

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 1

June 15, 2020

**TOWN COUNCIL – REGULAR MEETING
VIRTUAL MEETING**

1. Call Meeting to Order

Mayor Paterna called the Regular Meeting to order at 7:04 p.m.

3. Roll Call

Members Present: Mayor Andrew Paterna
Deputy Mayor Liz Pendleton
Councilor Audrey Delnicki
Councilor Erica Evans
Councilor Mary Justine Hockenberry
Councilor Cesar Lopez
Councilor Karen Lydecker
Councilor Lisa Maneeley
Councilor Janice Snyder

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

5. Adoption of Agenda

Councilor Snyder made a motion to adopt the agenda as presented. Deputy Mayor Pendleton seconded the motion.

Deputy Mayor Pendleton made a motion to amend the agenda by moving Item 17. A. after Item 10, adding a resolution to the agenda (Item 13. M.) to authorize the Town Manager to sign a contract for the Virtual Net Metering project pending the Board of Education's approval, and would like to accept the change in Exhibit C that was changed to reflect the correct phone numbers for the Fire Department for Item 13. D. Councilor Lydecker seconded the motion, and it was approved unanimously.

Mayor Paterna called for a vote on the amended motion; it was approved unanimously.

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 2

June 15, 2020

ITEM:

8. Adoption of Minutes of Previous Meetings

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Virtual Regular Meeting Minutes of June 4, 2020.

Was made by Councilor Lydecker

Seconded by Councilor Snyder

The motion passed on a roll call vote of 8-0 with Councilor Hockenberry abstaining.

Deputy Mayor Pendleton made a motion to suspend the rules and accept public input. Councilor Snyder seconded the motion, and it was approved unanimously.

17. Executive Session

At 8:17 p.m. Deputy Mayor Pendleton made a motion to go into Executive Session to discuss a draft agreement that would result in disclosure of public records or information which is exempt from disclosure at this time pursuant to Connecticut General Statutes §1-210(b)(1) – Virtual Net Metering Projects. Councilor Snyder seconded the motion, and it was approved unanimously.

At 8:45 p.m. Councilor Snyder made a motion to adjourn the Executive Session and Reconvene the Regular Meeting. Councilor Hockenberry seconded the motion, and it was approved unanimously.

11. Consent Agenda

Councilor Delnicki made a motion to approve Agenda Items 11.a.A. for a first reading on the Consent Agenda. Councilor Snyder seconded the motion, and it was approved unanimously.

- A. Resolution Appointing Nick Jones (R) to the Agricultural Land Preservation Advisory Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

(Consent Agenda Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 3

June 15, 2020

ITEM:

11. A. (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Nick Jones (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, to fill an expired term of Jonathan Foster and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

12. Unfinished Business

A. Resolution Establishing a Policy and an Application as Provides for the Display of Commemorative or Organization Flags (Postponed from the June 1, 2020, Town Council Meeting)

WHEREAS, requests to fly a commemorative or organization flag on a Town of South Windsor flag pole must be made at a regularly scheduled Town Council meeting; and

WHEREAS, an application form must be submitted for any requests to fly a commemorative or organization flag on a Town of South Windsor flag pole; and

WHEREAS, the flag request must meet the guidelines within the policy established by the Town of South Windsor Town Council

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the 2020 Flag Flying Policy (**Exhibit A**) and Application Form (**Exhibit B**).

Was made by Councilor Lopez
Seconded by Councilor Hockenberry

Mayor Paterna explained that the Town Council had received the Town Attorney's opinion and written policy. Mayor Paterna suggested that the Council use the Town Attorney's Flag Policy rather than the original policy. There are many of the same points, but they are expressed differently and more thoroughly.

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 4

June 15, 2020

ITEM:

12. A. (Continued)

Mayor Paterna then made the following friendly amendments to the Policy: in II. Policy under D., after customary for, delete "the subject that is to be commemorated, but no longer than" and insert in its place "duration of the event or (14) fourteen". Councilor Lopez accepted the friendly amendment, and there was no opposition from other Council members.

