

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

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December 21, 2020

**TOWN COUNCIL – REGULAR MEETING
VIRTUAL MEETING**

1. Call Meeting to Order

Mayor Paterna called the Regular Meeting to order at 7:06 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 Karen Lydecker
Councilor Lisa Maneeley
Councilor Janice Snyder

Members Absent: Councilor Cesar Lopez

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

Mayor Paterna wished everyone a happy holiday. A vaccine for COVID-19 is coming out shortly and beginning to be distributed. Mayor Paterna informed the public and Council that Louise Evans had passed away. Louise was a member to many Commissions and was involved with so many projects in Town. She was the first woman elected to the Planning & Zoning Commission in 1967. The Council took a moment of silence in honor of Mrs. Evans.

5. Adoption of Agenda

Deputy Mayor Pendleton made a motion to adopt the agenda with Item 13. N. being placed after Executive Session. Councilor Lydecker seconded the motion, and it was approved unanimously

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ITEM:

6. Communications and Reports from Town Manager

Mr. Maniscalco reported on the following:

- There has been a total of 802 cases of COVID-19 reported in South Windsor, with 607 of those cases past quarantine. There have been 38 people that have passed away due to COVID-19.
- A public service announcement was put together last week which addressed safety measures that can be taken during the upcoming holiday season.
- Town staff have started work on vaccine distribution in Town through MDA-31. Vaccines are only being given to Tier A-1 individuals. These are health care workers, Health Department staff, and first responders who have regular and direct medical contact with people who may carry COVID-19. They will also be trying to vaccinate seniors living in assisted living facilities. Vaccines will be distributed to tier A-1 in South Windsor starting next week. The large majority of Town staff are Tier B-1, and the vaccine rollout is expected to occur some time in the late winter or early spring.
- Executive Order 9A was issued last week extending the deferral of taxes. The State has released this Executive Order as an option to do either a deferral of taxes or a reduced interest rate. Town staff are recommending that the Town do a deferral of taxes until April 1, 2021. A new application would need to be filled out for anyone who is interested. If the Council would like to move forward with the same program as previously approved, that program can go forward. If any Council member would like changes to the program, a Council vote would need to be taken.
- Eversource, or one of their contractors, will be out on Quarry Brook Drive to conduct more work on the replacement of the underground cables in the next couple of weeks. The cables in this part of Town are starting to deteriorate and need to be replaced.
- Interior renovations for all 30 units at Wapping Mews are expected to be complete within the next two weeks. Exterior work will continue over the next few months due to delays caused by weather. Overall, the project has gone smoothly despite the challenges caused by COVID-19.

(Town Manager's Report Continued on Next Page)

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ITEM:

6. Communications and Reports from Town Manager (Continued)

- Town staff has started working with the Town's Financial Advisor to prepare for another February bond issue in order to pay for the school referendums. Short-term and long-term interest rates are at historic lows. As of right now, short-term notes are being sold with a .5% interest rate, and longer-term bonds are going for approximately 1.8%. The Town will be seeking the "AAA" credit rating from S&P.
- The first eblast was sent out consisting of a monthly newsletter by email. Anyone interested in receiving the newsletter, should register on the Town website. Public services announcements are also available.

Councilor Snyder requested that a discussion item be added to the next Town Council agenda regarding the audit.

Answering questions from the Council, Mr. Maniscalco thought that with the tax deferral program, the penalty for not paying on time would not go back to January, but he would look into this further.

The work on Quarry Brook Drive will be to replace the underground electrical wires. Mr. Maniscalco stated he would contact Eversource to discuss the hours this work will occur. The last time work like this was done, residents did not lose power, but if it is a planned outage, he felt that Eversource would contact those who would be affected. Any notices that would be sent out would be through Eversource.

Councilor Evans explained that this has been done on Quarry Brook previously and what they did was brought in generators and worked until approximately 11:00 p.m. on emergency orders. Councilor Evans requested that Eversource be asked to work within certain times and send a notice to customers that will be affected.

Answering further questions, Mr. Maniscalco explained that the Town will be going out to the market to bid out bonds for Phillip R. Smith, Eli Terry, and some for Pleasant Valley. The Town presently has \$101,000,000. In debt with \$20,000,000 being Town debt and the remainder being related to the schools.

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ITEM:

6. Communications and Reports from Town Manager (Continued)

Town Attorney Kari Olsen explained that the objective of the tax deferral is to aid businesses that are struggling, particularly small businesses. If the Council does nothing today, the tax deferral that was selected previously will automatically be implemented.

Town Attorney Kari Olsen then explained to the Council that the Council has the right to remove an individual from a Board or Commission under the Code of Ethics if that individual doesn't meet a certain standard of conduct, as well as under the Town Charter, Section 502 if an individual misses three months in a row of the Board or Commission meeting. Under the Code of Ethics, there would be an ethical complaint lodged. The Personnel Committee would hold a probable cause hearing and a decision can be determined. If there is an attendance issue, and it can be reported to the Town Council who would address it through resolution.

