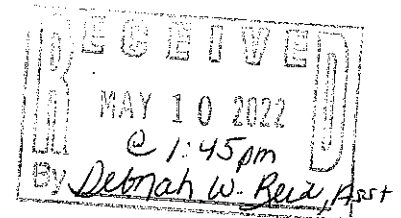


**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**



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**May 2, 2022**

**TOWN COUNCIL – REGULAR MEETING**

**1. Call Meeting to Order**

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

**2. Pledge of Allegiance**

**3. Roll Call**

Members Present: Mayor Elizabeth Pendleton  
Deputy Mayor Steven King Jr.  
Councilor Jamie Gamble  
Councilor Philip Koboski  
Councilor Cesar Lopez

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

**4. Mayor's Remarks**

Mayor Pendleton informed residents of the Town of South Windsor that the Town Council had continuously been working on the 2022/2023 Board of Education and Town budget. Mayor Pendleton noted and informed members of the public that she was proud to announce the news that one of South Windsor's local businesses, Leaps & Bones had received a \$10,000 grant in order to expand and grow their company. Mayor Pendleton also updated members of the public that May was Memorial Day month and that she would be offering a report again soon regarding Memorial Day Observance.

**5. Adoption of Agenda**

Councilor Jamie Gamble made a motion to adopt the May 2, 2022 agenda. Deputy Mayor Steven King, Jr. seconded the motion which passed by unanimous voice vote. **MOTION CARRIES.**

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

- Mr. Maniscalco informed members of the Council that he had met with the Metro Hartford Alliance and was asked to discuss the impact of the warehouse and distribution moratorium that had been put in place by the Planning & Zoning Commission, that they

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had heard from many developers who are interested in South Windsor and as a result, they have decided to put a hold on their projects or move forward.

- Mr. Maniscalco informed members of the Council that he had the opportunity to tour ESI last week and that he was very impressed with the breadth and depth of knowledge and ability that their business brings to South Windsor.
- Mr. Maniscalco informed members of the Council that he has been working with the Strategic Planning Committee and that the Committee would be coming forward with a funding request to the Town Council in order to help cover the cost of working with a strategic planning consultant.
- Mr. Maniscalco informed members of the Council that he has been following the State budget, specifically the car tax cap which appears to have moved from 29 mills to 32.46 mills, and that he is currently evaluating with staff to understand how the state budget will impact the Town revenues.

Answering questions from the Council, Town Manager Maniscalco explained that ESI was Environmental Services Incorporated and that they are a local business that conducts environmental accidents, spills, and hazards that occur.

**7. Public Input**

Joe Kennedy (*81 Allison Drive*) thanked members of the Town Council, Commissioners, and Board members and specifically thanked Councilor Kozikowski for his efforts in working on the Local Bid Preference Ordinance. Mr. Kennedy further thanked members of our armed forces and asked that we continue to support our local VFW and servicemen and women. Mr. Kennedy specifically thanked his two nephews Brendan Kennedy and Danny Kennedy who are currently serving.

Audrey Delnicki (*130 Felt Road*) reminded members of the Town Council about an email Ms. Delnicki had sent to members of the Council regarding two commissions that she had volunteered for and not been appointed to (Inland/Wetlands Conservation Commission & Blighted Property Appeals Board). Ms. Delnicki explained her further aggravation regarding the lack of communication she had received from members of the Council as to why her appointments for the two commissions had not moved forward. Ms. Delnicki felt that it was rude that she was not being responded to and that members of the Town Council were not setting high standards, and this was now the fourth time she has been asking for a response.

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**8. Adoption of Minutes of Previous Meetings**

Deputy Mayor Steven King, Jr. made a motion for the adoption of the following resolution:

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves the Minutes of the Regular Town Council Meeting of March 21, 2022.

The motion was seconded by Councilor Philip Koboski which passed by a unanimous voice vote.  
**MOTION CARRIES.**

Deputy Mayor Steven King, Jr. made a motion for the adoption of the following resolution:

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves the Minutes of the Regular Town Council Meeting of April 18, 2022.

The motion was seconded by Councilor Jamie Gamble which passed by a unanimous voice vote.  
**MOTION CARRIES.**

Deputy Mayor Steven King, Jr. made a motion for the adoption of the following resolution:

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves the Minutes of the Public Hearing to receive citizen input on the proposed General Government Budget for the Fiscal Year 2022/2023 of April 18, 2022.

