

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

Minutes

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**TOWN COUNCIL – REGULAR MEETING**  
**VIRTUAL MEETING**

**1. Call Meeting to Order**

Mayor Paterna called the Regular Meeting to order at 7:07 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  
Vanessa Perry, Asst. Town Manager/Director of H.R.  
Scott Roberts, Asst. Town Manager/CIO/Emergency Mgmt.

**4. Mayor's Remarks**

The Council sends their blessings and prayers to those who are celebrating Hanukkah this week.

**5. Adoption of Agenda**

Deputy Mayor Pendleton made a motion to adopt the agenda with one change - bringing Item 13. A. up on the agenda between Items 5 and 6. Councilor Snyder seconded the motion.

Councilor Delnicki requested an amendment to this motion that a discussion item regarding how to help businesses that have been impacted by the Governor's Executive Order be added to the agenda as Item 13. M. Councilor Snyder seconded the motion.

After discussing the amendment, the Councilor decided that this item could be added to the agenda with the understanding that this would be discussed further at the next meeting.

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

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

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**ITEM:**

**13. New Business**

- A. Discussion Item: Black Lives Matter Sub-Committee Council Training  
(requested by Councilor Evans) (Rocio Chang and Karen Taylor from  
UConn to be present)**

Ms. Chang and Ms. Taylor came before the Council and gave an overview of the presentation that was shown at the Black Lives Matter Sub-Committee meeting. The presentation is attached, **Exhibit A**.

Councilor Evans informed the Council that Mary Etter and Sandy Westbrook would be holding a virtual series program called Opening Doors to Understanding Social Justice and Racial Equality Implicit Bias, which is co-sponsored by the Black Lives Matter Sub-Committee and Human Relations Commission. The program series will begin on Monday, December 14, 2020, starting at 7:30 p.m. Those who want to join should register by calling (860) 644-1541 or under a link on the Town website.

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

Mr. Maniscalco reported on the following:

- There have been a total of 607 cases of COVID-19 reported in South Windsor, with 481 of those cases past quarantine. There have been 34 people that have passed away due to COVID-19.
- There have been issues regarding testing and communications with the State. There was confusion about whether asymptomatic individuals should be tested or not. That issue has been cleared up. The Department of Public Health has determined that asymptomatic individuals should be tested in communities that are identified as a red or orange community. South Windsor is currently identified as a red community. South Windsor is asking as many people to be tested as possible and is working on putting a third testing event together.
- In October, there were 646 claims for unemployment in South Windsor, equaling a 4.5% unemployment rate compared to a statewide unemployment rate of 5.8%.
- On November 30, 2020, the Town's overall collection rate for taxes is 58.89%.

**(Town Manager's Report Continued on Next Page)**

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**ITEM:**

**6. Communications and Reports from Town Manager (Continued)**

- The Town does not have information regarding the number of businesses that have closed or downsized due to COVID-19. Town staff will continue to work on this item to see if anything can be found.
- On November 30, 2020, many residents throughout our community experience an electrical surge of power to their homes, causing damage. Mr. Maniscalco recognized the Fire Department, first responders, and Town staff for their great work. There were approximately 29 emergency calls in one hour that came in. Mr. Maniscalco requested that residents contact him at [michael.maniscalco@southwindsor-ct.gov](mailto:michael.maniscalco@southwindsor-ct.gov) or through the regular mail if they experienced any damage. A letter will be drafted to Eversource and PURA.
- In order to get back to work on the Strategic Plan, Town staff will review the current plan, do updates where they feel it is necessary, and come back to the Council.
- Recognized the Department of Public Works for their great work during the snow storm over the weekend.

Chief Cooney came before the Council and explained that a week ago today, South Windsor had a very rare power surge storm. There were 29 calls in just over an hour, with 24 of those calls reporting smoke or odors in residential homes. There was ample personnel with a request of one truck from Broad Brook, who did a great job. The Dispatch Center did a great job. An accident that occurred involved a car with a tree and a telephone pole with wires down. There was a citizen who got out of her car and told the operator of the vehicle to not come out of their car. If that individual had gotten out of the car, there is a strong possibility there could have been a fatality. The name of the citizen who should be recognized is Michelle Gonsalves.

Assistant Chief Brian Peck stated that there was a tremendous outpouring from people from the Department who were able to come out and go from house to house that needed help. When you have a surge, there is the possibility that something could catch on fire, so every house had to be checked to make sure there was no danger. It was a tremendous job by all.

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**ITEM:**

**6. Communications and Reports from Town Manager *(Continued)***

Deputy Chief Burch explained that when she got to the motor vehicle accident on Ellington Road, Michelle Gonsalves, a resident who came upon the accident, was there instructing the person in the motor vehicle to stay in the car because there were live wires. Deputy Chief Burch requested Eversource on a priority one who arrived quickly and disconnected the lines. The individual in the motor vehicle was very lucky to have no injuries.

Deputy Mayor Pendleton thanked everyone for their response to this electrical surge. She stated that she is extremely proud of the training that South Windsor receives.

Chief Cooney thanked the Council for recognizing the South Windsor Volunteer Fire Department, and stated he is very proud of the South Windsor Volunteer Fire Department.

Deputy Chief Burch thanked Chief Cooney, who went to the Police Department and wrote down every call that came to make sure we could respond to every call because the system was down. She also thanked Deputy Chief Peck for his assistance.

Councilor Maneeley thanked all of the first responders and requested that Michelle Gonsalves receives recognition.

Councilor Hockenberry stated that she appreciates all of the hard work, and our Town should be very proud of all our first responders.

Deputy Mayor Pendleton requested that the Town Manager write up a public service announcement on social media to the citizens of South Windsor, that if they were affected by the electrical surge, that they should contact you. Mr. Maniscalco explained that he is going to put something out on social media.

Councilor Snyder thanked Chief Cooney and the Fire Department for always taking care of our community. Chief Cooney stated that he appreciated all of the cooperation of everyone, including the dispatch center.

Answering questions from the Council, Mr. Maniscalco explained that the three years that was indicated in the Strategic Plan is more for the financial aspect. The Town staff can review the Strategic Plan first, and the list can be brought to the Town Council in the New Year to set priorities.

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**ITEM:**

**6. Communications and Reports from Town Manager (Continued)**

Councilor Snyder voiced her concern regarding spending time trying to find how many businesses have closed or have reduced staff due to COVID-19 because this information is not readily available. Mr. Maniscalco stated that the staff has been trying to find out information regarding this item, but were unable to find any information at this time.

Councilor Snyder felt it is great to know how businesses are doing, but if you have done an initial search and have found nothing, a lot of time should not be spent on this. Information may become available in the future.

Answering further questions, Mr. Maniscalco explained that the Town staff is doing the best they can on the leaf pickup. Usually, there is an updated list put up on Facebook or the Town website. They are trying to get to every street twice, but the pickup will depend on the weather.

Councilor Snyder informed the public that the Public Works Department does a great job with the leaf pickup. There have been some COVID-19 issues in the Public Works Department, which affected the amount of employees that have been able to work. Councilor Snyder thanked the Public Works Department for their hard work.

Mr. Maniscalco added that the Public Works Department did a great job and was out today picking up leaves. It is a lot of work to take trucks and put them on leaf duty and then shift them back to do plowing.

Councilor Lopez said that he agrees with Councilor Snyder about information regarding businesses that have closed or reduced staff due to COVID-19 not be readily available.

Mr. Maniscalco explained to the Council that he and Chief Cooney are on the Board of Directors for the Chamber of Commerce, and there has been a lot of information sent out from DECD about the PPA loans and other Federal Government loan programs for both small businesses and local businesses.

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**ITEM:**

**7. Public Input**

Mr. Maniscalco read a letter (only partially because the five-minute rule came into effect) from Tom Dillon, 34 Barber Hill Road (**Exhibit B**)

Mr. Frank Peter stated that he is opposed to the Town spending \$4M, at this time, to buy the former United Bank building.

Mr. Tom Dillon, 34 Barber Hill Road, read the remainder of the letter he sent in (**Exhibit B**).

**8. Adoption of Minutes**

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Public Hearing Minutes of November 16, 2020.

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

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of November 16, 2020.