Deputy Mayor Pendleton made a friendly amendment to the Policy to add C. under III. Procedure to state that "Flags will be flown according to the U.S. Flag Code." Councilor Lopez accepted the friendly amendment, and there was no opposition from other Council members.

Mayor Paterna called for a vote on the motion; it was approved unanimously.

13. New Business

B. Resolution Waiving the Competitive Bidding Process for DNR Laboratories

WHEREAS, the Town of South Windsor Information Technology Department will be receiving the Public, Educational, and Governmental Programming and Educational Technology Investment Account Grant in the amount of \$62,096.96, in order to make additions and improvements to the recording and broadcast configuration in Town Hall; and

WHEREAS, a great deal of the current configuration, including the two main broadcast servers, was installed, programmed, and is supported by DNR Laboratories, LLC; and

WHEREAS, given the specialized nature and complexity of our A/V setup, DNR's fist-hand knowledge of that setup, and the fact that the new equipment will need to be seamlessly integrate with our current setup that was configured by DNR; and

(Resolution Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 5

June 15, 2020

ITEM:

13. B. (Continued)

WHEREAS, the grant has a set timeline for procuring equipment and service that we need to adhere or risk being disqualified from the grant; and

WHEREAS, DNR has already quoted the project

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

Was made by Councilor Maneeley
Seconded by Deputy Mayor Pendleton
The motion was approved, unanimously

C. Resolution Accepting the Fiscal Year 2019/2020 Suspense List

BE IT RESOLVED that the South Windsor Town Council hereby accepts the Fiscal Year 2019/2020 Suspense List as proposed and submitted to the Town Council by the Collector of Revenue.

Was made by Councilor Hockenberry
Seconded by Deputy Mayor Pendleton
The motion was approved unanimously

D. Resolution Approving an Amendment to the Emergency Contingency Plan for Elections

WHEREAS, according to Connecticut State Statute 9.174a-1, an Emergency Contingency Plan for Elections must be instituted by each municipality; and

WHEREAS, on February 18, 2014, the South Windsor Town Council approved an Emergency Contingency Plan for Elections; and

WHEREAS, since that time, there are amendments proposed, which includes the addition of Section 26 to the plan that explains steps to be taken if a pandemic occurs

(Resolution Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 6

June 15, 2020

ITEM:

13. D. (Continued)

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves an amendment to the Emergency Contingency Plan for Elections, as shown in attached **Exhibit C**.

Was made by Deputy Mayor Pendleton
Seconded by Councilor Snyder
The motion was approved unanimously

E. Resolution Committing \$100,000 of Anticipated Surplus for Fiscal Year Ending June 30, 2020, for the Purpose of Funding Future Year Costs due to COVID-19

WHEREAS, the Government Standards Accounting Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the South Windsor Town Council has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council elects to commit \$100,000 of the anticipated surplus for the fiscal year ending June 30, 2020, for the purpose of funding future year costs due to COVID-19.

Mayor Paterna explained that this item is being withdrawn from the agenda at this time because the State is coming up with new guidelines about the COVID-19 reimbursements.

F. Resolution Approving Transfers to the Pension Fund and Capital Improvement Fund

WHEREAS, the Town of South Windsor has managed its budget well in conjunction with a light winter and will have a surplus of funds from the Fiscal Year 2019-2020; and

(Resolution Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 7

June 15, 2020

ITEM:

13. F. (Continued)

WHEREAS, the Town of South Windsor Fiscal Year 2020-2021 budget was reduced using expected surplus funds from the Fiscal Year 2019-2020

WHEREAS, the South Windsor Town Council has the authority to appropriate budgeted funds per Section 701 of the Town Charter

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the following:

1. A transfer of \$400,000 from Town Health Account to the Capital Project Account; and
2. A transfer of \$150,000 from the Capital Lease Account, \$150,000 from the Town Health Account, and \$100,000 of unencumbered funds in the Pension Account to fund an additional contribution of \$400,000 to the Pension Fund.

