

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Minutes

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October 16, 2017

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

1. Call Meeting to Order

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

4. Roll Call

Members Present: Mayor Carolyn Mirek
Deputy Mayor Janice Snyder
Councilor Cindy Beaulieu
Councilor M. Saud Anwar
Councilor William Carroll
Councilor Edward Havens
Councilor Lisa Maneeley
Councilor Liz Pendleton
Councilor Matthew Riley

Others Present: Matthew B. Galligan, Town Manager
Morris Borea, Town Attorney

After Roll Call was complete, Mayor Mirek called for a recess of the Regular Meeting to honor Councilor Havens who was present for his last Town Council meeting. At 8:15 p.m. the Regular Meeting convened.

Deputy Mayor Mirek made a motion to suspend the rules in order to go to Item 15. D. on the agenda. Councilor Pendleton seconded the motion; and it was approved, unanimously.

15. New Business

D. Discussion item: Amendment to Ordinance #141, Agricultural Land Preservation Advisory Commission (Town Attorney Morris Borea and Chairman Joseph Kennedy to be present)

Town Attorney Morris Borea explained that after the last meeting where discussions were held for this item, Mr. Kennedy went back to the Commission and they came up with an amended version of the ordinance. The amended version is legally sufficient. Items such as the number of

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ITEM:

15. D. (Continued)

members, the makeup of the Commission and the number to make a quorum are policy issues as opposed to legal issue and should be discussed with Mr. Kennedy who is the Chairperson of the Commission. Mr. Kennedy and the Agricultural Land Preservation Advisory Commission would like to keep the membership at twelve, five members would constitute a quorum, they used a sliding scale of 2 to 4 for members who are required to be farmers or are otherwise associated with the agriculture industry, and they used a sliding scale of 3 to 6 for members at large who are residents of the town. Comments made by Council members at the last meet were that the Council would prefer membership to be ten with a quorum of 6. Again, legally there is no objection to these items, they are policy items that the Council and the Commission would have to work out.

Councilor Carroll stated that he was glad to see paragraph (c) moved. Councilor Carroll explained that he reviewed the attendance from the past five years and felt that membership should be reduced to 10 and a quorum should be at six.

Mr. Kennedy explained that there are three or four individuals who are interested in being a part of the commission and feels that twelve members are a workable number at this time, but he would be willing to go to 6 members making up a quorum. In the future, these numbers could be reviewed again. The sliding scale on the makeup of the commission was used in order to give flexibility for those appointments.

Answering questions from the Council, Mr. Kennedy explained that the numbers that are being requested in the ordinance were proposed after the commission reviewed these items. The commission is looking to the future, and that is why the sliding scale was used.

Councilor Anwar stated that he feels since there is no legal issues with the way the commission has decided to define a quorum, then he feels the commission has that right to make that decision but does feel the number should be an odd number so that decisions can be made.

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15. D. (Continued)

Councilor Riley suggested having only two residents of the town who are either farmers or are otherwise associated with the agriculture industry. This would give the commission the most flexibility because the other farmers could be included in the members at large. A quorum should be an odd number. Councilor Riley stated that there should be consistency in approach across all of the boards and commissions. In number four and five there are inconsistencies in wording, and he would suggest using the wording from number five.

Deputy Mayor Snyder stated that as she reviewed the attendance over the past five years and the highest number of members in attendance was nine in July of 2017. It is her feeling that reducing the membership to 10 would be more efficient. A quorum should be 50% plus one.

Mr. Kennedy stated that the reason he did not go with 10 members is because with 12 members he feels he has a better chance of getting a quorum. Deputy Mayor Snyder pointed out that the commission has not been anywhere near having 12 members come to a meeting so a quorum would be much better reached based on the numbers for the past five years. If the membership is changed to 10, the Commission would have had a quorum at every meeting except for three meetings in the past five years.

Mayor Mirek explained that the Town Manager has talked about looking at all of the boards and commission because one of the problems is attendance. Mayor Mirek said she understands that everyone is a volunteer, but if people are not showing up consistently at meetings then something needs to be done in order to get participation.

5. Communications and Reports from Town Manager

Mr. Galligan reported on the following items:

Revaluation

The town is in the process of doing a revaluation which is required by State

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ITEM:

5. Communications and Reports from Town Manager (Continued)

Statute to be done every five years. This is not a tax issue, but a requirement by law in the State of Connecticut. Notices will be sent to residents by October 31, 2017. This will give residents the time to come to the Assessor or the Appeals Board to discuss their values. State Statute gives the town a timeframe to have the revaluations complete so that the town can have a proper budget for next year.

