

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 1

September 21, 2015

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 Edward Havens
Councilor Thomas Delnicki
Councilor Carolyn Mirek
Councilor Andrew Paterna
Councilor Liz Pendleton
Councilor Matthew Riley
Councilor Janice Snyder
Councilor Stephen Wagner

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

After Roll Call was complete, Council members had a moment of silence for the UConn student who was a former South Windsor student who passed away tragically.

5. Public Input

Ms. Daria Plummer, 235 Orchard Hill Drive came before the Town Council stated that although there were high hopes for the Connecticut Studios project, the technology park may be an even better opportunity for the community.

Mr. Brian Jennings, 35 Shagbark Road stated that he feels the technology park will attract high technical and high quality businesses.

Mr. Mike Berghuis, 18 Mountainview Road thanked the Town Manager, Superintendent and Town Council for allowing the neighbors of the turf field project to keep their quality of life and is hopeful that everything will keep moving forward in a positive direction.

MINUTES
Regular Meeting – Town Council
Page 2
September 21, 2015

ITEM:

6. Environmental Health & Safety Message

Councilor Mirek informed the Council and public that September 21st is World Alzheimer's Day. This disease is the 6th leading cause of death in the United States.

Mayor Anwar told the Council and public that September is Preparedness Month. A mechanism should be in place for any disasters.

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: Special Meeting Minutes of August 26, 2015; and Regular Meeting Minutes of September 8, 2015.

Was made by Councilor Delnicki
Seconded by Councilor Snyder

Councilor Delnicki made an amendment to postpone action on the approval of these minutes until the Regular Meeting on October 5, 2015. Councilor Snyder seconded the motion. After a lengthy discussion, Town Attorney Yagaloff suggested withdrawing the amendment and making a new motion to postpone approval and have it seconded.

Councilor Delnicki made a motion to withdraw the previous motion and make a motion to postpone the approval of the minutes until the next Regular Meeting of the Town Council. Councilor Mirek seconded the motion; and it passed on a roll call vote of 8 to 1 with Mayor Anwar, Deputy Mayor Havens, Councilor Delnicki, Councilor Mirek, Councilor Paterna, Councilor Riley, Councilor Snyder, and Councilor Wagner voting in favor of postponement and Councilor Pendleton voting in opposition of postponement.

8. Public Petitions

None

ITEM:

9. Communications from Officers and Boards Directly Responsible to Council

Councilor Wagner stated that the Town Council has received an evaluation report from the Park & Recreation Commission concerning the Community Gardens on Deming Street. This item was originally slated to be discussed tonight, but the Director of Parks & Recreation is presently on vacation. Councilor Wagner requested that the report be put on the website for public view and that this item be on the next Town Council agenda.

Councilor Riley agreed with Councilor Wagner and felt that the report was excellent. The Pension Commission also met last week and will share information regarding recommended changes to the plan later in the meeting.

Councilor Mirek questioned if any soil testing has been done at the Deming Street site where the Community Gardens have been completed? Mr. Galligan stated he would have the Health Department go back over the records to see if there have been any contaminated wells. Any information he finds out about will be sent to the Council.

Councilor Snyder made a motion to suspend the rules and take Item 14. E. out of order. Councilor Delnicki seconded the motion; and it was approved, unanimously.

14. New Business

E. Discussion Item: Emergency Operations Center (*requested by Mayor Anwar*)

Mr. Galligan stated that disasters happen in many different ways and the Town has to be prepared. Disasters begin locally and end locally. Communication is the ultimate priority because if there is no communication, there is no adequate response. Mr. Bill Austin, who is a person who does the communication between regions, would have a set location in the EOC so he can determine the regional needs during a disaster. The Emergency Operations Center should be moved from the Police Department to its own location to be prepared for emergency situations.

(Discussion Continued on Next Page)

MINUTES
Regular Meeting – Town Council
Page 4
September 21, 2015

ITEM:

14. E. (*Continued*)

Mr. Clay Major, Facilities Manager and Anwar Hossain from DRA Architects came before the Town Council and presented the plans for the Emergency Operations Center/Town Hall Annex, as shown in attached **Exhibit A**.