7. Public Input

Mr. Phil Koboski, 1909 Main Street, stated that he supports the appointment of Dan Katzbek.

Mr. Maniscalco read the following letters into the record:

South Windsor Future Leaders in Politics (**Exhibit A**)
South Windsor Walk & Wheel Ways (**Exhibit B**)
Craig Zimmerman, 5A Amato Drive (**Exhibit C**)

8. Adoption of Minutes

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of December 7, 2020.

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

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ITEM:

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

Councilor Lydecker reported that she had attended a Board of Education meeting. The schools have moved to full distance learning until January 8, 2021. If people want to change to full in-person learning, they would have to notify the school by January 6, 2021.

10. Reports from Committees

Councilor Evans informed the Council that the Black Lives Sub-Committee met earlier tonight to review the State of Support. It is hopeful that the Sub-Committee will come before the Town Council in January for approval of the Statement of Support.

11. Consent Agenda

a. First Reading

None

b. Second Reading

Councilor Delnicki made a motion to approve Agenda Item 11.b.A through 11.b.E as a Second Reading on the Consent Agenda. Councilor Snyder seconded the motion, and it was approved unanimously.

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.

B. Resolution Reappointing Erik Dabrowski (R) to the Blighted Property Appeals Board

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.

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ITEM:

11. Consent Agenda (Continued)

b. Second Reading

C. Resolution Reappointing Mary Bey (R) to the Housing Authority

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Mary Bey (R) to the Housing Authority for a term ending November 30, 2025.

D. Resolution Reappointing James Macdonald (R) to the Inland Wetlands Agency/Conservation Commission

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

E. Resolution Reappointing Jamie Gamble (R) to the Blighted Property Appeals Board

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Jamie Gamble (R) to the Blighted Property Appeals Board for a term ending November 30, 2024.

b. Miscellaneous

None

12. Unfinished Business

A. Resolution Reappointing Janice Snyder (R) to the Greater Hartford Transit District

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.

Was made by Councilor Hockenberry

Seconded by Deputy Mayor Pendleton

The motion passed on a roll call vote 7 to 0 with Councilor Snyder abstaining

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ITEM:

13. New Business

A. Resolution Directing the Town Manager to Defer all Health Department Permit Fees for Food and Cosmetology Establishments within the Town of South Windsor for 120 Days

WHEREAS, COVID-19 has caused a global pandemic worldwide resulting in hospitalizations and in some instances even death; and

WHEREAS, the State of Connecticut declared a Statewide Health crisis on March 10, 2020; and

WHEREAS, Governor Lamont has been forced to issue multiple Executive Orders for the public's safety that have impacted small businesses ability to make a profit; and

WHEREAS, Executive Orders and the Global Pandemic have significantly impacted food and cosmetology establishments locally

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby directs Town Manager Michael Maniscalco to defer all Health Department permit fees for food and cosmetology establishments within the Town of South Windsor for 120 days.

Was made by Councilor Delnicki
Seconded by Councilor Maneeley

Councilor Delnicki stated that this is a small step to help small businesses in South Windsor and she hopes that South Windsor does not lose any more businesses.

Answering questions from the Council, Mr. Maniscalco explained that these businesses pay an annual fee. The Town will push that payment out 120 days. If a business does not pay in 120 days, their permit will be revoked and they will not be able to operate. If a business has already paid their permit, they can reach out to the Town to get reimbursed if they would like defer the 120 days.

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

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ITEM:

13. New Business (Continued)

- B. Discussion Item: Appropriation of \$171,000 from the Capital and Non-Recurring Expenditure Account to Complete Funding for Three Unfunded Projects as follows: \$30,000 for the Ellsworth Elevator Project; \$88,000 for the South Windsor High School Roof Section C Project; and \$53,000 for the Wapping School Roof Replacement Project**

Mr. Darrell Crowley, Director of Facility Operations came before the Council and explained that the he is present to request tht \$171,000 be moved to complete three underfunded projects. \$30,000 to complete the Ellsworth Elevator project; \$88,000 to complete the South Windsor High School roof Section C project; and \$53,000 to complete Wapping School roof replacement project.

Councilor Snyder stated that when a project is underfunded, the money goes back into the capital and non-recurring account. Councilor Snyder questioned the balance of that account? Mr. Roberts explained that he does not know the exact amount but would get an update from Patty, but does know that the Board of Education returned \$185,000 into this account.

