

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Minutes

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November 20, 2017

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

1. Call Meeting to Order

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

4. Roll Call

Members Present: Mayor M. Saud Anwar
Deputy Mayor Andy Paterna
Councilor Jeffrey Glickman
Councilor Mary Justine Hockenberry
Councilor Carolyn Mirek
Council Liz Pendleton
Councilor Matthew Riley
Councilor Janice Snyder

Members Absent: Councilor Lisa Maneeley

Others Present: Matthew B. Galligan, Town Manager

After Roll Call was completed, Mayor Anwar recognized Meghna Mazumdar with a proclamation and recognized the 10th Anniversary of the South Windsor Walk & Wheel Ways. The South Windsor Walk & Wheel Ways then gave a presentation.

5. Communications and Reports from Town Manager

Mr. Galligan reported on the following:

Mayor TV

All of the video shoots for the website video have been completed. Pictures are being added that are felt to display the Town at its best. The draft will be sent to the Town Council and Economic Development Commission for review.

Succession Planning

There is a discussion on the agenda tonight.

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ITEM:

5. Communications and Reports from Town Manager (Continued)

Public Utilities Rate Increases

MDC is proposing a 13% water rate increase for all towns they serve. Many towns who are in the MDC district will see huge increases in their taxes. South Windsor has 1,800 homes on MDC water. Representative Delnicki will be at the public hearing.

State Budget

The State budget is complete, but Mr. Galligan stated that he believes there are some revenue flaws. He will go over the impact of this budget on the Town and have suggestions on how to move forward for the remainder of the year and next fiscal year.

Mr. Galligan then reported that the State of Connecticut would be paving four miles on Rte. 5. Notices will be sent out to resident. The Town of South Windsor received the GOFA Award.

Answering questions from the Council, Mr. Galligan explained that there is a discussion item tonight on the agenda for succession planning in the Town Manager's Office. A resolution will come forward in December. There will need to be expenditure reductions within the budget. Anything that has been taken out the budget will remain out which will help with next year's budget. There may need to be a tax stabilization plan implemented

Councilor Mirek stated that the Renters Rebate program will continue this year and will be evaluated next year. The Textile Recycling started in September and as of October 31st there have been 5,700 pounds collected so far.

Councilor Pendleton requested that Representative Delnicki report on the public hearing that MDC is holding.

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6. Public Input (Items Not on the Agenda)

Mrs. Ritu Goel, 80 Cornerstone Drive congratulated members of the Town Council on being elected to the Town Council. Mrs. Goel requested that the Council use appropriate decorum while making decisions for the Town.

Mrs. Ginny Hole came before the Council and announced that the South Windsor Walk & Wheel Ways would be hosting A Full Moon Walk on December 2, 2017 at Nevers Road Park at 7:15 p.m. It will be a 1.5-mile walk with hot chocolate and use of the fire pit. Walks will also be held on February 2nd and March 2nd.

Ms. Jessica Vogelgesang from Wood Memorial Library announced that the 7th Annual Gingerbread House Festival begins November 24th and will end on December 10th. In the last two years, there have been over 8,000 people who have attended this event. The public is welcomed to visit Wood Memorial Library's website to view other events that will be held.

Mrs. Mindy Lewis, 681 Chapel Road came before the Town Council to announce that the Hartford Bags of Love in collaboration with the South Windsor Police Department will be hosting a coat drive. Collection locations include the South Windsor Community Center, Stop and Shop, and Gessler's Supermarket. These items should be dropped off before December 22, 2017. For more information, the public can visit the website at hartfordbagsoflove@gmail.com.

Councilor Mirek questioned if the coats had to be new or could they be gently used? Mrs. Lewis stated that she believes the coats could be gently used.

7. Adoption of Minutes

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Regular Meeting Minutes of October 16, 2017.

Was made by Councilor Riley
Seconded by Councilor Snyder

The motion passed on a roll call vote of 5 to 0 with Deputy Mayor Paterna, Councilor Glickman, and Councilor Hockenberry abstaining.

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ITEM:

7. Adoption of Minutes (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Organizational Meeting Minutes of November 13, 2017.

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

8. Public Petitions

None

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

Mrs. Mary Etter, Director of the South Windsor Public Library, informed the Council and the public that the elevator at the Library stopped working. Mrs. Etter requested that residents park near the level that they are planning on visiting.