Was made by Councilor Snyder
Seconded by Deputy Mayor Pendleton

Answering questions from the Council, Mr. Maniscalco explained that the Town is transferring surplus funds from this current fiscal year into our Capital Fund that will cover Capital Projects in the next fiscal year. Essentially we are creating an additional revenue source for next year's Capital Fund, which in turn reduced our overall budget.

Councilor Delnicki questioned if it would be more prudent to add the whole \$800,000 to the Pension Fund to make the Pension Fund more stable? Mr. Maniscalco stated that the Council made a commitment through the budget process for \$400,000 to go into the Capital budget. There could be significant issues with both the rating and auditor after making that commitment and not following through.

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 8

June 15, 2020

ITEM:

13. F. (Continued)

Councilor Delnicki explained that she voted in opposition to this item in the budget and, therefore, would be voting against this resolution.

Mayor Paterna called for a vote on the motion; it passed a roll call vote of 8 to 1 with Councilor Delnicki voting in opposition.

G. Resolution Setting a Time and Place for a Virtual Public Hearing to Receive Citizen Input on Supporting the Use of Absentee Ballots for the General Election in November 2020

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, July 6, 2020, at 8:00 p.m. through Thursday, July 9, 2020, at 4:30 p.m.**, as the time and place for a Virtual Public Hearing to receive citizen input on supporting the use of absentee ballots for the General Election in November 2020. The public hearing will be opened on Monday, July 6, 2020, at 8:00 p.m. during the Town Council Meeting and will remain open until Thursday, July 9, 2020, at 4:30 p.m. for the public to comment. The public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov.

Was made by Councilor Lopez
Seconded by Councilor Snyder

Councilor Delnicki made a motion to amend the public hearing notice by adding the phone number that will allow the public to call in to make comments from July 6, 2020, at 8:00 p.m. and remain open under July 9, 2020, at 4:30 p.m. and also add to the public notice that the public will get the results of public comments at the Town Council Meeting on July 20, 2020. Councilor Snyder seconded the motion.

Mayor Paterna called for a vote on the amendments; they were approved unanimously.

Mayor Paterna called for a vote on the amended motion; it was approved unanimously

(Resolution Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 9

June 15, 2020

ITEM:

13. G. (Continued)

The resolution to read as follows:

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, July 6, 2020, at 8:00 p.m. through Thursday, July 9, 2020, at 4:30 p.m.**, as the time and place for a Virtual Public Hearing to receive citizen input on supporting the use of absentee ballots for the General Election in November 2020. The public hearing will be opened on Monday, July 6, 2020, at 8:00 p.m. during the Town Council Meeting and will remain open until Thursday, July 9, 2020, at 4:30 p.m. for the public to comment. The public is welcome to call 855-925-2801, Code 9502 to make comments, or email comments to TownCouncilComments@southwindsor-ct.gov. Results of public comments will be given at the July 20, 2020, Town Council Meeting.

H. Resolution Creating a Town Council Sub-Committee to Address the Black Lives Matter Movement in South Windsor

WHEREAS, it is important that the South Windsor Town Council address the issue of systemic racism in our society; and

WHEREAS, the South Windsor Town Council declares Racism as a Public Health Crisis that affects many areas in our community such as housing, health care, education, job training, and employment; and

WHEREAS, the South Windsor Town Council supports the goals of Social Justice and Racial Equality in our community

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council wishes to create a five (5) member sub-committee, appointed by the Mayor, to accomplish two tasks as follows:

1. Establish a Community Conversation event to discuss Black Lives Matter in South Windsor, keeping in mind appropriate guidelines during the COVID-19 pandemic; and

(Resolution Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 10

June 15, 2020

ITEM:

13. H. (Continued)

2. Draft a Statement of Support regarding the Black Lives Matter Movement in South Windsor; and

BE IT FURTHER RESOLVED that the sub-committee shall submit the Statement of Support after it is complete to the South Windsor Town Council for approval.

