment and shall make as many additional inspections as are necessary for the enforcement of this regulation and the applicable sections of the Connecticut Public Health Code and Connecticut General Statutes.

(Ord. No. 226, 5-21-18)

Sec. 50-1689. - Penalties.

Any person violating section 50-163 and/or section 50-164 shall be fined \$250.00 and shall be required to obtain said permitlicense. Failure to obtain said permitlicense in a reasonable time shall be considered a separate offense subject to a \$250.00 fine.

(Ord. No. 226, 5-21-18)

Secs. 50-16970—50-175. - Reserved.

ARTICLE IX. - TATTOO

Sec. 50-176. - Purpose.

This article authorizes and provides provisions for municipal enforcement of Chapter 387a, §§ 20-266n through 20-266s of the Connecticut General Statutes and any amendments thereof, hereafter adopted.

(Ord. No. 226, 5-21-18)

Sec. 50-177. - Definitions.

Bloodborne pathogens. Pathogenic microorganisms that are present in human blood and can cause disease in humans; these pathogens include, but are not limited to hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

Regulated waste. Liquid or semiliquid or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semiliquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Tattoo establishment. Any room or space where tattooing is practiced or where the business of tattooing is conducted or on any party thereof.

Tattooing. The process by which the skin is marked or colored by the insertion of nontoxic dyes or pigments into or under the subcutaneous portion of the skin as to form indelible marks for cosmetic, medical, or figurative purposes.

Universal precautions. An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for hepatitis B virus (HBV), hepatitis C virus (HCV), human immunodeficiency virus (HIV), and other bloodborne pathogens.

(Ord. No. 226, 5-21-18)

Sec. 50-178. - Authority.

This section is enacted pursuant to the provisions of C.G.S. § 7-148. The director of health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the public health code.

(Ord. No. 226, 5-21-18)

Sec. 50-179. - Tattoo [permit|license](#).

No person shall commence tattooing without obtaining a [permit|license](#) from the director of health. The tattoo establishment [permit|license](#) shall be issued by the department prior to opening of the establishment and thereafter on an annual basis. Each applicant shall provide the department with the following information: name(s) of owner(s), establishment names, proposed hours of operation, names of all employees and their exact duties, a copy of the written aftercare instructions given to each client and a copy of the informed consent that each client must sign.

(Ord. No. 226, 5-21-18)

Sec. 50-180. - Non-transferability of [permit|license](#).

[Permit|Licenses](#) and renewals issued under this section are not transferable by address, owner or change of classification. Any change of address, owner or classification shall require a new [permit|license](#).

(Ord. No. 226, 5-21-18)

Sec. 50-181. – Plan Review and fees.

This Section applies to:

Formatted: No bullets or numbering

- a. Every person who:
 - i. Proposes to remodel or alter an existing building or portion thereof which is being used or is proposed to be used as a tattoo establishment; or
 - ii. Proposes to construct a new building which is to be used in whole or in part as a tattoo establishment; or
 - iii. Takes over ownership of an existing tattoo establishment
- b. Such plans shall be drawn to scale or no less than one-fourth inch equals one foot. The plans and specifications shall indicate the proposed floor plan or lay out, construction materials or work areas and the type and model of proposed equipment.
- c. The director of health and his/her agent shall have a minimum of 30 days to complete the plan review process.
- d. Plan review fees for tattoo establishments shall be established by the town council.

Sec. 50-182~~1~~. - Fee.

A fee established by the town council shall be collected for each [permit/license](#) to operate a tattoo establishment.

(Ord. No. 226, 5-21-18)

Sec. 50-182~~3~~. - Annual filing.

- a. On an annual basis, applications to operate shall be made on forms provided by the director of health and be accompanied by the appropriate fee as specified in the fee schedule. Applications must be complete and contain all information necessary to demonstrate compliance with the requirements of the Connecticut General Statutes. Applications must be signed by the tattoo establishment owner or his duly authorized agent. Annual permits will be valid from July 1 through June 30.
- b. On an annual basis, the director of health, or authorized agent, shall inspect each tattoo establishment and shall make as many additional inspections as are necessary for the enforcement of this regulation and the applicable sections of the Connecticut Public Health Code and Connecticut General Statutes.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.3" + Indent at: 0.55"

Formatted: Font:

(Ord. No. 226, 5-21-18)

Sec. 50-18~~3~~184. - Penalties.

Any person violating section 50-179 shall be fined \$250.00 and shall be required to obtain said [permit/license](#). Failure to obtain said [permit/license](#) in a reasonable time shall be considered a separate offense subject to a \$250.00 fine.

(Ord. No. 226, 5-21-18)

Sec. 50-185~~4~~. - Establishment requirements.

- (a) *Equipment.* The chair, seat, or table to be utilized by the person receiving the tattoo or piercing shall be smooth, easily cleanable, and nonabsorbent. All chairs, seats, or tables must be cleansed prior to use by the next client.
- (b) *Handwashing.* Each workstation in the tattoo/piercing establishment shall have access to a handwashing sink for the exclusive use of the tattoo artist for the purpose of washing his or her hands and prepping clients. At each handwashing sink, liquid antibacterial soap and single-use disposable towels shall be provided at all times. Common towels are prohibited.
- (c) *Regulated and infectious waste.* All infectious and regulated waste must be disposed of by means of medical regulated waste containers and licensed medical waste disposal methods. All needles and attached equipment shall be disposed of in sharps containers. The needles shall not be broken prior to disposing in the sharps container. A written plan of disposal for regulated and infectious waste must be submitted to the department for approval prior to issuance of the tattoo establishment license.

