

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

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September 6, 2016

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

1. Call Meeting to Order

Mayor Delnicki called the Regular Meeting to order at 7:02 p.m.

4. Roll Call

Members Present: Mayor Thomas Delnicki
Councilor William Carroll
Councilor Edward Havens
Deputy Mayor Carolyn Mirek
Councilor M. Saud Anwar
Councilor Lisa Maneeley
Councilor Liz Pendleton (arrived at 8:15 p.m.)
Councilor Matthew Riley
Councilor Janice Snyder

Also Present: Matthew B. Galligan, Town Manager
Keith Yagaloff, Town Attorney

5. Public Input

Mr. Michael Berghuis, 18 Mountain View Road came forward and questioned the Council what happened to the fence that was going to be put up near the turf field at the High School. This is a plan that has been discussed for a long time and is necessary for the neighbors privacy and to have sound protection from the field. Mr. Berghuis stated that the neighborhood was told that there would not be any benches abutting the neighborhood, but there have been and he then questioned the Town Council what would be happening.

Ms. Willa Berghuis, 18 Mountain View Road also voiced concern about the fence not be erected. When in her back yard there is no privacy from people who are using the turf field. If someone is using the track or field at night you can hear them. On a hot day if there is wind blowing from the east, the backyard smells like plastic. Ms. Berghuis asked the Council to consider option #2 which includes an 8 foot high fence at 900 linear feet.

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ITEM:

6. Environmental Health & Safety Message

Councilor Anwar informed the Council and public that it is time for everyone to consider getting their flu vaccinations. It is also important for everyone to make sure they are eating enough fruits and vegetables. September is National Preparedness Month, residents should have their own disaster plan.

Mayor Delnicki stated that a proclamation will be read later in the meeting for "Turn the Towns Teal".

7. Adoption of Minutes of Previous Meetings

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Regular Meeting Minutes of July 18, 2016.

Was made by Councilor Anwar
Seconded by Councilor Snyder

Councilor Anwar stated that he had requested corrections to page 16.

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

8. Public Petition

None

9. Communications from Officers and Boards Directly Responsible to Council

None

10. Reports from Standing Committees

None

11. Reports of Temporary Committees

None

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ITEM:

12. Consent Agenda

None

13. Unfinished Business

None

14. New Business

Councilor Snyder made a motion to suspend the rules in order to go to Item 14. L. Councilor Maneeley seconded the motion; and it was approved, unanimously.

L. Discussion Item: Update on the Fence Project at South Windsor High School (*requested by Councilor Anwar*)

Councilor Anwar reviewed the history of the creation of the turf field which included discussions with the neighbors and the Board of Education regarding the erection of a fence. This was unanimously approved by the neighbors and the Board of Education. The Town Council needs to understand what has happened and discuss what happens next. Councilor Anwar stated that after reviewing the Town Manager's Report it is his understanding that the Building Department has suggested that there are specific requirements for a structures beyond a certain height.

Mr. Galligan explained that he was informed by the Chief Building Inspector that these types of fences need architectural plans because they need to be storm and wind resistant. Doing this inflates the cost tremendously and this is when the Town decided not to do the 10' high fence. The Board of Education, although they approved the process, would like the Town to attempt to reduce the size of the fence and make it more attractive. The Planning & Zoning Commission shared the same concerns of the Board of Education. Mr. Favreau was directed to look at different scenarios and costs. Mr. Galligan reviewed the options, as shown in attached **Exhibit A**.

Councilor Anwar felt an 8 foot fence would seem like a reasonable solution.

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ITEM:

14. L. (Continued)

Mr. Galligan recommended to do the 6' fence all the way a cross or to break it up between the 490 linear feet and the 410 linear feet. Mr. Galligan stated that the neighbors all seem to have different ideas. The goal was to reduce the sound. The clean up of that area would be done by the employees.

Mayor Delnicki said he would like to be involved in the negotiations off line with the neighbors.

Councilor Snyder explained that she has reviewed the options and feels that option #2 with additional fencing and privacy slats up to the cost original cost of \$76,000 is appropriate.

Mr. Caldwell explained to the Council that every time you increase the fencing, there are other costs associated with it.

After a short discussion regarding the requirements of putting up fencing for the Town and the 6 to 8 foot terrain difference from the field to the neighboring lawns, Councilor Carroll stated that it would make more sense to put up a 6 foot fence because there would not be any requirements due to the height of the fence because of concerns with the storms and wind conditions, and the terrain change. Mr. Caldwell explained that there are two options that are fairly close within budget which are the 6' acoustic fence that will cover all the way across and an 8' acoustic fence that covers the entire track. This fence reduces noise, it does not stop sound. The teams are always on the side of the field that abuts the neighborhood.

Answering questions from Councilor Riley, Mr. Galligan explained that there would need to be another public hearing if more funds were to be taken from the Capital Stabilization Fund for this project.

Councilor Riley stated he is interested in exploring option #3 with a 6' high fence that goes the length of the actual facility and encompasses the improvements that provide the best sound and visual barrier that the Town can provide within budget.

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ITEM:

14. L. (Continued)

Deputy Mayor Mirek agreed with Councilor Riley. More meetings should be held to discuss this further with the neighbors. Another option to explore is to add evergreens to the area.

Councilor Maneeley recommended using option #4a which consists of having an 8 foot fence at 490 linear feet at a cost of \$51,053 with additional privacy fencing added towards the parking lot and towards the Collins property.

Mayor Delnicki suggested that a meeting be held with the Town Manager, Councilor Anwar, Mr. Favreau, Mr. Caldwell, the neighbors, and himself to discuss and come up with an option that everyone can be happy with.

Councilor Riley added that there are reasonable solutions that are less expensive.