The motion was seconded by Councilor Cesar Lopez which passed by a unanimous voice vote.  
**MOTION CARRIES.**

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

Ginny Hole, Co-Chair of the South Windsor Walk & Wheels Way, and members presented an update about their organization and informed members of the Town Council that they were responsible for the South Windsor bike program. Ms. Hole informed members of the Town Council that May was National Bike month and that there were a lot of great events coming up including, teaching students about the importance of bike safety. Ms. Hole informed members of the Town Council that on May 14, 2022, Walk & Wheels Way was hosting a "learn to Ride" event just for adults where volunteers teach other adults how to ride a bike. Ms. Hole informed members of the Town Council about some of the additional upcoming events including weekly rides which are a great way to unwind after the workday and socialize.

Ms. Hole informed members of the Town Council that currently, the Town of South Windsor is a bronze level as being a bicycle-friendly community by the League of American Bicyclists and that Connecticut ranked as 20<sup>th</sup> and that Walk & Wheels Way is working on trying to move up and become

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a silver level. Ms. Hole indicated that they were trying to work more with youth & seniors about a learn to ride program which will teach people about bicycle safety and that they had also begun working on a town-wide bicycle trail.

**10. Reports from Committees**

Stephanie Dexter and Kathy Doherty, members of the Park & Recreation Facility Implementation Committee updated members of the Town Council about the status of the committee and that they had recently met to identify a temporary space and that members took a tour of the Old Orchard Hill building to see how it could be used as a temporary Parks & Recreation Department. Members felt that it was an appropriate temporary space and that Ms. Dexter & Ms. Doherty indicated that the committee had identified a monthly meeting date which would be the second Monday of every month at 6:30 p.m. and that the committee would continue to meet in order to identify a more permanent space for the Park & Recreation Facility.

Carolyn Venne, Director of the Wood Memorial Library & Museum spoke to members of the Town Council regarding the Nowashe Village and explained that the Nowashe Village was an Outdoor Museum of Indigenous Life which is set on an acre of land behind the Wood Memorial Library which features two wigwams', three sisters garden, and a full-size classroom. In 2021 more than 1,000 people from the region had visited the Village. Ms. Venne informed members of the Council that Nowashe Village had recently received an award from the Connecticut Legal of History Organizations and that Nowashe Village was recognized as being an exemplary model of best practice in the thoughtful presentation of indigenous history. Ms. Venne also informed members that the Connecticut General Assembly had also issued Nowashe Village a citation in recognition of their state award. Ms. Venne also informed members of the Town Council that one of their favorite native educators is "Little Hawk", also known as Mayor Pendleton. Ms. Venne informed members that opening day was May 11<sup>th</sup> and that members of the Town Council were welcome to visit.

Mayor Pendleton updated members of the Town Council that she had recently attended the Patriotic Commission and that they were busy planning several of their upcoming events including the Memorial Day parade. Mayor Pendleton informed members that the Picnic in the Park and the Armed Forces Day event were being planned and that the Patriotic Commission was also getting ready to display flags on Main Street.

Mayor Pendleton reported to members of the Town Council that the Personnel Committee would be meeting tonight in Executive Session.

**11. Consent Agenda**

**A. First Reading**

None.

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**B. Second Reading**

None.

**C. Miscellaneous**

None.

**ITEM:**

**12. Unfinished Business**

None.

**13. New Business**

**A. Discussion Item: Monarch Butterfly Standards Presentation.**

Park Superintendent, John Caldwell and Jennifer Filer, Assistant Director of Parks & Recreation addressed members of the Town Council regarding the National Wildlife Federation Mayor's Monarch Pledge to save the Monarch Butterflies. Ms. Filer read the Mayor's Pledge and noted that there are three action items that the Town of South Windsor will be gaging with their pledge including, engaging with community gardens in order to urge them to plant native milkweeds and nectar-producing plants, while engaging with park staff to discuss appropriate lawn mowing programs. Ms. Filer indicated to members of the Town Council that the second action item of the Mayor's Pledge is to create a community art project to enhance and promote the Monarch butterfly and pollinators' conservation life as well as action item number three to raise awareness about the culture and recognition of the Monarch Butterfly. Ms. Filer thanked the Down to Earth garden club for their work maintaining and providing the pollinator gardens that the Town of South Windsor currently has including Nevers Park and Chief Ryan Way. Ms. File further thanked Troop 389 of the Boy Scouts for the care of the pollinator garden at Major Michael Donnelly Land Preserve.

