

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

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**July 6, 2021**

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

**1. Call Meeting to Order**

Mayor Paterna called the Regular Meeting to order at 7:08 p.m.

**3. Roll Call**

Members Present: Mayor Andrew Paterna  
Deputy Mayor Liz Pendleton  
Councilor Erica Evans  
Councilor Steven King, Jr.  
Councilor Philp Koboski  
Councilor Cesar Lopez  
Councilor Lisa Maneeley  
Councilor Janice Snyder

Members Absent: Councilor Karen Lydecker

Others Present: Michael Maniscalco, Town Manager

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

**4. Mayor's Remarks**

Mayor Paterna requested the Town Manager to update the Council on the damage from the storm that occurred earlier this evening.

Town Manager Maniscalco stated that the Dispatchers, Firefighters, Police Officers, and Public Works staff deserves praise for answering the calls for service that have come in after the storm. There are several trees that have come down on wires. It is strongly advised that residents do not try to help with any of the clean-up involving trees and wires; please leave that to Eversource crews who are equipped to handle these situations. Residents should call Eversource for power outages at 1-800-286-2000. The Town has partially opened the Emergency Operations Center with the intent of trying to gain a better response from Eversource and to have better communications with Eversource.

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**ITEM:**

**5. Adoption of Agenda**

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

Mayor Paterna made a motion to add an item to the agenda (13. H.) under New Business, a Resolution Accepting the Resignation of Michael Gonzalez (D) from the Board of Education. Councilor Snyder seconded the motion, and it was approved unanimously.

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

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

Town Manager Maniscalco reported on the following:

- There have been a total of 1,748 cases of COVID-19 in South Windsor, with 1,692 past quarantine at this time. Fifty-three individuals in South Windsor have passed away due to COVID-19.
- The vaccine clinic has ceased operations at this time due to a lack of attendance.
- The Council received a report regarding the tax collection for year-end. The Town had a tax collection rate of 99.24% for this year.
- The Council received a process for tax collection. If there are any additional questions, please send an email to the Town Manager so those questions can be answered.
- Vincent Stetson has been promoted to the Director of Public Works.
- The Town plans to sell 725 Sullivan Avenue. The Planning & Zoning Commission gave a favorable recommendation. There will be a ballot question in November for the sale of this property. A resolution will be brought forward to the Council at its next meeting.
- If anyone from the public wants to receive emergency notifications from the Town, they should sign up for the Towns' Everbridge system through the Town website under the emergency alert sign-up.
- There is a National FEMA website ([www.ready.gov](http://www.ready.gov)) that has recommendations and documents for the public to get information in the event of a hurricane and gives recovery information afterward.
- Residents should call Eversource if they happen to lose power at 1-800-286-2000.

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**ITEM:**

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

- The Town is preparing for the possibility of a tropical storm at the end of the week. The Town is prepared if something does happen.

Answering questions from the Council, Town Manager Maniscalco explained that the Town uses Everbridge to communicate to the public during an emergency. For informational purposes, the Town will put information on social media or the Town website.

**7. Public Input**

Mr. Dave Macdonald, 79 Laurel Street, came before the Council and explained that last week the Council received an email reiterating the observations of the continuous speeding occurring on Laurel Street. The drivers appear to have become more aggressive as if they know speeding on Laurel Street is being condoned. An officer sitting for half an hour does not get the same observations and experiences as the residents who live with this speeding. If the Town does not do anything regarding this speeding, the Town will probably be held liable because of the publicity regarding this subject. Mr. Macdonald requested that the Town Council find a way to make Laurel Street safer.

**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 June 17, 2021.

Was made by Councilor Koboski

Seconded by Councilor Snyder

The motion passed on a roll vote of 7-0 with Councilor Evans abstaining.

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of June 21, 2021.

Was made by Councilor King

Seconded by Councilor Snyder

The motion was approved unanimously

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**ITEM:**

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

Councilor Snyder reported that she had attended the Library Board meeting on June 22, 2021. At that meeting, the Library Board reported that they have received an ARPA grant for \$19,534 and are reviewing how these funds can be spent. The carpeting for the first floor has been selected and is scheduled to be done in the late summer. They will have to close the Library for a short period while the carpet is being installed. The Library has changed its hours for the summer. Starting July 2, 2021, they will be open from 9:00 a.m. to 4:30 p.m. (Monday, Wednesday, Friday, and Saturday); and 9:00 a.m. to 7:00 p.m. (Tuesday and Thursday).

