

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Minutes

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May 3, 2021

**TOWN COUNCIL – REGULAR MEETING
VIRTUAL MEETING**

1. Call Meeting to Order

Mayor Paterna called the Regular Meeting to order at 7:15 p.m.

3. Roll Call

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

Others Present: Michael Maniscalco, Town Manager
Scott Roberts, Asst. Town Manager/CIO/Emergency Mgmt.

Others Absent: Vanessa Perry, Asst. Town Manager/Director of H.R.

4. Mayor's Remarks

None

5. Adoption of Agenda

Councilor Hockenberry made a motion to adopt the agenda as presented. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

6. Communications and Reports from Town Manager

Town Manager Maniscalco reported on items as shown in attached **Exhibit A**.

Answering questions from the Council, Town Manager Maniscalco stated that the Town has done an excellent job keeping the stock of masks and gloves available for staff. When Town Hall reopens, the public will be able to enter the building. They will get screened, consisting of temperatures being taken, screening questions being answered, and their names taken for contact tracing. Once the screening is complete, staff members will escort the public to the department they

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ITEM:

6. Communications and Reports from Town Manager (Continued)

need to see. Masks will be available for those who forget to bring one, but it is preferred that the public supply their own. At this time, public meetings will be limited, but the Town will try to accommodate everyone as much as possible. Town Manager Maniscalco explained to the Council that construction on the elevator would not be started until the whole shaft is complete in order to get the correct measurements.

7. Public Input

Stephanie Dexter (**Exhibit B**)

8. Adoption of Minutes of Previous Meetings

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Special Meeting Minutes of April 12, 2021.

Was made by Councilor Snyder

Seconded by Councilor Koboski

The motion passed on a Roll Call vote of 7 to 0, with Councilor Evans and Councilor Lydecker abstaining.

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of April 19, 2021.

Was made by Councilor Lopez

Seconded by Councilor Snyder

The motion was approved unanimously

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

Councilor Snyder reported that she attended the Planning & Zoning Commission meeting on April 20, 2021. At that meeting, the Commission had a favorable review of the proposed planning, design, acquisition, construction, equipping, and furnishing of a new Pleasant Valley Elementary School approved a PZC Sponsored Text Amendment to modify sections to allow Electric Vehicle Charging

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ITEM:

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

Supply Equipment as an accessory use in all zones and modify tables to allow EV Charging Equipment as a primary use by Special Exception, approved a site plan approval for a 5,400 square foot addition for Esteem Manufacturing at 187 South Satellite Road, approved a special exception to Table 4.1.1A for the sale of new/used cars at 1505 John Fitch boulevard, and approved a request for a special exception to section 7.12.2 to create an animal sanctuary at 215 Main Street.

At the Planning & Zoning Commission meeting on April 27, 2021, Councilor Snyder explained that the Town of South Windsor requested a two-year temporary permit to operate the Farmers Market from May 22, 2021 to September 25, 2021, at 220 Nevers Road. This application was approved. There was another request from REEGS for a zoning change on Sullivan Avenue for the Geissler's Plaza. They are looking to do 125 apartment units and redoing the plaza. This application was continued.

Councilor Evans informed the Council that at the IWA/CC meeting held on April 21, 2021, the Commission opened the public hearing for the Town of South Windsor, Pleasant Valley Elementary School. This public hearing was left open until their next meeting on May 5, 2021. The Commission talked about the wetlands mitigation and the barn on the property. An application was received from Evergreen Walk. They discussed the access road which will have to be redevelopment. This item will be discussed further at the IWA/CC's meeting on May 5, 2021.

Councilor Lydecker reported that the Board of Education met on April 27, 2021, and introduced the young lady who founded the ladies golf program at the high school. The program is thriving. A teacher from Pleasant Valley Elementary School came before the Board to talk about a new way of teaching math. There was an extensive discussion regarding the Equity Council. The Board of Education is working hard to change policies and practices to bring a more diverse and supportive environment into the schools.

10. Reports from Committees

None

11. Consent Agenda

None

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ITEM:

12. Unfinished Business

- A. Discussion Item: The Creation of a Social Justice and Racial Equity Commission through Ordinance *(requested by the Black Lives Matter Sub-Committee) (Previously discussed at the Town Council Regular Meeting on April 19, 2021)***

Councilor Evans reviewed changes to the Ordinances under membership make-up and member terms.