Mr. Crowley informed the Council that some of these projects are three or four years old and when a project is put out to bid three or four years later, projects may come in over what was originally budgeted. Half of the funding was through capital projects and the other half of the funding is from a referendum

- C. Resolution Setting a Virtual Public Hearing to Receive Citizen Input on an Appropriation of \$171,000 from the Capital and Non-Recurring Expenditure Account**

BE IT RESOLVED that the South Windsor Town Council hereby sets Monday, January 4, 2021, at 8:00 p.m., as the time for a virtual public hearing to receive citizen input on an appropriation of \$171,000 from the Capital and Non-Recurring Expenditure Account to complete funding for three unfunded projects as follows:

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ITEM:

13. C. (Continued)

\$30,000 for the Ellsworth Elevator Project
\$88,000 for the South Windsor High School Roof Section C Project
\$52,000 for the Wapping School Roof Replacement Project

Was made by Councilor Lydecker
Seconded by Councilor Hockenberry

Councilor Snyder made a motion to amend the resolution correcting the cost of the Wapping School Roof Replacement Project to \$53,000 rather than \$52,000. Councilor Hockenberry seconded the amendment, and it was approved unanimously.

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

The amended resolution to read as follows:

C. Resolution Setting a Virtual Public Hearing to Receive Citizen Input on an Appropriation of \$171,000 from the Capital and Non-Recurring Expenditure Account

BE IT RESOLVED that the South Windsor Town Council hereby sets Monday, January 4, 2021, at 8:00 p.m., as the time for a virtual public hearing to receive citizen input on an appropriation of \$171,000 from the Capital and Non-Recurring Expenditure Account to complete funding for three unfunded projects as follows:

\$30,000 for the Ellsworth Elevator Project
\$88,000 for the South Windsor High School Roof Section C Project
\$53,000 for the Wapping School Roof Replacement Project

D. Resolution Adopting and Accepting All Reimbursement Funding from the Federal Emergency Management Agency and the State of Connecticut

WHEREAS, the Federal Government and State of Connecticut have established programs to reimburse municipalities for expenses related to COVID-19; and

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ITEM:

13. D. (Continued)

WHEREAS, South Windsor has been diligent and submitted requests to FEMA and the State of Connecticut, and will continue to seek additional reimbursements as they become available

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts and accepts all reimbursement funding and certifies that such funds will be used for purposes outlined by the Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act), and the State of Connecticut Coronavirus Relief Fund (CRF) Municipal Programs or any new program that is presented.

Was made by Deputy Mayor Pendleton
Seconded by Councilor Snyder

Mr. Maniscalco explained that the Town has been awarded approximately \$13,000 from FEMA in reimbursements. The State decided that whatever FEMA would not reimburse for, they would, so as a result, the CRF funding has come in substantially higher. The Town was notified we would be reimbursed approximately \$300,000. The CRF process has since been changed and with additional funding available, municipalities will receive a grant based on population.

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

E. Presentation and Discussion Item: South Windsor Volunteer Fire Department, Fire Truck Lease *(requested by Town Manager Michael Maniscalco) (Chief Cooney to be present)*

Chief Kevin Cooney, South Windsor Volunteer Fire Department, reviewed the process taken to come up with the proposed request, as shown in attached Exhibit D.

Answering questions from the Council, Chief Cooney explained that the Town Manager had requested that a plan be developed that will fund the air packs in the future.

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ITEM:

13. E. (Continued)

Mr. Maniscalco explained that the plan is to have a line item in the Fire Departments budget so that the air packs can be self-funded in the future. Mr. Maniscalco stated he would review the plan when it is complete.

Answering further questions, Chief Cooney explained that the Rescue Truck that is being replaced will be sold and any funds from that go back to the Town General Fund.

Deputy Mayor Pendleton questioned if the funds turned back to the General Fund could be put toward the lease for the new Rescue Truck. Chief Cooney stated that would be between the Finance Department and the Town Manager. Mr. Maniscalco stated that the money goes back to the General Fund, but the Town Council could re-allocate those funds to the lease.

Chief Cooney informed the Council that Company 6 is a support company. This company houses volunteers who want to be part of the South Windsor Volunteer Fire Department. They do a number of extra items so the firefighters do not have to do these functions, although there are firefighters who do help.

Chief Cooney explained that when the Fire Department goes out for an RFP, there is a service center requirement within a certain distance. When the decision is made on a service center, you want to match the type of vehicle you are purchasing with the service center, (e.g. if you have a Ford vehicle, you want a Ford service center, and you don't want to travel to bring a vehicle for service because that vehicle will be out of service for that much longer. The Finance Department will work on the interest rate that the Town will receive. There will be a 10-year lease, with no down payment or out of pocket costs until the vehicles are delivered which will be nine months to one year. The Fire Department reviews and updates the Apparatus Replacement Plan every five-years.