Councilor Snyder explained that she also attended the Planning & Zoning Commission meeting on June 8, 2021. At that meeting, an application for Ticket Network Livestock Temporary and Conditional Permit was approved for an animal agriculture permit to allow 64 chickens, two geese, and two goats; an application for Lowes for a Temporary and Conditional Permit was approved for seasonal outdoor display/storage of garden products; an application for Evergreen Walk Lifestyle Center LLC was approved to modify the Evergreen Walk General Plan of Development for the realignment of Evergreen Way to accommodate a new 50,000 sf retail building; and an application for REESG Newco South Windsor, LLC was approved for a zone change from General Commercial Zone to Sullivan Avenue Mixed-Use Development Overlay Zone of 19+/- acres and General Plan of Development for the renovation of 60,740 sf of commercial space and the development of 125 apartment units. The Commission also reviewed the request for Pleasant Valley Elementary School.

Councilor Snyder stated that on June 22, 2021, at the Planning & Zoning Commission meeting, the Commission postponed an application for UW Realty VII LLC for a zone change from Industrial to General Commercial at 140 Troy Road. They also gave a favorable recommendation for the 8-24 referral for 725 Sullivan Avenue.

**10. Reports from Committees**

None

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**ITEM:**

**11. Consent Agenda**

**a. First Reading**

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

**A. Resolution Reappointing Matthew Streeter (R) to the Cable Advisory 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 Matthew Streeter (R) to the Cable Advisory Board for a term ending June 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

**B. Resolution Appointing Alan Cavagnaro (D) an Alternate to the Planning & Zoning 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 Alan Cavagnaro (D) an Alternate to the Planning & Zoning Commission for a term ending December 1, 2023, to fill the unexpired term of Elizabeth McGuire and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**C. Resolution Appointing Claudia Bernstein (D) to the South Windsor Alliance for Families 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 Claudia Bernstein (D) to the South Windsor Alliance for Families for a term ending September 1, 2022, to fill an expired vacancy and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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**ITEM:**

**11. Consent Agenda (Continued)**

**a. First Reading (Continued)**

**D. Resolution Appointing Tim Appleton (D) an Alternate to the Board of Assessment Appeals 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 Tim Appleton (D) an Alternate to the Board of Assessment Appeals for a term ending November 30, 2021, to fill the unexpired term of Gavin Zhu and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

**b. Second Reading**

**A. Resolution Appointing Bala Ramasamy (D) to the Water Pollution Control Authority**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Bala Ramasamy (D) to the Water Pollution Control Authority for a term ending November 30, 2023, to fill the unexpired term of Steven King, Jr.

**B. Resolution Appointing Deborah Cohen (D) an Alternate to the Historic District Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Deborah Cohen (D) an Alternate to the Historic District Commission for a term ending November 30, 2021, to fill the unexpired term of Elizabeth Burgess.

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**ITEM:**

**12. Unfinished Business**

- A. Discussion Item: Update on Laurel Street Traffic Study (*requested by Deputy Mayor Pendleton*) (*Chief Kristian Lindstrom, Police Department to be present*) (*Previously discussed at the Town Council Regular Meeting on June 21, 2021*)**

Deputy Mayor Pendleton requested an update from the Chief of Police regarding the memo he had sent to the Council regarding Laurel Street – Traffic Review.

Chief Lindstrom, Police Department, explained that the MUTCD (Manual on Uniform Traffic Control Devices) breaks down and separates the different traffic controls and markings. The MUTCD is recognized nationwide as the standard for highway management in terms of traffic control devices. It is recognized as the standard in federal code, and the State of Connecticut recognizes MUTCD as the existing standard. The memo (**Exhibit A**) highlights a couple of items that are germane to this topic. It clearly says that yield or stop signs should not be used for speed control. If stop signs should be used to govern intersections, there are certain criteria that have to be met within those intersections (traffic volume, sightlines, and crash data). The traffic volume does not average more than 2,000 units per day, there are no sightlines issues, and there is no crash data to support issues in this area). Non-compliance with the MUTCD could result in the loss of federal aid funds as well as a significant increase in tort liability. All of these factors should discourage the placement of a stop sign on the road. The speed data and the traffic volume data do not lead the police to see a problem to the extent that it has been reported. The speeds in this area are not any different than other areas in Town.