Councilor Snyder made a motion to suspend the rules in order to go back to Item 6. Environmental Health & Safety Message. Councilor Anwar seconded the motion; and it was approved, unanimously.

6. Environmental Health & Safety Message (Continued)

Mayor Delnicki introduced Lara Eaton who is in charge of the campaign "Turn the Town Teal" in South Windsor. Ms. Eaton wants everyone to recognize the signs of ovarian cancer. There will be ribbons and symptom cards passed out to help with awareness. The earlier ovarian cancer is detected the better chances are of survival.

Mayor Delnicki presented a proclamation to Ms. Eaton declaring September as "Ovarian Cancer Awareness Month" in the Town of South Windsor.

Councilor Carroll made a motion to suspend the rules in order to take 14. E. and 14. F. out of order. Councilor Maneeley seconded the motion; and it was approved, unanimously.

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ITEM:

14. New Business

E. Resolution Approving the Transfer of \$3,000 from the Contingency Account to the South Windsor Mini-Grant Professional Account

BE IT RESOLVED that the South Windsor Town Council hereby approves the transfer of \$3,000 from the Contingency Account to the South Windsor Mini-Grant Professional Account to cover costs associated with the Citizens Matching Mini-Grant program.

Was made by Councilor Havens
Seconded by Councilor Anwar
The motion was approved, unanimously

F. Resolution Approving a "Citizens Matching Min-Grant" for a 9/11 Memorial at Fire Station 3

WHEREAS, the South Windsor Town Council created a "South Windsor Citizen Matching Mini-Grant Program" on June 20, 2005; and

WHEREAS, Eric Hofmann, who is in the process of doing his Eagle Scout project which consists of the construction of a 9/11 memorial including a pathway and garden at Fire Station 3, has duly submitted a proper application for matching funds in the amount of \$3,000 to help fund this project; and

WHEREAS, Town Manager, Matthew B. Galligan has reviewed and approved this project and application and has determined that it meets all of the criteria of the "South Windsor Citizen Matching Mini-Grant Program"

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager, Matthew B. Galligan to issue \$3,000 of matching funds to Eric Hofmann from the "South Windsor Citizen Matching Mini-Grant Program" to help fund this project.

Was made by Councilor Carroll
Seconded by Mayor Delnicki

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ITEM:

14. F. (Continued)

Councilor Maneeley made a friendly amendment to change "Fire Station 3" to "Fire Station 1". Councilor Carroll and Mayor Delnicki both accepted the friendly amendment.

The resolution to read as follows:

WHEREAS, the South Windsor Town Council created a "South Windsor Citizen Matching Mini-Grant Program" on June 20, 2005; and

WHEREAS, Eric Hofmann, who is in the process of doing his Eagle Scout project which consists of the construction of a 9/11 memorial including a pathway and garden at **Fire Station 1**, has duly submitted a proper application for matching funds in the amount of \$3,000 to help fund this project; and

WHEREAS, Town Manager, Matthew B. Galligan has reviewed and approved this project and application and has determined that it meets all of the criteria of the "South Windsor Citizen Matching Mini-Grant Program"

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager, Matthew B. Galligan to issue \$3,000 of matching funds to Eric Hofmann from the "South Windsor Citizen Matching Mini-Grant Program" to help fund this project.

It was announced that the first memorial dedication would be Sunday, September 11, 2016 at Fire Station 1. Councilors voiced their support for this project and congratulated Eric Hofmann on a job well done.

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

At 8:20 p.m. Councilor Snyder made a motion to suspend the rules in order to go to Item 19. E. Executive Session. To discuss pending claims and litigation. Councilor Maneeley seconded the motion; and it was approved, unanimously.

The following individuals went into Executive Session: Mayor Delnicki, Deputy Mayor Mirek, Councilor Anwar, Councilor Carroll, Councilor Havens, Councilor Pendleton, Councilor Riley, Councilor Snyder, Town Manager Matthew B. Galligan, Town Attorney Keith Yagaloff, Deputy Chief Scott Custer, and Attorney James Tallberg from Karsten & Tallberg..

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ITEM:

The Regular Meeting reconvened at 8:34 p.m.

14. New Business (Continued)

A. Resolution Accepting the Resignation of Linc Streeter (R) from the Patriotic Commission.

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret, the resignation of Linc Streeter (R) from the Patriotic Commission, said resignation to be effective immediately; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Linc Streeter for the time he has dedicated to serving his community by his membership on the Patriotic Commission.

Was made by Councilor Riley
Seconded by Councilor Anwar

Councilor members voiced their thanks to Linc Streeter for his service to the Town recognizing the countless hours he has given to the Town.

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

B. Resolution Accepting the Resignation of Bruce Snow (R) from the Greater Hartford Transit District

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret, the resignation of Bruce Snow (R) from the Greater Hartford Transit District, said resignation to be effective immediately; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Bruce Snow for the time he has dedicated to serving his community by his membership on the Greater Hartford Transit District.