(Ord. No. 226, 5-21-18)

Sec. 50-185~~6~~. - Certification and licensure.

- (a) *Bloodborne pathogen certification.* In [addition to individuals who satisfy the requirements set forth in](#) accordance with C.G.S. § 20-266o(b)(1), no person shall engage in tattooing except a physician, an

osteopathic physician, an advanced practice registered nurse rendering service under the direction of a physician or osteopathic physician, a registered nurse rendering service under the supervision, control and responsibility of a physician or osteopathic physician, a physician assistant rendering service under the supervision, control, and responsibility of a physician, or a technician rendering service under the supervision of a physician or osteopathic physician in accordance with regulations adopted by the department of public health.

- (b) The bloodborne pathogen certificate shall be posted in a prominent area where it can be observed by patrons. The bloodborne pathogen certificate is not transferable between persons.
- (c) Physician duties shall include one inspection every three months with or without notice. During inspection the physician shall review records and operating procedures, ensure that appropriate sterile techniques are utilized and patient safety is in compliance.

(Ord. No. 226, 5-21-18)

Sec. 50-186~~7~~. - Client records.

- (a) Each tattoo artist shall keep permanent records for a minimum of two years for each client which shall consist of the following: the name, address, and telephone number of the client, the time and date the tattoo and/or the body piercing was applied, a photocopy that certifies the person is at least 18 years of age, a description of the tattoo and/or body piercing, the area of the body tattooed and/or pierced, a photocopy of the written aftercare instructions of the tattoo and/or body piercing, and a release form signed by the client that these records are accurate. Records shall be available to the department upon request.
- (b) No person shall tattoo the body of an unemancipated minor under 18 years of age without parental or guardian presence and consent, i.e., signature. This permission shall be signed by either parent or guardian. Photographic identification of the parent or guardian must be obtained by the tattoo artist. A photocopy of the photographic identification shall be included in the client's permanent records.

(Ord. No. 226, 5-21-18)

Secs. 50-188~~7~~—50-195. - Reserved.

ARTICLE X. - DAYCARE

Sec. 50-196. - Purpose.

This article authorizes and provides provisions for municipal enforcement of sections 19a-77 to 19a-80 and sections 19a-82 to 19a-87a [of the Connecticut General Statutes and sections 19a-79-1 to 19a-79-13](#) of the Connecticut Public Health Code and any amendments thereof, hereafter adopted.

(Ord. No. 226, 5-21-18)

Sec. 50-197. - Definitions.

Child care center ("daycare") offers or provides a program of supplementary care to more than 12 related or unrelated children outside their own homes on a regular basis.

(Ord. No. 226, 5-21-18)

Sec. 50-198. - Daycare center permit.

No person shall operate a daycare center without obtaining a permittlicense from the director of State Department of Public Health-health. The daycare center permittlicense shall be issued by the department prior to opening of the establishment and thereafter on an annual basis every four years thereafter. Each applicant shall provide the department with the following information: a notarized original affidavit on a form supplied by the department, home address(es) of owner(s), and home phone number(s) of owner(s); the establishment name(s), address(es), and telephone number(s); proposed hours of operation; ages of the children to be served; proposed licensed capacity; criminal checks and a check of the State Child Abuse Registry; name(s) of owner(s), establishment names, proposed hours of operation, owner(s) contact information, names of all employees, and their exact duties.

(Ord. No. 226, 5-21-18)

Sec. 50-199. - Authority.

This section is enacted pursuant to the provisions of C.G.S. § 7-148. The director-Director of health Health and his/her agent(s) shall be charged with the enforcement of the provisions of this article and the public-Public health-Health codeCode.

(Ord. No. 226, 5-21-18)

Sec. 50-200. - Non-transferability of permittlicense.

PermittLicenses and renewals issued under this section are not transferable by addresslocation, owner or change of classificationoperator. Any change of location address, owner or operator classification shall require a new permittlicense.

(Ord. No. 226, 5-21-18)

Sec. 50-201. - Fee.

A fee established by the town council shall be collected for each permittlicense to operate a daycare center.

Sec. 50-202. -- Plan Review and fees.

a. Every person who:

i. Proposes to remodel or alter expand, renovate or convert an existing building or portion thereof which is being used or is proposed to be used as a daycare establishment; or

ii. Proposes to construct a new building which is to be used in whole or in part as a daycare establishment; or

iii. Takes over ownership of an existing daycare establishment

b. Such plans shall be drawn to scale or no less than one-fourth inch equals one foot. The plans and specifications shall include a written narrative of the proposed use, and shall be accompanied by such plans which shall indicate the proposed floor plan or lay out, construction materials or work areas and the type and model of proposed equipment.

c. The director of health and his/her agent shall have a minimum of 30 days to complete the plan review process.

d. Plan review fees for daycare establishments shall be established by the town council.

Formatted: No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Indent: First line: 0"

(Ord. No. 226, 5-21-18)

Sec. 50-202~~3~~. - Annual filing.

- a. ~~On an annual basis, Every Four years,~~ applications to operate shall be made on forms provided by the director of health and be accompanied by the appropriate fee as specified in the fee schedule. Applications must be complete and contain all information necessary to demonstrate compliance with the requirements of the ~~P~~ublic ~~H~~health ~~c~~ode. Applications must be signed by the daycare center owner or his duly authorized agent. ~~Annual permitlicenses will be valid from August 1 of year of application through July 31 of the fourth year following application.~~
- b. ~~On a bi-annual basis, t~~The director of health, or authorized agent, shall inspect each daycare establishment and shall make as many additional inspections as are necessary for the enforcement of this regulation and the applicable sections of the Connecticut Public Health Code and Connecticut General Statutes.