Council members discussed the make-up of the Commission and determined the wording should read as follows: "A Social Justice and Racial Equity Commission is hereby established consisting of an eight (8) member panel of non-elected community members with education, training, or work experience in racial or social equity work and/or demonstrated practice or other relevant qualifications as equity leaders, all of whom shall be residents of the Town of South Windsor.

Councilor Evans explained that under Liaisons, the wording should not be in bold and then reviewed changes under Duties regarding the hours for anti-racist and anti-bias training.

Council members discussed this section and changed it to read as follows:

Work with Town Staff to ensure effective anti-racist and anti-bias training is offered for every town employee and elected official on an annual basis of at least two (2) hours, with a goal of twelve (12) hours minimum.

- B. Discussion Item: The Creation of a Memorial to Honor Residents Who Have Been Impacted by COVID-19, *(requested by Councilor Evans) (Previously discussed at the Town Council Regular Meeting on April 19 2021)***

Councilor Evans explained to the Council that the Town is trying to reach out to businesses in Town who may be willing to contribute towards this memorial. Mayor Paterna informed the Council that two local companies had contacted him about contributing towards the memorial.

Council members discussed other locations that the memorial could be located. This discussion will be continued to the next meeting.

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ITEM:

13. New Business

**A. Discussion Item: Board of Education Budget for Fiscal Year 2021/2022
(requested by Deputy Mayor Pendleton)**

Deputy Mayor Pendleton explained that this item is put on the agenda in case any Councilor had any questions; there were none.

B. Resolution Adopting the Board of Education Budget for Fiscal Year 2021/2022

BE IT RESOLVED that the South Windsor Town Council hereby adopts a Board of Education Budget with expenditure totaling \$77,958,844; for the Fiscal Year commencing on July 1, 2021, and terminating on June 30, 2022, a copy of which Budget is on file on the Board of Education website (www.southwindsorshools.org).

Was made by Councilor Lydecker

Seconded by Councilor Hockenberry

The motion was approved unanimously

C. Resolution Adopting the Budget for the Special Revenue Recreation Fund for Fiscal Year 2021/2022

BE IT RESOLVED that the South Windsor Town Council hereby adopts a Special Revenue Recreation Fund Budget with expenditures totaling \$2,737,506; for the Fiscal Year commencing on July 1, 2021, and terminating on June 30, 2022, a copy of which budget is on file on the Town of South Windsor website (www.southwindsor-ct.gov).

Was made by Councilor Evans

Seconded by Councilor Snyder

The motion was approved unanimously

**D. Discussion Item: General Government Budget for Fiscal Year 2021/2022
(Michael Maniscalco, Town Manager and Patty Perry, Director of Finance, to be present)**

(Discussion Continued on Next Page)

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ITEM:

13. D. (Continued)

Town Manager Maniscalco reviewed the reductions made in the budget to bring the mill rate to 37.86 as follows:

- \$500.00 from the Juvenile Firesetters Commission.
- \$867.00 from the Police Department for car washes.
- \$57,486 from the Police Department for one police cruiser.
- \$30,000 from the Wapping School rental.

Additionally, Town Manager Maniscalco informed the Council that under Capital, there would be a reduction from the General Government contribution of \$250,000, which would eliminate the fiber internet connection project to Pleasant Valley Elementary School and Veterans Memorial Park. It is the intent to fund these projects through the Federal monies that will be received.

E. Resolution Adopting the Capital Projects Budget for Fiscal Year 2021/2022

BE IT RESOLVED that the South Windsor Town Council hereby adopts a Capital Projects Budget with General Fund contributions totaling \$1,924,472, for the Fiscal Year commencing on July 1, 2021, and terminating on June 30, 2022, a copy of which Budget is on file on the Town of South Windsor website (www.southwindsor-ct.gov).

Was made by Councilor Snyder
Seconded by Deputy Mayor Pendleton

Councilor Snyder explained that, as described previously, the fiber internet connection to Pleasant Valley Elementary School and Veterans Memorial Park is being eliminated from the Capital Projects budget. This project will be funded under the American Rescue Plan funds that will be received.

Town Manager Maniscalco informed the Council that there are several Town Hall projects that will be added to the Capital Projects budget in the coming years, such as windows, roof, and grout between the bricks, as well as others.