Was made by Councilor Maneeley
Seconded by Councilor Anwar
The motion was approved, unanimously

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ITEM:

14. New Business

C. Resolution Approving Offer of a Tax Assessment Agreement with Carla's Pasta, inc.

WHEREAS, a Request for Tax Abatement has been received from Carla's Pasta, Inc., the owner of the property at 50 Talbot Lane, South Windsor, CT; and

WHEREAS, the Town of South Windsor's Tax Partnership Program, established pursuant to Connecticut General Statutes Section 12-65b, is intended to encourage the development and expansion of quality businesses in Town through tax and other economic incentives, and is designed to retain and attract businesses that will generate substantial additional tax revenues and employment opportunities for the Town while providing quality goods and services; and

WHEREAS, the Town Manager recommends, pursuant to said program, that a tax assessment agreement be offered to Carla's Pasta, Inc. as an incentive to invest an estimated \$23,448,300 in total costs, including land and building improvements, and to construct 156,322 square foot expansion in South Windsor (the land and building improvements collectively referred to as the "Real Property")

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council is pleased to offer a tax assessment agreement between the Town and Carla's Pasta, Inc. reducing the amount of the estimated real property assessment of the Real Property by 70% for a period of seven (7) years with an estimated tax benefit reduction of \$219,810 annually, commencing with the Grand List following the date the Certificate of Occupancy is issued; provided, however, that if such assessment is changed by any future Town revaluation, the new assessment value of the Real Property shall be reduced by the percentage applicable to the year within the seven (7) year period such assessment is changed; and

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ITEM:

14. C. (Continued)

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer to Carla's Pasta, Inc. is conditioned upon Carla's Pasta, Inc. (1) meeting the estimated \$23,448,300 construction cost figure and agreeing to the estimated assessment figure; and (2) continuing to pay the real estate taxes on the Facility for a minimum of ten (10) years from the date the Certificate of Occupancy is issued; if Carla's Pasta, Inc. fails to meet either of these conditions, Carla's Pasta, Inc. shall refund the Town of South Windsor all of the tax benefit reductions it has received; and

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer is contingent upon Carla's Pasta, Inc. execution of a written agreement reflecting the terms set forth in the resolution and such other terms as the Town may require.

Was made by Councilor Pendleton
Seconded by Mayor Delnicki

Councilor Riley recused himself from these discussions.

Answering questions from the Council, Mr. Galligan explained that Carla's Pasta, Inc. currently has 156 employees. With this expansion, they are estimating approximately 60 additional employees and also with this expansion they estimate sales to be \$110 million per year. Carla's Pasta, Inc. buys approximately \$11 million dollar worth of material from other companies in the area. The competition for this business was very tough.

Councilor Anwar, Mayor Delnicki, Councilor Havens and Deputy Mayor Mirek all voiced support for Carla's Pasta, Inc.

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

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ITEM:

14. New Business (Continued)

D. Resolution Adopting a "Strategic Planning Policy"

WHEREAS, the South Windsor Town Council conducted strategic planning sessions with KJR Consulting in September 2015, December 2015, June 2016 and July 2016; and

WHEREAS, strategic planning is a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does and why it performs the services and/or programs it does; and

WHEREAS, there are numerous benefits to strategic planning that affect the future of the Town

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Town of South Windsor Strategic Planning Policy as shown in attached **Exhibit B**.

Was made by Councilor Snyder
Seconded by Councilor Anwar

Councilor Snyder stated that this strategic plan was very important for the Town Council to do because it will help guide the Town Council in understanding the budgeting process and the programs that should be brought forward.

Councilor Anwar requested that at a future meeting an overview be done of the strategic plan.

Mr. Galligan stated that he had met with Mayor Delnicki and Deputy Mayor Mirek where it was discussed to have a future meeting with Department Heads. The Council should also meet with the Board of Education.

Deputy Mayor Mirek felt that the strategic plan is an important document that will keep the Council focused.

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ITEM:

14. D. (Continued)

Mr. Galligan explained to the Council that staff is looking for a priority list from the Council and this will give staff something to focus on. The plan is totally different than the previous strategic plan.

Councilor Maneeley stated that the strategic plan was done collaboratively and will provide guidelines for the budget process. It is hopeful that the next Council will continue to use this plan and build upon this process.

Mr. Galligan said that items such as Council of Chairs and TQM will be brought back into the process at a later time after discussions with Town staff.

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

G. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Appropriation of \$70,000 from the Capital Stabilization Fund

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, September 19, 2016, at 8:00 p.m.**, in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut as the time and place for a Public Hearing to receive citizen input on the appropriation of \$70,000 from the Capital Stabilization Fund to cover costs associated with the construction of a pavilion at Veterans' Memorial Park.

Was made by Councilor Anwar
Seconded by Mayor Delnicki

Answering questions from the Council, Mr. Galligan explained that Rotary did an auction which raised \$153,000 for this project. The Town's cost is \$70,000 to complete this project.

Councilor Riley requested that the Finance Director be at the next meeting to discuss how the Capital Stabilization fund was established.

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ITEM:

14. G. (Continued)

Councilor Havens informed the Council that Rotary had funded the first pavilion also and the Town did participate at that time by providing the remainder of the funds.

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

H. Resolution Approving a Transfer of \$12,945.88 from the Sewer Fund Vehicle Equipment & Supplies Account to the Fleet Vehicle and Equipment Supplies Account and the Fleet Repair Maintenance Equipment Account

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$12,945.88 from the Sewer Fund Vehicle Equipment & Supplies Account, \$6,967.30 to go into the Fleet Vehicle and Equipment Supplies Account, and \$5,978.58 to go into the Fleet Repair Maintenance Equipment Account. This transfer will help to cover costs associated with fuel and repair expenditures.

Was made by Deputy Mayor Mirek
Seconded by Councilor Snyder

Answering questions from the Council, Mr. Galligan explained that this resolution is rearranging accounts.

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

I. Resolution Accepting a Settlement in Schofield et al vs. Magrey et al

BE IT RESOLVED that the South Windsor Town Council hereby resolves to enter into a settlement agreement in the matter of Schofield et al vs. Magrey et al, Case #3:12/CV/00544 on such terms as recommended by the attorney representing the Town in such matter.