Was made by Councilor Evans
Seconded by Councilor Maneeley

Mayor Paterna made a motion to amend the resolutions as follows:

- The Resolution title to read "Resolution Creating a Town Council Sub-Committee to address Social Justice, Racial Equity and the Black Lives Matter Movement and How it Affects the Town of South Windsor".
- The NOW, THEREFORE, BE IT RESOLVED paragraph to read "the South Windsor Town Council wishes to create a five (5) member sub-committee, appointed by the Mayor and Minority Leader, and begin with these tasks:"
- Task number one to read "Establish Community Conversations Events to discuss Social Justice and Racial Equity and the Global Black Lives Matter Movement in South Windsor, keeping in mind appropriate guidelines during the COVID-19 pandemic."
- Add a task number 3 to read "Promote and develop programs and initiatives to continue this effort."

Deputy Mayor Pendleton seconded the amendments, and they were approved unanimously.

Councilor Snyder made a motion to amend the number of members in the sub-committee from 5 to 4. Councilor Maneeley seconded the motion, and it was approved unanimously.

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 11

June 15, 2020

ITEM:

13. H. (Continued)

Mayor Paterna called for a vote on the amended resolution; it was approved unanimously.

The Resolution to read as follows:

H. Resolution Creating a Town Council Sub-Committee to Address the Racial Equity and the Black Lives Matter Movement and How it Affects the Town of South Windsor

WHEREAS, it is important that the South Windsor Town Council address the issue of systemic racism in our society; and

WHEREAS, the South Windsor Town Council declares Racism as a Public Health Crisis that affects many areas in our community such as housing, health care, education, job training, and employment; and

WHEREAS, the South Windsor Town Council supports the goals of Social Justice and Racial Equality in our community

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council wishes to create a four (4) member sub-committee, appointed by the Mayor and Minority Leader, and begin with these tasks:

1. Establish Community Conversation Events to discuss Social Justice and Racial Equity and the Global Black Lives Matter Movement in South Windsor, keeping in mind appropriate guidelines during the COVID-19 pandemic; and
2. Draft a Statement of Support regarding the Black Lives Matter Movement in South Windsor; and
3. Promote and develop programs and initiatives to continue this effort; and

(Resolution Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 12

June 15, 2020

ITEM:

13. H. (Continued)

BE IT FURTHER RESOLVED that the sub-committee shall submit the Statement of Support after it is complete to the South Windsor Town Council for approval.

I. Resolution Authorizing the Town Manager to Sign and Execute Employment Agreements with Both Assistant Town Managers

WHEREAS, the Town of South Windsor employs two (2) Assistant Town Managers; and

WHEREAS, the Town of South Windsor, through its Town Manager, would like to solidify and identify the benefits packages for the Assistant Town Managers through an employment agreement; and

WHEREAS, it is good Human Resources practice to have clearly outlined agreements with employees

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to sign and execute employment agreements with both Assistant Town Managers.

Was made by Councilor Lydecker
Seconded by Councilor Hockenberry

After lengthy discussions were held, Deputy Mayor Pendleton made a motion to call the question. The motion passed on a roll call vote of 6 to 2 with Mayor Paterna, Deputy Mayor Pendleton, Councilor Evans, Councilor Hockenberry, Councilor Lopez, and Councilor Lydecker voting in favor of the resolution; Councilor Delnicki and Councilor Snyder voting in opposition of the resolution, and Councilor Maneeley abstaining.

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 13

June 15, 2020

ITEM:

13. New Business (Continued)

Deputy Mayor Pendleton made a motion to extend the meeting past 11:00 p.m. Councilor Hockenberry seconded the motion. The motion failed because not all Council members were in agreement to extend the meeting. The meeting ended at 11:00 p.m.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

Flag Flying Policy

I. Purpose

- A. The Town of South Windsor establishes the following guidelines regarding the display of Commemorative or Organizational Flags on a Town flagpole located at the Town Hall, or Town-owned or Town-maintained facilities.
- B. In adopting this Policy, the Town Council declares that flagpoles owned or maintained by the Town of South Windsor are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for the display of Commemorative or Organizational Flags authorized by the Town Council as an expression of the Town Council's official sentiments which shall constitute government speech.