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: a, b, c, ... + Start at: 1 + Alignment:
Left + Aligned at: 0.25" + Indent at: 0.5"

(Ord. No. 226, 5-21-18)

Sec. 50-20~~3~~~~4~~. - Penalties.

Any person violating section 50-201 shall be fined ~~\$250.00~~\$100.00 and shall be required to obtain said permitlicense. Failure to obtain said permitlicense in a reasonable time shall be considered a separate offense subject to a \$250.00 fine.

(Ord. No. 226, 5-21-18)

Secs. 50-204—50-210. - Reserved.

Memorandum

DATE: August 12, 2022

TO: Michael Maniscalco, Town Manager

FROM: Michele M. Lipe, AICP, Director of Planning *mmj*

RE: Subdivision Streets for Council Acceptance

The following subdivision streets are ready for Town Council acceptance. All bonds have been reduced to maintenance level or released by the Planning & Zoning Commission.

<i>PZC Application Number</i>	<i>Subdivision</i>	<i>Streets/Open Space to be Accepted</i>	<i>Length of Street/Acreage of open space</i>
17-04P	Estates at South Windsor	<ul style="list-style-type: none">• Farm Hill Road• Longmeadow Drive	653 L.F. 2,571 L.F.
20-56P	Vintage Hills II	<ul style="list-style-type: none">• Vintage Lane (partial)	235 L.F.
20-56P	Vintage Hills II	<ul style="list-style-type: none">• Release of property from temporary cul de sac	Lot #11-.05 ac Lot #10 -.45 ac Lot # 9 -.005 ac

BE IT RESOLVED that the South Windsor Town Council hereby accepts the deed for streets within the following Subdivisions:

South Windsor Estates

Farm Hill Road	653 L.F.
Longmeadow Drive	2,571 L.F.