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

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ITEM:

13. New Business

F. Resolution Adopting the General Government Budget for Fiscal Year 2021/2022

BE IT RESOLVED that the South Windsor Town Council hereby adopts a General Government Budget with expenditures totaling \$48,083,472, for the Fiscal Year commencing on July 1, 2021, and terminating on June 30, 2022, a copy of which Budget is on file on the Town of South Windsor website (www.southwindsor-ct.gov).

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

G. Resolution Setting the Tax Rate for Fiscal Year 2021/2022

BE IT RESOLVED that the tax rate of 37.86 mills be levied on the Grand List of October 1, 2020, based upon Total Revenues excluding current taxes of \$17,585,526, which includes an appropriation from Fund Balance in the amount of \$0.00 and an appropriation from the Tax Stabilization Fund in the amount of \$500,000 to finance total expenditures of \$127,966,788 made p of a Board of Education Budget of \$77,958,844, a Capital Projects Budget of \$1,924,472, and a General Government Budget of \$48,083,472, all of which have been adopted by the South Windsor Town Council for the Fiscal Year commencing on July 1, 2021, and terminating on June 30, 2022.

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

H. Resolution Appointing a Rate Maker for Fiscal Year 2021/2022 and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting

BE IT RESOLVED that the South Windsor Town Council hereby appoints Michael Maniscalco, Town Manager, as Rate Maker for Fiscal Year 2021/2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

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ITEM:

13. New Business

I. Resolution Waiving Competitive Bidding for Consulting Services to Create an Affordable Housing Plan

WHEREAS, the Town of South Windsor is required to prepare an Affordable Housing Plan under the provision of CGS §8-30j and submit it to the Connecticut Department of Housing by July 1, 2022; and

WHEREAS, the Town is pursuing the services of a consultant to assist in the development of an Affordable Housing Plan and has established a \$15,000 budget; and

WHEREAS, an RFP was issued on March 24, 2021, with a closing date of Monday, April 12, 2021; and

WHEREAS, the Town did not receive any proposals for this work and the preparation of this study can only be performed by certain firms; and

WHEREAS, the Town has contacted a consulting firm familiar with preparing affordable housing plans who has also worked previously in South Windsor on the Plan of Conservation and Development to review the challenges with the current proposal; and

WHEREAS, the consultant presented a modified Scope of Work suggesting changes to the original timeframes and more clearly defining the consultant's role in the public process; and

WHEREAS, the consultant has agreed to prepare the Affordable Housing Plan for the original budgeted amount of \$15,000

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives competitive bidding for the services of a consultant to develop an Affordable Housing Plan; and

BE IT FURTHER RESOLVED that the Town Council authorizes Town Manager Michael Maniscalco to sign any agreements necessary to hire a consultant to perform this work.

(Resolution Continued on Next Page)

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ITEM:

13. I. (Continued)

Was made by Councilor Hockenberry
Seconded by Councilor Snyder

Answering questions from the Council, Mrs. Michele Lipe, Town Planner, explained that this process would take a holistic look at our housing and build on work the Town had previously done but have a new look moving forward.

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

J. Resolution Accepting the Resignation of Erik Dabrowski (R) from the Blighted Property Appeals Board

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Erik Dabrowski (R) from the Blighted Property Appeals Board effective April 19, 2021; and

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

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

K. Resolution Appointing Megan Powell (R) an Alternate to the Historic District Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting

BE IT RESOLVED that the South Windsor Town Council hereby appoints Megan Powell (R) an Alternate to the Historic District Commission for a term ending November 30, 2022, to fill the unexpired term of Philip Koboski and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

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ITEM:

13. New Business

- L. Resolution Appointing James Ainsworth (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 appoints James Ainsworth (R) to the Blighted Property Appeals Board for a term ending November 30, 2024, to fill the unexpired term of Erik Dabrowski and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

- M. Discussion Item: The Creation of a Sub-Committee to Review the Flag Flying Policy (*requested by Deputy Mayor Pendleton*)**

Mayor Paterna requested that Deputy Mayor Pendleton chair this subcommittee, which would review the Flag Flying Policy, and asked if two other Council members would like to volunteer. Councilor Lopez and Councilor Maneeley both volunteered to be on the subcommittee.