Mr. Galligan explained to the Council that there are breakout rooms which will allow teams to be able to coordinate their tasks while the command center is constantly working. At the Police Department everything happens in one room which can be confusing.

Councilor Delnicki stated from past exercises he learned that breakout rooms are very important because there are different logistical activities going on based on the incident command system and the work group will be able to operate in a quiet areas. Councilor Delnicki questioned if a video wall will be put up for command and control? Mr. Major said that would be correct.

Mr. Galligan informed the Council that the budget that is being proposed for this project is just for the build out. In the operating budget next year he would like to have funds to lease the necessary equipment. The reason for a lease rather than a purchase is because the technology changes.

Councilor Delnicki requested to hear more about the command center. Mr. Gonzalez explained that communications will be multifaceted. CERT will be assigned a room. He would encourage law enforcement and fire personnel with ham licenses to use another room because even when technology fails, 9 out of 10 times amateur radio can still reach each other. There will be a dispatch center to reach officers out in the field, other Towns, other regions, and state and federal assets. Another area of communications will be the EOC hub which will directly relate to the video wall and through that we will be able to use other assets such as Web EOC, phones, faxes, etc.

(Discussion Item Continued on Next Page)

ITEM:

14. E. (Continued)

Councilor Delnicki asked if there is a value in having certain Town offices in the same building during emergency situations? Mr. Gonzalez explained that the building is divided into two areas, operations and facility. During low frequency, high impact incidents, the building works as one unit. The facility portion will support the operational side. An important aspect of an EOC is situational awareness so that people that are in charge such as Police Chief, Fire Chief, Public Works, Health Department will have accurate information. Information Technology support and GIS can provide information in the event that there is a loss of the server and IT can also help fix the equipment. The multipurpose rooms serve multiple functions which can be set up into multiple offices. Different assets such as Eversource or ASM could use this space.

Councilor Delnicki questioned where people would go during off hours? Mr. Gonzalez stated that the facility is designed to lock necessary personnel in for a week, taking shifts. Some portions of the EOC will be open to the public. There is a vision to establish Neighborhood Emergency Teams (NET's) and have those individuals reach out to the community. In the communications area a link could be established so the CERT members and Ham Operators can be deployed to go out to help in certain regions of the community. Councilor Delnicki suggested that as part of the NET's, each team have a designated amateur radio operator.

Councilor Snyder felt that breakout rooms are very critical for all the planning involved when a disaster happens and then asked the square footage of the EOC area and the facility area? Mr. Major stated that the total building area is 8,800 square feet.

Councilor Snyder questioned if the Town is looking to move employees out of the Town Hall and have their offices in this facility? Mr. Major stated yes.

Mr. Galligan stated that the Health Department as well as IT staff will be housed in this facility. Mr. Major added that the IT Department may keep two employees at Town Hall in order to maintain the backup systems. All of the main equipment will stay in Town Hall. The proposed server room at the EOC is just for the equipment to manage the EOC.

(Discussion Item Continued on Next Page)

ITEM:

14. E. (Continued)

Mayor Anwar requested that the Council only ask the more general questions. Critical questions can be discussed in an Executive Session.

Councilor Mirek asked if other Towns would come to the EOC to help or only if their Town were affected? Mr. Gonzalez said other Town's would come to the EOC for both reasons.

Councilor Mirek questioned if ASM would be at the EOC? Mr. Gonzalez explained that a liaison from ASM would come to the EOC. The EOC supports incident command, it does not run anything.

Mr. Galligan added that the Town will need representatives from Eversource, ATT, etc. to work with the Town during emergency situations. Mr. Gonzalez stated that this building was designed after a lot of research was done. This EOC should be able to function for another 30 years without needing any major changes.