II. Policy

- A. As expression of the Town's official government speech, the Town Council may authorize the display of a Commemorative or Organizational Flag at the flagpole located at the South Windsor Town Hall or other Town-owned or Town-maintained facilities.
- B. The Town Council shall only consider a request to display a Commemorative or Organizational Flag if the request is made by a member of the South Windsor Town Council and a majority of the Town Council members agrees to place the discussion on the agenda for a regular or special Town Council meeting. Further procedural requirements are outlined in Section III.
- C. At a noticed and agendized Town Council meeting, a majority of Council members would need to agree to fly the Commemorative or Organizational Flag.
- D. Each Commemorative or Organizational Flag cannot be flown more than once a year and will be displayed for a period of time that is reasonable or customary for duration of the event or fourteen (14) continuous days. Only one Commemorative or Organizational Flag will be allowed to be displayed during any time period.
- E. Commemorative and organizational flags must be temporarily donated for the Town's use and be clean, without holes and tears, and be made of an all-weather fabric. Commemorative or Organizational Flags must be the same size or smaller than the United States and Connecticut flags that are flown. The Town will not be responsible for the condition of the Commemorative or Organizational Flag once flown and may dispose of any such flag not picked up within thirty (30) days after it has been flown. The Town will not purchase the Commemorative or Organizational Flags.

- F. If any other flag is flown at half-staff, the Commemorative or Organizational Flag will also be flown at half-staff.
- G. A Commemorative or Organizational Flag as defined in this Policy shall mean a flag that identifies with a specific historical event, cause, nation or group of people that the Town Council chooses to honor or commemorate consistent with the Town's mission and priorities. The following are not allowed as Commemorative or Organizational Flags and will not be considered by the Town Council:
- a. Flags of a particular religious movement or creed to avoid the appearance of Town government endorsing religion or a particular religious movement or creed;
 - b. Flags of a political party to avoid the appearance of Town government endorsing a political party;
 - c. Flags advocating a certain outcome in an election, to avoid the appearance of Town government endorsing an electoral outcome;
 - d. Flag of a commercial organization, to avoid the appearance of Town government endorsing any particular business; and
 - e. Flags that enable violence, discrimination, prejudice, or racism, to avoid the appearance of Town government endorsing such actions.

III. Procedure

- A. An individual or group who would like Town Council members to request a Commemorative or Organizational Flag to be adopted by the Town should make a request to the Town Manager. The Town Manager should distribute any requests made by the public to all members of the Town Council. Any Town Council member who receives such request can choose in his or own sole discretion to request that the full Town Council vote to adopt a certain Commemorative or Organizational flag as the Town's government speech. At the request of a Town Council member, such discussion will be placed on the agenda for a regular or special Town Council meeting and the Town Council member's request will be considered pursuant to Section II.
- B. The Town Council will only display Commemorative or Organizational flags that it approves as its own government speech at the request of individual Town Council members.
- C. Flags will be flown according to the U.S. Flag Code.

Application for a Flag to be Flown in South Windsor 2020

A request for a flag to be flown in South Windsor should be at minimum of seven days in advance of the date for flag to be flown. The commemorative flag is to be flown on a Town flagpole according to the U.S. Flag Code

Print Name/ Street Address/ City and State

Phone #: _____ Cell #: _____

Date of Request: _____

Name of Flag to be Flown: _____

Flag dimensions must not be larger than: 5' x 9' with grommets for securing the lanyard.

Date (s) Event Requested for: _____

Special Requests: _____

Date to be Raised: _____ Date Lowered _____

Name of person making this request: _____

Signature of person making this request: _____

This Application must remain on file in the South Windsor Town Manager's Office and cannot be submitted more than once in any calendar year.