- N. Discussion Item: Holding Hybrid Public Meetings (*requested by Town Manager Michael Maniscalco*)**

Town Manager Maniscalco explained that the Town is working on holding hybrid public meetings. After a plan is put into place, Town Manager Maniscalco stated he would bring it to the Council.

Answering questions from the Council, Town Manager Maniscalco explained that he is planning to hold a hybrid meeting for the Town Council meeting on June 7, 2021.

14. Passage of Ordinance

None

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ITEM:

15. Public Input

None

16. Communications from Council

Councilor Hockenbery informed the Council that she had submitted her resignation from the Town Council effective May 3, 2021, at 11:59 p.m.

Councilor Maneeley, Councilor Koboski, Councilor Snyder, and Mayor Paterna thanked Councilor Hockenberry for her service and wished her the best in her future endeavors.

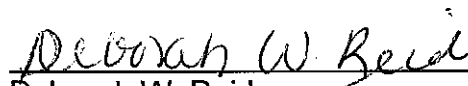
17. Executive Session

None

18. Adjournment

At 9:21 p.m., Councilor Hockenberry made a motion to adjourn the Regular Meeting. Councilor Maneeley seconded the motion, and it was approved unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

Town of South Windsor

Town Manager's Report May 2021

Michael Maniscalco
Town Manager



COVID-19 Update

I will have updated numbers on infection rates and vaccinations for the night of the meeting. The CDC announced that it is now safe for vaccinated individuals to meet without masks outside in small groups. Masks are still required for safe interactions indoors. The Town is continuing to offer vaccination clinics once and sometimes twice a week.

Reopening

Town Staff have been hard at work moving forward plans for the safe reopening of Town Hall and the other community buildings. In terms of Town Hall, starting on May 19th the building will be open for the public to enter. All public will be required to wear a mask, answer COVID-19 screening questions, provide contact tracing information, have their temperature taken, and practice social distancing. No one from the public will be allowed to wander the building, and they will be escorted from a waiting area to departments and then out of the building once they complete their work.

Economic Development

I am pleased to welcome HarborChase to the South Windsor Community. It was very exciting to have the opportunity to do a ribbon cutting again, and it was even more exciting to do so at such a great assisted living and memory care facility. Construction has started at COSTCO and Windsor Federal Bank and is well underway. There is a proposal for the Geissler's re-development and a site plan proposal for the Evergreen Walk Grocery Store in front of Planning and Zoning.

Summer In-House Paving

The Department of Public Works has released its summer in-house paving list which includes: Wood Pond Road, Tallwood Road, Wild Rose Drive, Nutmeg Road South, South Satellite Road, Quarry Brook Drive, Evergreen Lane, Sycamore Road, Beechnut Lane and possibly Ident Road. We are also working through some final State approvals for the 5th phase of Avery Street, and the Town has been working on identifying/obtaining temporary rights of way in order to move forward with the Main Street Bridge replacement.

Town Hall Elevator Replacement Project

The Town and contractors have been working on the elevator replacement at Town Hall as well as the creation of a permanent ramp in the front of Town Hall. To date, the ramp is almost complete except some punch list items. The old elevator has been removed, and the elevator shaft has been demolished and rebuilt. The new elevator equipment has been on order for a while, and it is expected to take a few more months before it is completely built and delivered for installation.

[External]TC Mtg on May 3rd - support for agenda item I

Exhibit B

Stephanie Dexter [stephd3@cox.net]

Sent: Saturday, May 01, 2021 12:12 PM

To: TownCouncilComments

Cc: Lipe, Michele

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

To: Town Manager, Michael Maniscalco, Director of Planning Michele Lipe and Town Councilors,

My name is Stephanie Dexter and I am a member of Planning and Zoning as well as a member of the Affordable Housing Sub-Committee.

I support the waiver for competitive bidding for consulting services for the Affordable Housing Plan required by law and due in July 2022.

The consultant that Director of Planning Michele Lipe is talking to has a proven track record of quality work completed on budget and on time. They also know South Windsor well.

When you consider that all 169 Connecticut towns are working to have an Affordable Plan ready to submit by July 2022, the availability of consulting services is slim.

Please approve this waiver so we can move forward.

Thanks

Stephanie Dexter

15 Larkspur Lane