10. Reports from Standing Committee

Mr. Stephen Wagner, Chairperson of the Energy Committee, informed the Council that there would be a Ribbon Cutting Ceremony for the Virtual Net Metering project at 84 Wapping Road in East Windsor on Tuesday, November 21, 2017. This project will save the Town one million dollars over a 20 year period.

11. Reports of Temporary Committees

None

12. Public Participation (Items on the Agenda)

Mr. Roy Normen, Homestead Drive came before the Council and explained that he was on the Council when the Noise Ordinance was established and the only way to control some noise is through time frames.

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ITEM:

12. Public Participation (Items on the Agenda) (*Continued*)

Mrs. Sheila Strong, Graham Road stated that she lives next to the Toll Brothers project and the noise from the construction is horrible. The construction noise does not end at 5:00 p.m. like it is supposed to and has affected her quality of life.

Mr. Toby Lewis, 32 Linda Lane stated that there are times when everyone has to tolerate some noise in order to get business done because you cannot control all noise throughout town, although there are some isolated situations such as the Toll Brothers construction.

13. Consent Agenda

None

14. Unfinished Business

None

15. New Business

A. Discussion Item: Construction Noise Ordinance (*requested by Mayor Anwar*) (*Michele Lipe, Director of Planning; Jeff Doolittle, Town Engineer; and Deputy Chief Custer, Police Department to be present*)

Mrs. Michele Lipe, Director of Planning, came before the Town Council and explained that any new project that is coming to Town has a pre-construction meeting where the hours of operation and days of the week to work are discussed. Construction noise has not been a huge issue, and the Town tries to work with the contractors to meet their needs. There have been complaints directed towards the Toll Brothers construction project on Graham Road, but there is no ordinance to address this problem. When an ordinance is crafted, the Town will have to be careful not to affect residents.

(Discussion Continued on Next Page)

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ITEM:

15. A. (Continued)

Mr. Jeff Doolittle, Town Engineer, explained that the Town gets complaints regarding noise, even with contractors that the Town hires. The Town does not want the noise ordinance to affect its contractors or residents. Some noise is controlled by State and federal regulations.

Mayor Anwar stated that the area of interest in keeping the noise down from construction would be in the residential area only.

Mr. Galligan, Town Manager, felt that the key issue that should be put into an ordinance is the time of day. Enforcement could be an immediate cease and desist.

Councilor Mirek suggested that the Town and the contractor have a signed agreement instead of an ordinance. Mr. Galligan stated he could have the Town Attorney review that but still feels an ordinance would be necessary.

Councilor Pendleton stated that the Toll Brothers construction noise is very disrespectful to the neighbors and she would like to see an ordinance drafted. At the pre-construction meetings, the contractors can be given a copy of this ordinance. The Police Department should have a copy of the ordinance also because Town staff is not around on the weekends. Mr. Galligan explained that there was a complaint when they were dynamiting and felt that this issue should also be addressed in the ordinance.

Deputy Mayor Paterna stated that the Toll Brothers have formed a track record and the Town needs a way to enforce construction noise.

Deputy Chief Custer explained to the Council that the Town presently has a Noise Ordinance which allows noise from 7:00 a.m. to 8:00 p.m. The Police Department cannot do anything if residents are complaining about noise at 6:00 p.m. There should be an ordinance which states the hours that construction noise can happen.

Councilor Riley stated that the Town has to be business-friendly and is surprised there is no tool to enforce what the contractor has agreed to.

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ITEM:

15. A. (Continued)

Councilor Hockenberry stated that the Town needs an ordinance that is strong and has a large enough fine to make sure contractors follow the rules.

Mayor Anwar said that it is the Town's responsibility to protect the residents of South Windsor and felt that an ordinance should be drafted by the Town Attorney for the Town Council's review. The ordinance should address construction noise in the residential area.

Councilor Snyder felt that the time is the most important item and would like to see something drafted that is easy to follow and enforce.

Mayor Anwar asked for consensus to have the Town Attorney draft an ordinance. Council members gave their consensus.

B. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on a Cooperative Arrangement Between Municipalities to Combat Cyber-Crime and Increase Investigative Capabilities through the Use of Digital Forensics

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, December 4, 2017, 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 a cooperative arrangement between municipalities to combat cyber-crime and increase investigative capabilities through the use of digital forensics, which arrangement will be known as the CT Center for Digital Investigations.