Was made by Councilor Pendleton
Seconded by Councilor Riley
The motion was approved, unanimously

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ITEM:

14. New Business (Continued)

J. Discussion Item: Veterans' Exemption Program (requested by Councilor Pendleton)

Councilor Pendleton explained that back in 2003/2004 she had requested an update of the Veterans' Exemptions that the Town has. This topic has not been discussed since. The public act has changed, so a new discussion was requested. Ms. Mary Huda, Town Assessor came before the Council to review the Veterans' Exemption Program as described in attached **Exhibit C**. Ms. Huda informed the Council that there was a new public act that was passed by the Legislature this year that would change some of the maximum levels of exemption that the Town can offer on our local ordinance.

Answering questions from the Council, Ms. Huda explained that lease calculations are based on State calculations which are based on the income. The Town would match the income qualified portion. One hundred of the local options are at the 4,000 exemption level. There is a remaining five residents that are at the high maximum which is 10,000 exemption. Ms. Huda then explained that under the current State Statute, the Town of South Windsor is providing everything we can to our veterans'. The change in Legislature could change the 10,000 maximum to 20,000 which would in effect double the local option.

Mayor Delnicki felt a resolution should be brought back to the Council. Ms. Huda explained it would be a modification to the local ordinance.

Councilor Anwar thanked Councilor Pendleton for bringing this discussion item forward. This item was brought forward to try to maximize the opportunity to benefit our veterans' in South Windsor.

Councilor Pendleton requested that the Town Manager meet with Mary Huda, Town Assessor and Patricia Perry, Direct of Finance to figure out dollar effects and changes to the Ordinance. The Town should be up to the State level in order to help veterans'. The Town ordinance should be amended.

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ITEM:

14. J. (Continued)

Town Attorney Yagaloff explained to the Council that they will have to schedule a public hearing and make it retroactive to the Grand List if necessary.

Answering questions from the Council, Ms. Huda explained that the Grand List needs to be signed by the end of January. An applicant has to re-qualify every two years once they have been approved. The Town bases our local applicants off of what has been submitted to the State. Information is also provided through Veteran's Affairs.

There was unanimous consensus to move forward with the necessary changes to the Ordinance.

K. Discussion Item: Tax Relief to New Victims with Crumbling Foundation Issues *(requested by Councilor Anwar)*

Councilor Anwar stated that the crumbling foundations are impacting a number of South Windsor community members. There have been homes that are priced at \$240,000 and to fix that house it would cost \$250,000. This homeowner is paying \$2,000 per year in taxes. The Town needs to take a stronger action to help these individuals who are impacted. Councilor Anwar questioned what could be done to help these individuals?

Mr. Galligan explained that individuals who have been affected by a crumbling foundation can come in to apply for a reduction in taxes. The Town has drafted a policy that can be followed. Mr. Galligan explained the Town can not legally bond funds to pay for individual homeowner's foundations. The Insurance Commissioner needs to be involved to correct this problem. Pressure needs to be put on the State to change the law regarding Insurance Companies funding this issue.

Councilor Anwar questioned the recourse for those who are impacted when their home was worth \$300,000 and now they find out it is worth \$30,000?

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ITEM:

14. K. (Continued)

Ms. Huda explained to the Council that as of October 1, 2016 Grand List, a homeowner can come and request that their property be reassessed if they have an engineers report that states the home has a crumbling foundation. The Town is currently working with eleven homeowners. South Windsor is working with the regional Towns that are also be affected by this issue to come up with a standard methodology for this reassessment. The Town is also working with CRCOG.

Councilor Anwar felt that the Council should have a discussion in the near future on the impact to the Grand List as well as the creation of a contingency plan because of this reduction. Mr. Galligan added that economic development goals will also need to be discussed.

Deputy Mayor Mirek stated that she feels this is more of a Federal and State issue and has spoke Senator Guglielmo. Deputy Mayor Mirek questioned why FEMA needed a certain number of individuals affected by a certain situation before they will respond. In Canada this issue was considered a natural disaster. Senator Guglielmo explained that the Governor had already made an inquiry and it did not fit within the FEMA guidelines. Lieutenant Governor Wyman informed everyone at a meeting at the Capitol that the State is still waiting for scientific reports which look like they will not be available until December. The Insurance Companies need to be involved with this issue.

Mayor Delniki stated that the burden is on the Insurance Commissioner to get coverage back to where it was before it was removed. Insurance Companies were allowed to remove the coverage without changing the price. Mr. Galligan felt that best way to handle this is to set up a bunch of bills to be put into Planning & Development about insurance control and the commission which will force the Insurance Commissioner to come to the public hearings. Mayor Delnicki also felt that it needs to be retroactive because the insurance companies received a break they should not have gotten.

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ITEM:

14. K. (Continued)

Councilor Pendleton stated that there has to be more the Town can do. Mr. Galligan said that all Senators and Congressman need to put legislation in claiming this as a natural disaster and they have to convince the majority of the other States also.

Councilor Pendleton felt that the Council should write another letter to the State to try to get more help for South Windsor.

Mr. Galligan added that if Senators, Representatives and the House change the local law to allow grants then funding could be found to help those impacted.

Councilor Anwar stated that insurance is bought for disasters, if Insurance Companies dropped the insurance, that is unethical. Insurance Companies that are not participating with this investigation should be boycott.

**M. Discussion Item: Overnight Parking on Town Owned Property
(requested by Deputy Mayor Mirek)**

Deputy Mayor Mirek explained that it was brought to her attention that there is a tractor truck parking in Rye Street Park for extended periods of time and residents are not happy about it. There is no ordinance that would take care of this situation. The Police Department have spoken to this individual but there is nothing that can be done. Ordinance 94-1 talks about use of vehicles on Town owned and private property but does not talk about overnight parking in Town parks. Deputy Mayor Mirek requested that signs be put up that say, "No Overnight Parking".