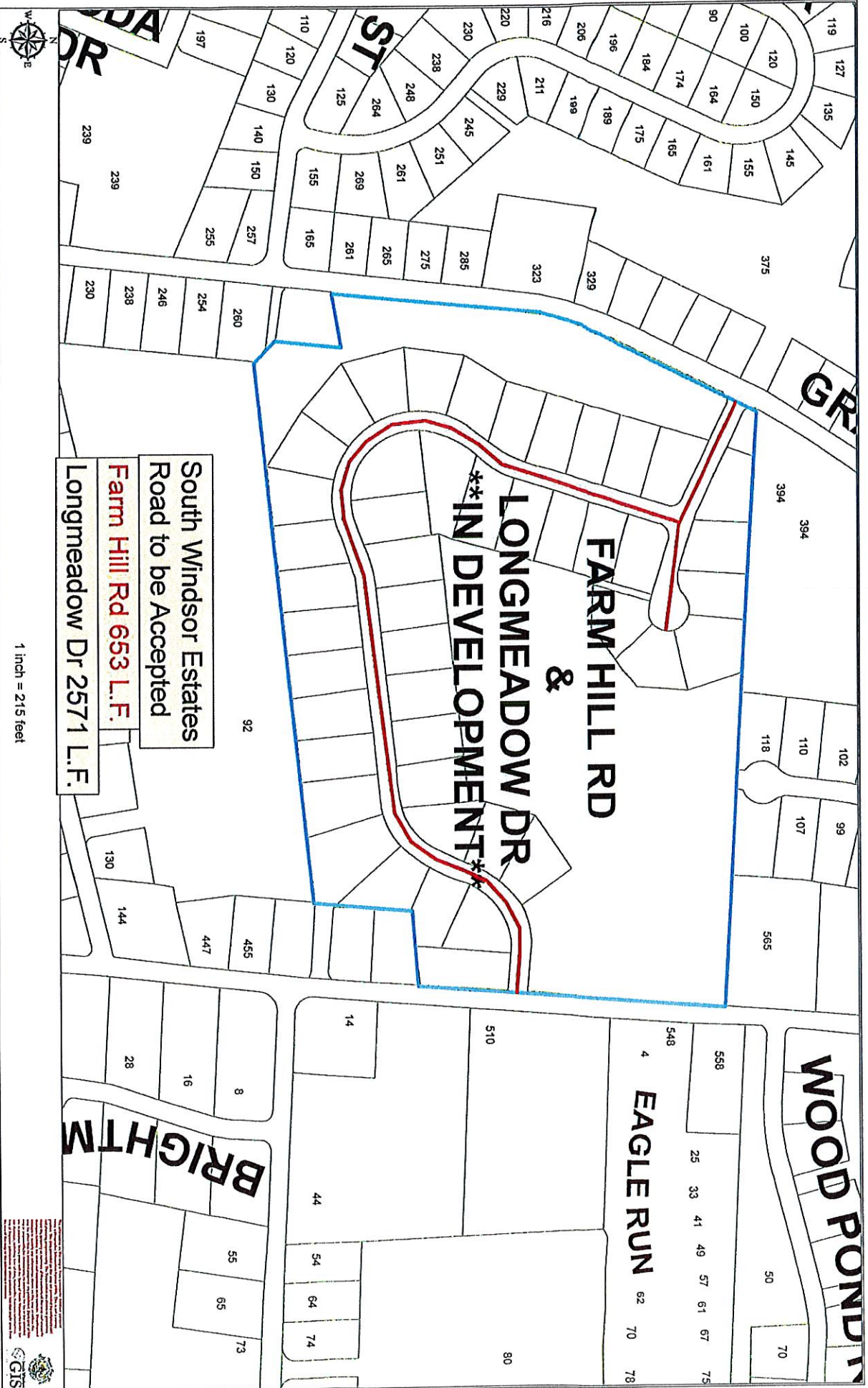
Vintage Hills II

Vintage Lane (partial)	235 LF.
------------------------	---------

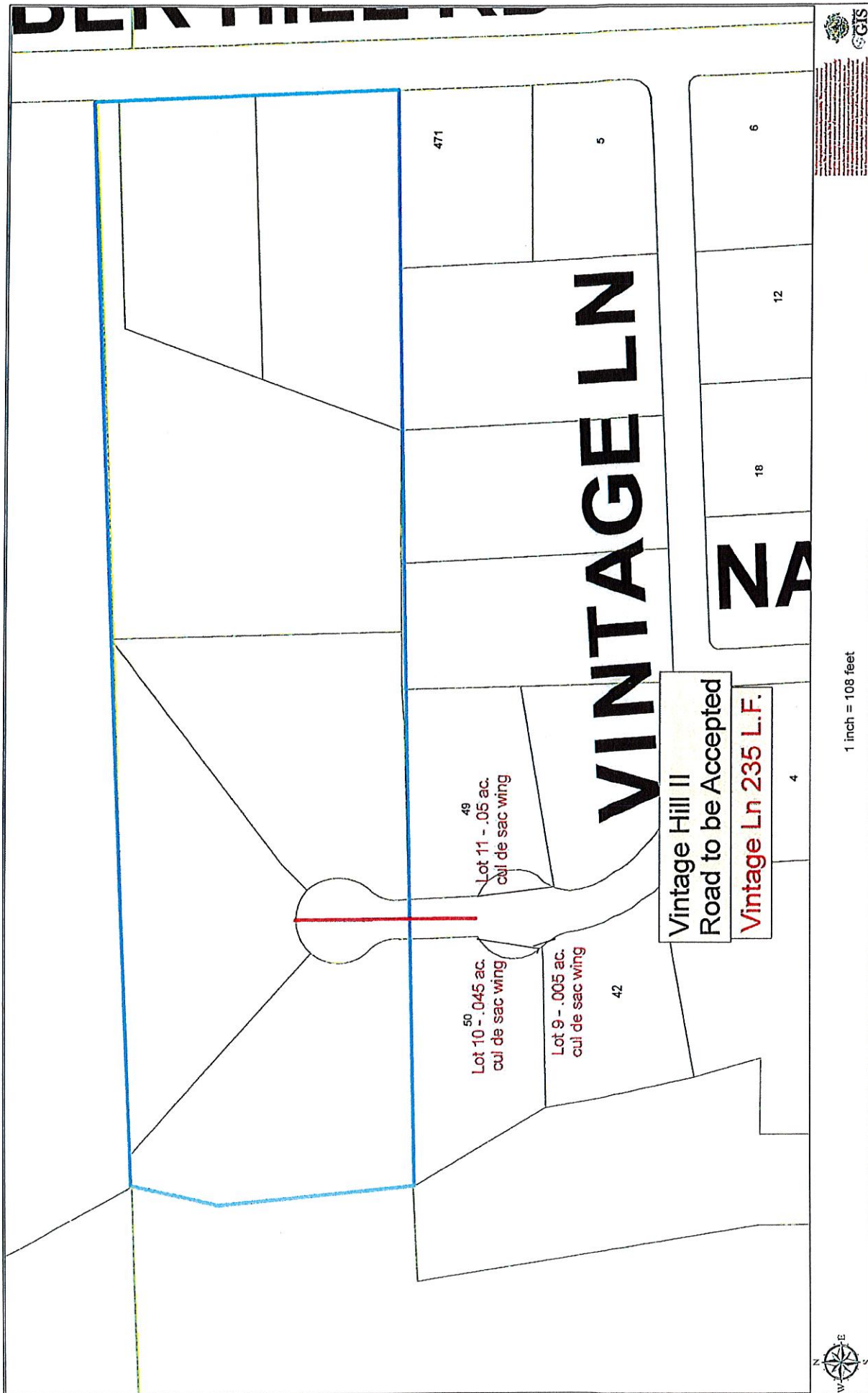
FURTHER BE IT RESOLVED that the South Windsor Town Council hereby deeds the area of the cul de sac wings back to abutter within the following Subdivisions:

Vintage Hills II

Lot #11	.05 Ac.
Lot #10	.045 Ac.
Lot #9	.005 Ac.



1 inch = 215 feet



BE IT RESOLVED that the South Windsor Town Council hereby accepts the deed for streets within the following Subdivisions:

South Windsor Estates

Farm Hill Road 653 L.F.

Longmeadow Drive 2,571 L.F.

Vintage Hills II

Vintage Lane (partial) 235 LF.

FURTHER BE IT RESOLVED that the South Windsor Town Council hereby deeds the area of the cul de sac wings back to abutter within the following Subdivisions:

Vintage Hills II

Lot #11 .05 Ac.

Lot #10 .045 Ac.

Lot #9 .005 Ac.

VEHICLE SURPLUS

[illegible]

Senerth, Katherine

From: marshall, charles
Sent: Friday, August 26, 2022 3:15 PM
To: Senerth, Katherine
Subject: Vehicle Surplus
Attachments: apSCO.pdf

Hi Kathy,

Here are the vehicles for surplus. Have a great weekend!