Was made by Councilor Pendleton
Seconded by Councilor Snyder

Answering questions from the Council, Chief Edwards explained that the cost to participate in this agreement would be \$6,000. For South Windsor to participate in this program, it will be much cheaper than it would be if the Town did this type of investigation on our own.

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

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ITEM:

15. New Business (Continued)

C. Discussion Item: Wapping Building MOU (*requested by Town Manager, Matthew B. Galligan*)

Mr. Galligan requested that the Council review this agreement to see if there are any questions or concerns. The agreement has been reviewed by the Town Attorney. The building has been renovated by both the Town and the Board of Education.

Mr. Ray Favreau, Director of Parks & Recreation, informed the Council that an Open House is scheduled for January 20, 2018 with a snow date of January 21, 2018.

Councilor Riley stated that a sunset date needs to be incorporated into the agreement.

Answering questions from the Council, Mr. Galligan explained that if one of the parties involved would like more room, the two elective bodies will need to sit down and discuss it and figure it out. During the day some of the rooms will not be used, and at night, the Town will be allowed to use rooms that the Board of Education renovated. The dollar amounts are in the budget, and Mr. Galligan stated he would get those numbers to the Council.

Mr. David Joy, Board of Education, came forward and stated that the Board of Education would review this agreement at their next meeting and also felt that there should be a sunset date incorporated into the agreement. There will eventually be another elementary school that does not have a use. A Task Force should be established to discuss this issue.

Mr. Galligan explained the next steps are to have the Board of Education review this agreement along with the Town Council's input. Their concerns can then be incorporated into the agreement.

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ITEM:

15. New Business (Continued)

D. Resolution Referring the Access Easement at 1407 Sullivan Avenue (Priest Farm) to the South Windsor Planning & Zoning Commission Pursuant to Section 8-24 of the Connecticut General Statutes

WHEREAS, the South Windsor Town Council has agreed to provide a Permanent Access Road Easement to The Connecticut Light and Power Company, d/b/a Eversource Energy, for purposes of constructing and utilizing an access road to access the electric transmission facility on property located at 1407 Sullivan Avenue, South Windsor, Connecticut, known as the Priest Farm; and

WHEREAS, the appraised value of the Permanent Access Road Easement is \$9,000 which will be payable to the Town of South Windsor in consideration for the easement; and

WHEREAS, any plan to grant easements must be submitted to the South Windsor Planning & Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby reiterates approval of the granting of the Access Easement to The Connecticut Light and Power Company, d/b/a Eversource Energy, and submits the easement to the South Windsor Planning and Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes.

Was made by Councilor Snyder
Seconded by Councilor Mirek

Councilor Snyder explained that this \$9,000 is a one-time payment and then Eversource Energy would have access. Councilor Snyder requested that after the Planning & Zoning Commission reviews this item and hopefully, send back approval, she would like to see this \$9,000 be directed to the Priest Property.

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

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ITEM:

15. New Business (Continued)

E. Resolution Accepting the Resignation of Dwight Johnson (D) from the Economic Development Commission

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret, the resignation of Dwight Johnson (D) from the Economic Development Commission, said resignation to be effective immediately; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Dwight Johnson for the time he has dedicated to serving his community by his membership on the Economic Development Commission.

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

F. Resolution Accepting the Resignation of Stephen Wagner (D), an Alternate, from the Inland Wetlands Agency/Conservation Commission

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret, the resignation of Stephen Wagner (D), an Alternate, from the Inland Wetlands Agency/Conservation Commission, said resignation to be effective immediately; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Stephen Wagner for the time he has dedicated to serving his community by his membership on the Inland Wetlands Agency/Conservation Commission.

Was made by Councilor Hockenberry
Seconded by Councilor Snyder

Mayor Anwar thanked Mr. Wagner for the work he has done on this Commission.

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

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ITEM:

15. New Business (Continued)

G. Resolution Accepting the Resignation of Craig Zimmerman (D) from the Park & Recreation Commission

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret, the resignation of Craig Zimmerman (D) from the Park & Recreation Commission, said resignation to be effective immediately; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Craig Zimmerman for the time he has dedicated to serving his community by his membership on the Park & Recreation Commission.