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

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

Councilor Snyder reported that at the Planning & Zoning Commission meeting, there were discussions held regarding regulations for animals of what is in place and how they could be changed. A public hearing will be held regarding this item. In the future, the Planning & Zoning Commission will also discuss regulations changes to accommodate electric vehicle charging from the Energy Committee.

**(Discussions Continued on Next Page)**

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**ITEM:**

**9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council (Continued)**

Mayor Paterna questioned if the regulations changes for animals includes bees and beekeeping? Councilor Snyder responded that it does include bees and beekeeping.

Councilor Lydecker explained that she had attended the Board of Education meeting last month. Dr. Carter stated that she is not planning on changing the current models for the schools, but they could change in the future if numbers of the Pandemic change. The Board of Education also discussed the populations in the schools, and because of the Pandemic, some parents are not sending their children in to start kindergarten as early as they used to, so some of the levels in the schools are coming down from what the original predictions were.

**10. Reports from Committees**

Councilor Evans informed the Council that the Naming of Public Lands and Buildings Sub-Committee will be meeting on Thursday, December 10, 2020, at 5:30 p.m. to continue conversations regarding honoring James Throwe and will be re-visit the conversation of the location that will be used to honor Al Larsen.

**11. Consent Agenda**

**a. First Reading**

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

**A. Resolution Reappointing Erik Dabrowski (R) to the Blighted Property Appeals Board 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 reappoints Erik Dabrowski (R) to the Blighted Property Appeals Board for a term ending November 30, 2024, and postpones 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

**B. Resolution Reappointing Mary Bey (R) to the Housing Authority and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the south Winsor Town Council hereby reappoints Mary Bey (R) to the Housing Authority for a term ending November 30, 2025, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**C. Resolution Reappointing James Macdonald (R) to the Inland Wetlands Agency/Conservation Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the south Winsor Town Council hereby reappoints James Macdonald (R) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2024, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**D. Resolution Reappointing Jamie Gamble (R) to the Blighted Property Appeals Board and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Winsor Town Council hereby reappoints Jamie Gamble (R) to the Blighted Property Appeals Board for a term ending November 30, 2024, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

b. Second Reading

Councilor Delnicki made a motion to approve Agenda Item 11.b.A as a Second Reading on the Consent Agenda. Councilor Maneeley seconded the motion.

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**ITEM:**

**11. Consent Agenda (Continued)**

**b. Second Reading**

Mayor Paterna made a motion to postpone this item until the December 21, 2020, Town Council meeting to request a report from the Inland Wetlands Agency/Conservation Commission. Councilor Snyder seconded the motion, and it passed on a roll call vote of 8 to 1, with Councilor Delnicki opposed.

**A. Resolution Appointing Dan Katzbek (R) an Alternate to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Dan Katzbek (R) an Alternate to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2023, to fill an expired vacancy.

**(Postponed to the December 21, 2020, Town Council Meeting)**

Councilor Evans made a motion to approve Agenda Items 11.b.B through 11.b.K. as a Second Reading on the Consent Agenda. Councilor Snyder seconded the motion, and it was approved unanimously.

**B. Resolution Reappointing John Blondin (D) to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints John Blondin (D) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2024.

**C. Resolution Reappointing Steven King, Jr. (D) an Alternate to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Steven King, Jr. (D) an Alternate to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2024.

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

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**ITEM:**

**11. Consent Agenda (Continued)**

**b. Second Reading**

**D. Resolution Reappointing Paul Cote (D) to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Paul Cote (D) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2024.

**E. Resolution Reappointing Gary Pitcock (D) to the Greater Hartford Transit District**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Gary Pitcock (D) to the Greater Hartford Transit District for a term ending December 12, 2024.

**F. Resolution Reappointing Elizabeth Kuehnel (D) to the Personnel Board of Appeals**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Elizabeth Kuehnel (D) to the Personnel Board of Appeals for a term ending November 30, 2023.

**G. Resolution Reappointing Stephen Wagner (D) to the Water Pollution Control Authority**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Stephen Wagner (D) to the Water Pollution Control Authority for a term ending November 30, 2024.

**H. Resolution Reappointing Linda Jeski (D) to the Human Relations Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Linda Jeski (D) to the Human Relations Commission for a term ending November 30, 2023.

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

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**ITEM:**

**11. Consent Agenda (Continued)**

b. Second Reading

**I. Resolution Reappointing Louise Neary (D) to the Economic Development Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Louise Neary (D) to the Economic Development Commission for a term ending November 30, 2024.

**J. Resolution Reappointing Karrell Rose (D) to the Human Relations Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Karrell Rose (D) to the Human Relations Commission for a term ending November 30, 2023.

**K. Resolution Appointing David Basile (D) an Alternate to the Zoning Board of Appeals**

BE IT RESOLVED that the South Windsor Town Council hereby appoints David Basile (D) an Alternate to the Zoning Board of Appeals for a term ending November 30, 2021, to fill an unexpired vacancy.

**12. Unfinished Business**

None

**13. New Business**

**B. Discussion Item: Executive Session Requirements (*requested by Town Manager Michael Maniscalco*) (*Town Attorney Kari Olson to be present*)**

Town Attorney Kari Olson explained to the Council that the Freedom of Information Act only permits the Town Council to go into Executive Session for very specific reasons. Those subject matters exclude the public for significant reasons such as the decision in public would be detrimental to the objectives and goals of the Town, it could interfere with the privacy rights of

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**ITEM:**

**13. B. (Continued)**

an employee or it could be detrimental to negotiations on a piece of property the Town is interested in buying or selling. When the Council is in Executive Session, everything discussed in Executive Session should not be shared with the public unless or until the matter is resolved and becomes public knowledge. Council members in Executive Session should not be taking notes or exchanging documents. It is each member of the Council's objective to always act in the best interest of the Town and to understand that when you obtain information in the Executive Session, it should not be shared with the public until it is proper public knowledge. Town Attorney Olson informed the Council that in Executive Session, no votes could be made. The Council may give directives in Executive Session, but all votes must be in public.

Answering questions from the Council, Town Attorney Olson explained that while the Council is meeting virtually, it is each Councilor's obligation to put yourselves in a scenario where what is being discussed in Executive Session is not going to be heard among other members of your family, the public, or friends. There are very limited reasons where the Council can go into Executive Session, so all Councilors need to keep in mind that this is sacrosanct and you need to respect that it is for the best interest of the Town. If a Council member is absent during an Executive Session, technically anything that is discussed in Executive Session doesn't leave Executive Session, so they could not be updated on the matter if not in Executive Session for that same matter. If the same subject matter comes back to Executive Session at the next meeting, the Council member who was absent can be updated on this item; however, if the same subject matter does not come back to Executive Session and an Executive Session is held for a different subject matter, the Council member cannot be updated on the previous matter. No items can be discussed in Executive Session that has not been voted on as a subject matter by the Council. If a subject matter has been resolved to the point where it no longer justifies an Executive Session, then it cannot be discussed in Executive Session. It is best to request an Executive Session in advance to be put on the agenda because it would take a 2/3rds vote to amend the agenda. In addition to the Town Council following their policies and procedures, the Town Council also follows Robert's Rules of Order. If it is known that somebody has violated the Executive Session, any Council member has the

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**ITEM:**

**13. B. (Continued)**

right to publicly censure the individual who violated Executive Session, keeping in mind that it must be done with the rest of the Council being on board, and must be done in public. The Council can go as far as to exclude the individual who violated Executive Session from future Executive Sessions if the pattern of behavior persists. Anyone can bring a complaint to the Freedom of Information Commission by filling out a form.

Town Attorney Olson reviewed proper Executive Session items as follows: discussion concerning employment, employment performance, evaluation, dismissal of a public officer or employee (employee could force the Council to discuss the matter in public if they so choose), negotiations with respect to pending claims or pending litigation, matters concerning strategy or deployment of security personnel, discussion of a selection of a site or the lease, sale, or purchase of real estate, or discussions of any matter which would result in the disclosure of public records or information that is exempt from disclosure.