Signature/Town Manager: _____ Request

Received by Town Manager/Date: _____

Accepted: _____ Approval process by

Town Council: approved _____ (date) denied _____ (date)

Approved by the South Windsor Town Council on: _____

Flag Location: _____

Registrars of Voters
Emergency Contingency Plan
Town of South Windsor

According to Statute 9-174a-1, an emergency contingency plan for elections must be instituted by each municipality. This is South Windsor's contingency plan:

Section 1: All tabulators are tested prior to the election as required by Statute 9-242a-1 to 942a-28. The IVS machines are tested and the voice recordings proofed for accuracy.

Section 2: The Registrar of Voters will maintain a list of poll workers by assignment. These poll workers may be called by the registrars if the moderators request a backup poll worker or the lines in the polling place are such that a new checker's line needs to be opened up.

Section 3: Moderators must call the Registrars of Voters if a poll worker fails to show up after attempts have been made to contact the poll worker. The Registrars will be responsible for getting additional poll workers to the necessary location.

Section 4: Alternate Locations:

| Polling Sites | Alternate Sites |
|-----------------------------------|---|
| District 1 Pleasant Valley School | S. Windsor Fire House Co. 1 – 1175 Ellington Road |
| District 2 Eli Terry School | S. Windsor Fire House Co. 3 – 232 West Road |
| District 3 SWHS | South Windsor Library – 1550 Sullivan Avenue * |
| District 4 PR Smith School | Community Center – 150 Nevers Road |
| District 5 TE Middle School | Orchard Hill School – 350 Foster Street * |

*Alternate locations for the High School, 161 Nevers Road and Timothy Edwards Middle School, 100 Arnold Way would only be used if both schools are incapacitated. Due to the size of the schools, if only one is out, the other school could handle the voter population.

All reservations for the locations of the polling places will be in writing. If an emergency occurs, the facilities managers and the Registrars will meet in order to transition from the assigned location to the alternate location.

Section 5: All facilities in South Windsor are town owned and therefore under fire safety compliance. If an issue arises, the Registrar of Voters will notify the Fire Department, Fire Chief and Fire Marshal immediately.

Section 6: A list of contacts to be given to the Moderators. Those contacts will include but are not limited to, police, fire, utilities, facilities management.

Section 7: The Registrars of Voters will retain one package of each type of ballot. This will allow for emergency paper ballots to be delivered to the polling places.

Section 8: Each polling place will have emergency provisions including but not limited to (2) flashlights, first aid kit with manual, battery operated radio, extra batteries, hand sanitizer, bottled water, and nutrition bars. Moderators that do not have a cell phone will be provided with a temporary one.

Section 9: The day before the election the Registrars will inspect the polling place with the moderators. This will insure the polling place is set up correctly and any accessibility problems can be addressed prior to the opening of the polls.

Section 10: If severe weather is anticipated and the election is still scheduled to go on, the Registrar of Voters will contact the police to assist poll workers that need rides to the polling place. The Registrars will determine how many poll workers would be necessary given the severity of the weather.

Section 11: The Moderator's Duties for opening the polls will be considered as part of the plan and included as an attachment to the plan.

Section 12: Moderators must file a report with the Registrars of Voters. This is beyond the moderator's notes which include issues occurring during the day. The report must contain the problem, all contacts made and the solution to the emergency.

Section 13: Voters will be notified of any changes on polling locations due to an emergency by the Everbridge System, newspaper, and signage. If possible, a first class mailing will be done but if not, a poll worker will be stationed at the closed polling location to direct voters to the new location.

Section 14: The Moderator will log the number of ballots used. Notify the Registrar of Voters when the polling place has less than 20% left. Dependent upon the time of the day, the Registrars of Voters will determine if new ballots need to be sent to the polling locations.

Section 15: If the tabulator is malfunctioning, the Moderator must inform the Registrars of Voters so that a new tabulator can be delivered to the polling place.

Section 16: The Moderator is responsible for giving the replacement poll worker an overview of the polling location and their assignment. The oath must be given and the paperwork signed.