Was made by Deputy Mayor Paterna
Seconded by Councilor Snyder

Deputy Mayor Paterna, Councilor Riley, and Councilor Hockenberry all thanked Mr. Zimmerman for his time and effort on the Park & Recreation Commission.

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

H. Resolution Appointing Veronica Nowak (R) to the Housing Authority

BE IT RESOLVED that the South Windsor Town Council hereby appoints Veronica Nowak (R) to the Housing Authority for a term ending November 30, 2021, to fill the unexpired term of Toby Lewis.

Was made by Councilor Mirek
Seconded by Councilor Snyder
The motion was approved, unanimously

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ITEM:

15. New Business (Continued)

I. Resolution Approving an Annual Salary for Town Manager, Matthew B. Galligan for Fiscal Year 2017/2018

BE IT RESOLVED that the South Windsor Town Council hereby approves an annual salary increase of 2% for Fiscal Year 2017/2018 for Town Manager Matthew B. Galligan, said annual salary rate will be retroactive from July 1, 2017.

Was made by Councilor Snyder
Seconded by Councilor Anwar

Councilor Glickman informed the Council that he would be abstaining from this vote because he was not part of the Executive Session and does not know the details.

Mayor Anwar stated that he would be looking forward to supporting this resolution. The Town Manager has served South Windsor well with his leadership skills and economic development abilities.

Councilor Snyder felt that the raise for the Town Manager is well deserved. The Town Manager has worked well with Dr. Carter, has been very creative with the budget details, and has displayed his financial and economic development abilities.

Mayor Anwar called for a vote on the motion; it passed on a roll call vote of 6 to 0 with Councilor Glickman and Councilor Hockenberry abstaining.

J. Resolution Approving the Town Council's 2018 Meeting Dates

BE IT RESOLVED that the South Windsor Town Council hereby approves the meeting dates for the 2018 Town Council meetings.

Was made by Councilor Riley
Seconded by Councilor Snyder

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ITEM:

15. J. (Continued)

Council members discussed the ability to incorporate the list of dates into the minutes.

At 9:40 p.m. Mayor Anwar called for a five-minute recess. The Regular Meeting reconvened at 9:45 p.m.

Councilor Riley made a friendly amendment to add "as detailed in the letter dated November 2, 2017, from Debbie Reid, Council Clerk to Lori Trahan, Town Clerk", and as shown in attached **Exhibit A**. Councilor Snyder agreed to the friendly amendment.

The resolution to read as follows:

BE IT RESOLVED that the South Windsor Town Council hereby approves the meeting dates for the 2018 Town Council meetings as detailed in the letter dated November 2, 2017, from Debbie Reid, Council Clerk to Lori Trahan, Town Clerk; and as shown in attached **Exhibit A**.

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

K. Discussion Item: Budget (*requested by Town Manager, Matthew B. Galligan*)

Mr. Galligan explained that the State passed its budget, but there are still concerns about revenue items put into the budget. OPM has cut \$91 million in municipal aid which will decrease ECS funding in South Windsor by \$1,063,000. Mr. Galligan recommended to the Council that the previously proposed cuts to the budget remain in effect and the fund balance amount that was being proposed to be used toward the budget be reduced. Mr. Galligan stated that his concern is for next year's budget and suggested that a tax stabilization fund be established which could be used to reduce the tax rate in the future.

Answering questions from the Council, Mr. Galligan explained that if money is put into the general fund and is then used, Rating Agencies may downgrade the Town.

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ITEM:

15. K. (Continued)

Councilor Pendleton requested that the Town Manager send the Council any correspondence regarding Moody's watch list after the Town Manger submits a plan to them.

Mr. Galligan explained further that the only restriction that would be on a tax stabilization fund would be that the Town only use these funds to reduce taxes in the future. These funds could not be used for capital projects, healthcare, or any items like these.

Council members discussed the use of these funds stating that the Council will have to be careful how these funds are used and should not be used all in one year. These funds will need to be stretched out for use over a period of years.

Councilor Riley requested that the Town Manager send a memo showing the re-established fund balance, the amount going back into the budget from other sources, and how much would be put into a tax stabilization fund.

Councilor Pendleton requested that the new Council members receive copies of the budget and the Town Charter.