Answering questions from the Council, Town Manager Maniscalco stated that people could sue the Town for almost anything. Governmental Immunity takes place when the Town follows all of the guidelines. Governmental Immunity, when it is in place, does not allow individuals from the community to sue the Town. If the Town put a stop sign on this street, and it was not following the guidelines provided and the recommendations that have been made by the professionals, the Town could lose its Governmental Immunity, which would create a larger liability for the Town and the taxpayers of the Town.

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**ITEM:**

**12. A. (Continued)**

Councilor Evans and Councilor Maneeley both explained that stop signs do not always work in residential neighborhoods.

Town Attorney Olson explained that she had reviewed Chief Lindstrom's memo and reviewed MUTCD. Town Attorney Olson noted the areas that the Chief was concerned about and stated that using stop signs to control speed is inappropriate. The Town had an independent study done, and it showed no justification for a stop sign or speed hump to be installed on Laurel Street. The Town should rely on the experts and studies that have been done.

Mayor Paterna stated that the residents who live in that area say there is a speeding issue and wondered if there is something the Town can do to help? Town Manager Maniscalco explained that the Town has already had increased enforcement on the road, which has been helpful. The Town could make the road more narrow and install curbing. Town Manager Maniscalco suggested having the Local Road Safety Committee review this road and maybe have flashing speed signs put up. Chief Lindstrom agreed to the Town Managers' suggestion.

Councilor Snyder felt that people driving through residential neighborhoods should just slow down and pay attention to their surroundings.

Town Manager Maniscalco stated he would report back to the Council after the Local Road Safety Committee meets but felt it would not be until September that the Council would receive a report.

Councilor Koboski felt that putting more funds into changes to this road does not seem cost-effective versus putting up a stop sign, but there may be an idea that the Local Road Safety Committee comes up with that will work.

**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 June 7, 2021)***

Councilor Evans explained that this item is ongoing and waiting for donations. This item will be discussed further at the next meeting.



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**ITEM:**

**12. Unfinished Business (Continued)**

**C. Discussion Item: Creation of an Arts Commission (*requested by Councilor Evans*) (*Previously discussed at the Town Council Regular Meeting on June 7, 2021*)**

Councilor Evans stated that she is requesting that the Town Council consider the establishment of an Arts Commission, which would bring a positive impact to the quality of life in South Windsor. The purpose would be to foster and facilitate participation and development of an appreciation of artistic and cultural activities within the Town of South Windsor and to encourage the display and presentation of artistic and cultural activities in public schools and community facilities. The work of this Commission would include new economic opportunities through the expansion of our artistic and cultural activities and events, which would include an Arts Festival. It would provide opportunities for artists to produce and present their work, encourage art education and appreciation, advocate for and support the goals of the arts community, and select public art in different locations in Town. The Commission would allow for a cooperative and channeled means to encourage, foster, and grow art in our community.

Councilor Snyder informed the Council that The Cultural Arts Committee held public meetings. The Committee consisted of members from the Down to Earth Garden Club, Wood Memorial Library, and local artists, with the South Windsor Public Library being heavily involved. The Cultural Arts Committee began several years ago through the school system. There was a Cultural Arts calendar that showcased children's arts. There were visual arts done and music. Previously there was interest in having a location in Town. The Cultural Arts Committee is a 501C3. As of late, they have been doing concerts at Wood Memorial Library. The structure is there, and maybe the Town could re-energize the group and identify new members.

Councilor Evans stated that the Commission would bring forward ideas of what they would like to be involved in and the locations they would like involved. There are other Towns that have this type of Commission and are involved in all types of activities. Councilor Evans felt that an Ordinance should be drafted for the establishment of a Commission. The Cultural Arts Committee would be an asset to this Commission.