Section 17: If a Moderator has not arrived, one of the Assistant Registrars will assume the duty of Moderator if certified. If neither Assistant Registrars are certified, the Deputy Registrar will assume the duty of Moderator. If there are capability issues with the Moderator, the Assistant Registrars are to notify the Registrars immediately and a Deputy Registrar will be sent to the polling place to relieve the Moderator.

Section 18: The Moderator has the ability to replace poll workers that are not performing their duties. The Moderator must notify the Registrar of Voters that a situation has occurred and the actions taken to remedy the issue.

Section 19: If the lines at a polling place are long enough to create a ½ hour wait, the Moderator's must assess the situation and determine what action is to be taken. If more checker lines are needed, the Moderator will call the Registrars of Voters for more poll workers. If the privacy booths are constantly occupied, the Registrar of Voters will be notified for more privacy booths or table privacy slats.

Section 20: Each Moderator will be given an evacuation plan by polling location.

Section 21: If there is a power loss at a polling location, the Moderator will notify the Registrars of Voters and the Registrars of Voters will notify the power company. In the meantime, they will move to a location near natural light. The back up batteries should allow the voter to continue to vote in the normal manner. Paper ballots are still an option if the batteries fail.

Section 22: If a medical emergency arises, the Moderator will call 911 immediately, the dispatcher will assist the Moderator in what to do until the first responders arrive.. Voting should be immediately stopped in order for the Moderator to assess the situation. The moderator should request assistance from any trained medical persons or emergency personnel in the polling place. The Assistant Registrars are to assist in calming the situation by crowd control and leaving an area clear for any personnel that arrive to assist the injured or ill.

Section 23: If a smoke, fire or any other alarm goes off in the polling place, the Moderator must consider the safety of the poll workers and voters first. Call 911 immediately. The Assistant Registrars will stop any voters from entering the polling place. Those already in the polling place should follow the directions given by the Moderator. The Moderator will have an emergency evacuation plan with a designated meeting place in their Moderator's Book. Once all occupants within the voting area have been evacuated, notify the Fire Department.

Section 24: If a disorderly situation arises in or near the polling place, the Moderator should attempt to calm the situation by asking what the problem is. If the Moderator is unable to calm the situation or determines that intervention will not calm it, 911 must be alerted. The Moderator must then follow the evacuation procedures in the Moderator's handbook.

Section 25: If there is a security threat at the polling locations, call 911 immediately. The dispatcher will guide the Moderator on the local Emergency Plan of Operations developed under CGS 28-7a.

Section 26: If a pandemic occurs, the first step is to contact the local health officer to get CDC guidelines and any assistance in procuring PPE. The Registrars should develop a

polling location plan based on CDC guidelines such as 6 ft distancing. In conjunction with the Town Clerk, the Registrars should decide on the availability of using the polling locations. (See alternate polling locations). Contact poll workers to see if they would be willing to work under the pandemic. Have an alternate source of workers such as the group of people less impacted by the pandemic (seniors or young adults). Contact SOTS for legal guidance on the election/primary/referendum. Make sure the Registrars are alert to the Governor's Executive Orders that may have a critical effect on the event.

DATE APPROVED: _____

EMERGENCY CONTACT NUMBERS

EMERGENCY CALLS : 911

ROUTINE ELECTION DAY PHONE NUMBERS:

POLICE – 860-644-2551 POLICE CHIEF (c) 860-982-0537

FIRE DEPARTMENT – 860-644-8547 FIRE CHIEF (c) 860-982-0400

PHONE COMPANY – 860-246-8464 repair or 203-771-0593

POWER COMPANY - 800-286-2000

REGISTRARS OF VOTERS – 860-644-2511 ext 275 (D) 860-644-2511 ext 276 (R)

FACILITIES MANAGEMENT – 860-291-1220

WEATHER ALERT – 860-648-6256

EMERGENCY MANAGEMENT - 860-644-2511 ext 200

FIRE MARSHALL - 860 – 644- 2511 EXT 217 (c) 860-982-0389