

**TOWN COUNCIL**  
**TOWN OF SOUTH WINDSOR**

**Action Minutes**

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**October 18, 2021**

**TOWN COUNCIL – REGULAR MEETING**  
**COUNCIL CHAMBERS – SOUTH WINDSOR TOWN HALL**

**1. Call Meeting to Order**

Mayor Paterna called the Regular Meeting to order at 7:00 p.m.

**3. Roll Call**

Members Present: Mayor Andrew Paterna  
Deputy Mayor Liz Pendleton  
Councilor Erica Evans  
Councilor Steven King, Jr.  
Councilor Philp Koboski  
Councilor Cesar Lopez (arrived at 7:14 p.m.)  
Councilor Karen Lydecker  
Councilor Lisa Maneeley  
Councilor Janice Snyder

Members Absent: Councilor Philip Koboski

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

**5. Adoption of Agenda**

Councilor Lydecker made a motion to adopt the agenda as presented. Councilor Snyder seconded the motion.

Deputy Mayor Pendleton made a motion to amend the agenda to go to Item 13. A. (Resignation of Erik Dabrowski from the Water Pollution Control Authority) and 13.B. (Resignation of Erik Dabrowski from the Zoning Board of Appeals), after Item 10. Reports from Committees. Councilor Snyder seconded the motion, and it was approved unanimously.

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

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**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: Regular Meeting Minutes of October 4, 2021.

Was made by Councilor Maneeley  
Seconded by Councilor Snyder  
The motion was approved unanimously

**13. New Business**

**D. Resolution Accepting the Resignation of Erik Dabrowski (R) from the Water Pollution Control Authority**

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Erik Dabrowski (R) from the Water Pollution Control Authority effective September 29, 2021; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Erik Dabrowski for the time he has dedicated to serving his community by his membership on the Water Pollution Control Authority.

Was made by Councilor Snyder  
Seconded by Deputy Mayor Pendleton

Mayor Paterna and Councilor King thanked Mr. Dabrowski for his service on the Water Pollution Control Authority.

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

**E. Resolution Accepting the Resignation of Erik Dabrowski (R) from the Zoning Board of Appeals**

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Erik Dabrowski (R) from the Zoning Board of Appeals effective September 29, 2021; and

**(Resolution Continued on Next Page)**

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**ITEM:**

**13. E. (Continued)**

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

Was made by Councilor Maneeley  
Seconded by Councilor Snyder

Mayor Paterna thanked Mr. Dabrowski for his service on the Zoning Board of Appeals.

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

**11. Consent Agenda**

**a. First Reading**

Councilor Maneeley made a motion to approve Agenda Items 11.a.A. through 11.a.B as a First Reading on the Consent Agenda. Councilor Snyder seconded the motion, and it was approved unanimously.

**A. Resolution Appointing Joseph Botti (R) to the Water Pollution Control Authority and Postpone Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Joseph Botti (R) to the Water Pollution Control Authority for a term ending November 30, 2021, to fill the unexpired term of Erik Dabrowski and postpone consideration of this motion until the Town Council's next regularly scheduled meeting.

**B. Resolution Appointing Daniel Kane (R) to the Zoning Board of Appeals and Postpone Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Daniel Kane (R) to the Zoning Board of Appeals for a term ending November 30, 2023, to fill the unexpired term of Erik Dabrowski and postpone consideration of this motion until the Town Council's next regularly scheduled meeting.

**(Consent Agenda Continued on Next Page)**

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**ITEM:**

**11. Consent Agenda (Continued)**

**a. First Reading (Continued)**

Councilor King made a motion to approve agenda item 11.a.C. as a First Reading on the Consent Agenda. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

**C. Resolution Appointing Mary Justine Hockenberry (D) to the Human Relations Commission and Postpone Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Mary Justine Hockenberry (D) to the Human Relations Commission for a term ending November 30, 2021, to fill the unexpired term of Charles Margolis and postpone consideration of this motion until the Town Council's next regularly scheduled meeting.

**b. Second Reading**

Councilor Lopez made a motion to approve Agenda Item 11.b.A. through 11.b.C. as a Second Reading on the Consent Agenda. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

**A. Resolution Appointing Ashlie Alleyne (D) to the Social Justice and Racial Equity Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Ashlie Alleyne (D) to the Social Justice and Racial Equity Commission for a term ending November 30, 2023.