The recourse for going into Executive Session for something that is not outlined in the State Statutes would be for a member of the public or a member of the Council to bring a complaint to the Freedom of Information Commission. The results of that could be anything from admonishment to forcing you to go to training or an actual civil penalty. The Council does not go into Executive Session without a vote of the Council. If a Council member recognizes that the subject matter is improper for an Executive Session, then they would vote not to go into Executive Session, but if the Council mistakenly goes into Executive Session and discusses something that is not an Executive Session item, a Point of Order should be called to stop all conversations, and when you come out of Executive Session it can be discussed publicly. If the subject matter is questionable, the Council is better off waiting on the Executive Session until they get a legal opinion from the Town Attorney.

Answering further questions, Attorney Olson explained that if the Council decides they will not act on an item on their agenda, the Council can pass over it, but it may be clearer to explain that the item is not going to be discussed. This will also make it clear in the minutes.

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**ITEM:**

**13. New Business**

**C. Resolution Reappointing Janice Snyder (R) to the Greater Hartford Transit District 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 reappoints Janice Snyder (R) to the Greater Hartford Transit District for a term ending December 12, 2024, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Was made by Councilor Maneeley  
Seconded by Deputy Mayor Pendleton

Mayor Paterna explained that the Town has participated for years with the Greater Hartford Transit.

Mayor Paterna called for a vote on the motion; it passed on a roll call vote with Councilor Snyder abstaining.

**D. Resolution Approving a Transfer of \$60,000 from the Contingency Account to the Emergency Management Operating Materials Account and the Building Maintenance Contracts Account**

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$60,000 from the Contingency Account with \$20,000 to the Emergency Management Operating Materials Account and \$40,000 to the Building Maintenance Contracts Account to cover costs for PPE and ongoing COVID-19 cleansing/disinfecting of public buildings.

Was made by Councilor Lydecker  
Seconded by Councilor Snyder

Mr. Maniscalco explained to the Council that because of COVID-19, the staff is using all of the buildings and is cleaning more often, increasing the cost associated with cleaning. Additionally, the Town has had to purchase PPE. This is an ongoing cost to make sure the Town has the correct amount of PPE for staff. When the Pandemic initially hit, the State said it was a disaster, and the Town would get reimbursed. FEMA has not reimbursed any

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**ITEM:**

**13. D. (Continued)**

municipalities across the State. The State of Connecticut, through the CARES Act, received approximately \$75M that was outlined specifically for municipalities. They have put together a program where the Town can submit items that FEMA has not approved for funding. South Windsor has been approved for reimbursement from those dollars. Moving forward, OPM and the State of Connecticut has changed that program, so no longer will it be something the Town has to apply for, but they will be giving the Town a grant-based upon population. At this point, the Town does not know when all these monies will come in. Mr. Maniscalco stated that he feels the Town will be alright with the Contingency Account for this Fiscal Year.

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

**E. Resolution Authorizing the Town Manager to Enter into a Contract with TitanGen, LLC**

WHEREAS, it is proposed to enter into a contract with TitanGen, LLC of Rocky Hill, CT, a division of Titan Energy, for solar consulting services for an RFP development bid evaluation, and project management for proposed solar canopies in the South Windsor Police Station parking lot; and

WHEREAS, solar equipment prices have fallen enough that solar canopies installation behind the Police Station is likely to generate short term and long term electric bill savings; and

WHEREAS, the Police Department plans to repave and extend their parking area and add fencing in 2021 so that the cost of underground connections to solar canopies can be minimized if the two projects are coordinated; and

WHEREAS, wiring can be included to support electric vehicle charging (known as EV Ready) to benefit both employees and the possibility of future plug hybrid electric cruisers (EV chargers to be acquired later when needed); and

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**ITEM:**

**13. E. (Continued)**

WHEREAS, solar canopies would yield intangible or unmeasurable benefits by providing shade and shelter from ice and snow; and

WHEREAS, TitanGen's revenue will be built into the eventual power purchase agreement rates from a successful bidder so that the Town incurs no costs unless and until such time as the project is operational; and

WHEREAS, TitanGen has a similar contract with the South Windsor Board of Education for rooftop solar installations on several school buildings with rooftop solar installations on the new Orchard Hill and Philip R. Smith Elementary Schools nearing completion and expected to be operational in December 2020

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to enter into a contract with TitanGen, LLC of Rocky Hill, CT, for solar consulting services for an RFP development, bid evaluation, and project management for proposed solar canopies in the Police Station parking lot.

Was made by Councilor Snyder  
Seconded by Councilor Hockenberry

Councilor Snyder explained that the Energy Committee has been discussing this for quite a while. The Police will receive unmeasurable benefits from the solar carport. When this item first came up two years ago, it was going to cost a lot, but since then, the project cost has reduced, and payback from solar generation is worth it.

Mr. Steve Wagner, Chairperson of the Energy Committee, explained that several years ago the Energy Committee thought about going into a program like this but was informed that solar canopies would be a nice thing to have but would be an added cost to the Town that the revenue would not offset the cost of the canopies. Since that time, the cost of this equipment has come down substantially, and the rates have risen, so it switches to be positive savings for the Town. The savings are not as large as some of the other projects the Energy Committee has done because the savings are being used to build the structures, but there is still a saving.

**(Resolution Continued on Next Page)**

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**ITEM:**

**13. E. (Continued)**

Mayor Paterna stated that the contract does not require funding by the Town of South Windsor. Mr. Wagner added that this is TitanGen, LLC's business model, and they take the risk.

Mayor Paterna then stated that the Town set a goal of 80% renewable energy for Town buildings by 2023. Mr. Wagner further stated that the Town had not set a goal of 100%, that was a Mayor's challenge, but if this project comes online, two virtual net metering projects in the works, and the staff is working very hard to reduce the Town's electric consumption, the Town may get to the 100% in 2023.

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

**F. Resolution Disbanding the Transparency Task Force**

WHEREAS, a Transparency Task Force was established on January 16, 2018; and

WHEREAS, the role of this Task Force was to make recommendations to enhance transparency in Government and to prepare a report of its findings to be presented to the Council and the public by March 19, 2018; and

WHEREAS, the Town Council received the recommendations on March 19, 2018, and gave consensus to move forward with the recommendations, as shown in attached **Exhibit C**; and

WHEREAS, the Town Council recognizes that the Task Force has met its goal and has not met since January 31, 2018, and that it should be disbanded

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby disbands the Transparency Task Force.

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

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**ITEM:**

**13. New Business (*Continued*)**

**G. Resolution Re-Establishing the South Windsor 175<sup>th</sup> Anniversary Committee**

WHEREAS, on September 5, 2019, the South Windsor Town Council approved the establishment of the South Windsor 175<sup>th</sup> Anniversary Committee; and

WHEREAS, the resolution states that the Committee would cease to exist on September 30, 2020; and

WHEREAS, due to the COVID-19 Pandemic, this Committee has not been able to plan or implement any of the plans for the anniversary celebration, and all events and programs were rescheduled to 2021; and

WHEREAS, it is necessary for this Committee to continue with their responsibilities of developing a series of unique events to signify the celebration of South Windsor's 175<sup>th</sup> Anniversary

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the re-establishment of the South Windsor 175<sup>th</sup> Anniversary Committee; and

BE IT FURTHER RESOLVED that this Committee will cease to exist after all events and programs for the 175<sup>th</sup> Anniversary have been held.

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



TOWN COUNCIL  
TOWN OF SOUTH WINDSOR

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**ITEM:**

**13. New Business (*Continued*)**

**H. Discussion Item: Proposed Changes to the Town Council Rules and Procedures (*requested by the Personnel Committee*)**

Deputy Mayor Pendleton informed the Council that the reason why this is being requested is that an in-house Town Attorney has been hired in the past and may be hired in the future. The Town Charter governs setting the appraisal and wages for an in-house attorney. The Town Council Rules and Procedures do not specify specifically an in-house Town Attorney, so the Personnel Committee felt it should be added.

The proposed changes are attached as **Exhibit D**.

**I. Discussion Item: Personnel Committee Procedures (*requested by the Personnel Committee*)**

Deputy Mayor Pendleton explained that the Personnel Committee has met and drafted a document that outlines the procedure to do an evaluation. This document will be kept with the Clerk of the Council for future reference for the Personnel Committee. The document also provides the Charter references that govern the tasks and also provides dates which specific tasks that should be accomplished. The proposed document is attached as **Exhibit E**.