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**ITEM:**

**13. New Business**

**A. Resolution Dissolving the Black Lives Matter Sub-Committee**

WHEREAS, on June 15, 2020, the South Windsor Town Council approved the establishment of a Black Lives Matter Sub-Committee; and

WHEREAS, the Sub-Committee was charged with the following tasks:

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

WHEREAS, the Sub-Committee held community conversation events which discussed Social Justice and Racial Equity and the Global Black Lives Matter Movement in South Windsor; and

WHEREAS, the Sub-Committee drafted a Statement of Support regarding the Black Lives Matter Movement in South Windsor, which was approved by the South Windsor Town Council on March 1, 2021; and

WHEREAS, the Sub-Committee drafted an Ordinance creating a Social Justice and Racial Equity Commission, which was approved by the South Windsor Town Council on June 21, 2021. This is an initiative to continue the efforts started by the Black Lives Matter Sub-Committee; and

WHEREAS, the Black Lives Matter Sub-Committee has completed all three tasks, and it is the Council's wish to dissolve this Sub-Committee

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby dissolves the Black Lives Matter Sub-Committee.

Was made by Councilor Snyder  
Seconded by Councilor Evans

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**ITEM:**

**13. A. (Continued)**

Mayor Paterna thanked Councilor Evans, Councilor Snyder, Councilor Lydecker, and Councilor Maneeley for their work on this Sub-Committee.

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

**B. Resolution Referring the Lease of Space (approximately one acre) at the Burgess Road Public Works Campus to the South Windsor Planning & Zoning Commission Pursuant to Section 8-24 of the Connecticut General Statutes and Authorizing the Town Manager to Sign and Execute an Agreement with East Hartford Sand and Gravel**

WHEREAS, the Town of South Windsor purchased property located at 157 Burgess Road on April 9, 1955; and

WHEREAS, the Town of South Windsor has received a proposal to lease approximately one acre of space at 157 Burgess Road for a period of two years; and

WHEREAS, the Town of South Windsor received a request for proposal for the lease of approximately one acre in the amount of \$6,000 per year, which East Hartford Sand and Gravel has agreed to pay contingent upon all municipal approvals; and

WHEREAS, the lessee has presented preliminary plans for the use of this space as described, to screen topsoil-sand; and

WHEREAS, any plan to lease municipal-owned property must first 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 South Windsor Town Council hereby refers the lease of space (approximately one acre) at Burgess Road to the Planning & Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes, and authorizes Town Manager Michael Maniscalco to sign and execute an agreement with East Hartford Sand and Gravel.

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**ITEM:**

**13. B. (Continued)**

Was made by Councilor Lopez  
Seconded by Councilor Snyder

Answering questions from the Council, Town Manager Maniscalco explained that East Hartford Sand & Gravel currently operates on a property about 1/8 of a mile away from this location. They will be closing that location and move to the Burgess Road location, so there will be no additional truck traffic in the area than what is presently there. The Town may screen topsoil and sand for jobs that are being done, but nothing on a regular basis.

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

**C. Resolution Approving an Amendment to the 2019/2020 through 2021/2022 Job Classification Schedule for Non-Bargaining Unit Employees**

BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to amend the 2019/2020 through 2021/2022 "Job Classification Schedule" for Non-Bargaining Unit Employees of the Town of South Windsor by eliminating positions of **Human Services Specialist I** (Grade 1), **IT Technician I** (Grade 1), **Human Services Specialist II** (Grade 2), **IT Technician II** (Grade 2), **Assistant Assessor** (Grade 3), **Deputy Building Official** (Grade 4), **Deputy Fire Marshal** (Grade 4), **GIS Analyst** (Grade 4), **Environmental Health Specialist** (Grade 4), **Network Administrator/Project Leader** (Grade 4), **Project Engineer** (Grade 5), **Assistant Director of Finance** (Grade 6), and **Senior Environmental Planner** (Grade 6); and

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to further amend the 2019/2020 through 2021/2022 "Job Classification Schedule" for Non-Bargaining Unit Employees of the Town of South Windsor by adding two (2) new Job Titles, those of **Director of Facilities** (Pay Grade 10) and **Director of Health** (Pay Grade 10).