F. Resolution Approving Solar Canopies at the South Windsor Police Department

WHEREAS, it is proposed to have solar canopies installed in the South Windsor Police Station parking lot; and

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ITEM:

13. F. (Continued)

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, EV chargers to be acquired later when needed) to benefit possible future plug-in hybrid or battery-powered electric cruisers as well as employees who purchase electric vehicles; and

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

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

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

WHEREAS, an RFP was issued, and proposals have been received for the project; and

WHEREAS, TitanGen, LLC, and the South Windsor Energy Committee have evaluated the proposals and found that Greenskies Clean Energy of North Haven, CT is a qualified bidder and has submitted the lowest cost proposal; and

WHEREAS, the proposed PPA electric rate depends on the term of the contract, whether rates are flat or escalating, the Town's bid for Zero Renewable Energy Credits (ZRECs), and the option of including wiring for electric vehicle charging (EV Ready); and

(Resolution Continued on Next Page)

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ITEM:

13. F. (Continued)

WHEREAS, TitanGen, LLC, the Town Engineer Jeffery Doolittle, and the Energy Committee recommend a flat electric rate with a 20-year term, inclusion of EV Ready wiring and a tentative ZREC bid of \$75/MWh (Megawatt Hour); and

WHEREAS, such a contract would lead to a PPA rate of \$.1030/kWh (kilowatt-hour) and estimated year one savings of about \$1,900 with increasing savings as rates increase

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to enter into a contract with Greenskies Clean Energy of North Haven, CT, for a power purchase agreement for solar canopies to be installed behind the South Windsor Police Station.

Was made by Councilor Snyder
Seconded by Deputy Mayor Pendleton

Mr. Stephen Wagner, Chairman for the Energy Committee informed the Council that Greenskies, who did the school projects, was the lowest bidder for this project. There will be no cost to the Town. The savings are small compared to the roof top solar project because the Town is paying to build the canopy. The canopy will provide most of the electricity that the Police Department uses at this facility, and will have unmeasurable benefits.

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

- G. Resolution Rescinding a Previously Approved Resolution Accepting the Naming of Public Lands and Buildings Sub-Committee's Recommendation to Name an Interior Driveway at Veterans Memorial Park in Honor of Al Larson**

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ITEM:

13. G. (Continued)

WHEREAS, at the October 19, 2020 Town Council meeting, the Town Council accepted the Naming of Public Lands and Buildings Sub-Committee's recommendation to name the interior driveway which connects the lower parking lot to the upper parking lot at Veterans Memorial Park after Al Larson; and

WHEREAS, the Naming of Public Lands and Buildings Sub-Committee met on December 10, 2020, with a member from the Patriotic Commission and a member from the Park & Recreation Commission; and

WHEREAS, the Naming of Public Lands and Buildings Sub-Committee agreed to find another location to honor Mr. Larson

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby rescinds and will reconsider the action taken at a previous meeting approving a resolution accepting the Naming of Public Lands and Buildings Sub-Committee's recommendation to name an interior driveway at Veterans Memorial Park in honor of Al Larson.

Was made by Councilor Evans
Seconded by Councilor Hockenberry

Councilor Evans explained that the Patriotic Commission voiced concerns about naming an interior driveway at Veterans Memorial Park in honor of Al Larson. This was discussed with the Patriotic Commission and the Park & Recreation Commission, and another location was suggested to name in honor of Al Larson.

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

H. Resolution Accepting the Naming of Public Lands and Buildings Sub-Committee's Recommendation to Name the Lap Pool within the Aquatics Complex in Honor of Al Larson

(Resolution Continued on Next Page)

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ITEM:

13. H. (Continued)

WHEREAS, the Naming of Public Lands and Buildings Sub-Committee met on Thursday, December 10, 2020, and discussed the naming of the lap pool within the aquatics complex at Veterans Memorial Park in honor of Al Larson; and

WHEREAS, Al Larson has served the South Windsor community in many capacities for many years, including serving on the Park & Recreation Commission as a member and as the Chairperson, as well as being a strong advocate of aquatics; and

WHEREAS, the Sub-Committee voted unanimously to recommend to the Town Council that the lap pool within the aquatics complex at Veterans Memorial Park be named in honor of Al Larson

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby accepts the Naming of Public Lands and Buildings Sub-Committee's recommendation to name the lap pool within the aquatics complex at Veterans Memorial Park after Al Larson.

Was made by Councilor Maneeley
Seconded by Deputy Mayor Pendleton

Councilor Hockenberry felt that this was a great way to honor Al Larson since he did a lot with the construction of the lanes and was very involved with the swim team in Town.

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

I. Resolution Approving the Job Description for the Clerk of the Council

BE IT RESOLVED that the South Windsor Town Council hereby approves the job description for the Clerk of the Council, as shown in attached **Exhibit E**.

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

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ITEM:

13. New Business (Continued)

J. Resolution Approving the Recommended Personnel Committee Procedures

BE IT RESOLVED that the South Windsor Town Council hereby approves the Recommended Personnel Committee Procedures, as shown in attached Exhibit F.