Thanks,
Chuck

Chuck Marshall

Fleet Manager

Town of South Windsor

Town Garage

860-648-6366

WHEREAS, the Town of South Windsor Police Department is an active partner agency within the Capitol Region Emergency Services Team (CREST). South Windsor's personnel currently assigned to CREST are currently in the process of replacing their body armor that is due to expire. This armor is essential in their ability to safeguard our community and other CREST member communities, and

WHEREAS, in order for this initiative to be effective, it is imperative that new armor is compatible with existing accessories and armor worn by other teammates. CREST command staff have identified TYR Tactical as their vendor for the purchase of tactical body armor. The aggregate cost of these pieces of protective equipment will exceed the limit set forth locally that requires a competitive bidding process. In addition, Chief Lindstrom recently applied for, and received, a grant that would allow for the purchase of this armor without spending the money from within the general operating budget; and

WHEREAS, It is believed that it would be in the Town's best interest to waive competitive bidding for the purchase and acquisition costs of the aforementioned specialized gear.

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives the competitive bidding process for this project.

the purchase of body armor

Senerth, Katherine

From: Lindstrom, Kristian
Sent: Wednesday, August 17, 2022 8:24 AM
To: Senerth, Katherine
Subject: RE: Clerk of Council Duties
Attachments: TYR Tactical Waiver of Competitive Bidding.docx

Thanks Kathy. The resolution is attached. Let me know if you need anything else from me.
-Kris

Chief Kristian R. Lindstrom
South Windsor Police Department
151 Sand Hill Road
South Windsor, CT 06074
Dispatch: 860-644-2551
Office: 860-648-6216
Fax: 860-644-0515

Messages to and from employees of the Town of South Windsor are subject to public disclosure in accordance with state and federal law.

From: Senerth, Katherine <Katherine.Senerth@southwindsor-ct.gov>
Sent: Wednesday, August 17, 2022 8:18 AM
To: Lindstrom, Kristian <Kristian.Lindstrom@southwindsor-ct.gov>
Subject: RE: Clerk of Council Duties

Hi Kris,

Please send it to me. I will add it to the list for the next agenda meeting.

From: Lindstrom, Kristian <Kristian.Lindstrom@southwindsor-ct.gov>
Sent: Wednesday, August 17, 2022 7:11 AM
To: Senerth, Katherine <Katherine.Senerth@southwindsor-ct.gov>
Subject: Clerk of Council Duties

Kathy,
I have a resolution for a waiver to competitive bidding that I would like thrown on the next council meeting agenda. With all of the Clerk of Council changes that have happened, who should this draft resolution go to nowadays? Lemme know,
Kris

Chief Kristian R. Lindstrom
South Windsor Police Department
151 Sand Hill Road
South Windsor, CT 06074
Dispatch: 860-644-2551
Office: 860-648-6216
Fax: 860-644-0515

Messages to and from employees of the Town of South Windsor are subject to public disclosure in accordance with state and federal law.

Town of South Windsor

Town Council Resolution

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074
TELEPHONE (860) 337-6173

Resolution Approving Offer of a Tax Assessment Agreement
with: 150 Sullivan LLC

WHEREAS, a Request for Tax Abatement has been received from 150 Sullivan LLC for property located at 150 Sullivan Avenue, 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, at the Economic Development Commission meeting held on July 27, 2022, the Commission reviewed and recommended that a tax assessment agreement be offered to 150 Sullivan LLC; and

WHEREAS, the Town Manager recommends, pursuant to said program, that a tax assessment agreement be offered to 150 Sullivan LLC as an incentive to invest an estimated \$2,250,000 in total cost to construct 3 commercial buildings in 3 phases 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 150 Sullivan LLC reducing the amount of the as-developed real property assessment by 10% for the first year; 10% for the second year; 7% for the third year; 7% for the fourth year; 6% for the fifth year; 5% for the sixth year; and 5% for the seventh year, commencing with the Grand List following the date the Certificate of Occupancy is issued for the Real Property; provided, however, that if such assessment is changed by any future Town revaluation, the new assessed 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 150 Sullivan LLC is conditioned upon 150 Sullivan LLC (1) expending at least \$2,250,000 for the construction of the three (3) buildings on the Real Property, and agreeing to the as-developed assessment figure; and (2) continuing to pay the real estate taxes on the as-developed Real Property for a minimum of ten (10) years from the date the Certificate of Occupancy is issued; if 150 Sullivan LLC fails to meet either of these conditions, 150 Sullivan LLC 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 the execution of a written agreement by 150 Sullivan LLC reflecting the terms set forth in the resolution and such other terms as the Town may require.

Senerth, Katherine

From: Maniscalco, Michael
Sent: Monday, August 1, 2022 8:44 AM
To: Senerth, Katherine
Cc: Roberts, Scott; Huda, Mary
Subject: FW: [External]RE: [External]Fwd: 150 Sullivan LLC
Attachments: 150 Sullivan LLC Tax Assessment Agreement Resolution(3672635.1).docx

Kathy,

Please add the attached resolution for discussion and consideration at the first September Town Council meeting.

Best regards,

Michael Maniscalco, MPA

Town Manager
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074
860-644-2511

From: Richard D. Carella <rcarella@uks.com>
Sent: Monday, August 1, 2022 8:41 AM
To: Maniscalco, Michael <Michael.Maniscalco@southwindsor-ct.gov>
Subject: [External]RE: [External]Fwd: 150 Sullivan LLC

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

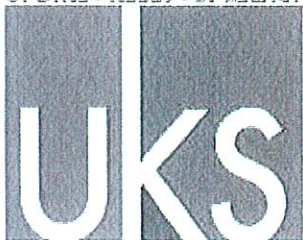
Mike

Some minor revisions (redlined), but otherwise good to go.