Answering questions from the Council, Deputy Mayor Pendleton explained that the document would be placed in the Clerk of the Council's Office.

Councilor Lydecker stated that she has read through the document and feels that these tasks could be accomplished in two meetings rather than six meetings. The Personnel Committee does not have the authority to make any final decisions regarding the evaluation or compensation, which has to go to the full Council for approval.

**(Resolution Continued on Next Page)**

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**ITEM:**

**13. I. (Continued)**

Councilor Snyder explained that the two most important roles the Council does are set a budget and evaluate its employees. There is a need to hold two Executive Sessions with the Council. One is to obtain input from all Council members, and the second would be to finalize the draft to make sure all Council member's feelings are captured in the evaluation. There are more meetings, but to really go through this process thoroughly, it is important to follow a specific process and allow ample time to do the task appropriately.

Deputy Mayor Pendleton stated that, most importantly this process keeps the Personnel Committee on task to get the evaluations done in a specific amount of time. This process will also educate the Personnel Committee on what needs to be discussed in Executive Session and what is not discussed in Executive Session.

Councilor Hockenberry said that the process that has been given to the Council is the same taken during the time of the evaluations. This is a guideline for a future Personnel Committee to follow. Councilor Snyder stated that the title could be changed to Personnel Committee Guidelines if the Council wishes.

Councilor Lydecker stated that the document is a great outline but wants to make sure more work is not being done because the Personnel Committee does not have authority. Councilor Lydecker feels the Personnel Committee should be more empowered to do the work they are responsible for.

Councilor Snyder explained that the Personnel Committee has always taken input from the Council members. No Committees of the Council has the power to make decisions but do the necessary tasks to bring a recommendation back to the Council for approval.

Deputy Mayor Pendleton informed the Council that the Council as a whole is the authority to give compensation to its employees.

Councilor Hockenberry explained that during the evaluations of the Clerk of the Council and Town Manager, a draft was presented to the Council with a final evaluation having all of the Council member's input. The Personnel Committee does the administrative work that is necessary for the evaluation.

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**ITEM:**

**13. New Business (Continued)**

**J. Discussion Item: The Clerk of the Council's Job Description (requested by the Personnel Committee)**

Deputy Mayor Pendleton explained that the Personnel Committee drafted the job description for the Clerk of the Council with input from the Human Resources Department.

Councilor Hockenberry questioned if the current Clerk of the Council has to abide by what is in this job description? Mrs. Perry, Assistant Town Manager/Director of Human Resources, explained that this job description would be for the current person in this position and any future employees moving forward until it has been changed again.

Councilor Lopez asked what the difference between an essential job function and other job functions? Councilor Snyder explained that there is no higher priority between essential and other. Evaluations are based on all job functions.

Mayor Paterna stated that he would interpret essential as more important and should carry more weight in the evaluation. Councilor Snyder informed the Council that the evaluation form that is currently in place for this position is categorized with specific functions. The Committee could review the evaluation form.

Deputy Mayor Pendleton believes that the essential job functions are the actual directive tasks that this position has to do. Other job functions are how you perform the essential job functions.

Councilor Lydecker reviewed the essential job functions and other job functions and questioned how certain tasks are classified as essential or other job functions. It seems like some of the items under job functions should be classified as essential and vice versa? Councilor Snyder felt that the Personnel Committee should review these functions further.

**(Resolution Continued on Next Page)**

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**ITEM:**

**13. J. (Continued)**

Deputy Mayor Pendleton explained that the Personnel Committee would be meeting tomorrow, and the comments from the Town Council can be addressed. A revised job description will be sent out to the Council for approval at the next Town Council meeting.

Councilor Lydecker then questioned if there are job functions in this draft that are not being done by the current Clerk of the Council? If so, and this draft becomes current, what are the ramifications? Mrs. Perry stated that it is her understanding that all of these job functions are currently being done by the Clerk of the Council, but if not, and the Council wants them to be done, then they would have to start being done.

Councilor Lydecker asked if the Council could change the requirements of the Clerk of the Council at any time. Mrs. Perry answered yes.

Councilor Hockenberry questioned if the Council were to make changes to the requirements of the job, when would that be done so that the current Clerk of the Council would be prepared for it? Mayor Paterna felt that it would not be able to be done until July 1<sup>st</sup>, and it may mean you need to add additional compensation if you are adding additional duties to a person's job.

Councilor Snyder suggested that the essential job functions be bulleted. Mrs. Perry concurred that it would look better in bullets.

Answering questions from the Council, Deputy Mayor Pendleton explained that Debbie Reid, the Clerk of the Council, was involved in creating the job description to make sure that all of the job functions are tasks that she presently performs.

Councilor Lydecker questioned if there should be something added in the job description about the minimum amount of training that should be attended and the certain topics? Councilor Hockenberry stated that there is an item about training already in the job description.

**(Resolution Continued on Next Page)**

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**ITEM:**

**13. J. (Continued)**

Mrs. Perry clarified that once this job description is approved, this is what the current Clerk of the Council would have to follow as well as going forward. The Town Council is the Clerk of the Council's supervisors, and has the right to make any changes in the job description. If there is a major item added to the job description, compensation may need to be adjusted.

**K. Discussion Item: Diversity, Equity, and Inclusion Training for all Town Staff (requested by Mayor Paterna)**

Mayor Paterna stated that the Town has a very active Black Lives Matter Sub-Committee. The South Windsor Public Library, Human Relations Commission, and the Black Lives Matter Sub-Committee had come together to hold community conversations regarding diversity, equity, and inclusion, and the Board of Education has made some positive steps. Mayor Paterna questioned what steps have been made for training for Town staff in regards to diversity, equity, and inclusion?

Mr. Maniscalco informed the Council that all Department Heads and Assistant have all participated in a Diversity Training. Town staff has participated in an Implicit Bias Training. The Police Department does an annual Diversity Training for all of its officers. Connecticut Conference of Municipalities is putting together a Diversity Training, which a lot of the Town staff will be participating in once that is put together and released. The Town will be looking to have some type of Diversity Training moving forward for all Town staff.

Answering questions from the Council, Mr. Maniscalco felt that CCM would be able to offer some workshops and training associated with diversity to municipalities in the future, as well as come to the Town to offer different training related to Government. The Council was provided with the on-line version of the Implicit Bias Training, and once CCM training is released, the Council will have the ability to participate in that training.

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**ITEM:**

**13. New Business (*Continued*)**

**L. Discussion Item: How to Help Businesses that Have Been Impacted by the Governor's Executive Order (requested by Councilor Delnicki)**

Councilor Delnicki explained that she brought this item up to see if something could be done regarding permit fees. At the next meeting, the Town Manager can relay information that possibly could delay the permit fees to sometime next year for a business that has lost a certain percentage of sales.

Mr. Maniscalco stated that he would look into this issue but cautioned the Council that the Town needs to look at what type of impact that will have on the Town's revenue projections and how a deferral of so much time could potentially impact the Town. If the Town is going to issue a license and permit to businesses without a fee, the Town will probably see a collection rate drop significantly in that line item because no longer is there a requirement to pay before they get their permit.

Councilor Delnicki informed the Town Manager that it is for a renewal. She then stated that she would rather have a delay and have businesses pay a fee later instead of having a business all of a sudden closing.

Mayor Paterna agreed with Councilor Delnicki but questioned the schedule for payments? Mr. Maniscalco explained that it is due once per year, but it is staggered across the year for whenever the business opened.

Mayor Paterna requested the Town Manager to look into this to see what the details are and bring back a proposal to the Council for consideration.

Answering questions from the Council, Mr. Maniscalco stated that he would work on some type of deferral program associated with permitting fees and consult with the Town Attorney.

Council members discussed the types of businesses that this deferral would focus on and came up with restaurants and salons.

Councilor Maneeley informed the Council that businesses such as caterers had been severely impacted, and the businesses associated with caterers.