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

K. Resolution Approving Amendments to the South Windsor Town Council Rules and Procedures (Article XI, Section 7 – Standing Committees (a) Personnel Committee; and Article XVIII – Performance Evaluation)

BE IT RESOLVED that the South Windsor Town Council hereby approves amendments to the South Windsor Town Council Rules and Procedures (Article XI, Section 7 – Standing Committees (a) Personnel Committee; and Article XVIII – Performance Evaluation), as shown in attached Exhibit G.

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

L. Resolution Approving a Request to Fly the Hartford Bags of Love Flag

WHEREAS, the South Windsor Town Council has received an application from the Hartford Bags of Love Organization requesting that the Hartford Bags of Love Flag be flown during the month of January 2021 in celebration of the fourth anniversary of their founding

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves this request and asks that Town Manager Michael Maniscalco fly the Hartford Bags of Love Flag on the Town Flag Pole (Town Center intersection) beginning January 2, 2021 through January 31, 2021.

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ITEM:

13. L. (Continued)

Was made by Councilor Lydecker
Seconded by Councilor Hockenberry

Council members discussed the fact that the flag poles at the Town Center intersection are not complete yet. After a short discussion, the Council requested that the Town Manager use his discretion on where to place the flag, either on the new flag pole at the Town Center intersection or at the EOC.

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

M. Resolution Approving a Refund of Taxes to Twenty-One (21) South Windsor Taxpayers

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to twenty-one (21) South Windsor Taxpayers, the total of said refunds being \$7,378.55 and as more fully described on attached Exhibit H.

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

14. Passage of Ordinance

None

15. Public Input

Mr. Eric Mahan, 50 Henry Road, urged the Town Council that the creation of athletic fields be added to the referendum being proposed, either in conjunction with the purchase of 1645 Ellington Road or as a separate project.

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ITEM:

16. Communications from Council

Council members discussed the fact that many of them have received calls from the public inquiring about a bundled referendum with athletic fields included. Council members explained that this is not something that has been discussed at the Council level and members did not have any knowledge of any other items, other than the purchase of 1645 Ellington Road, being on the referendum.

Answering questions from the Council, Town Attorney Kari Olsen explained that there are only specific topics that are permitted in Executive Session where the public is excluded from discussions under the FOI Act. As public officials, the Council has an obligation to act in the best interest of the Town. It is improper for any Council member to share information from an Executive Session until that information is made public. The Town Council members should not share confidential information on social media. Any Council member can engage on social media but cannot disclose confidential information. A Council member should act in the best interest of the Town, which should be put ahead of their own personal agenda. Council members should avoid discussing Town business on social media, but wait for the public meeting. If there are a number of Town Council members who are copied, you could be holding an illegal meeting.

17. Executive Session

Deputy Mayor Pendleton made a motion to go into Executive Session at 9:48 p.m. to discuss pending litigation (460 Miller Road) pursuant to Connecticut General Statutes §1-210 (b) (4); the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (1645 Ellington Road); and the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (220 Scantic Road). Councilor Hockenberry seconded the motion, and it was approved unanimously.

The following individuals went into Executive Session: Mayor Paterna; Deputy Mayor Pendleton; Councilor Delnicki; Councilor Evans, Councilor Hockenberry; Councilor Lydecker, Councilor Maneeley; Councilor Snyder; Scott Roberts, Assistant Town Manager/CIO/Emergency Management; Vanessa Perry, Assistant Town Manager/Director of Human Resources; Michael Maniscalco, Town Manager; Attorney Richard Carella, Updike, Kelly & Spellacy; and Town Attorney Kari Olson, Murtha Cullina LLP.

At 10:37 p.m., the Executive Session ended.

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ITEM:

13. New Business (Continued)

- N. 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 agreement or documents necessary to carry out such purchase.

Mr. Maniscalco answer various questions from the Council.

Was made by Councilor Hockenberry

Seconded by Deputy Mayor Pendleton

The motion passed on a roll call vote of 5 to 3 with Mayor Paterna, Deputy Mayor Pendleton, Councilor Evans, Councilor Hockenberry, and Councilor Lydecker voting in favor of approval; and Councilor Delnicki, Councilor Maneeley, and Councilor Snyder voting in opposition of approval.