Rich

Richard D. Carella
Shareholder | Updike, Kelly & Spellacy, P.C.
(Office) 860-548-2681
rcarella@uks.com | www.uks.com

UPDIKE . KELLY . SPELLACY



THE MERITAS LAW FIRM WORLDWIDE

[Hartford](#) | [New Haven](#) | [Middletown](#) | [East Haven](#)
(Click on link for UKS address and directions)

From: Maniscalco, Michael <Michael.Maniscalco@southwindsor-ct.gov>
Sent: Friday, July 29, 2022 11:35 AM
To: Richard D. Carella <rcarella@uks.com>
Subject: [External]Fwd: 150 Sullivan LLC

EXTERNAL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Rich,

Can you please review the attached resolution so we can get this tax abatement on the agenda for the Council first Council meeting?

Best,

Michael Maniscalco, MPA

Town Manager

Town of South Windsor

1540 Sullivan Avenue

South Windsor, CT 06074

Tel: (860) 644-2511

Fax: (860) 644-3781

michael.maniscalco@southwindsor-ct.gov

Begin forwarded message:

From: "Roberts, Scott" <Scott.Roberts@southwindsor-ct.gov>
Date: July 29, 2022 at 10:57:07 AM EDT
To: "Maniscalco, Michael" <Michael.Maniscalco@southwindsor-ct.gov>
Subject: 150 Sullivan LLC

Good Morning Mike,

Attached is the resolution for the town council and the approval letter that would be sent to 150 Sullivan LLC based on past letter provided by Debbie Reid.

Please let us know if anything needs to be changed or modified.

Hope you are enjoying your time off!
Scott

Scott Roberts, MPA,CGCIO,GISP
Assistant Town Manager, CIO, Emergency Management
Town of South Windsor, CT
1540 Sullivan Avenue
South Windsor, CT 06074
860-644-2511

UKS LEGAL NOTICE: Unless expressly stated otherwise, this message is confidential and may be privileged. It is intended for the addressee(s) only. If you are not an addressee, any disclosure, copying or use of the information in this e-mail is unauthorized and may be unlawful. If you are not an addressee, please inform the sender immediately and permanently delete and/or destroy the original and any copies or printouts of this message. Thank you. Updike, Kelly & Spellacy, P.C.



Town of South Windsor

Town Council Resolution

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074
TELEPHONE (860) 337-6173

Resolution Approving Offer of a Tax Assessment Agreement
with: 150 Sullivan LLC

WHEREAS, a Request for Tax Abatement has been received from 150 Sullivan LLC for property located at 150 Sullivan Avenue, 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, at the Economic Development Commission meeting held on July 27, 2022, the Commission reviewed and recommended that a tax assessment agreement be offered to 150 Sullivan LLC; and

WHEREAS, the Town Manager recommends, pursuant to said program, that a tax assessment agreement be offered to 150 Sullivan LLC as an incentive to invest an estimated \$2,250,000 in total cost to construct 3 commercial buildings in 3 phases 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 150 Sullivan LLC reducing the amount of the as-developed estimated real property assessment by 10% for the first year; 10% for the second year; 7% for the third year; 7% for the fourth year; 6% for the fifth year; 5% for the sixth year; and 5% for the seventh year with an estimated assessment reduction of approximately 787,500 total over the seven (7) years, commencing with the Grand List following the date the Certificate of Occupancy is issued for the Real Property; provided, however, that if such assessment is changed by any future Town revaluation, the new assessed 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 150 Sullivan LLC is conditioned upon 150 Sullivan LLC (1) meeting the estimated expending at least \$2,250,000 for the construction of the three (3) buildings on the Real Property, and cost figure and agreeing to the as-developed estimated assessment figure; and (2) continuing to pay the real estate taxes on the as-developed Real Property facility for a minimum of ten (10) years from the date the Certificate of Occupancy is issued; if 150 Sullivan LLC fails to meet either of these conditions, 150 Sullivan LLC 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 the execution of a written agreement by 150 Sullivan LLC

reflecting the terms set forth in the resolution and such other terms as the Town may require.

06 74



SWCT

JENNIFER R. HILINSKI SHIRLEY, CCMC, CCMO
COLLECTOR OF REVENUE

MEMO

DATE: August 19, 2022
FROM: Carlene Andrulat
TO: Katherine Senerth – Interim Clerk of the Council
SUBJECT: Refund Batch #2 for Town Council – September 6, 2022
Agenda
CC: Michael Maniscalco, Town Manager
Patricia Perry, Director of Finance
OF PAGES: 3

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

I respectfully request the Town Council's consideration and approval of 62 refunds totaling \$27,912.81, as noted on the attached report. All refund requests received by August 16, 2022 are included.