Mr. Galligan stated he would have Town staff and the Town Attorney look at the ordinance to see if there is something that should be added to the ordinance. The Community Center has a policy that enforces no parking.

Deputy Mayor Mirek felt that wording could be added into the existing ordinance to allow for enforcement.

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ITEM:

14. M. (Continued)

Town Attorney Yagaloff explained that many Town's have parking bans on their streets, particularly in the winter. There is a concept where Town's allow parking in certain areas if a driver is tired or unable to find lodging. This situation is currently not allowed but the Town will need to be more explicit in the language in the ordinance. Police officers are hesitant to act on something that is not explicit to enforce.

Councilor Anwar stated that he would support an amendment to the existing ordinance for this purpose or for a new ordinance.

Mayor Delnicki also stated that he would support an ordinance or amendment to an existing ordinance.

15. Passage of Ordinance

None

16. Communications and Reports from Town Manager

Mr. Galligan reported on the timing of the Board of Education's referendum, as shown in attached **Exhibit D**.

17. Public Input

Mr. Eric Hill, 36 Mountain View Road came before the Council and explained that his property abuts the turf field near the High School. A sound abatement is his main concern and he requested that the Council consider approving option 2 which allows the acoustic fence to run the whole length of the field. Mr. Hill stated that he pays taxes and expects to have the use of his own property. Evergreens have been eliminated.

Chief Kevin Cooney invited the Council to the unveiling of the 9/11 memorial on Sunday, September 11, 2016 at 7:00 p.m. Chief Cooney also informed the Council that the Fire Departments Replacement program is going to be discussed at the Council meeting scheduled on Monday, September 19, 2016 and there will be a promotional program that same night in the Council Chambers at 5:30 p.m.

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ITEM:

18. Communications and Petitions from Council

Deputy Mayor Mirek reminded the public and the Council that the 121st Wapping Fair will begin on Thursday, September 10th and run through Sunday, September 11th. The fair is being held at Evergreen Walk and parking is free.

19. Executive Session

At 10:14 p.m. Mayor Delnicki made a motion to go into Executive Session to discuss personnel issues, (Clerk of the Council's Review and the Town Manager's Review), to discuss responses from the RFP for the Town Attorney Search pursuant to Sections 1-200(6)(E) and 1-210(b)(24) of the General Statutes of Connecticut for the purpose of discussing responses to request for proposals or bid solicitations, to discuss negotiations concern the possible purchase of development rights, and to discuss a draft agreement which would result in disclosure of public records or information which is exempt from disclosure at this time pursuant to C.G.S. §210(b)(1) and §1-210(b)(4). Councilor Maneeley seconded the motion; and it was approved, unanimously.

Mayor Delnicki stated that as Chief Executive Officer of the Town, I certify that the public interest in the disclosure of the responses to the RFP for Town Attorney services is outweighed by the public interest in the confidentiality of the responses.

The following individuals went into Executive Session: Mayor Delnicki, Deputy Mayor Mirek, Councilor Anwar, Councilor Carroll, Councilor Pendleton, Councilor Riley, Councilor Snyder, Town Manager Matthew B. Galligan, and Town Attorney Keith Yagaloff.

At 11:30 p.m. Councilor Maneeley made a motion to adjourn the Executive Session. Councilor Pendleton seconded the motion; and it was approved; unanimously.

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ITEM:

20. Adjournment

At 11:30 p.m. Councilor Maneeley made a motion to adjourn the Regular Meeting. Councilor Pendleton seconded the motion; and it was approved, unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

Exhibit A

Option	Abutting Neighbor Priority Rank Order	Fence Description	Chain Link Poles	Chain Link Fabric Unit prices used: 6ft = \$ 6.20/LF 8ft = \$8.25/LF 10ft = \$10.34/LF	Concrete Footings Unit price used: \$130/yard (yd)	Labor Unit Prices used: Standard Spec.= \$15/LF Engineered Spec.= \$30/LF Combo. Spec.= \$25/LF	Acoustic Fabric Unit prices used: 6ft = \$25/LF 8ft = \$41/LF 10ft = \$51/LF	Privacy Slats Unit prices used: 6ft = \$43/10ft 8ft = \$57/10ft 10ft = \$71/10ft.	Sub-Total	Total 15% contingency has been added	Difference to \$76,000 budget
#1	#1	10 ft. height @ 900 LF	150 schedule 80 poles, 6ft on center x \$331/pole = \$49,650	\$10.34/LF x 900 LF = \$9,306	\$130/yd x .31 yds/16"x 72" hole x 150 holes = \$6,045	\$33/LF x 900 LF = \$29,700	10' x6' panels delivered = \$45,663	N/A		\$140,364 \$ 21,055 \$161,419	(\$85,419)
#2	#2	8 ft. height @ 900 LF	150 schedule 40 poles, 6ft on center x \$109/pole = \$16,350	\$8.25/LF x 900 LF = \$7,425	\$130/yd x .17 yds/12"x 72" hole x 150 holes = \$3,315	\$33/LF x 900 LF = \$29,700	8'x6' panels delivered = \$36,817	N/A		\$ 93,607 \$ 14,041 \$107,648	(\$31,648)
#3	#4	6 ft. height @ 900 LF	113 schedule 40 poles, 8ft on center x \$94/pole = \$10,622	\$6.20/LF x 900 LF = \$5,580	\$130/yd x .17 yds/12"x 72" hole x 113 holes = \$2,498	\$25/LF x 900 LF = \$22,500	6'x30' roll delivered = \$22,350	N/A		\$ 63,550 \$ 9,533 \$ 73,083	\$ 2,917
#4a		8 ft. height @ 490 LF	82 schedule 40 poles, 6ft on center x \$109/pole = \$8,938	\$8.25/LF x 490LF = \$4,043	\$130/yd x .17 yds/12"x 72" hole x 82 holes = \$1,812	\$33/LF x 490 LF = \$16,170	\$41/LF x 490 LF = \$20,090	N/A	\$51,053		
#4b		8 ft. height @ 410 LF	51 schedule 40 poles, 8ft on center x \$94/pole = \$4,794	\$8.25/LF x 410LF = \$3,382	\$130/yd x .08 yds/10"x 72" hole x 51 holes = \$531	\$15/LF x 410 LF = \$6,150	N/A	\$57/10ft bag x 41 = \$2,337	\$17,194		
#4 total	Eliminate completely		\$13,732	\$7,425	\$2,343	\$22,320	\$20,090	\$2,337		\$ 68,247 \$ 10,237 \$ 78,484	(\$ 2,484)
#5a		8 ft. height @ 490 LF	82 schedule 40 poles, 6ft on center x \$109/pole = \$8,938	\$8.25/LF x 490LF = \$4,043	\$130/yd x .17 yds/12"x 72" hole x 82 holes = \$1,812	\$33/LF x 490 LF = \$16,170	\$41/LF x 490 LF = \$20,090	N/A	\$51,053		
#5b		6 ft. height @ 410 LF	51 schedule 40 poles, 8ft on center x \$94/pole = \$4,794	\$6.20/LF x 410LF = \$2,542	\$130/yd x .17 yds/12"x 72" hole x 51 holes = \$1,127	\$25/LF x 410 LF = \$10,250	\$25/LF x 410 LF = \$10,250	N/A	\$28,963		
#5 total	#3		\$13,732	\$6,585	\$2,939	\$26,420	\$30,340	N/A		\$ 80,016 \$ 12,002 \$ 92,018	(\$16,018)