Councilor Mirek asked if the representatives from different companies would be assigned a breakout room? Mr. Gonzalez stated that the goal is to have the liaison enter with proper ID. When the EOC is not being used during an emergency, it will be a great tool for community awareness and preparedness. The EOC can also be used to enhance skills, improve the emergency system and build relationships with the community, region, state and federal government.

Councilor Wagner questioned why solar is not being considered for this building? Mr. Major explained that during a Category 3 storm, winds could take the panels from the roof which could be very dangerous and would decrease the buildings security.

(Discussion Item Continued on Next Page)

ITEM:

14. E. (Continued)

Answering further questions from Councilor Wagner, Mr. Galligan explained that the servers used by the Town are financial in nature and support the operations in Town. The EOC will have its own server in order to be self sufficient and not get bogged down with non-essential emergency information. During the last storm, the Town had Eversource representatives use the Town's reporting system. The key is to grab their information from the end of the report, click one button and the Town's FEMA report is complete. One of the problems with reimbursement is getting information to submit to the State.

Councilor Wagner stated that during the last storm there was trouble knowing what roads were able to be cleared safely. Mr. Galligan informed the Council that it was because outside workers had different systems but now everyone is starting to use the same system.

Councilor Pendleton felt that this is a great plan and then asked if the public would be in this building doing Town business? Mr. Galligan stated that the IT Department has no public contact and the Health Department usually does their business by phone or online. If one of the departments in the EOC/Town Hall Annex needs to meet with someone, they can schedule a meeting at the Town Hall.

Mayor Anwar questioned if there would be a path from Town Hall to the EOC/Town Hall Annex? Mr. Galligan explained that this has not been addressed currently but it can be addressed in a future budget. A temporary paved area can be constructed for employees.

Mayor Anwar felt that at some point an Executive Session should be held to address information that should not be out in the public.

Deputy Mayor Havens thanked the Council and Matt for continuing this project all these years to create something that he hopes the community can support.

(Discussion Item Continued on Next Page)

ITEM:

14. E. (Continued)

Councilor Riley stated that he feels the plan is well laid out and this will improve the emergency operations capability. Councilor Riley said he does not feel it is appropriate to use taxpayer dollars to support businesses in Town and questioned if the business incubator is by the wayside at this time? Mr. Galligan answered yes it is.

Answering questions from Councilor Riley, Mr. Gonzalez explained that everything begins and ends on the local level. There is room in the EOC to have a regional incident management team or other regional capabilities that may need a space to set up.

Answering questions from Councilor Delnicki, Mr. Galligan stated that the grants will be used before any other financing options. Mr. Galligan said he is working hard to get grants.

Mr. Galligan informed the Council that the Town has a base project bid of \$1,927,000. There were alternates that were put into the bid which were petitions, glass doors, food service equipment and a generator. Those alternates came to \$203,000. There is a design, contingency and a roof testing lift printing so the total cost of the project would be \$2,300,000. The LoCIP funding that the Town has is \$281,650 and the grant that the Town has right now from STEAP is \$500,000. The total is \$781,650. Some value engineering was done for \$43,500 and the Town is trying to do more value engineering in order to bring the cost down more. The amount needed at this time is \$1,496,407. but it has been recommend that amount could be done by a lease. Mr. Galligan stated he has spoken outside institution about leasing with an interest rate of 4.2% at a 5 to 7 year term. Mr. Galligan felt this is a good lease and then explained that he does not want a lease that goes over 10 years because he likes to retire debt quickly. Councilor Riley applauded Mr. Galligan's desire to amortize off the obligation as quickly as possible and felt that if the Town gets 10 years at 4.2% that would be acceptable.

Mr. Galligan informed the Council that he would like the public hearing for the financing at \$1,496,407. at the next meeting as well as a resolution because there are time frames that need to be met.

(Discussion Item Continued on Next Page)

MINUTES
Regular Meeting – Town Council
Page 9
September 21, 2015

ITEM:

14. E. (Continued)

Mayor Anwar requested that the resolution include the amount being requested as well as components of the STEAP grant. Mr. Galligan stated he would have the Town Attorney draft the appropriate resolution.