Name	Bill	Prop Loc/Vehicle Info.	Reason	Over Paid
ADAMS CHRISTINE RENEE	2020-01-0000141	22 FITCH MEADOW LANE	Sec. 12-129 Refund of Excess Payments.	(2,214.81)
ALDI INC	2021-03-0050408	2016/AH65434/4T1BK1EB8GU236879	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(82.19)
ALDI INC	2021-03-0050411	2017/AJ933336/WAUAGUFGFH1038682	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(85.21)
ALDI INC	2021-03-0050450	2017/C032743/4T1BK1EB6HU264682	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(98.16)
ALDI INC	2021-03-0050452	2017/C107708/WAUUAUHFH3H1034276	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(85.21)
ANDERSON JONATHAN H	2021-03-0050789	2017/AL07207/JN1CV7AR6HM680059	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(90.92)
APARAJIT SHRINIVAS	2021-03-0050915	2008/AF90943/1HGC2P64X8A060079	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(27.82)
APARAJIT SHRINIVAS	2021-03-0050916	2016/AF91059/5FNFY6FH38GB048327	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(90.70)
APEX ENVIRONMENTAL INC	2021-03-0050930	2006/C153942/1FTNE24W66HB34460	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(208.39)
BABU BASKER	2021-03-0051272	2013/AC09675/1N4AB7AP0DN909051	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(141.10)
BEAULIEU JASON M	2020-03-0051683	2008/425HZV/19UUA6G6208A011940	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(12.65)
BURNS PATRICK W	2019-01-0001323	15 CANDLEWOOD DRIVE	Sec. 12-128 Refund of Taxes Erroneously Collected From Veterans and Relatives.	(113.64)
BURNS PATRICK W	2020-01-0001323	15 CANDLEWOOD DRIVE	Sec. 12-128 Refund of Taxes Erroneously Collected From Veterans and Relatives.	(113.58)
CHASE AUTO	2020-03-0061407	2018/AP92831/FJ2GTAMC7J8297840	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(412.37)
CORELOGIC CENTRALIZED REFUNDS	2021-01-0000410	65 HERITAGE DRIVE	Sec. 12-129 Refund of Excess Payments.	(4,412.03)
CORELOGIC CENTRALIZED REFUNDS	2021-01-0001367	199 STRONG ROAD	Sec. 12-129 Refund of Excess Payments.	(3,254.74)
CORELOGIC CENTRALIZED REFUNDS	2021-01-0005193	63 LAUREL STREET	Sec. 12-129 Refund of Excess Payments.	(2,669.32)
CORELOGIC CENTRALIZED REFUNDS	2021-01-0005366	91 PINE KNOB DRIVE	Sec. 12-129 Refund of Excess Payments.	(2,696.46)
CULLEN RICHARD J	2021-03-0054760	2001/330SAM/4T1BF22K01U117987	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(12.79)
CYGNAR BRUCE A	2021-03-0054842	2015/AC43575/JTDKN3DU7F1879377	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(57.52)
DITMAN EDEN C	2021-03-0055902	2005/MN8442/4T1BE32K85U959569	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(9.67)
ELLIOTT BARRY A	2021-03-0056817	2009/412LCW/SJ6RE485X9L037028	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(97.38)
ENTERPRISE FM TRUST	2020-04-0081213	2020/C288253/1FTBR2C83LK879736	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(146.83)
EZZEDDINE MOHAMAD K	2021-03-0057180	2012/3ABKT3/WBAKF9C59CE859479	Sec. 12-129 Refund of Excess Payments.	(343.03)
FOWLER JOHN S	2021-03-0057855	2014/AV24924/4UGDA7DB1EA340208	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(46.13)
GODI ROBERT T	2021-03-0058669	2011/970LBD/SFNFYF4H4XB057343	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(63.63)
GUSTAFSON SHANE D	2021-03-0059300	2008/908YPL/2GTETK19J881252497	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(47.16)
HALASAN CAROL	2020-03-0059387	2018/6ANM68/3CZRU6H72JM729044	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(93.81)
HOLCOMBE DAWN G	2021-03-0060060	2006/AS27589/1FMYU93176KA23736	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(23.44)
IMPERIAL OIL COMPANY INC.	2021-03-0060726	2004/K91986/3FRXF75554V654878	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(248.32)
IRENE JONES	2021-03-0067800	2009/843735/KMHU46D939U803197	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(19.57)
JOSEPH THOMAS C	2021-03-0061311	2005/6AMU5/1HGCMS67X5A117350	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(20.87)
JP MORGAN CHASE BANK NA	2020-04-0082015	2018/AP92657/453GKAD6B3612086	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(82.87)
LAWLOR JOSEPH M	2021-03-0063108	2008/796YME/1NXXBR32E282036068	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(34.28)
MAMAK KANWARJIT S	2020-03-0064183	2006/AG91474/JTEEP21A460150752	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(47.40)
MANNING DEBORAH K	2021-03-0064243	2013/AT02905/1HGCRTF82DA014155	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(83.91)