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**ITEM:**

**13. New Business (*Continued*)**

- M. Resolution Referring the Purchase of 1645 Ellington Road to the Planning & Zoning Commission Pursuant to Section 8-24 of the Connecticut General Statutes and Authorizing Town Manager, Michael Maniscalco to Sign and Execute a Purchase and Sale Agreement**

WHEREAS, the Town is interested in purchasing a property located at 1645 Ellington Road consisting of approximately 8.35 acres and a 31,170 square foot building in the amount of \$3,925,000; and

WHEREAS, the Town is considering this property for the housing of Town Offices, vital records, and to conduct Town business; and

WHEREAS any plan to use Town funds to acquire property must be submitted to the South Windsor Planning & Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby refers the purchase of property located at 1645 Ellington Road, consisting of approximately 8.35 acres to the Planning & Zoning Commission pursuant to Section 8-24 of the Connecticut General Statutes; and

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to sign and execute the purchase and sale agreements or documents necessary to carry out such purchase.

No action was taken on this Item; it will be on the next Town Council agenda.

**14. Passage of Ordinance**

None

**15. Public Input**

None



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**ITEM:**

**16. Communications from Council**

None

**17. Executive Session**

Deputy Mayor Pendleton informed the public that the Council would not be going into Executive Session for Item A. to discuss the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (1645 Ellington Road).

At 10:39 p.m., Deputy Mayor Pendleton made a motion to go into Executive Session to discuss the possible purchase of real estate (development rights) for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (221 Ferry Lane), the possible purchase of real estate (development rights) for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (124, 131, 150 Chapel Road), and the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (220 Scantic Road).

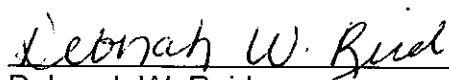
The following individuals went into Executive Session: Mayor Paterna; Deputy Mayor Pendleton; Councilor Delnicki; Councilor Evans, Councilor Hockenberry; Councilor Lopez; Councilor Lydecker, Councilor Maneeley; Councilor Snyder; Scott Roberts, Assistant Town Manager/CIO/Emergency Management; Vanessa Perry, Assistant Town Manager/Director of Human Resources; and Michael Maniscalco, Town Manager.

At 10:55 p.m., the Executive Session ended.

**18. Adjournment**

At 10:55 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



# South Windsor Racial Trauma & Community Impact

Rocio Chang  
Karen Taylor

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## Self-Care Alert!

- Take a break.
- Talk to someone you trust.
- Do something regulating.

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# Welcome!

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## Agenda

- Opening remarks
- Definition of racial trauma
- The impact of inequity
- Open discussion: Inclusion in Action
- Strategies for Progress
- Q&A

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## Objectives

### ■ Opening remarks

The goals of the session are:

- Provide an overview of the impact of racial trauma at the individual, family and community level.
- Understand the local landscape of intersection and inclusion.
- Create a safe space for conversations that explore issues and solutions.
- Expand our perspectives to encourage action around inclusion, equity and diversity.

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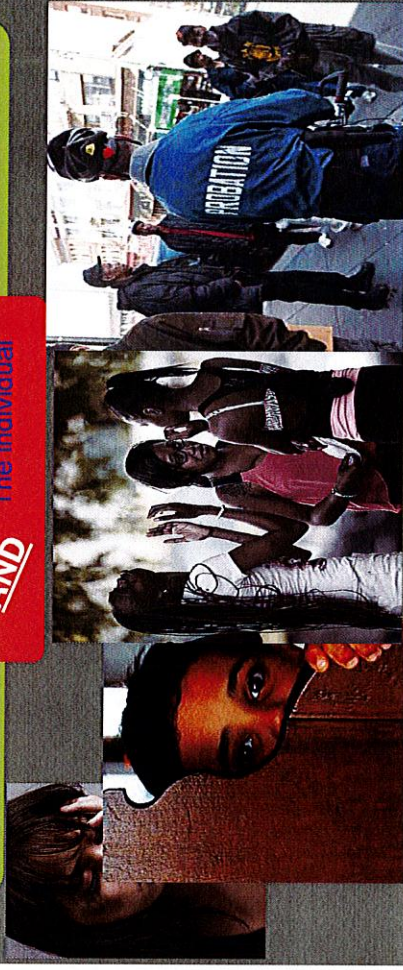
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## What is a potentially traumatic event?

The experience of exposure to actual or threatened death, serious injury or sexual

**AND** The individual



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## Racial trauma, or race-based traumatic stress (RBTs)

- <https://www.mhanational.org/racial-trauma>
- refers to the mental and emotional injury caused by encounters with racial bias and ethnic discrimination, racism, and hate crimes.
- Any individual that has experienced an emotionally painful, sudden, and uncontrollable racist encounter is at risk of suffering from a race-based traumatic stress injury.
- In the U.S., Black, Indigenous People of Color (BIPOC) are directly or indirectly impacted by racial trauma.

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## Social Contract Broken

- “Acts of aggression are not only examples of interpersonal trauma but also the trauma of racism, which is examined through the lens of intergenerational trauma, racist incident-based trauma, and complex trauma”

(Bryant-Davis, Adams, Alexandre, & Gray, 2017).

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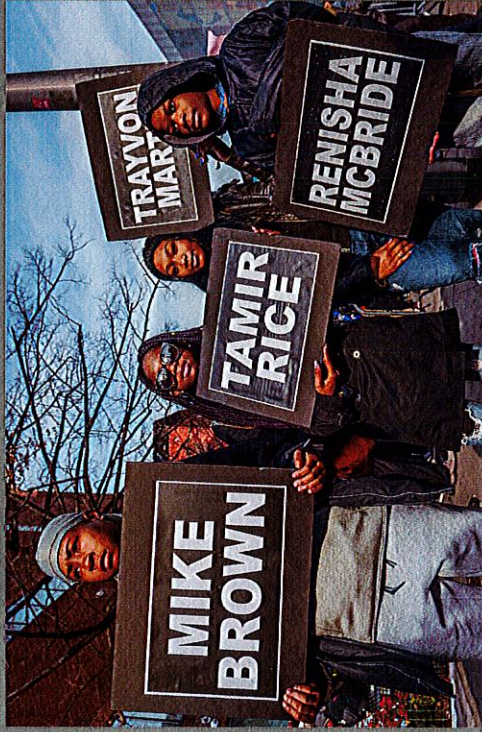
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## We Learn by Experience

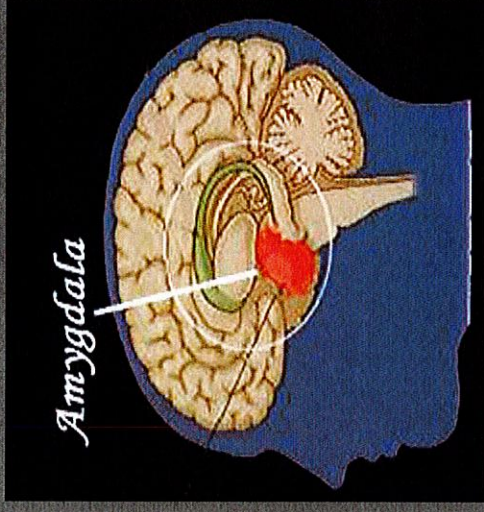


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## Alarm Center ---- Amygdala

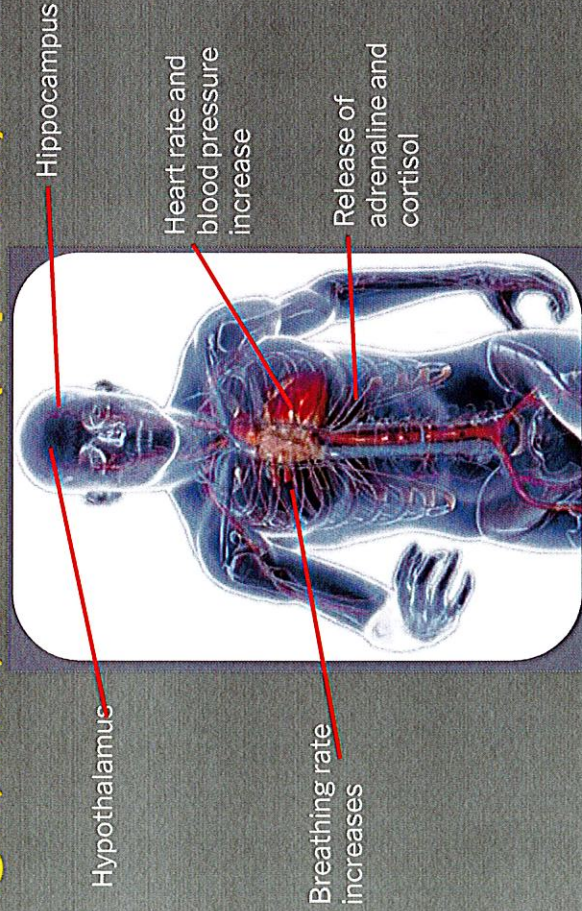


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## Fight, Flee, or Freeze (to protect) -



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## I can't breathe

- When you witness the kind of grotesque violence against a man like George Floyd, knowing that this could happen to you or someone close to you simply based on your skin color, how can you not feel threatened, afraid, anxious, depressed, helpless?
- This type of trauma has been ongoing for centuries impacting many AA generations.