Councilor Delnicki stated that if additional grants for the regional component, the Town can apply that to the lease. Mr. Galligan said he would make sure that additional grants are applied appropriately.

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

F. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Financing of the Emergency Operations Center

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, October 5, 2015, 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 financing of the Emergency Operations Center.

Was made by Deputy Mayor Havens
Seconded by Councilor Snyder
The motion was approved, unanimously

10. Reports from Standing Committees

None

11. Reports of Temporary Committees

None

12. Consent Agenda

None

ITEM:

13. Unfinished Business

A. Resolution Appointing Courtney King (D) a Full Member to the Planning & Zoning Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Courtney King (D) a full member to the Planning & Zoning Commission for a term ending November 9, 2015 to fill the unexpired term of Mario Marrero.

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

14. New Business

A. Resolution Accepting the Resignation of Leonard B. Glasser (R) from the Patriotic Commission

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

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

Was made by Councilor Mirek
Seconded by Councilor Delnicki

Mayor Anwar stated that he had the chance to work with Mr. Glasser who is an amazing individual that contributed to the Town of South Windsor.

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

ITEM:

14. New Business (Continued)

- B. Resolution Authorizing Town Manager, Matthew B. Galligan to Execute and Deliver any and all Documents Deemed to be Necessary or Appropriate to the State of Connecticut, Division of Emergency Management and Homeland Security, Department of Emergency Services and Public Protection on behalf of the Town of South Windsor**

BE IT RESOLVED that the Town of South Windsor may enter into with and deliver to the State of Connecticut, Division of Emergency Management and Homeland Security, Department of Emergency Services and Public Protection any and all documents which it deems to be necessary or appropriate for the "Memorandum of Agreement Regarding use of State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3"; and

BE IT FURTHER RESOLVED that Matthew B. Galligan who now holds the office of Town Manager of the Town of South Windsor and has held that office since January 5, 1996, is authorized and directed to execute and deliver any and all documents on behalf of the Town of South Windsor and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

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

- C. Resolution Supporting the Design of Roadway Improvements to Abbe Road from South of Robert Drive to the Town Line**

WHEREAS, proposed improvements to Abbe Road in the Town of South Windsor from south of Robert Drive to the Town Line have been selected for Federal and State funding under the Local Road Accident Reduction Program by the Connecticut Department of Transportation; and

(Resolution Continued on Next Page)

MINUTES
Regular Meeting – Town Council
Page 12
September 21, 2015

ITEM:

14. C. (Continued)

WHEREAS, the South Windsor Town Council seeks to accomplish roadway improvements to improve safety along this section of Abbe Road with the best geometrical alignment within the existing ROW, keeping impacts to the abutting property owners to a minimum; and

WHEREAS, a public information meeting was held on September 1, 2015 to receive input from property-owners and the public concerning the preliminary design of improvements to this section of Abbe Road and those in attendance supported the improvements shown in the preliminary design

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby reaffirms the need for said project and supports the design of geometric improvements to Abbe Road from south of Robert Drive to the Town Line to improve the safety of this road for residents and the motoring public as presented, and directs the Engineering Division to proceed to final design of these improvements and acquisition of the necessary rights of way to construct these improvements.

Was made by Councilor Riley
Seconded by Councilor Snyder

Answering questions from Councilor Delnicki, Mr. Galligan explained that this work is being done as a result of a number of accidents over the years. The Town became eligible for federal funds and Mr. Doolittle added that the Town had put an application in for these funds two years ago.

Public

Ms. Betty Warren, 494 Abbe Road came forward and thanked the Town for keeping her and her husband informed and answering all of their questions regarding this project.