Crumbling Foundations

The Crumbling Foundations Committee held a meeting which was attended by Mayor Mirek, Councilor Anwar, State Representative Currey and State Representative Delnicki. Each State Representative spoke about proposals that came from each party which will be tied into the budget. On November 1, 2017, there will be a presentation in Union, Connecticut by a company called Epitome. This company lifts the building from its crumbling foundation and puts in a composite. Mr. Galligan stated he would also be meeting with another gentleman on Wednesday, October 18th regarding another technique that can be used to fix a crumbling foundation. If the state comes up with funding, Mr. Galligan felt it would be prudent to have different methods available to help different circumstances.

Mayor TV

Mr. Galligan explained that he would be meeting with the script writer to go over a scrip which will be brought to the Council for review. There is presently negotiations happening for one or two nonprofits to get a free video.

Moody's Rating Agency

South Windsor was informed today that it would be put on a watch list. There are 52 communities that received notice that they would be downgraded or put on the watch list. Communities will have 90 days to respond. Apparently, South Windsor, along with other communities have bonds that are sold into the same market. Each of the communities that are doing this has been placed on the watch list.

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ITEM:

5. Communications and Reports from Town Manager (Continued)

Moody's Rating Agency (Continued)

Mr. Galligan stated he feels Moody's is protecting themselves because they have not been on top of what is happening at the State Capitol.

Councilor Beaulieu explained that Moody's action today is based on the Executive Order. The towns where state cuts from the Executive Order are equal to at least their fund balance will be downgraded; and the towns where state cuts from the Executive Order will take from their fund balance, but there will still be a savings, are being put on watch. South Windsor needs to ensure that we don't have a significant decline in our reserves in order to maintain our rating.

Answering questions from the Council, Mr. Galligan stated that the revaluation information will be put on the town's website. The Assessor is working with the company to lay out what the town expects of them and how the town expects them to work with residents of the town. If there are any complaints, Mr. Galligan said he would need to know about them. There will be an opportunity for residents to talk to someone regarding their assessments.

Councilor Anwar requested that the Town Assessor come to the next meeting to discuss the revaluation and the process for the revaluation.

Mr. Galligan then stated that the Council that the Crumbling Foundation Committee will be informed about the meeting in Union if they would like to come out and see the process that will be used for a home in Union.

Councilor Anwar stated that it is exciting that there may be a reduced cost to replace crumbling foundations. Councilor Anwar then stated that he feels the dysfunctionality of the State of Connecticut has had an impact on the towns across the state and felt that the state should work to come up with a budget.

Deputy Mayor Snyder made a motion to extend this portion of the meeting another five minutes. Council members all gave consensus to extend this portion of the meeting another five minutes.

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ITEM:

5. Communications and Reports from Town Manager (Continued)

Councilor Riley stated that the town needs our legislators to pass a budget. The Governor is pushing the State Teacher's Pension obligation onto communities is unacceptable because this is not a town obligation. It is hopeful that the legislature will move to adopt a budget that won't be so harmful to South Windsor. Mr. Galligan warned the Council that in the future municipalities will be facing hard budget choices.

Answering further questions, Mr. Galligan explained that the Finance Director and he are working on different scenarios that may happen due to the budget and coming up with a plan for the different scenarios.

6. Public Input (Items Not on the Agenda)

None

Deputy Mayor Snyder made a motion to suspend the rules in order to go to Item 15. C. on the agenda. Councilor Carroll seconded the motion; and it was approved, unanimously.

15. New Business (Continued)

C. Discussion Item: Cooperative Arrangement Between Municipalities to Combat Cyber-Crime and Increase Investigative Capabilities through the Use of Digital Forensics (Chief Edwards to be present)

Chief Tim Edwards from the Police Department came before the Council and explained that the Center for Digital Investigations is a regional partnership much like our regional animal shelter, regional drug squad, SWAT Team, Traffic Team and other initiatives. It was formed in 2014 by several police agencies and is primarily supervised by the Glastonbury Police Department. This is not a virtual environment, this group works out of a secured building in Manchester that houses the investigator workstations and significant computer technology. The Memorandum of Understanding and Interlocal Agreement is essential to form a relationship between the participating agencies and do authorized collaboration. The process is necessary under

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ITEM:

15. C. (Continued)

Connecticut General Statute which allows for municipal partnerships and legislative approvals is required in order to participate in these regional partnerships. This agreement was drafted with input from CIRMA, several Town Attorneys including our own Town Attorney, Town Managers, and ten Police Chiefs. The South Windsor Police Department has used this center for digital investigations for the last few years at a minimal cost and has become the fifth biggest user. As demands for assistance from the center have increased the South Windsor Police Department is faced with a decision of creating its own unit within the department or partnering with the center and assigning an investigator. The nature of computer technology software and equipment are one of constant change and updates. The cost associated with continually purchasing new equipment and forensic software prohibit South Windsor from creating its own unit. There is a significant savings with a regional partnership and assigning a South Windsor police officer to the group will give South Windsor access to the latest equipment in investigative techniques with the cost shared across numerous agencies. This partnership provides the citizens of South Windsor with access to the best investigative tools at the lowest cost possible. The anticipated cost for next fiscal year is \$6,000.00, and that is the membership fee. This includes overhead costs for the facility and software updates. All investigations that are done by the group follow due process and legal requirements. There are stringent requirements to acquire a search warrant and nothing in this agreement will change that. The topic of wiretaps was brought up at the last meeting, and the Council should know that CGS 54-41 prohibits municipality agencies from conducting wiretaps, it is a power reserved for the State Police and federal agencies. The goal is to merely serve the town better and save the town money by joining this group. There continues to be more crimes conducted on-line such as scams, identity theft, enticement and harassment of children. As these suspects use technology to their advantage, South Windsor must have the resources to investigate them. The regional partnership here delivers efficiency and economy by sharing investigative programs and equipment. Each town cannot afford to work independently and try to buy new software every year that keeps pace with the phone updates and operating systems. Devices that may be examined at the center are home computers, laptops, smart phones, USB storage devices, digital

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ITEM:

15. C. (Continued)

cameras, SD cards, and internet-enabled gaming systems. Some of the types of crimes that will be investigated are crimes against children, narcotic offenses, sex offenses, heroin overdoses, weapon offenses, robberies, motor vehicle accidents, other death investigations, vehicle theft and home invasions.

Answering questions from the Council, Chief Edwards explained that as part of the center, training would be conducted at local police departments on how to properly seize objects. The seized object will then be turned over to the Center for Digital Investigations and information will be taken off of the devices. The state has their own forensic lab but unfortunately, their turnaround time is probably double or triple of the Center for Digital Investigations. The Center for Digital Investigations operates independently of the state and federal agencies unless there is something that jumps to the level of a federal crime. The sergeant in charge of the center does have contacts at the state and federal level, and if necessary he would be in contact with them.

7. Adoption of Minutes

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Verbatim Minutes of September 18, 2017; Regular Meeting Minutes of September 18, 2017 and October 2, 2017.

Was made by Deputy Mayor Snyder
Seconded by Councilor Anwar

Councilor Beaulieu explained that she would be abstaining from minutes of September 18, 2017 and requested that the votes of the minutes be done separately.

Councilor Anwar requested that the verbatim replace the conversation regarding sending a letter to the town's legislators in the September 18, 2017 Regular Meeting Minutes under the Town Manager's Report.

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ITEM:

7. Adoption of Minutes (Continued)

Deputy Mayor Snyder clarified that the September 18, 2017 Verbatim Minutes and the September 18, 2017 Regular Meeting Minutes would be voted on in one motion and the October 2, 2017 Regular Meeting Minutes in a separate motion.

Deputy Mayor Snyder and Councilor Anwar both withdrew their motions.

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Verbatim Minutes of September 18, 2017; and Regular Meeting Minutes of September 18, 2017. This motion will include removing the conversation regarding the letter being sent to the town's legislators under the Town Manager's Report in the September 18, 2017 Regular Meeting Minutes and replacing that conversation with verbatim.

Was made by Deputy Mayor Snyder

Seconded by Councilor Pendleton

The motion passed on a roll call vote of 7 to 0 with Councilor Beaulieu abstaining.

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Regular Meeting Minutes of October 2, 2017.

Was made by Deputy Mayor Snyder

Seconded by Councilor Anwar

The motion was approved, unanimously

8. Public Petitions

None

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

Councilor Carroll reported that the Public Building Commission is currently responsible for building the Orchard Hill Elementary School and are now

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ITEM:

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

responsible for the replacement schools for Philip R. Smith Elementary School and Eli Terry Elementary School. Gilbane Construction was the construction advisor for the Orchard Hill Elementary School and have been selected to do both the new schools. There are about four more months before the closing of the Orchard Hill project. It is expected that about \$750,000 will be returned to the town from the original price of the project. This project came in under budget and also came in on time.