**L. Discussion item: Succession Planning in the Town Manager's Office
(requested by Town Manager, Matthew B. Galligan)**

Mr. Galligan explained that a succession plan has been developed which will allow the Town Manager to do more with economic development. Mr. Galligan stated that he is proposing two Assistant Town Manager positions. One of the positions will be filled by Vanessa Perry who will oversee Parks and Recreation, Human Services, Building Department, Public Works, Planning Department Human Resources, and Finance; and the other position will be filled by Scott Roberts who will oversee the Police Department, Information Technology, Emergency Management, Fire Marshal, Health Department, and Fire Department. Both positions will be cross-trained to fill in for each other. Also being proposed is another full-time Secretary.

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ITEM:

15. L. (Continued)

Council members discussed the cost savings and the benefit of having employees in these positions that are familiar with the Town and have experience.

Councilor Snyder requested that an organizational chart and salary adjustments be sent to the Council.

Mr. Galligan explained that an Executive Secretary would be hired for an additional position to the Town Manager's Office. Councilor Riley added that having Matt concentrate on economic development will have a positive return to the Town.

Council members stated they would like to have Vanessa Perry and Scott Roberts at the next meeting in order to meet with the Council.

19. Executive Session

At 10:46 p.m. Deputy Mayor Paterna made a motion to go into Executive Session to discuss the purchase/sale of property pursuant to G.G.S. §1-210(b)(7); 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. §1-210(b)(1), §1-210 (b)(7), and §1-210(b)(4). Councilor Pendleton seconded the motion; and it was approved, unanimously.

The following individuals went into Executive Session: Mayor Anwar, Deputy Mayor Paterna, Councilor Glickman, Councilor Hockenberry, Councilor Mirek, Councilor Pendleton, Councilor Snyder, Councilor Riley, Town Manager Matthew B. Galligan, and Attorney Keith Yagaloff (to discuss the purchase/sale of property).

At 11:15 p.m. Councilor Pendleton made a motion to adjourn the Executive Session. Deputy Mayor Paterna seconded the motion; and it was approved, unanimously.

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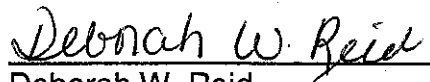
November 20, 2017

ITEM:

20. Adjournment

At 11:15 p.m. Councilor Pendleton made a motion to adjourn the Regular Meeting. Deputy Mayor Paterna seconded the motion; and it was approved, unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council



OFFICE
OF THE
TOWN COUNCIL

Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074-2786

AREA CODE 860/644-2511

FAX 860/644-3781

November 2, 2017

Mrs. Lori Trahan, Town Clerk
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074

Dear Mrs. Trahan:

The following is a list of regularly scheduled Town Council meetings for Calendar Year 2018 to be held in the Council Chambers of the South Windsor Town Hall at 7:00 p.m. Work Sessions will be held on an as needed basis determined by the South Windsor Town Council and occasionally, at the Council's discretion, the Work Sessions may be held in the Madden Room of the South Windsor Town Hall.

(*) Depicts meetings scheduled on Tuesday because of a Monday Holiday

January 2, 2018 (*)

(*) 1/1 - New Year's Day

January 16, 2018 (*)

(*) 1/15 - Martin Luther King Day

February 5, 2018

February 20, 2018 (*)

(*) 2/19 - Presidents' Day

March 5, 2018

March 19, 2018

April 2, 2018

April 16, 2018

(Schedule Continued on Next Page)

Mrs. Lori Trahan, Town Clerk

Re: Regularly Scheduled Town Council Meetings – Year 2018

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November 2, 2017

(*) Depicts meetings scheduled on Tuesday because of a Monday Holiday

May 7, 2018

May 21, 2018

June 4, 2018

June 18, 2018

July 2, 2018

July 16, 2018

(NO REGULARLY SCHEDULED MEETINGS IN AUGUST)

September 4, 2018 (*)

(*) 9/3 – Labor Day

September 17, 2018

October 1, 2018

October 15, 2018

November 5, 2018

November 19, 2018

December 3, 2018

December 17, 2018

Respectfully submitted,

Deborah W. Reid

Deborah W. Reid
Clerk of the Council

cc: Members of the Town Council
Matthew B. Galligan, Town Manager
Information Technology
Town Attorney