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## I don't want that to happen to me

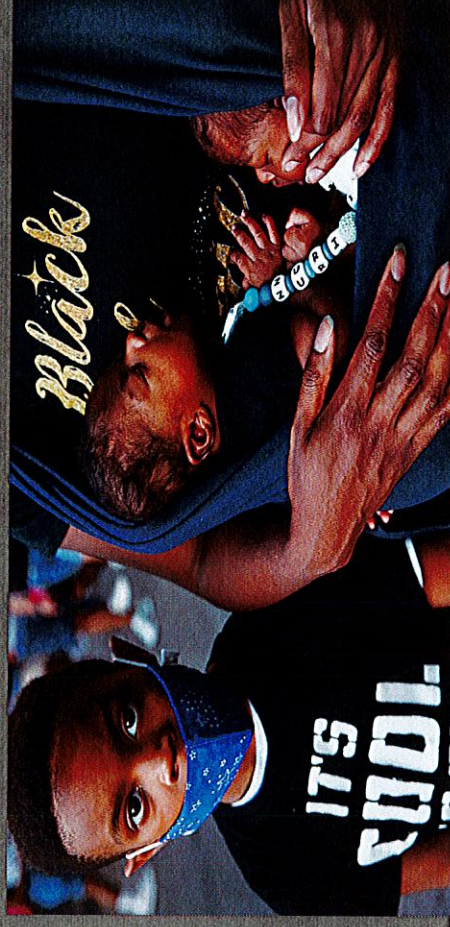


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## 'Could the Police Kill Me, Too?' My Young Son Asked Me

I knew I had to be honest.  
By Carina Ray  
Dr. Ray is an associate professor of African and African-American studies at Brandeis University.



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## Racism experienced by a 12 y.o.



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## Lonnie Chavis – #FixYourHeart

- Known for his role on the Emmy Award-winning NBC drama series *This Is Us*, captured hearts as '9-year-old Randall,' the younger version of Emmy-winning actor Sterling K. Brown.
- 12-year-old anti-bullying advocate — who has launched a campaign, IGTV show and hashtag around #FixYourHeart —

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## Hearts need to change

- If you don't understand what's going on in the world, then understand this: This is what the world looks like for me. A 12-year-old Black boy. This is my America. Policies need to change, laws need to change, the police need to change, Hollywood needs to change, hearts need to change, America needs to change. Change has got to happen for unarmed Black citizens to not live in fear of being murdered. Can you imagine being me in 2020 and wondering what the future holds? I can't.

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## Living in the margins

- Families living in racially and economically segregated communities must also cope with the effects of historical trauma and intergenerational racism. Additionally, they face specific barriers to obtaining needed services.

("Complex Trauma," 2010)

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## Convo Agreements

- **Listen actively** – respect others when they are talking
- **Be curious and open to new ideas** – challenge your own assumptions
- Do not be afraid to **respectfully challenge** one another by asking questions, but refrain from personal attacks – focus on ideas and not people
- **Maintain confidentiality** – "what we say here, stays here"
- **Acknowledge** when you may unintentionally say something that you wish you hadn't
- Assume **positive intent** and act on that assumption

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## How does this impact the South Windsor community?

What are the most prevalent issues that you have encountered *in your role* related to racial trauma?

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## Where you have impact ...



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## How does this impact the South Windsor community?

What can you do *in your role* to create equity and inclusion in South Windsor?

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## Becoming a trauma and racial informed institution

- Working towards racial equity
- Working towards self-awareness about racism
- Holding each other accountable
- Weaving academic information relevant to current context
- Creating safe spaces during meetings
- Opportunities for service learning

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## Strategies for Progress

- Be an open-minded listener.
- Educate yourself about current events and social issues.
- Be willing to talk and be in community.
- Be inclusive and get to know people across differences.
- Don't assume that all of your friends and classmates have the same life experiences.
- Confront your own prejudice/bias even if it is uncomfortable.
- Act from the belief that all people, regardless of their identity, should be treated with dignity and respect.

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## There is Hope

The question we must ask ourselves, in addition to social change, is how we can all work towards developing anti racist systems?

Healing from this kind of trauma must occur on a society, community, institutional, family and individual level. Part of overcoming trauma is processing what happened to us and making sense of the experience. Part of overcoming racial trauma is to hold each other accountable and demand changes based on equity and fairness.

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## Resources

- [Implicit Aptitude Test by Harvard](#)
- [CEO Action for Diversity and Inclusion Quizzes](#)
- [Blindspots Video Series](#)
- [D&I Terms Glossary](#)
- [RE-Center](#)
- [NCCJ](#)

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## Q&A Final Reflections



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# Thank you!

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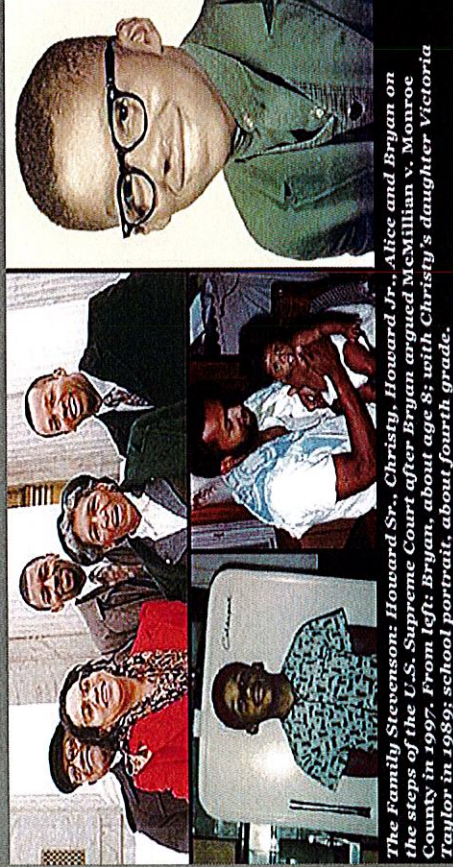
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# From the Bench to the Trench



*The Family Stevenson: Howard Sr., Christy, Howard Jr., Alice and Bryan on the steps of the U.S. Supreme Court after Bryan argued McMillian v. Monroe County in 1997. From left: Bryan, about age 8; with Christy's daughter Victoria Taylor in 1989; school portrait, about fourth grade.*

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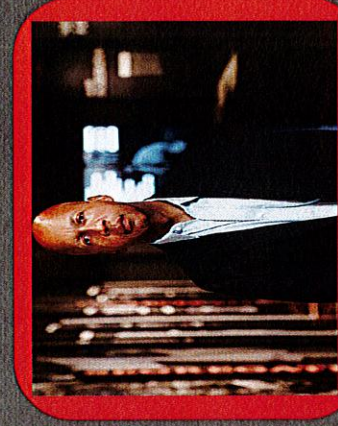