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**ITEM:**

**13. C. (Continued)**

Was made by Councilor Maneeley  
Seconded by Councilor Snyder

Town Manager Maniscalco explained to the Council that these positions are now in a union, and as a result, they are no longer non-bargaining unit members. Therefore, these positions need to be removed from the non-bargaining unit list. Additionally, two titles are being added to the non-bargaining list.

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

**D. Resolution Dissolving the Public Health & Safety Committee**

WHEREAS, the Public Health & Safety Committee is a Standing Committee of the South Windsor Town Council; and

WHEREAS, the purpose of this Committee is to study any issues identified by the Town Council, Town Manager, or Town Attorney of both public health and safety, and bring to the attention of the Council whatever measures the Committee believes necessary to improve our standards in both of these fields; also, to maintain liaison between the Board of Education, the Planning and Zoning Commission, the Town Manager, the Water Pollution Control Authority, the Volunteer Fire Department, the Ambulance Service Provider for the Town, and the Council; and

WHEREAS, the establishment of this Committee cannot be identified; and

WHEREAS, the Committee has not met in many years, and it is felt that the purpose of this Committee is no longer required due to the purpose of the Committee being obsolete

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby dissolves the Public Health & Safety Committee.

Was made by Deputy Mayor Pendleton  
Seconded by Councilor Maneeley

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**ITEM:**

**13. D. (Continued)**

Deputy Mayor Pendleton explained that it is felt that this Committee is no longer needed because since the establishment of this Committee, the Town has in place emergency management operations, a Health Director, and other Town Department heads who do the functions of this Committee.

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

**E. Discussion Item: Process for Appointing Members to the Social Justice and Racial Equity Commission (requested by Mayor Paterna)**

Mayor Paterna reminded Council members that the Council approved the establishment of a Racial Justice and Social Equity Commission through Ordinance on June 21, 2021. The Ordinance has been sent to the two political parties who will nominate two people affiliated with their political party and two people who are not affiliated with their political party. The individuals selected for this Commission should have some background related to racial equity or social justice. Individuals may also nominate themselves if they would like to be involved.

**F. Discussion Item: Recommendations to Enhance Transparency and Communications in South Windsor Town Government (requested by Councilor Evans and Deputy Mayor Pendleton)**

Councilor Evans stated that she would like to change the word enhance to review. The Transparency Task Force was dissolved after a list of recommendations was approved, but the Council has never reviewed these items to see how they are progressing. Councilor Evans suggested that the Council have the Town Manager review the list of recommendations and create a spreadsheet showing the progression of each item. Councilor Evans explained that she is not looking for anything too in-depth but would like to understand where the Town stands with each recommendation. Councilor Evans requested that the spreadsheet be put on the Town website. At the next meeting, when the Council is reviewing the spreadsheet, it may give the Council some ideas of other ways the Town can continue to increase transparency moving forward.

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**ITEM:**

**13. New Business**

**G. Discussion Item: Proposed Revisions to the Town Council Rules & Procedures (*requested by the Town Council Rules & Procedures Committee*)**

Deputy Mayor Pendleton explained that the Council received a red-lined version of the proposed changes to the rules and a clean copy and stated that these changes should be reviewed and discussed.

Councilor Snyder suggested that the Council take the next few weeks to review the changes and come back to the next meeting with a discussion after everyone has an opportunity to review the proposed changes. These rules will be the way the Council will operate. Councilor Snyder brought to the Councilor's attention Article IX, Section 1, where if a discussion item is on the agenda, official action (resolution) of that discussion item shall not be brought forth on the same night.

Councilor Maneeley questioned why there is a discrepancy in the length of time for public input between in-person meetings (30 minutes) and virtual meetings (50 minutes)? Councilor Snyder explained that in virtual meetings, there seems to be more public input which requires additional time. During in-person meetings, the public has the opportunity to come back and speak again. Clerk of the Council Debbie Reid stated that during virtual meetings, the Town Manager reads all of the comments, which takes a bit longer.