**B. Resolution Appointing Renu Krishnan-Cabot (U) to the Social Justice and Racial Equity Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Renu Krishnan-Cabot (U) to the Social Justice and Racial Equity Commission for a term ending November 30, 2023.

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**ITEM:**

**11. Consent Agenda (Continued)**

**b. Second Reading (Continued)**

**C. Resolution Appointing Shelley Solomon (D) to the Social Justice and Racial Equity Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Shelley Solomon (D) to the Social Justice and Racial Equity Commission for a term ending November 30, 2022.

Councilor Snyder made a motion to approve Agenda Item 11.a.D. through 11.a.E. as a Second Reading on the Consent Agenda. Councilor Maneeley seconded the motion.

Deputy Mayor Pendleton made a motion to amend the Agenda Items to read 11.b.D. through 11.b.E. Councilor Snyder seconded the amendment, and it was approved unanimously.

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

**D. Resolution Appointing Daniel Kane (R) to the Economic Development Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Daniel Kane (R) to the Economic Development Commission for a term ending November 30, 2023, to fill the unexpired term of Edwina Futtner.

**B. Resolution Reappointing Barbara Barbour (R) to the Redevelopment Agency**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Barbara Barbour (R) to the Redevelopment Agency for a term ending December 31, 2025.

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**ITEM:**

**13. New Business**

**A. Resolution Approving the Creation of a Memorial to Honor Residents that have been Impacted by COVID-19**

WHEREAS, the South Windsor Town Council has been discussing the creation of a memorial to honor residents that have been impacted by COVID-19 since March 15, 2021; and

WHEREAS, the Town has been approved for a Team Depot grant for the creation of a memorial from Home Depot in the amount of \$7,284.12; and

WHEREAS, the memorial will be located at the Major Michael Donnelly Land Preserve at 1165 Sullivan Avenue

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the creation of a memorial to honor residents that have been impacted by COVID-19 and authorizes Town Manager Maniscalco to sign and execute any necessary documents to secure the funding from the Home Depot grant, and implement the memorial project.

Was made by Councilor Evans

Seconded by Deputy Mayor Pendleton

The motion passed on a roll call vote of 6 to 2, with Councilor Maneeley and Councilor Snyder voting in opposition of approval.

**B. Resolution Approving the Revised Town Council Rules and Procedures**

BE IT RESOLVED that the South Windsor Town Council hereby approves the revised Town Council Rules and Procedures.

Was made by Councilor Snyder

Seconded by Deputy Mayor Pendleton

The motion was approved unanimously

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**ITEM:**

**13. New Business (Continued)**

**C. Resolution Authorizing the South Windsor Town Council to Remove Katie Graham (R) from the Park & Recreation Commission**

WHEREAS, under the Town Charter, Chapter 5, Section 502 (b), the South Windsor Town Council has the authority to remove any member of a Board, Commission, or Committee appointed by it if such member has absented himself/herself from all meetings of his/her Board, Commission, or Committee for a period of three consecutive months; and

WHEREAS, Mrs. Katie Graham (R), a member of the Park & Recreation Commission, has been absent from the Park & Recreation Commission meetings for over one year; and

WHEREAS, there have been attempts to seek a resignation from Mrs. Graham to no avail

NOW, THEREFORE, BE IT RESOLVED that pursuant to Section 502 (b) of the Town Charter, the South Windsor Town Council hereby removes Mrs. Katie Graham as a member of the Park & Recreation Commission effective immediately.

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

**F. Resolution Accepting the Resignation of James Ainsworth (R) from the Blighted Property Appeals Board**

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of James Ainsworth (R) from the Blighted Property Appeals Board effective September 30, 2021; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to James Ainsworth for the time he has dedicated to serving his \_\_\_\_\_ community by his membership on the Blighted Property Appeals Board.

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

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**ITEM:**

**14. Passage of Ordinance**

**A. Resolution Adopting the Proposed Ordinance Establishing an Arts Commission**

BE IT RESOLVED that the South Windsor Town Council hereby adopts the proposed Ordinance Establishing an Arts Commission, as shown in **Exhibit A**.

Was made by Councilor Evans

Seconded by Deputy Mayor Pendleton

The motion passed on a roll call vote of 6 to 2, with Councilor Maneeley and Councilor Snyder voting in opposition of approval.