# Meet the two brothers, a family, a community

the opportunity to pursue righteous struggles



Howard Stevenson –UPenn  
Professor



Bryan Stevenson - New York  
University – Equal Justice  
Initiative

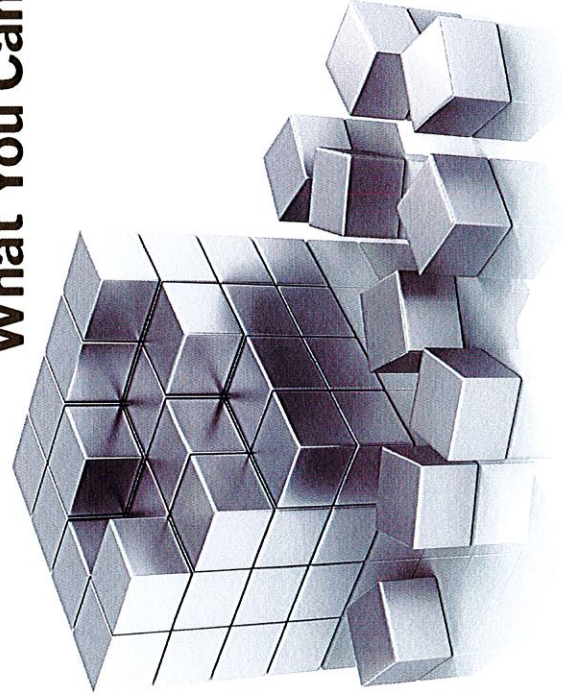
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# What You Can Do



# Create Regulating Behaviors & Space



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## Calming Behaviors: Use Proprioception

- Pressure to the body's muscles or joints or activities that require us to use our muscles
- Therapeutic use of weight such as a heavy quilt or weighted blanket
- Pressure and weight can be grounding, calming, and organizing



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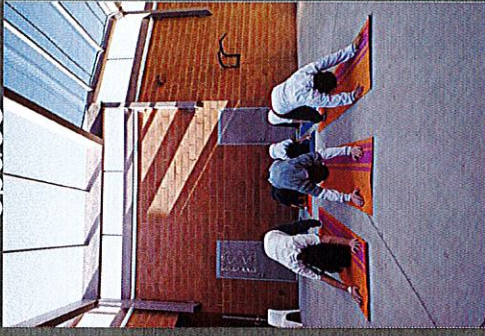


## Use Vestibular Input

- Rocker
- Hammock
- Glider
- Large exercise balls
- Tube swing
- Dancing



The sensation  
of movement in  
space



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## Important Note

**CAUTION**

**CAUTION**

Not all calming behaviors are applicable to every youth.

- Proprioception can be a trauma reminder for a youth who has been physically abused.
- Vestibular input may be disturbing for a youth who has been in a serious car accident.
- Asking youth to visualize a calming scene could lead to dissociation in some individuals.

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## What Supports Resilience?



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## Dillon

34 Barber Hill Road South Windsor, CT 06074

860-644-0467

1 December 2020

To the South Windsor Town Council,

I understand the South Windsor Fire Department is soon going to officially present to you a plan to lease purchase 2 vehicles and replacement for the Departments self-contained breathing apparatus. The total lease Purchase would be as follows; \$1,000,000.00 for the Rescue Truck. \$200,000.00 for the purchase of a Company 6 Support Vehicle. \$500,000.00 for the purchase of self-contained breathing apparatus. I understand the self-contained breathing apparatus may get pulled from the lease purchase if a federal grant comes in. At this time, it is my understanding that the grant "timeframe" has passed, so no grant will be forthcoming. As it stands now the lease purchase would be for 1.7 million dollars. If the Grant comes in the lease purchase would then consist of a lease purchase for a new Rescue Truck and a support vehicle for Company 6 for \$1.2 million dollars.

I attended the 13 August 2020 meeting of the Board of Fire Commissioners to express my opposition to a new Company 6 vehicle and my reasons why a new vehicle for Company 6 was not needed, especially for a vehicle in the \$200,000.00 range. While the Commissioners have no part in the lease purchasing of Fire Apparatus, I was curious what they knew about this vehicle. These are questions I posed to the Commissioners and I would like to have you ask.

- What vehicle are we going to replace?  
We are not going to replace any vehicle. We are going to add to the fleet. The vehicle would be purchased for Company 6, a support company. Company 6 is tasked with a support role in the department. In the event of a structure fire or rescue response, they would provide refreshment and perhaps a meal delivery if the incident was a prolonged one. They potentially could block some roads during the incident.
- The Department already has the Chiefs SUV, 3 ea. Duty Vehicle SUV's, 1 ea. 4 door sedan, UT-13 Pickup truck and a large Multi-Passenger van, why can't Company 6 use them?  
If a large storm rolls in it would be better for company 6 to have access to multiple vehicles where they could cover multiple scenes. Company 6 typically uses UT-13 for their duties. They would load the items needed into the bed of the truck and then they would go to the scene of the incident. If the goal of purchasing a new vehicle was to provide a water tight storage area, the department could have a tarp fabricated to go over the storage area or purchase a cap for the truck, all for approximately \$3,000.00.  
If the Department didn't feel that would work, we could rebody the truck for approx. \$20,000.00. a far cry lower than \$200,000.00
- I would like you to ask for Company 6's responses for the last 5-year period. How many of the actual calls the department goes on has company 6 responded to? Enough to justify a \$200,00.00 Truck.

## Exhibit B

- How many of the actual Fire calls, not drills, did Company 6 respond to each of those years? Enough to justify a new \$200,00.00 vehicle?
- Will the Department fail to complete its mission, Fire/Rescue, if Company 6 does not get this expensive vehicle or will the fires continue to be extinguished?
- The vehicles they have available to them are more than able to fulfill the duties they get assigned.

I mentioned, at the Commissioners meeting, that if we have money to spend that perhaps we could focus on these important items

- Spare set of gear (the fire suit) for all interior Firefighters. That would enable the Firefighters to have a clean, dry set of gear to change into while their primary gear is washed, ridding itself of the carcinogens that imbed into the gear during the fighting and overhaul of a fire. That means firefighters would have a clean, dry set of gear to wear to the next incident, which could happen.....Now!  
We, as a profession, have realized for many years that we have strikingly high firefighter cancer rates. In Boston, almost 200 firefighters have died since 1990, according to a 2018 article. Nearly every three weeks another one is diagnosed with cancer.  
We owe it to the South Windsor Volunteer Firefighters to keep their workplace as cancer free as possible.
- Plymovent exhaust systems for Station 1 and Station 2. When Station 3 was built it was determined that the station would receive a carcinogen removing exhaust system called a plymovent. It exhausts diesel fumes out of the building, if used properly, when leaving the station and upon the return of the apparatus. Why was it important to include this system in station 3 yet not important enough for stations 1 and 2. This isn't to keep me cancer free, I've got whatever it is I'm gonna get. This is about keeping the next generation as cancer free as possible. We're supposed to learn from the past and be better, yet here we are.
- Washer and dryer for Company 2.
- Spare air bottles for Company 2 and Company 3 so you don't have to spend time going to Company 1 for spares. The firefighters are volunteer so the goal should be to get them in service quickly and get them home quicker.
- Spare hose for the crosslays and attack lines so you don't have to spend time going to Company 1 for hose. The firefighters are volunteer so the goal should be to get them in service quickly and get them home quicker.
- Rodent eradication at Station 2. For at least the last 3 years that I know of Station 2 has been infested with rodents. Nothing concrete has been done to get rid of the rodents and I know that because they are still there. The department apparently pays \$75.00 per station, per month, for the last 3 years for vermin control. So far it is money thrown out of the window of a speeding firetruck.

In closing I would like to ask you as a member of the department and most importantly, as a TAXPAYER that you look into this lease purchase. Typically, what I've seen happen is the department asks for a truck or equipment and it receives very little oversight by the council as to whether it is needed and if its purchase is fiscally responsible. I am told that we spent \$860,000.00 on Engine 6 when we lease purchased it. Manchester 8<sup>th</sup> District recently put a new

## Exhibit B

engine on for \$450,000 and Middletown Fire put a new engine on for \$506,000.00. Both engines met the requirements NFPA 1901 : Standard for Automotive Fire Apparatus.

Tolland Fire Department just went through the process of ordering a new Rescue Truck/Pumper for \$750,000.00.