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

MINUTES

Regular Meeting – Town Council

Page 13

September 21, 2015

ITEM:

14. New Business (Continued)

D. Resolution Approving Amendment 16 to the Retirement Plan for Employees of the Town of South Windsor

WHEREAS, the Town Council for the Town of South Windsor ("Council") has determined that it is in the best interest of the Town of South Windsor and its employees to amend the Retirement Plan for Employees of the Town of South Windsor, Connecticut (the "Plan") to settle matters pertaining to the employment of Ronald R. Asselin

NOW, THEREFORE, BE IT RESOLVED that the Town of South Windsor hereby adopts and approves Amendment 16 to the Plan in the form attached hereto as **Exhibit B**; and

BE IT FURTHER RESOLVED that the Town Manger of the Town of South Windsor is hereby authorized, empowered and directed to execute Amendment 16 to the Plan; and directed to do any and all acts and execute any and all documents necessary to effectuate the foregoing resolution.

Was made by Councilor Snyder
Seconded by Councilor Paterna

Mr. Galligan explained to the Council that Mr. Asselin has been employed by the Town of South Windsor for over 30 years. Mr. Asselin would be due to retire in 5 or 6 months but has requested to retire early. This resolution will allow him to retire and his benefits will not be reduced due to his early retirement.

Answering questions from the Council, Mr. Galligan explained that Mr. Asselin would be able to withdraw his benefits as soon as he retires. There was another employee who had worked for the Town for 35 years who was able to do the same thing. This decision is made by the Town Manager and the Town Council and does not set precedence.

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

ITEM:

14. New Business (Continued)

G. Resolution Approving a Refund of Taxes to Forty-Seven (47) South Windsor Taxpayers
(Councilor Wagner)

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to Forty-Seven (47) South Windsor Taxpayers, the total of said refund being \$7,392.78 and as more fully described on attached **Exhibit C**.

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

H. Discussion Item: Fraud and Whistleblower Policy

Mr. Galligan stated that he had spoke to many people regarding this policy. Some feel and made a case that their Ethics Committee was strong enough to not have a need for a policy. Mr. Galligan explained he had written a policy for the Town Attorney to review.

Town Attorney Keith Yagaloff advised the Council to be cautious in terms of implementing a separate fraud policy. There are state and federal laws that provide for punishment of people who are whistleblowers and the Town should rely on state law. It will not benefit the Town to provide benefits beyond the state and federal policies. Town Attorney Yagaloff explained that he provided the Council with a bill from 2003 to enact a global ethics policy including whistleblower and fraud. The bill did not pass, but over the years portions have been included in other state statutes. The Ethics Policy is very basic in Town and there are a lot of additional ethics provisions that might be useful to clarify the behavior for employees and boards. Town Attorney Yagaloff suggested that the Council members go through the 2003 bill as a guide and pass along anything that they feel should be incorporated into the ethics policy. At this point, Town Attorney Yagaloff stated he is not recommending adoption of a separate policy.

(Discussion Continued on Next Page)

ITEM:

14. H. *(Continued)*

Answering questions from Councilor Wagner, Town Attorney Yagaloff felt that this regulation should be posted in a public place for workers and it should be checked to see if that is happening. Mr. Galligan stated that every January, employees review the Ethics Policy. Town Attorney Yagaloff said he feels the Ethics Policy should have general updates to be more specific and clear. It would be acceptable to make changes to the existing policies, strictly in terms of ethical conduct for employees and elected officials.

Answering further questions from Councilor Delnicki, Town Attorney Yagaloff explained that the Town does not need a separate policy. The Town should follow state and federal law. It could be stated in the Ethics Policy that the Town respects state and federal protections. The ethics regulations apply to employees, Town Council and all Boards and Commissions. The Town presently has a strong policy, but it may not be clear enough.

Town Attorney Yagaloff explained to the Council that the Council had requested to discuss this policy, but if there are revisions, they would need to go through the Ethic Committee.

Mayor Anwar requested that the Ethics Policy be added to the website because it is not easily accessible. Mr. Galligan explained that after an employee is hired they go through orientation where they receive all policies for their review. The Council should add a reference to state and federal statutes in the policy.

Councilor Wagner stated that there should be a presentation given to the Auditors because they had brought this issue up. Councilor Wagner then stated that he feels there should be something to help people decide if or when they are crossing the line.