**B. Resolution Adopting the Proposed Ordinance Governing the Flying of Commemorative or Organizational Flags on the Wapping Community House Designated Flagpole**

BE IT RESOLVED that the South Windsor Town Council hereby adopts the proposed Ordinance Governing the Flying of Commemorative or Organizational Flags on the Wapping Community House Designated Flagpole, as shown in **Exhibit B**.

Was made by Deputy Mayor Pendleton

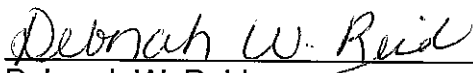
Seconded by Councilor Maneeley

The motion was approved unanimously

**18. Adjournment**

At 8:39 p.m., Councilor Maneeley made a motion to adjourn the Regular Meeting. Councilor Snyder seconded the motion, and it was approved unanimously.

Respectfully submitted,



Deborah W. Reid  
Clerk of the Council

**Ordinance**

**South Windsor Arts Commission (SWAC)**

**1. Purpose**

In recognition of the contribution which culture and the arts make to the quality of life of the community, there is hereby established a permanent Town Commission to be known as the "South Windsor Arts Commission," (SWAC).

The purposes shall be to foster and facilitate participation in, development of, and appreciation for a variety of artistic and cultural activities and displays within the Town of South Windsor and to encourage the display and presentation of artistic and cultural art and activities in public, school, and community facilities Town-wide.

The role of SWAC will include, but is not limited to:

1. promote artistic and cultural activities and collaborations for South Windsor's citizens;
2. encourage arts education and appreciation;
3. provide opportunities for artists to produce and present their work;
4. encourage and generate community-wide participation in the development and appreciation for artistic and cultural activities within the Town of South Windsor;
5. advocate for, and support the goals of the greater South Windsor arts community;
6. create and enhance arts opportunities within the Town of South Windsor;
7. create new economic opportunities for the people of South Windsor through the expansion of artistic and cultural programs and events;
8. enhance learning opportunities in the arts for all residents through cooperation and collaboration of the various organizations associated with the arts.

**2. Establishment & Composition**

SWAC will consist of an 8-member panel of residents of the Town of South Windsor with education, training, or work experience related to the arts or cultural activities, demonstrated practice or other relevant qualifications in the area of arts or cultural activities. All members shall be appointed to the SWAC by the Town Council and shall include, equal, bi-partisan representation with four (4) commissioners (2 Democrat nominated and 2 Republican nominated) each for a two year term and four (4) commissioners (2 Democrat nominated and 2 Republican nominated) will serve a one year term from outset of the SWAC's creation. Each party's nominations must include a minimum of one individual who is unaffiliated or under other minor party affiliation. Thereafter, each commissioner will serve a two-year term upon appointment.

Additional advisors to SWAC shall include representation of recognized arts and cultural organizations within the community related to supporting the art and cultural activities. Nominations for such SWAC advisors shall be forwarded to the Town Council for approval to be reviewed and voted on by the Town Council with a simple majority vote determining advisory non-voting representatives. Once approved, community organization memberships are active for a two-year term beginning on the date of Town Council appointment.

**3. Liaisons**

There shall be a panel of non-voting liaisons to SWAC as follows: Mayor (or designee), Board of Education Chair (or designee), South Windsor Library Director (or designee), Wood Memorial Library Director (or appointee), and Parks and Recreations Director (or designee). Liaisons shall be invited to each regular and special meeting of the Commission and are encouraged to participate in discussions related to SWAC, but shall not be voting members or count toward the quorum.

**4. Organization**

At the first meeting on or after December 1 of each year, the Commission shall elect from its appointed membership a chairperson, vice-chairperson, secretary, and other officers as deemed appropriate by the Commission.

The Commission will hold regular monthly meetings according to the schedule determined by appointed members and may hold special meetings as determined by the membership.

The Commission shall establish its own rules and procedures for the conduct of its business. Otherwise it shall follow Robert's Rules of Order, where applicable and not in conflict with its rules and procedures or the Freedom of Information Act.

If a vacancy occurs outside the regular allotted terms as set out above, an individual will be appointed by the Town Council for the unexpired portion of the term based on nomination by party affiliation.