Councilor Carroll then stated that the Patriotic Commission would be bringing Ken Lewis forward as a new member. Because of funding issues, there will not be a parade in Hartford this year for Veterans Day. There will be different events held in South Windsor. The first will be a program called "Veterans in the Schools." This is a program where the veterans go in and talk to the school children. This year the program will be held at the high school. There will also be a ceremony held at VMP on the 11th at 11:00 a.m.

10. Reports from Standing Committees

Councilor Riley explained that the Pension Committee has been moving from actively managed to index funds in the Large Cap Domestic Fund which will save the town a lot of money. Councilor Riley said he would report back to Council in the future.

Mr. Wagner who is the Chair of Energy Committee came before the Council and explained that the Council might want to consider dropping from three Council members to two Council members on the Energy Committee in the future. Mr. Wagner reported that the Solarize South Windsor project had 83 leads, 34 site visits were scheduled and conducted, and eight contracts. Another project that is going on is a virtual net metering project which involves a solar farm being built up in East Windsor. This project is projecting to save the town \$1M dollars over 20 years. Based on the way the rates are going, it may be higher. All of the racking and panels have been installed, and they are doing the electrical now. Lodestar Energy is expected to energize the whole system in late November. The Council will be informed when a tour is scheduled.

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ITEM:

10. Reports from Standing Committees (Continued)

Answering questions from the Council, Mr. Galligan stated he thought the project encompassed approximately eight acres.

Mr. Wagner stated that the conversion of the streetlights is saving that town approximately 60% on its electric bill. More information will be provided to the Council in the future. The Energy Committee had sent a letter to the Superintendent of Schools which she took to the Board of Education. The Energy Committee would like authorization to go out for a Request for Proposal on a solar project at the Orchard Hill Elementary School. A presentation to the Board of Education will be given on November 28, 2017. In the future, the Energy Committee will be looking at doing a solar carport at the Police Department.

Councilor Carroll requested that a spreadsheet be created and given to the Town Council on the savings of the streetlights.

11. Reports of Temporary Committee

None

12. Public Participation (Items on the Agenda)

Mr. Andy Paterna, 301 Strawberry Lane came forward and explained that one-quarter of waste in Connecticut is food waste. Last week, the South Windsor Alliance for Progress sponsored a program entitled, "Eat, Think, and Save – The Future of Food Waste in Connecticut." Mr. Paterna stated he hopes an exploratory committee is set up to explore the possibilities of recycling food waste.

13. Consent Agenda

None

14. Unfinished Business

None

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ITEM:

15. New Business

A. Resolution Amending and Adopting the Fee Schedule for the Health Department

WHEREAS, it is the policy of the Town of South Windsor to review and amend, as required, the Health Department Fee Schedule when fees are changed or corrections and/or clarifications need to be made to the Fee Schedule; and

WHEREAS, the State of Connecticut has just adopted the FDA Model Food Code which uses a different parameter to classify food service establishments; and

WHEREAS, the Fee Schedule has been amended, as shown in attached **Exhibit A**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby amends and adopts the Health Department Fee Schedule as shown in attached **Exhibit A**.

Was made by Councilor Pendleton
Seconded by Councilor Anwar

Answering questions from the Council, Mr. Summers came forward and explained that Class 3 had been changed as well as a new Class for FDA. There are prices changes in both.

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

B. Resolution Amending and Adopting the Fee Schedule for the Building Department

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ITEM:

15. B. (Continued)

WHEREAS, it is the policy of the Town of South Windsor to review and amend, as required, the Building Department Fee Schedule when fees are changed, or corrections and/or clarifications need to be made to the Fee Schedule; and

WHEREAS, the Certificate of Use Fee was not included in the previous Fee Schedule; and

WHEREAS, the Fee Schedule has been amended, as shown in attached **Exhibit B**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby amends and adopts the Building Department Fee Schedule as shown in attached **Exhibit B**.

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

E. Discussion item: Food Waste Recycling in South Windsor (requested by Councilor Anwar)

Councilor Anwar stated that the program regarding recycling of food waste was very informative. Councilor Anwar requested that the Town Manager give a summary of the program.

Mr. Galligan stated that this process takes food waste and puts it into energy. If this were done regionally, it would reduce truck traffic and reduce waste. It would be more difficult to do this for residents and would take a lot more education. This process would get rid of food waste, produce energy, and create fewer admissions into the atmosphere. This is a very innovative project, and Mr. Galligan feels the I-291 Corridor would be a great place to look at for a project like this.