That's a savings of \$410,000.00 on the 8<sup>th</sup> district engine and \$354,000.00 savings on the Middletown engine for the Engine 6 purchase. I met with the Mayor informally after I attended the Commissioner's meeting to express my concerns. He agreed that the counsel pretty much gets a request from the Fire Department for a new piece of apparatus and the Town buys it with very little oversight. I have seen neighboring Towns tear apart a request for a new piece of apparatus and while I don't agree 100% with that tactic, we need to spend on money on what we NEED, not on what we WANT. I just purchased a new pick up. I wanted to get a larger, more expensive Ford F-350 (a want) yet settled on a Ford F-150 (a need) because it fulfilled the "mission" while being fiscally responsible to my budget. Perhaps we could buy the Ford instead of the Porsche (yet, in this case of the Company 6 support vehicle, buy Nothing!)

Every dollar you spend is taken from the pocket of the taxpayer! You and The Fire Department have the **RESPONSIBILITY** to spend it wisely.

I am more than willing to meet with any of you, individually or as a group if you have any questions.

Regards,

Tom Dillon

## Recommendations For the South Windsor Town Council

### Temporary Task Force to Enhance Transparency and Communications in South Windsor Town Government

#### I: The **members** of the committee include:

- a. Mayor Saud Anwar.
- b. Councilor Jan Snyder.
- c. Deputy Mayor Andrew Paterna.
- d. Councilor Matt Riley.
- e. Jamie Gamble.
- f. Tony Duarte.
- g. Elizabeth McGuire.
- h. Phil Koboski

#### II: **Process.**

The committee had their first meeting on January 29<sup>th</sup>, 2018

The same day a second meeting with some of the members of SW boards and commissions was held.

Third meeting was held with SW manager as well as assistant managers on January 31<sup>st</sup>, 2018.

Finally a public forum regarding enhancing transparency was held on March 1<sup>st</sup>, 2018.

The task force has had these opportunities to discuss among themselves, town volunteers, town employees and leaders and the public to make the recommendations to the South Windsor Town Council.

#### III: Following are the **recommendations** from the task force.

The task force, as well as the public appreciate that our town volunteers, employees and elected officials do an admirable job in out-reach, communications and transparency.

Communication with the town government can be divided into following broad categories.

A: Communications from the town and town departments to the general public

##### 1: Retrieval by choice method:

- (i) Digital audio recording of the boards and commissions should be available on the town website and towns smart phone app so that if anyone in the community who may want to listen to the conversations should be able to access it.
- (ii) Timeliness of agendas and minutes on town websites for the various boards and commissions.
- (iii) Increase information about the availability of "Connect South Windsor" app to people.
- (iv) Increase presence (with appropriate oversight) through social media.

2: Subscription method:

Town has a subscription via email method that citizens can receive self selected updates on the areas of their interest. The citizens need an education opportunity to learn about these options and simple ways of opting-in training.

3: Promotional method:

Centrally located town owned and controlled billboard with updates on the meetings of the day and important issues with updates would be helpful.

The suggested location is town hall and Library entrance point on Sullivan Ave. area.

B: Communication and access from the general public to the town and town government.

The current website and app allows access to the town council and other elected officials. We need to have similar access mechanisms for key town staff, chairs and vice chairs of the various boards and commissions.

C: Other areas of opportunity that were discussed.

1: Opportunities to involve unaffiliated voters is needed. Pathways and mechanisms of engaging unaffiliated voters to become part of SW boards and commissions is needed. The chairs of the respective Democratic and Republican town committees felt that they would interview individual/s who are interested to serve in commissions and make the recommendations to the town council. The final decisions for these positions would be made by SW Town Council.

2: Instructional video to be made by South Windsor town for the citizens to learn about how to become engaged members of the community and how to access various forms of communications already in existence.

3: Continue to look at opportunities to make the town website and app more user friendly and continue to monitor usage.



Proposed Changes to the Town Council Rules and Procedures by the Personnel Committee:

Under Article XI – Committees, Section 7 – Standing Committees, (a) – Personnel Committee

Current Wording:

The role of this committee is to lead the annual appraisal of the Town Council's employees; and to review and recommend compensation of the Town Manager and Clerk of the Council, and other duties assigned by the Council.

Proposed Wording:

The role of this committee is to lead the annual appraisal of the Town Council's employees; and to review and recommend compensation of the Town Manager, Clerk of the Council, **and any in-house Town Attorney who is established as a Town employee**, and other duties assigned by the Council

Under Article XVIII – Performance Evaluation

Current Wording:

An annual Performance Evaluation of the Town Manager, and the Clerk of the Council will be held in Executive Session by the Town Council in the month of June. Reports of these meetings will be inserted in the personnel records of the employees.

Proposed Wording:

An annual Performance Evaluation of the Town Manager, Clerk of the Council, **and any in-house Town Attorney who is established as a Town employee** will be held in Executive Session by the Town Council in the month of June. Reports of these meetings will be inserted in the personnel records of the employees.

# PERSONNEL COMMITTEE PROCEDURES

The role of this committee is to lead the annual appraisal of the Town Council's employees; and to review and recommend compensation of the Town Manager and Clerk of the Council, and other duties assigned by the Council. (established by resolution dated 12/20/1993)

This procedure shall also apply to any in-house Town Attorney who is established as a Town employee.

Charter references:

- Section 303 – Clerk {of the Council}
- Section 305 – General powers and duties
- Section 403 – Tenure and compensation {of the Town Manager}

## **A. Annual Appraisal Procedure for Town Council's employees:**

- I. **Preparation for employee review (Annually early April)**
  - a. Notify the Town Council of upcoming review of employee(s)
  - b. Notify employee(s) of their upcoming performance evaluation
- II. **FIRST meeting of the Personnel Committee (Early-April)**
  - a. Obtain & review current contract (if applicable)
  - b. Obtain & review last approved performance evaluation
  - c. Obtain & review the most current evaluation document
  - d. Direct employee(s) to complete a "self-evaluation" encompassing the rating year  
(receive responses before mid-May)
  - e. Identify timetable for review process for Committee and Town Council Executive Sessions
- III. **Schedule meetings (Mid-April)**
  - a. Schedule three (3) Executive Sessions with Town Council
    - i. Before commencement of evaluation (First)
    - ii. After completion of 1<sup>st</sup> DRAFT of evaluation (second)
    - iii. Administration of evaluation to employee(s) (third)
- IV. **FIRST Executive Session with Town Council to receive input on employee performance (Early-May)**
  - a. Provide a blank copy of the evaluation form
  - b. Gather input from each Councilor regarding all areas of performance for the rating period
  - c. Discuss thoughts on compensation
- V. **SECOND meeting of the Personnel Committee {include Executive Session} (Mid-May)**
  - a. Discuss and review input from Council
  - b. Review self-evaluations
  - c. Prepare a first DRAFT of the evaluation document
  - d. Send to Councilors for their review and feedback
  - e. Discussion with employee on compensation and be prepared to review with Town Council

- VI. **SECOND Executive Session with Town Council to review DRAFT evaluation document and discuss compensation (Late-May)**
  - a. Make changes, revisions, additions, or deletions as needed
  - b. Discuss and finalize compensation
- VII. **THIRD meeting of the Personnel Committee {include Executive Session} (Early-June)**
  - a. Finalize employee(s) evaluation prepare final document
  - b. Finalize compensation offer
  - c. Send final document to Councilors
- VIII. **THIRD Executive Session with Town Council to administer evaluation and approve compensation (Last TC meeting in June)**
  - a. Followed by a resolution at last meeting in June
- IX. **Finalize evaluation (prior to July 1)**
  - a. Obtain appropriate signatures from employee(s) and Personnel Committee
  - b. Original to the employee(s)
  - c. Copy for the employee(s) Personnel File
  - d. Copy for the Personnel Committee File maintained at Town Hall

**B. Periodic review of Town Council's employees** – As required per contract specifications or as necessary, the Personnel Committee may be required to perform additional periodic reviews of the Town Council's employees. In these cases:

- a. The Personnel Committee will meet directly with the employee; discuss pertinent information regarding performance and report review/findings directly to the Town Council in Executive Session.

Respectfully submitted by the Personnel Committee on 12/1/2020

Deputy Mayor Elizabeth Pendleton (Chair) \_\_\_\_\_

Councilor Mary Justine Hockenberry \_\_\_\_\_

Councilor Janice Snyder \_\_\_\_\_

Approved by Town Council via Resolution on mm/dd/yyyy

Resolution Attached