Collector of Revenue

FY 22-23 Batch 2

September 6, 2022 Town Council Meeting

MARKIE DAVID M 2021-03-0064353 1977/695310/9D21364H7
MCFARLANE HENRY J JR 2021-03-0064818 2005/793932/4YMU0612SV049121
NISSAN INFINITI LT LLC 2021-03-0066352 2019/C029786/IN6AD0CW8KN753058
PISANO ALESSANDRA M 2021-03-0067902 2021/B036470/4T1G1AK7MU612725
POLITO MARC R 2021-03-0068019 2010/AJ4718/1N4ALZAP2AN550488
PRESTON NICOLE B 2021-03-0068217 2008/959VMF/JHLRE48368C055371
RAJENDRAN PRAB 2021-03-0068644 2015/AX61376/1HGCR2F57FA096067
RICHARDS ANDREA 2021-03-0068905 2007/962PYT/3N1AB61E47L684479
ROSE DEANNA M 2021-03-0069365 2012/BB86355/KMHLCT5AE9CU033051
SHAH TARAK M 2021-03-0070534 2012/201WVG/5FNRL5H43CB043563
SILVA HUMBERTO J 2019-03-5021585 2004/C134056/IN6D026T24C441567
SIMAO FRANK A 2020-03-0070884 2009/SIMAO/4T1BF3EKSADU025260
SLOCUM JOSHUA S 2021-03-0071027 2009/AN16789/JFAHP37N69W115302
SMITH KEVIN J 2020-03-0071141 2013/2ANWXL9/1G1PCS5B1D7274900
SRINIVASAN PARTHASARATHY & 2021-01-0009460 184 FAIRVIEW DRIVE
STDENIS ANN P 2020-03-0071524 2009/331NUB/5NPET46C79H416150
THAKAR DHVANI A 2020-04-0083850 2018/AY73146/7FARW2H56JE010640
TOYOTA LEASE TRUST 2021-03-0072669 2019/AC66128/2T3P1RFV9KW001276
TOYOTA LEASE TRUST 2021-03-0072763 2019/AY27605/2T1BURHE4KC187897
TOYOTA LEASE TRUST 2021-03-0072764 2018/AY27751/4T1B11HK3J1U151910
TROIANO MARISSA D 2020-03-0072928 2012/MDT/JH4CU2F64CC010265
VANAPARTHY RAMA RAO 2021-03-0073218 2013/BA96608/19XFB2F5XDE204952
VENOUTSOS LOURDES M 2021-03-0073461 2008/813EKM/2HGFA16538H523330
VW CREDIT LEASING LTD 2020-03-0073638 2016/1ARKP6/1VWVBT7A36GCC06463
VW CREDIT LEASING LTD 2021-03-0073655 2019/AT78458/3VW487AX4KM052930
VW CREDIT LEASING LTD 2021-03-0073673 2019/AX66831/WAUL2BF20KN107967

Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (11.23)
Sec. 12-129 Refund of Excess Payments. (7.63)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (634.01)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (57.26)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (22.88)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (62.03)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (71.99)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (15.19)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (24.90)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (43.11)
Sec. 12-129 Refund of Excess Payments. (13.22)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (45.89)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (18.47)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (193.46)
Sec. 12-129 Refund of Excess Payments. (4,848.19)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (98.93)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (112.41)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (622.16)
Sec. 12-129 Refund of Excess Payments. (610.54)
Sec. 12-129 Refund of Excess Payments. (691.43)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (200.16)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (190.38)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (120.59)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (372.54)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (259.51)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc (276.79)
Total of 62 Refunds (27,912.81)

Drafted by:

Carlene Andruet

Carlene Andruet
Revenue Clerk

Date:

8/19/22

Approved by:

J. Hilinski
Jennifer R. Hilinski-Shirley
Collector of Revenue, CCMC, CCMO

Date:

8/22/22

Senerth, Katherine

From: Andrulat, Carlene
Sent: Monday, August 22, 2022 9:47 AM
To: Senerth, Katherine
Subject: Refund Batch 2 scan, corrected
Attachments: Refund Batch 2 scan USE THIS ONE.pdf

Good morning,

Thank you for your patience Kathy. Attached above is the corrected memo and excel sheet information to be added along with my refunds for Town Council for their meeting September 6th, 2022. If you need anything else please let me know.

Best regards,

Carlene Andrulat

Revenue Clerk

Collector of Revenue
Town of South Windsor
1540 Sullivan Ave.
South Windsor, CT 06074

Phone: (860)-644-2511 ext. 2284 | Carlene.Andrulat@southwindsor-ct.gov

Senerth, Katherine

Resignation

From: Kathrynshale <kathrynshale@gmail.com>
Sent: Thursday, July 21, 2022 3:49 PM
To: Senerth, Katherine
Cc: kewagner@aol.com; SandyJ
Subject: [External]Mass Transit Commission Resignation

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

To the Town Council of South Windsor

I have been honored to serve on the Mass Transit and Highway Advisory Commission. Due to increasing family responsibilities, I regretfully submit this resignation. It has been a pleasure and a privilege to serve on this commission under the strong and able leadership of Chair Karen Wagner.

Thank you

Kathryn S. Hale

54 Orchard Hill Drive, South Windsor, CT 06074

Sent from Mail for Windows

Senerth, Katherine

From: Armstrong, Bonnie
Sent: Monday, August 29, 2022 11:27 AM
To: Senerth, Katherine
Subject: FW: [External]Fwd: Resignation from Zoning Board of Appeals

Hi Kathy,

Please see the below resignation.

Bonnie L. Armstrong, CCTC

Town Clerk
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074

Phone: 860-644-2511 ext. 2225

Email: bonnie.armstrong@southwindsor-ct.gov

From: Mail Verification! (c) <scjip@cox.net>
Sent: Monday, August 29, 2022 10:57 AM
To: bonnieleearmstrong@gmail.com; Armstrong, Bonnie <Bonnie.Armstrong@southwindsor-ct.gov>
Cc: tonygolfs@att.net
Subject: [External]Fwd: Resignation from Zoning Board of Appeals

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

----- Original Message -----

From: David Basile <wxoregano@gmail.com>
To: Sandy Jeski <scjip@cox.net>
Date: August 23, 2022 at 8:04 PM
Subject: Resignation from Zoning Board of Appeals

Hi Sandy:

Please accept this as my resignation from the Zoning Board of Appeals as an alternate. Thank you for the opportunity to be of service.

Sincerely

David Basile

Sent from my iPad