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ITEM:

15. E. (Continued)

Answering questions from the Council, Mr. Galligan explained that West Hartford is starting to separate their food waste from the rest of their trash. South Windsor has one of the highest recycling rates in the state and would probably have people who would embrace this type of program.

Councilor Anwar felt that a temporary committee should be established to review this.

Councilor Carroll felt that this issue could be the responsibility of the Energy Committee and the Agricultural Land Preservation Advisory Commission. This program could begin with restaurants.

Councilor Pendleton stated that she would be interested in South Windsor moving forward with a program like this. A committee should be established.

Mayor Mirek explained that the State of Connecticut had a meeting on this issue and feels this program would be beneficial. The Energy Committee should be a part of this.

16. Passage of Ordinance

None

17. Public Input/Participation (Any Matter)

Mrs. Mary Justine Hockenberry, 16 Foxglove Lane came before the Council and stated that she is in support of a food waste recycling program. It would be great to have a program like this in our schools.

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ITEM:

18. Communications and Petitions from Council

Councilor Anwar informed the Council and public that the Baha'i Community in South Windsor will host an event at the Unitarian Universalist Society in Manchester on October 21st at 6:00 p.m.

Councilor Anwar thanked Councilor Ed Havens for his service to the Town of South Windsor and stated he would like to see the Naming Committee name something after him.

Councilor Carroll thanked the Park & Recreation Department for the Fallfest event. Also, the Torch Walk was held with over 3,000 people in attendance.

Councilor Pendleton thanked Councilor Ed Havens for his service to the town.

Deputy Mayor Snyder informed the Council and public that there was a ribbon cutting for Hartford Truck Equipment on Friday, October 13, 2017. On Saturday, October 7, 2017 the South Windsor Spectacular event was held. The Torch Walk was a great event and proceeds were split between Special Olympics and South Windsor Community Foundation. The Irish Oktoberfest will be held on October 29th and the Fire Department is holding an Open House at the Fire Station on West Road.

19. Executive Session

None

20. Adjournment

At 10:48 p.m. Deputy Mayor Snyder made a motion to adjourn the Regular Meeting. Councilor Maneeley seconded the motion; and it was approved, unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

Town Of South Windsor
Health Department
1540 Sullivan Ave.
South Windsor, CT. 06074

PERMIT / PLAN REVIEW FEE SCHEDULE

September 5, 2017

Annual Food Service Establishment Permit:

Class 1	\$75.00
Class 2	\$125.00
Class 3 (1-25 seats)	\$200.00
Class 3 (26-49 seats)	\$225.00
Class 3 (50+ seats)	\$250.00
Class 4	\$275.00

*Seasonal Food Service Establishment Permit (open less than 6 months annually) will be 50% of the annual class fee.

Catering Permit:	\$200.00	
Temporary Event / Farmer's Market:	\$50.00	*non-profit organizations exempt*
Itinerant Permit:	\$100.00	
Food Service Plan Review:	\$150.00	
Reinspection Fee:	\$100.00	
Well Permit:	\$50.00	
Septic Permit (new)	\$200.00	
Septic Permit (repair)	\$100.00	
Pit/Perc Testing (3 per property)	\$100.00	
Plan Review Per Lot	\$200.00	
B100a	\$50.00	
Pool Inspection:	\$100.00	
Hotel/Motel Inspection:	\$250.00	
Daycare Inspection:	\$50.00	
Cosmetology Inspection:	\$50.00	
Tattoo Filing Fee	\$50.00	

Please make checks payable to "Town of South Windsor"

****Fees do not include State of Connecticut mandated fees or charges****

Building Department

PERMIT FEE SCHEDULE

September 5, 2017

Building Permit: \$60.00 for the first \$2,000 of estimated cost
\$18.00 per thousand over \$2,000 of estimated cost

Mechanical Permits: \$18.00 per thousand of estimated cost

Certificate of Occupancy Fee: \$30.00

Certificate of Use Fee: \$30.00

Moving of Buildings: \$18.00 per thousand of estimated cost

Demolition: \$18.00 per thousand of estimated cost

Signs: \$18.00 per thousand of estimated cost

Engineering Certificate of Occupancy Inspection Fee: \$40.00/Residential
\$60.00/Commercial

Fees include State of Connecticut mandated fees or charges which is \$0.26 per thousand as of this date