Please note: These figures are estimates and do not include in-house labor for existing fence demolition, tree & brush clearing and hanging acoustic fabric.

Please note: These figures are estimates and do not include in-house labor for existing fence demolition, tree & brush clearing and hanging acoustic fabric.

TOWN OF SOUTH WINDSOR STRATEGIC PLAN – 2016

Exhibit B

Category	Strategic Action Step	Resources Needed	Owned By*	Timeframe	Status
Public and Financial	1. The town shall maintain a stable financial environment that creates a favorable position with rating and financial institutions.			<ul style="list-style-type: none"> Ongoing 	
	2A. Maintain a fund balance from the town and Board of Education budget surplus.	<ul style="list-style-type: none"> Budgets Surplus 	<ul style="list-style-type: none"> Town Manager Town Council Board of Education 	<ul style="list-style-type: none"> Ongoing Communicate to BOE in Sept/Oct 2016 	
	2B. Maintain and properly fund a capital projects budget that is appropriately funded	<ul style="list-style-type: none"> Capital plan 	<ul style="list-style-type: none"> Capital Program Committee (Economic Development Staff) 	<ul style="list-style-type: none"> 3 years - 2019 	
Economic Development	2. Create a monthly summary of each department to give a high level status update (dashboard or narrative) to be shared at the 2nd meeting of the month	<ul style="list-style-type: none"> Staff (need them to send consistent informational reports) Town Managers Report (budgets) 	<ul style="list-style-type: none"> Department Heads Town Manager* 	<ul style="list-style-type: none"> Full doc delivered 2nd meeting of month. Council to highlight 1-2 departments per month 	
	1. The Town Council needs to have access and know the BOE Strategic Plan	<ul style="list-style-type: none"> BOE provides the Town Council with a presentation and copy of their Strategic Plan The plan will be communicated before budget season The goal is of planning purposes and to align the Town and BOE plans 	<ul style="list-style-type: none"> Town Manager* Superintendent 	<ul style="list-style-type: none"> Fall 2016 	
Economic Development	1. Hire a committed and collaborative Asst. Town Manager/ Economic Development specialist who can work with the existing partners and commissions members	<ul style="list-style-type: none"> Town Manager and Staff Inland/Wetlands Commission 	<ul style="list-style-type: none"> Planning & Zoning Commission Town Council (Approvals) Redevelopment Agency 	<ul style="list-style-type: none"> Ongoing Post November for funding 	
	2. Provide tax incentives for businesses with parameters that allow for approval on a case by case basis	<ul style="list-style-type: none"> State statute Redevelopment Agency Current Policy 	<ul style="list-style-type: none"> Town Manager* Town Council New Hire (item 1) 	<ul style="list-style-type: none"> Ongoing 	
Main/Infrastructure	1. All departments will create 5 year plans outlining currents needs, plans, and priorities	<ul style="list-style-type: none"> Staff and Department Heads Scheduling and meetings Increase in correspondence from all departments The council must know and set priorities (Short term: Current Year Budget, Long Term: Beyond Current Year) Projected Mandates New Research 	<ul style="list-style-type: none"> Capital Projects Committee 	<ul style="list-style-type: none"> Draft: January 2017 Town Council Approval: March 2017 	
	2. Create, maintain, and fund a 5 year capital improvements project plan				

* Items owned by Town Manager may be delegated to town departments as appropriate.