Clerk of the Council Debbie Reid suggested that in Article IX, Section 1, the Council may want to consider adding language which would allow the Town Manager to bring an item that is under time constraints up for discussion and resolution on the same night. Council members requested the Clerk of the Council to come up with language to be added to that section.

Councilor Koboski asked if there is a State requirement that says you have to have notification of a Special Meetings in the newspaper because that was taken out of the section. Town Attorney Olson explained that the only item that needs to be published in the newspaper is the announcement of a public hearing. The regular meetings are set at the beginning of the year, and the special meetings are scheduled within 48 hours, which would not allow for any type of notification. Town Attorney Olson stated that she would advise the Council to put everything on the Town website.

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**ITEM:**

**13. G. (Continued)**

Deputy Mayor Pendleton asked if the Council should put a statement in the Town Council Rules regarding the requirement of public hearings being published in the newspaper? Town Attorney Olson suggested that the Council put in their rules that as far as publications in the newspapers for a public hearing, the Council follows State law requirements. This would eliminate the Council having to change their rules when the State law requirements change.

Deputy Mayor Pendleton requested that the Clerk of the Council work on the wording for public hearings with the Town Attorney so that it can be added to the Town Council Rules & Procedures.

Councilor Koboski stated that it is being proposed to remove the Adoption of the Agenda, so he assumes this is not a requirement. Mayor Paterna stated that he likes having the Adoption of the Agenda because it prevents the Council from constantly suspending the rules to move items around.

Mayor Paterna suggested that under Article X, Section 1 – Consideration by Council, and Article XI, Section 6 – Filling of Vacancies, additional language is put into them to clarify that an appointment needs to be brought forward to two meetings. At the first meeting, the appointment is postponed to the next regularly scheduled Town Council meeting, and then at the second meeting, the appointment is approved.

Councilor King questioned if the public would like to make any recommendations to the Council regarding the Town Council Rules & Procedures; what is the mechanism? Councilor Snyder stated that they could contact the Clerk of the Council or the Town Manager. Town Manager Maniscalco added that the public could also come to a meeting to make public comments. Council Clerk Debbie Reid informed the Council that supporting material is attached to the agenda on the Town website.

**H. Resolution Accepting the Resignation of Michael Gonzalez (D) from the Board of Education**

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Michael Gonzalez (D) from the Board of Education effective June 29, 2021; and

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**ITEM:**

**13. H. (Continued)**

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby extends its thanks to Michael Gonzalez for the time he has dedicated to serving his community by his membership on the Board of Education.

Was made by Councilor Evans  
Seconded by Councilor Maneeley

Mayor Paterna, Councilor Koboski, Councilor Evans, and Councilor Maneeley all thanked Mr. Gonzalez for serving the community.

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

**14. Passage of Ordinance**

None

**15. Public Input**

Mr. Dave Macdonald, 79 Laurel Street, thanked the Town Council and Town staff for tonight's discussion regarding the speeding on Laurel Street. Hopefully, a viable solution is found to eliminate the speeding on Laurel Street.

**16. Communications from Council**

Councilor Maneeley requested that a discussion item be added to the next Town Council agenda to address the car break-ins. Chief Lindstrom should come to the meeting for this discussion. Councilor Maneeley suggested that a letter be sent to the Town's State Representatives and State Senator regarding this matter because any action has to come from the State.

Councilor Koboski added that anyone who encounters a car break-in to please call the Police Department and not handle the situation themselves.

Town Manager Maniscalco informed the Council that he and Chief Lindstrom are working on putting a public campaign together regarding car break-ins for the community. It has been noted that the majority of the cars that are being stolen are unlocked with the key fob in the vehicle.

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**ITEM:**

**16. Communications from Council (Continued)**

Town Manager Maniscalco told the Council that currently, there are 1,357 households in South Windsor without power. There are two tree crews from Eversource working in Town. The Town's priority presently is to clear Vibert Road because there is staff working at the Water Pollution Control Facility that cannot get out. The EOC has been opened partially and is partially staffed.

Answering questions from the Council, Town Manager Maniscalco stated that he does not know how many fire calls there have been for this storm because they are still coming in.

Councilor King cautioned residents not to think a car break-in couldn't happen to them. Everyone should make sure their cars are locked and, if there is the opportunity, should park under a light.