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ITEM:

18. Adjournment

At 10:54 p.m., Deputy Mayor Pendleton made a motion to adjourn the Regular Meeting. Councilor Hockenberry seconded the motion, and it was approved unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

Reid, Deborah

From: Maniscalco, Michael
Sent: Tuesday, December 22, 2020 4:31 PM
To: Reid, Deborah
Subject: FW: Public Statement from South Windsor FLIP

Best regards,

Michael Maniscalco, MPA

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

From: TownCouncilComments <TownCouncilComments@southwindsor-ct.gov>
Sent: Monday, December 21, 2020 7:06 PM
To: Maniscalco, Michael <Michael.Maniscalco@southwindsor-ct.gov>
Subject: FW: Public Statement from South Windsor FLIP

From: Future Leaders In Politics [flipsw.ct@gmail.com]
Sent: Monday, December 21, 2020 4:42 PM
To: TownCouncilComments
Subject: Public Statement from South Windsor FLIP

Dear South Windsor Town Council,

At this time, South Windsor Future Leaders in Politics would like to express its support for using 1645 Ellington Road as a new center for town business and relevant activities. South Windsor Future Leaders in Politics (FLIP) is a group of young, passionate students and advocates across South Windsor looking to positively affect our community. We feel that, in the long run, this building is a necessary upgrade from current town facilities and that this new building will continue to serve South Windsor residents long into the future.

Given the current COVID-19 pandemic, we recognize that this is a very strange time not only for our state, but for our town. Therefore, we urge all parties to consider current circumstances as these arrangements are being made. Despite this, we are convinced that investing into the continued development of South Windsor's facilities is a noble goal.

With that goal in mind, and with the objective of increasing sustainability in our town, we would also like to express support for the creation of new solar panels in Item F under "New Business." We recognize that this is a productive step toward reducing South Windsor's overall contributions to the global climate crisis, and hope to see the implementation of similar sustainability projects throughout town facilities.

. Thank you for your time,

South Windsor Future Leaders in Politics



Subject: 1645 Ellington Rd.

December 21, 2020

Dear Mr. Mayor and Councilors,

We the members of South Windsor Walk & Wheel Ways support the purchase of 1645 Ellington Road currently owned by Rockville Bank to house town offices, vital records and to conduct town business. We would also like you to consider the adjacent property at 810 Clark Street, which is also a Rockville Bank property. Waldren Pond is located on 810 Clark Street, which is ideal for ice-skating. Once the town owns these properties it would be possible to provide a trail connection from the proposed South Windsor Crosstown Trail to the center of town. The South Windsor Crosstown Trail will run through Wapping Park via the Eversource Corridor. The main entrance to Wapping Park is on Clark Street just a short distance from the backend of the 1645 Ellington Road parcel and direct access to the 810 Clark Street parcel. The parking lot behind the bank could be used as additional parking for both Wapping Park and the South Windsor Crosstown Trail. The 1645 Ellington Road parcel is also directly across from the South Windsor Land Conservation Trust, which is where the South Windsor Crosstown Trail will continue. Thank you very much for your consideration.

Sincerely,

South Windsor Walk & Wheel Ways Members

Ginny Hole, Skip Bourke, Bob Dickinson, Kim Nowell, Ken Sek and Steve Wagner

December 21, 2020

Mr. Maniscalco:

I appreciate the opportunity to share some thoughts with the Town Council tonight.

While I am the Chairman of the Board of Education and often represent the board when making public comments, since the board has not formally discussed or voted on any of the following, please understand that tonight I am just speaking for myself.

First of all, I would like to thank and congratulate Ray Favreau, who has been a leader of our Recreation Department for over 30 years, on his upcoming retirement. No one has worked harder or cared more about our town. Since most people move into a town for the quality of their school system and its Recreation Department, Ray and his very talented staff deserve a good deal of the credit for the growth of our town. Hopefully Ray will now have more quality time to spend with his family, and will still find a way to stay part of our "South Windsor Family".

Second, I would like to thank all 9 members of the Town Council and the Town Manager and his staff. While I don't always have enough information to comment on or fully understand all of your decisions, I sincerely appreciate your willingness to serve, your good intentions, and your overriding love for South Windsor.

Finally, while I fully agree with your review and due diligence, I will withhold any other comments on the potential purchase of the former United Bank building on Ellington Road as a replacement for the Town Hall, until more information is available. I understand that you are considering adding a few other projects to this potential referendum, to make it more of a "Community Referendum" – and that one such project under consideration are the athletic fields that were previously proposed for the town owned land across the street from the high school.

I want to take this opportunity to strongly recommend that any possible "Community Referendum" include these much needed practice and game fields. As you all know our recent high school accreditation report talked about our need for more sports fields for our expanding school population. This school system's need, along with the ongoing needs of our youth sports programs, makes this an important need for the entire community.

Hopefully, both tonight and in future meetings, the administration and the Town Council will be able to show the community that these much needed town improvements can be built and paid for in a logical and cost effective manner.

I am looking forward to participating in future discussions with both the Board of Education and the Town Council on these matters. Wishing you all a happy and safe holiday.