Park Superintendent John Caldwell informed members of the Town Council that most people learn about the Monarch Butterfly in 3<sup>rd</sup> grade and that they are super important pollinators and very unique, Mr. Caldwell went on to explain that the Monarch butterfly is very recognizable by its large orange wings and that they can travel upwards of 3,000 miles from Canada to the Northern United States down to the mountains of Mexico. Mr. Caldwell further explained that in recent years the Monarch butterfly's migration has changed and that work must be done to protect and maintain the current population, noting that the U.S. Fish & Wildlife Services has announced that the Monarch butterfly will be added to the list of endangered species. Mr. Caldwell explained to members of the Town Council that the best way to help save Monarch butterfly populations was to plant more milkweed plants. Ms. Filer further explained to members of the Town Council that the fourth generation Monarch Butterfly was the generation that makes the journey down to Mexico and that Monarch butterflies can travel up to 100 miles a day and that they need the energy from the milkweed plant.

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Answering questions from the Town Council, Ms. Filer explained that pollinators help our local ecosystems survive and that without pollinators there would be a large impact on human life indicating that pollinators help us to eat healthy food, and are important for over 150 food sources.

Mr. Caldwell explained that Monday, June 20, 2022, through Sunday, June 26, 2022, was National Pollinators Week and that information would be added to the Town website in order to promote our pollinators including a list of species of plant that residents could plant in order to show their support.

#### **B. Resolution Concerning the Approval of the Parks and Recreation Facility Space Needs Analysis and Bid Process Approval Waiver**

Deputy Mayor Steven King, Jr. made a motion for the adoption of the following resolution:

**WHEREAS**, the South Windsor Town Council appreciates the value of our Parks and Recreation department and further recognizes the need for a more suitable facility to accommodate the growing number of residents that benefit from high-quality programs and community spaces; and

**WHEREAS**, the South Windsor Town Council acknowledges that the Parks and Recreation department needs a new facility by July 1, 2023 and that further delay will negatively impact the timetable to properly investigate, develop, and budget a new Parks and Recreation Facility; and

**WHEREAS**, the design and engineering firm, Colliers International, has offered the Town of South Windsor a contract to conduct a comprehensive facility needs analysis study that includes site assessments, test fits, and soil samplings at potential sites, along with project budget ranges, and public outreach support; and

**WHEREAS**, Colliers International has a proprietary understanding of the Town of South Windsor due to their involvement with the South Windsor Public School System and it is believed that it would be in the Town's best interest to waive the competitive bidding process for the Parks and Recreation Facility Space Needs Analysis;

**NOW, THEREFORE, BE IT RESOLVED**, that the South Windsor Town Council authorizes the waiving of the competitive bidding process for the Parks and Recreation Facility Space Needs Analysis and approves Colliers International to conduct a comprehensive facility space needs analysis study that includes site assessments, test fits, and soil samplings at potential sites, along with project budget ranges, and public outreach support.

The motion was seconded by Councilor Philip Koboski at which time Mayor Pendleton questioned the word "fits" in the resolution. Town Manager, Michael Maniscalco explained that Colliers International would be evaluating each location to ensure that there would be enough space on the property. Mayor Pendleton called for a voice vote which passed unanimously. **MOTION CARRIES.**

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**C. Resolution Concerning the Chief of Police Association (CRCOPA) Civil Disobedience Training & Equipment Bid Wavier**

Deputy Mayor Steven King, Jr. made a motion for the adoption of the following resolution:

**WHEREAS**, the Town of South Windsor Police Department is an active partner agency within the Capitol Region Chiefs of Police Association (CRCOPA). CRCOPA members are currently in the process of equipping and training personnel within the member agencies to be able to safely respond to incidents of civil disobedience within their own community or to assist other agencies in their response to similar incidents in surrounding communities; and

**WHEREAS**, in order for this initiative to be effective, it is imperative that assigned personnel are trained and equipped in the same manner so that they can function in a way that maximizes the safety of the community, event participants, and law enforcement personnel during incidents of civil disobedience; and

**WHEREAS**, other CRCOPA agencies have already researched, identified, and procured sets of protective equipment from a vendor within the Capitol Region. The aggregate cost of these pieces of protective equipment will exceed the limit set forth locally that requires a competitive bidding process. In addition, Chief Lindstrom recently applied for, and received, a grant that would allow for the purchase of this protective gear without spending the<sup>1</sup> money from within the general operating budget; and

**WHEREAS**, it is believed that it would be in the Town's best interest to waive competitive bidding for the purchase and acquisition costs of the aforementioned protective gear.

**NOW, THEREFORE, BE IT RESOLVED**, that the South Windsor Town Council hereby waives the competitive bidding process for this project.