**5. Objectives and Duties of SWAC**

- a) Highlight the Town's artists, art activities and events, and connect arts and cultural organizations that already exist in town.
- b) Encourage youth to be involved in local arts.
- c) Coordinate art and cultural events with various groups in town.
- d) Coordinate with Town Staff to ensure SWAC website is informative and up-to-date as a digital resource related to the arts and cultural activities and organizations on the Town webpage.
- e) The Commission may consider the development of a foundation to support and fund the Arts in South Windsor.
- f) Organize and hold an annual arts festival. Any necessary Town funding is based on Town Council approval.
- g) Promote, encourage, and recommend display of works of arts on town property for approval of the Town Council based on a simple majority passage of support.
- h) Make an initial survey and maintain an inventory of the artistic and cultural resources of the Town.
- i) Develop, and recommend to the Town Council a formal arts policy to include a vision and mission related to the arts and culture for the Town of South Windsor and including activities in accordance therewith, subject to approval by the Town Council.
- j) Make recommendations to the Town Council and the Town on art-related matters in furtherance of the Commission's vision and mission statement related to arts and culture.
- k) Encourage and assist in the display and presentation of art, artistic performance and cultural activities in Town, school and community facilities Town-wide, as well as encourage and assist in the recognition of Town artists.

## **Exhibit A**

- l) Engage in other activities necessary and appropriate to carry out its purposes, objectives, and duties.
- m) Keep records of its meetings and activities and shall file an annual report with the Town Council, the Town Manager and the Town Clerk describing its activities for the previous calendar year.

Effective Date:

PROPOSED ORDINANCE GOVERNING THE FLYING OF COMMEMORATIVE OR  
ORGANIZATIONAL FLAGS ON THE WAPPING COMMUNITY HOUSE DESIGNATED  
FLAGPOLE

**Exhibit B**

**1. Purpose**

- A. The Town of South Windsor establishes the following rules and procedures regarding the display of privately owned Commemorative or Organizational Flags only on the one designated Town flagpole located at Town Center (Wapping Community House) southeast of the American flagpole and situated closest to Ellington Road. No other privately owned Commemorative or Organizational Flags shall be displayed on any other Town-owned or Town-maintained facility. The Town flags found on the Town of South Windsor Flag List are excluded from this ordinance.
- B. In adopting this ordinance, 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.

**2. Process; Eligible Flags**

- A. As expression of the Town's official government speech, the Town Council may authorize the display of a Commemorative or Organizational Flag only on the one designated flagpole located at Town Center (Wapping Community House).
- 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 at a regular or special Town Council meeting. All requests must be supplied to the Clerk of the Council by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting for that meeting and in accordance with the procedural requirements outlined in Section III.
- C. At a noticed and agendized Town Council meeting, a two thirds plus one (supermajority plus one) of Council members present and voting would need to agree to fly the Commemorative or Organizational Flag. The necessary votes needed depends upon the number of members present, as shown below:

<u><b>Members Present and Voting</b></u>	<u><b>Two Thirds Plus One Vote</b></u>
<b>9</b>	<b>7</b>
<b>8</b>	<b>7</b>
<b>7</b>	<b>6</b>
<b>6</b>	<b>5</b>
<b>5</b>	<b>5</b>

- 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. 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. If any other flag is flown at half-staff, the Commemorative or Organizational Flag will also be flown at half-staff. All flags shall be flown in accordance with the U.S. Flag Code.
- E. A Commemorative or Organizational Flag as defined in this Policy shall mean a flag that is owned by a private individual, group or organization and 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. Flags 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.

### **3. Procedure**

#### **A. Application Process:**

An individual, group or organization who would like Town Council members to request a Commemorative or Organizational Flag be adopted by the Town shall make application through the Town Manager's Office as follows:

- Obtain an application from the Town's website or request an application from the Town Manager's Office.

## **Exhibit B**

- A completed application has to be submitted to the Town Manager's Office no less than 30 days prior to the request of when the flag is to be flown. An application must be completed in its entirety or will not be accepted.
- After the request is reviewed and signed by the Town Manager, the application shall be distributed to all members of the Town Council.

### **B. Town Council Process:**

Any Town Council member can choose in his or her own sole discretion to request that the flying of the proposed flag be adopted by the Town Council as the Town's government speech and that it become a discussion item placed on a regular or special meeting agenda as follows:

- The request must be supplied to the Clerk of the Council by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting.
- Such request will be considered pursuant to Section II and only if a two thirds plus one (supermajority plus one) of the Town Council members present and voting approve of the request, shall the request be placed on the Town Council agenda for its next regular or special meeting as an action item for resolution by the Town Council. The necessary votes are shown in a table above.