Craig Zimmerman

5A Amato Drive



Capital Equipment Procurement Proposal December 2020

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Agenda

- **Progress Since Last Meeting**
- **Apparatus Replacement Plan**
- **Apparatus Project Estimates – June 2020**
- **Vehicle / Equipment / Radio – Bidders/Pricing**
- **Apparatus Bid Process Respondents**
- **Consolidated Capital Request Summary**

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Progress Since Last Meeting

- ✓ Evaluated local deliveries
- ✓ Attended emergency apparatus/equipment trade show
- ✓ Met with apparatus providers - For both "Rescue" and "Fire-Police" vehicle
- ✓ Developed bid specifications – vehicle / equipment / radio systems
- ✓ Advertised / conducted public bid notice
- ✓ Received / rationalized / consolidated bid results
- ✓ Summarized capital request summary

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Apparatus Replacement Plan

Vehicle	Purchase Date	Projected Order Date			Age At Replacement
		2008 Plan	2010 Plan	2015 Capital Plan	
Rescue 5	1998	2017	2017	2019	23
Company 6	Addition			2018	
Utility 13	2002	2020	2020	2020	18
Ladder 1	Addition	2010	2013	2020	
Engine 8	1996	2019	2019	2021	25
Engine 2	2006	2025	2025	2028	20
Tower 1	2008		2027	2027	19
Engine 3	2011			2031	20
Engine 4	2014			2034	20
Marine 1	1975			2035	60
Engine 6	2018			2038	20

- Rescue 5 – Vehicle Life Extended – now 26 years at replacement

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Apparatus Project Estimates – June 2020

Expense Area	Rescue 5	Company 6	Total
Purchase Cost			
Vehicle	\$300,000	\$220,000	\$1,020,000
Equipment	\$70,000	\$5,000	\$75,000
Radio Systems	\$15,000	\$2,500	\$17,500
Purchase Cost - Total	\$385,000	\$227,500	\$1,112,500
Financing Amount			
Financing Term (months)	120		
Interest Rate	2.79%		
Interest Amount - Total	\$130,200	\$33,380	\$163,580
Monthly Expense - Total	\$8,460	\$2,124	\$10,634.00
Project Expense - Total	\$1,015,200	\$260,880	\$1,276,080

- Pricing is based on preliminary supplier estimates thru specification development
- Finance term is representative of last (4) vehicle purchases
- Interest rate assumption (2.79%) provided by P. Perry
- Includes replacement of select aging hydraulic rescue tools

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Vehicle/Equipment/Radio – Bidders/Pricing

Expense Area	Rescue 5	Company 6	Total
Purchase Cost			
Vehicle	\$903,488	\$219,955	\$1,123,443
Equipment	\$66,421	\$2,641	\$69,062
Radio Systems	\$13,408	\$2,433	\$15,841
Purchase Cost - Total	\$983,317	\$225,029	\$1,208,346

- **Consolidated Expense**
 - Represents purchase cost for vehicle and lowest bidder submission pricing for equipment and radio systems
 - All pricing includes delivery to South Windsor

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Apparatus Bid Process Respondents

• Vehicles

- Rescue Truck
 - Pierce Manufacturing - (Appleton, Wisconsin)
- Fire-Police Vehicle
 - Firematic Supply Company - (East Yaphank, New York)

•Equipment

- New England Fire Equipment & Apparatus - (North Haven, Connecticut Company)
- Firematic Supply Company - (East Yaphank, New York)
- Shipman's Fire Equipment Company - (Waterford, Connecticut)

•Radio Systems

- Firematic Supply Company - (East Yaphank, New York)
- Marcus Communications - (Manchester, Connecticut)

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Consolidated Capital Request Summary

Pricing with SCOTT Manufacturers Pricing

Rescue Truck - (with equipment/radio)	\$983,317
Fire- Police Vehicle - (with equipment/radio)	\$225,029
SCOTT Air Packs - Mass State Bid Price	\$546,007
Total	\$1,754,353

Pricing with SCOTT Mass State Bid Price

Rescue Truck - (with equipment/radio)	\$983,317
Fire- Police Vehicle - (with equipment/radio)	\$225,029
Scott Air Packs - Manufacturers Price	\$552,926
Total	\$1,761,272

**SCOTT Manufacturers Pricing Bid Variance -\$6,919

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**TOWN OF SOUTH WINDSOR
CLERK OF THE COUNCIL**

NATURE OF WORK

This is a highly responsible secretarial, administrative, and fiscal support position. The top priority of this position is to perform all functions, administration, and operations of the South Windsor Town Council. Performs secretarial and office administrative work of a complex and responsible nature for the Mayor and members of the Council.

Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administrative policies and procedures, Town operations, and Charter. Work also involves responsibility for calculating, verifying, and balancing a variety of financial transactions. Work assignments are generally given with broad statements of objectives and performed with a considerable degree of independence. Work is reviewed for the achievement of desired results.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Attends meetings.
- Prepares and processes agenda, documents, legal notices, and minutes for Town Council meetings, as well as Standing Committees, Committees, and Sub-Committees directly reporting to the Council.
- Types and transcribes letters, reports, and meeting minutes from rough draft, transcription equipment, or notes.
- Composes correspondence, reports, and other Council related materials.
- Provides information and directs the public as necessary.
- Receives and processes various reports, petitions, communications, proclamations, and certificates, as necessary.
- Maintains Council's records.
- Processes purchase requisitions and perform related bookkeeping duties.
- Gathers materials, data, and other information for review by the Mayor and Council members.
- Prepares complex statistical and narrative reports.
- Organizes and prepares materials for publication, such as administrative regulations and activity schedules.
- Maintains and updates memberships and attendance of Boards and Commissions.
- Maintains the Town Council monthly Liaison report.
- Maintains a list of pending/closed items.
- Schedules and coordinates the use of Town-owned buildings and facilities.
- Assists in the preparation and monitoring of the Council budget.
- Establishes and maintains various Council records and files.

OTHER JOB FUNCTIONS

Receives direction from the Mayor and Councilors. Plans and organizes Council work according to established or standard office procedures and/or in compliance with Charter, Statutes, and FOI requirements. Performs other duties and assignments as directed by the Council.

REQUIREMENTS OF WORK

Associate degree in Secretarial Science or Business and/or five years' experience in executive secretarial position; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills.

Knowledge of Roberts Rules of Order pertinent to the administration of Council, Committee, and Sub-Committee meetings and ability to confer with the Town Attorney, as necessary.

Working knowledge of appropriate technology utilized by the Town to enter and retrieve information.

Working knowledge of office practices and procedures.

Working knowledge of business English, grammar, punctuation, and arithmetic.

Working knowledge of computer software as applied to office applications.

Knowledge of financial record keeping principles, methods, and procedures.

Ability to organize and express thoughts and ideas orally and through written communications.

Ability to maintain confidentiality and make responsible decisions in accordance with established policies and procedures.

Ability to perform work consistent with the Town's quality service goals and the development of cost-effective, customer-friendly service delivery.

Ability to prioritize, organize, and perform work independently.

Ability to plan and maintain record-keeping systems.

Ability to compose and prepare effective correspondence.

Ability to establish and maintain effective working relationships with other employees, public officials, and the public, to convey information effectively and discreetly.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

See Attached Addendum Approved by the Personnel Committee 12/1/2020

**Addendum to the Clerk of the Council Job Description
(Approved by the Personnel Committee 12/1/20)**

With the changing of the Town Council Members every two years, there are often questions raised during the Clerk of the Council's yearly evaluation regarding the various aspects of this position. For benefit purposes, the Clerk of the Council follows the Non-Bargaining Groups Fringe Benefit Package. There are a few aspects of this position that are not treated the same as they would for a Non-Bargaining Group employee; those facets and working conditions are as follows:

The Clerk of the Council reports to the Mayor, not the Town Manager.

The Personnel Committee, appointed by the Mayor, conducts the Clerk of the Council's yearly evaluation.

The Clerk of the Council position does not receive the standard salary increases on July 1 of each year as the Non-Bargaining Group employees do. The Clerk of the Council's yearly salary increase is determined by the Personnel Committee and approved through a Town Council Resolution.

The Clerk of the Council averages at least 37.5 hours per week over the course of each fiscal year. Some weeks this position works more than 37.5 hours per week, and other weeks, this position may work fewer hours per week. The Clerk of the Council keeps track of the hours worked weekly to ensure that come the end of the fiscal year, this position averages at least 37.5 hours per week. Evening meetings that the Clerk of the Council attends count as hours worked for the week.

Due to the above, the Clerk of the Council's daily hours are flexible. Although the Clerk of the Council's non-meeting working hours will be conducted during Town Hall Operating Hours, the Clerk of the Council does not work the standard Town Hall Operating Hours.

Although the Clerk of the Council's hours are flexible, the Clerk of the Council is still required to take accrued vacation, personal, and sick time, as needed regardless of the amount of hours worked that week, the same as any other employee.

Due to the Clerk of the Council's flexible hours, the Clerk of the Council does not receive the Comp Time as it is explained in the Personnel Rules & Regulations for other Non-Bargaining Group Employees.

When the Clerk of the Council plans to be out of the office, the Clerk of the Council's time off is approved in advance by the Mayor. All Council members should be informed as soon as it is approved.

The Clerk of the Council's weekly timecard should be forwarded by email to the Mayor for approval by Friday evenings. The Mayor will then forward it to the Director of Human Resources and the Clerk of the Council by Monday at 9:00 a.m. for processing to Payroll.

PERSONNEL COMMITTEE DUTIES AND RESPONSIBILITIES

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}

RECOMMENDED PERSONNEL COMMITTEE PROCEDURES

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 1st 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.

Approved by Town Council via Resolution on 12/21/2020

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.