The motion was seconded by Councilor Jamie Gamble at which time Chief Lindstrom further explained that the CROCPA had formed a committee to begin standardized training and equipment that each Police Department should be trained with and proceeded to explain that the grant the Police Department had received was \$25,000 in order to purchase equipment.

**D. Discussion Item: Proposed General Government Budget for Fiscal Year 2022/2023.**

Town Manager, Michael Maniscalco addressed members of the Town Council and informed them that the Budget Working Group had met on a regular basis and at the request of the Town Council, Town Manager, Michael Maniscalco was asked to read the proposed budget reductions on behalf of the Budget Working Group into the record which includes the following proposed reductions from

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<sup>1</sup> Clerk Note: The word "the" was changed to "any" in the CRCOPA resolution prior to the vote.

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the General Government Budget; Planning & Zoning Commission computers \$13,000; Information Technology Interns 22,000; Purchase of a Park & Recreation Truck for \$80,000; Inland & Wetlands Watercourse Agency \$1,000; and the Engineering Department Interns by \$12,000; Health Insurance by \$1,000. Town Manager, Michael Maniscalco further noted that the Budget Working Group proposed the following additional expenses which included \$4,000 for the Town Council Clerk's Salary; bringing the total decrease of the General Government Budget to \$125,000. Town Manager Michael Maniscalco explained that the Budget Working Group was also planning to increase the ECS payment revenues by \$100,000 and make a reduction of \$125,000 to the Board of Education budget leading to an overall reduction in the request for taxes of \$350,000 resulting in a mill rate of 38.59 which would be an increase of 1.94%.

Councilor Gamble asked Town Manager, Michael Maniscalco to further enlighten members of the Town Council about the role of the South Windsor Information Technology interns and further explained that Councilor Gamble felt cutting the interns was arbitrary.

Answering questions from the Town Council, Assistant Town Manager & CIO, Scott Roberts explained that the Information Technology interns supplement the IT workforce and that they are currently working on writing IT policies and that working with the Capitol Region Council of Governments (CRCOG) they are looking at specific changes that the Town of South Windsor is looking to implement. Mr. Roberts further enlightened members of the Town Council that the IT interns were also responsible for assisting with replacing and troubleshooting equipment and have proven themselves very beneficial.

#### **E. Resolution Approving a Refund of Taxes to Four (4) South Windsor Taxpayers.**

Councilor Cesar Lopez made a motion for the adoption of the following resolution:

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves a refund of property taxes to Four (4) South Windsor Taxpayers, the total of said refunds being \$10,994.20 and as more fully described in attached **Exhibit A**.

The motion was seconded by Deputy Mayor Steven King, Jr. which passed by a unanimous voice vote. **MOTION CARRIES.**

#### **14. Passage of Ordinance**

None

#### **15. Public Input for Any Matter**

Jeffrey Doolittle (*Town Engineer*) addressed members of the Town Council regarding the Engineering Intern and expressed concerns that the intern provides a great value to the department and have provided support on various projects, such as stormwater inspections, sidewalk

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inspections, and sidewalk mapping projects. Mr. Doolittle further noted that the current intern offers roughly 750 hours on various projects and that if the Engineering Department were to hire a private consultant it would roughly cost \$75,000, more than six (6) times the value of the cost of the current Engineering intern.

#### 16. Communications from Council

#### 17. Executive Session

Deputy Mayor Steven King, Jr. made a motion to go into executive session at 8:22 p.m. to discuss item # 17(A) (The Possible Purchase of Development Rights for the Town pursuant to Connecticut General Statutes §1-210(b)(7) (Raymond/ Birden Property) and item #17(B) (To Discuss a Personnel Matter (Town Managers Performance Evaluation) and invited the Town Manager, Michael Maniscalco, Assistant Town Manager, Vanessa Perry, Assistant Town Manager Scott Roberts, and Clerk of the Council Scott Nolan. Councilor Cesar Lopez seconded the motion which passed by unanimous voice vote. **MOTION CARRIES.**

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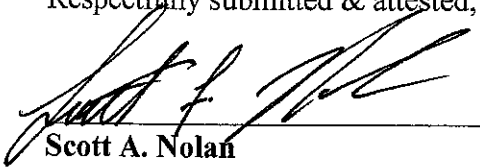
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**18. Adjournment**

There being no more business to come before the meeting, Deputy Mayor Steven King, Jr. made a motion to adjourn the Regular Town Council Meeting at 8:45 p.m., which was seconded by Councilor Philip Koboski and passed by unanimous voice vote. **MOTION CARRIES.**

Respectfully submitted & attested,

  
\_\_\_\_\_  
**Scott A. Nolan**  
Clerk of the Council