TOWN OF SOUTH WINDSOR STRATEGIC PLAN – 2016

Exhibit B

Category	Strategic Action Step	Resources Needed	Owned By*	Timeframe	Status
Public Safety & Traffic	1A. Review/ Create a 3-5 year plan for Police, Fire, Health, and Emergency Management staffing	Human Resources	Human Resources	October 2016	
	1B. Review/ Create a 3-5 year plan for Police, Fire, Health, and Emergency Management for vehicles and equipment	Resources Public Works Police/Emergency Management Fire Departments (report plan to council)	Public Works Fire Department (has own plan to share)	November 2016	
	2. Get the Emergency Operations Center operational and communicate and market it to the public	Funding Facility and Resources	Town Manager*	October 2016	
	1. Follow the recreation master plan.	The Recreation Master Plan Funding and Grants Bigger Space at Wapping	Recreation PARC Town Council	Ongoing	
Recreation	2. Identify opportunities for expansion of recreation facilities and programs	Wapping School for REC Community Center for Human Services Center Evergreen Walk Walking Trail Apartment Project	PARC Town Council Planning & Zoning	June 2018	
	1. Protecting open space and preserving farmland	Bonding Open Space Buying available open space Current policy Fertile Farmland Soil Tests	Town Council SWALPAC Commission Jeff Folger	Ongoing	
Environmental Protection Rural Character	2A. Preserving our historic character	Historical District Demolition of light ordinance	Historic District Commission Demolition delay committee Town Council	Ongoing	
	2B. Protecting our environment	DEP Storm Water Management Plan Inland/Wetlands Commissions	WPCA Department Heads All Departments Town Council	Ongoing	
	1A. Create and implement a benchmarking system to assess the quality of our services (Internal departments) and provide resources to improve as needed.	Consultants Marketing RFP Support and Process Staff	Town Manager* Internal: Human Resources Department Heads (use feedback and info) Town Council	June 2017	
Quality of Municipal Services	1B. Create and implement a benchmarking system to assess the level of satisfaction with our services (external, residents, etc.) and pride resources to address issues as needed	Chamber of Commerce Other Towns and City reports Town Council (sets the town through commitment)	External: Town Manager* Department Heads		
	1C. Create a forum to receive feedback and a marketing and communication medium to share results and to share what we offer				
	2. Create a marketing tool or medium to share what we offer with residents and the public.				

* Items owned by Town Manager may be delegated to town departments as appropriate.

Memorandum

To: Matthew Galligan
Town Manager

From: Mary E Huda
Assessor

Date: August 11, 2016

Re: Veterans exemptions currently available to qualified Town of South Windsor residents

Per your request the Assessor's Office has reviewed the current benefits being granted to Veterans for South Windsor residents, both through the State program as well as the local option ordinance that was enacted by the Town Council as of September 20, 2004 effective as for the 2004 Grand List.

For the Town Council's use I have also included a brief description of the State program which includes both an income qualified additional Veterans exemption/benefit as well as a non-income qualified exemption/benefit. The Town of South Windsor's current local option mirrors the State program in terms of qualification, as well as income levels, but provides an additional local benefit that is specific to Town residents.

The income qualified portion of this benefit requires a biennial application, so every two years Veterans have to provide income documentation in order to re-qualify for the Additional Veterans income portion. If they are not income qualified at the time of application they receive 50% of the base veteran's exemption, instead of the 200% exemption that is received if one is income qualified.

Examples:

State Program

<i>Scenario #1</i>		<i>Scenario #2</i>	
Base Veteran's exemption	4000	Base Veteran's exemption	4000
<i>Not Income Qualified (50%)</i>	<u>2000</u>	<i>Income Qualified (200%)</i>	<u>8000</u>
*automatic does not require application			
Total assessment exemption	6,000	Total assessment exemption	12,000
<i>(Tax bill reduction of \$224.04)</i>		<i>(Tax bill reduction of \$448.08)</i>	

State Benefits currently granted to South Windsor residents
As of July 2016 tax billing

Number of homeowners	Total exemption granted	Total tax benefit to homeowner	Application year status
61	282,000	\$10,530.00	2015 g list filers
44	180,000	\$6,721.20	2015 g list non file year (2014 filers)
105	462,000	\$17,251.20	Total State benefit

These benefits are calculated using these current income standards, issued annually by the State through OPM:

The Additional Veterans' exemption for income qualifying applicants for the 2015 Grand List is based on the following income maximums:

The maximum for single applicants is \$34,600.00

The maximum for married applicants is \$42,200.00

100% V. A. determined Disabled Veterans

The maximum for single applicants is \$18,000.00

The maximum for married applicants is \$21,000.00

(Adjusted gross income only; Social Security Income is not considered).

Local Ordinance

Each qualifying Veteran under the State program receives an additional 4000 in exemption, (up to 10,000 depending upon disability rating).

This results in an additional tax benefit of \$149.36 at the base level.

**Local Option Benefits current granted to South Windsor Residents
(Per Ordinance 90-4)**

As of July 2016 tax billing

Number of homeowners	Total exemption granted	Total tax benefit to homeowner
105	456,000	\$17,027.04

**** most South Windsor Veteran's participating in these benefit programs, received an additional \$149.36 reduction in their real estate tax bill due to this local option**

As of this date there are five residents that are at the current local option exemption maximum (10,000) that could be affected by an update to the maximum to 20,000

At the current mil rate (37.34) if all those at maximum exemption amount were moved up to 20,000 exemption (allowed by Public Act 16-191) the difference in tax revenue (Benefit to these individuals/ loss to the Town) would be \$1867.00 annually.

VETERAN'S EXEMPTIONS

General Provisions

- Property tax exemptions are available to veterans and active duty military personnel.
 - Honorably discharged veterans who served at least 90 days during a period of war, are eligible for a veteran's exemption.
 - See Schedule for dates of eligible service (attached pdf)
 - Such service may have been to the United States of America or to a country allied with ours during World War I or World War II.
 - Exemptions are also available to veterans who have suffered a disability.
 - Some of these exemptions are available to surviving family members of a deceased veteran.
 - Service duration and condition of military separation requirements apply to most exemptions.