**17. Executive Session**

At 9:04 p.m., Deputy Mayor Pendleton made a motion to go into Executive Session to discuss the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b)(7) (Griffin Road). Councilor Snyder seconded the motion, and it was approved unanimously.

**17. Executive Session (Continued)**

The following individuals went into Executive Session: Mayor Paterna, Deputy Mayor Pendleton, Councilor Evans, Councilor King, Councilor Koboski, Councilor Lopez, Councilor Maneeley, Councilor Snyder, Town Manager Maniscalco, and Town Attorney Kari Olsen.

The Executive Session adjourned at 9:24 p.m.

**18. Adjournment**

At 9:24 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

Exhibit A

# MEMO

**DATE:** June 24, 2021  
**FROM:** Chief Kristian R. Lindstrom #153  
**TO:** South Windsor Town Council  
**SUBJECT:** Laurel Street- Traffic Review  
**CC:** [CC Recipient]  
**# OF PAGES:** 1

As you are aware, for approximately the last two and one half years, the South Windsor Police Department has been working to verify, identify, and address the complaints of speeding vehicles on Laurel Street.

Throughout this period, the primary complainant, Mr. David MacDonald, has consistently advocated for traffic control devices on Laurel Street to reduce the speed of vehicles travelling on that road.

At the Town Council meeting on June 21, 2021, I fielded several questions by the council and stated that the Town had taken several steps the remedy the speed problem that are proportionate to the scope of the issue. These steps included, but were not limited to, conducting several separate speed studies, increased motor vehicle enforcement in the area, adding roadway markings, and changing regulatory traffic signs in the immediate area. It is important to note that all of these changes were made in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). As you may be aware, the MUTCD is adopted in accordance with Federal Law and is the approved national standard for devices and markings intended to control motor vehicle traffic on public roadways. It should be noted that all of the conducted speed studies showed average vehicle speeds within a few miles per hour of the posted 25 mph speed limit.

Near the end of the relevant portion of the June 21 Council meeting, the placement of regulatory stop signs on Laurel Street at its intersections with Brian and Birch Roads was discussed. At that time, I stated that the placement of such signs at these locations was not advised as it did not meet the criteria set forth in the MUTCD. Despite this fact, I was asked to review and revisit the placement of these signs.



In the days following the June 21<sup>st</sup> Council meeting, I had occasion to visit the Laurel Street neighborhood on multiple occasions, review steps already taken by this agency



to address this issue, and review the criteria and standards for stop sign placement enumerated in the MUTCD.

In review of the above circumstances and, in particular, the MUTCD standards, it is clear that the Laurel Street has neither the traffic volume nor the accident history to support the need for a stop sign on Laurel Street at either Birch or Brian Roads. While we, as an agency, have never taken a position of merely waiting for accident data to occur, we must recognize the importance of, and meaning behind, an absence of a significant crash history. In fact, while we have no intention of doing so, the speed limit on Laurel Street could justifiably be raised based on the lack of accident history and the 85<sup>th</sup> percentile of speed obtained from the most recent Stealth Stat traffic survey. Again, this agency has no intention of raising the speed limit.

In addition to the above circumstances, the MUTCD explicitly states that “YIELD or STOP signs should not be used for speed control.”

Based on the traffic survey data, accident history data, and MUTCD guidelines, I stand by the position that placing stop signs on Laurel Street at its intersections with Brian and Birch Roads is neither warranted, justified, nor advised.

**In fact, placing such signs would deviate from MUTCD guidelines and subject the Town to significant financial liability and/or loss. Because the MUTCD sets the nationally recognized standard under federal law, it should be understood that crashes that occur as a result of, or in connection to, “...noncompliant traffic control devices...” could create liability for the municipality without a sound defense to rely on in litigation. In addition, according to the Overview section of the MUTCD website, it is clear that “non-compliance with the MUTCD ultimately can result in the loss of federal-aid funds as well as in a significant increase in tort liability” (<https://mutcd.fhwa.dot.gov/kno-overview.htm>).**

Please note that messages to and from the Town of South Windsor may be subject to public release in accordance with applicable laws.