South Windsor Public Schools
Office of the Superintendent
Memorandum

Exhibit D

DATE: September 2, 2016

TO: Matt Galligan, Town Manager

Cc: Board of Education Members

FROM: Kate Carter, Ed.D.

RE: Response to Councilor Pendleton's Questions

Thank you for forwarding me questions from Councilor Pendleton. I appreciate her inquiries and hope that the information provided will be reassuring to her and the entire Council. Please note that the original content from Councilor Pendleton is in red. The responses are in black. I hope this is helpful.

I agree with your logic and common sense approach concerning the Referendums at the Sept 8th meeting. However, I am requesting, you speak with Dr. Carter and Chairman Joy of the BOE, concerning placing the phase II referendum of the BOE school project plan on the ballot for the November 8th 2016 or the November 2017 ballot for the following reasons:

By having the referendum on the ballots in the November Elections of either year, the town would save the Tax-payers \$14,000 - \$16,000.00 because all the necessary personnel and equipment would already be in place. More Voters would be coming out to vote for the November 2016 election since it is a Presidential Election and the November 2017 election because it is a local election.

As identified in our Ten Year Plan, which was adopted unanimously by the Board at its October 29, 2013 meeting, the Board has long-planned for the second referendum to occur in March 2017. We cannot complete all of the required tasks that would be necessary to hold the Phase II referendum this November. There are strict statutory requirements enforced by the State Elections Enforcement Commission on what, how and when information regarding a referendum may be communicated using public funds. Our taxpayers deserve timely and accurate information and that could not be achieved in time for a November 2016 referendum. The following is a list of tasks by month that have already been completed or must be completed between now and March 2017. These tasks refer to our Phase II schools: Philip R. Smith and Eli Terry. There are some references to Phase I tasks, such as redistricting Wapping School or planning for the moving of teachers and classrooms districtwide. I left those in for context as they do have an impact on Phase II planning. The complexity of the following tasks and requirements illustrates why a November 2016 referendum is not possible.

DRAFT DOCUMENT

Exhibit D

MAY 2016

Prepare for early services at both Phase II sites

- HazMat
- Environmental Site Assessments
- Geotechnical Borings
- Wetlands Assessment

Begin Facilitation of Ed Specs

Commence Work on Enrollment Projections & Redistricting Plan

JUNE 2016

Work on Educational Specifications

Work Begins at Both Sites for Early Services

Discussions Regarding Logistics for Moving Staff Districtwide

JULY 2016

Continue Oversight of Early Services

Seek Professional Support for Budget Development

Coordinate with BOE Transportation Department on Redistricting Plan

AUGUST 2016

HazMat, ESAs, Geotech and Wetland Studies Completed

Finalize Educational Specifications Draft in August

Parent Communication from Superintendent to Wapping Families Announcing November as Timeline for Review of Redistricting Plan

SEPTEMBER 2016

Review Enrollment Projections and "Right Sizing" buildings

First Read of Educational Specifications at BOE meeting

Second Read and Approval of Educational Specifications

Review Draft Redistricting Plan with Board

Staff Survey Distributed Regarding Assignments

Phase II Budget Presentation to Entire Board

Begin Preliminary Work on Tax Impact

Superintendent Letter to All Parents Regarding Phase II and Redistricting

Refresh, Publish & Distribute 10 Year Plan Tri-fold

OCTOBER 2016

Approval by Board of Education of Phase II Budget

Milone & MacBroom Finalizes Redistricting Plan

Town-wide Mailing: Information Regarding Overview of Phase II Projects and Redistricting Plan

Plan for a Presentation to Town Council Regarding Phase I Updates and Phase II

Refresh Enrollment Projections with October 1, 2016 Data

NOVEMBER 2016

Invite Board's Attorney to Board Meeting to Discuss State Laws and Regulations Governing Pending Referendum Rules

Present Draft Redistricting Map to Wapping Parents

Board of Education Approval of Redistricting Plan

Post Redistricting Information on District Website

DECEMBER 2016

Meet with Bond Counsel to Discuss Drafting of the Bond Resolution

Public Informational Meeting for Residents About Phase II

Begin discussions with Town Council & Town Attorney Regarding Town Council's Authorization to Prepare Explanatory Text

JANUARY 2017

Prepare Resolution Authorizing Chairman to Request Town Council to Approve Referendum Date

BOE to Approve Resolution Authorizing the Chairman to Request Town Council Approval of Referendum Date

Board Chairman Officially Requests Town Council to Approve Referendum Date

Prepare Resolution Language for Town Council

that it is in the best interest of the South Windsor taxpayer that we avoid delaying our plan. Waiting until next November to hold the referendum would likely result in prescriptive measures or caps being applied to our Phase II projects should those changes come to fruition. As a result, it is critical that we submit our ED049 this June as planned.

In addition to the meeting with the Commissioner, the professional team and I met with DAS staff as a follow up to discuss Phase II in more detail. This was an extremely positive meeting. They are viewing the ten-year plan very favorably and lauded our long-range planning and thoughtful approach. They are viewing our fidelity to the ten-year plan and adherence to our stated timeline as a key factor in the success for Phase II. The guidance we received regarding next steps was based a timeline that assumes a March 2017 referendum. I believe deviating from the plan will undermine our efforts to effectively partner with DAS.

Elimination of an extra day off for Students for another election to take place. We do have snow days and the make – up days are limited for snow days.

As stated previously, we were extremely proactive when we adopted the 2016-2017 school calendar. The professional day scheduled for March 21, 2017 is part of the teachers' contract so our alignment of the referendum and this professional development day is purposeful, strategic and does not result in students missing a day of school due to the referendum.

Exhibit D