I. **Discussion Item: Virtual Net Metering (*requested by Councilor Wagner*)**

Councilor Wagner explained that about one year ago, the Energy Committee was approached by a vendor to participate in virtual net metering. When using solar power, the meter runs backwards if someone uses more solar

(Discussion Continued on Next Page)

ITEM:

14. I. (Continued)

than power coming into their home from the power company and a credit would be generated. The leasing bank would benefit from the credit and would pass the savings on to the Town. Councilor Wagner stated he feels the Town should go out to bid if the Town Council agrees to move forward with this endeavor.

Mr. Galligan stated that a developer from Florida wanted to do this at the schools which would have saved the Town \$170,000. This would be a benefit to the Town but it is a complicated process. The Town would need a developer agreement with power purchase agreement for solar panels. The Town Council may want to consider hiring Attorney Brad Mondschein from Pullman & Comley who is a well respected attorney in solar energy for this process. This item is not in the budget and if the Town did a deal with a developer who would be willing to put solar on roofs, the legal cost per diem would be between \$5,000 to \$6,000. There is presently a lot of participation in virtual net metering by other Towns, so South Windsor may have to wait until the next round.

Councilor Wagner added that there are several sites in Town that need new roofs and when replacing the roof, solar could be added at the same time. The savings from the solar could be used to justify financing for a roof.

Answering questions from the Council, Mr. Galligan explained that the Energy Committee should review this item further and come to the Council when they decide if this endeavor should move forward. The Town would need to hire someone like Attorney Mondschein to do the RFP because there are legal technicalities. Attorney Mondschein should be invited to a Town Council meeting to present the process and answer questions from the Council.

Councilor Delnicki stated that he is adamantly opposed to solar farms in open space and has a number of questions regarding this issue. Also of concern is the hourly rate for Attorney Mondschein.

Councilor Snyder felt that the Town Council is taking on too much at once and would not mind waiting longer, maybe after elections, before discussing another large project. Councilor Snyder questioned if the Town would need

(Discussion Continued on Next Page)

MINUTES
Regular Meeting – Town Council
Page 17
September 21, 2015

ITEM:

14. I. (Continued)

legal counsel from this company for LED lighting? Mr. Galligan answered no explaining that LED lighting is a separate issue.

Councilor Wagner explained that the Energy Committee is interested in pushing this along to try to come up with something reasonable because 30% the federal tax credit can only be used in projects completed by the end of 2016 and it is unknown if Congress will reauthorize this. Councilor Wagner stated he would discuss this with Capital Projects and the Board of Education.

Councilor Paterna said he is also concerned about how many projects are being done at once, but would like to hear the advantages and disadvantages of this project.

Mayor Anwar felt that virtual net metering is a great opportunity to protect farms but still gain solar benefits. The Council should meet with Attorney Mondschein so he can do a presentation to see what they can offer, as long as there is no cost or commitment involved.

15. Passage of Ordinance

None

16. Communications and Reports from Town Manager

Mr. Galligan reported that the Pension Committee met on September 16, 2015 and at that meeting the new actuary from Milliman recommended getting the discount rate down to 7% in the next two years. This Committee works very well together in making sure our pension is moving in the right direction.

Councilor Riley added that besides lowering the discount rate, the Pension Committee is also looking to amortize unfunded liability over 30 years to get it down to 20 years over time. The other area being changed is to put more funds into the pension plan in order to get a better return. There will be an increase of about \$3,000 on the Town side.

(Discussion Continued on Next Page)

ITEM:

16. (Continued)

Councilor Wagner explained that what is being talked about here is as participants in the plan age, the Town has to provide pension to them. If funds are not set aside now, this could become a huge burden to future taxpayers. The changes protect the taxpayers and the employees.

Mr. Galligan then reported on the remainder of the Town Manager's Report as shown in attached, **Exhibit D**.

Answering questions from the Council, Mr. Galligan explained that the neighbors near the high school will receive a copy of the policy for regulations regarding the turf field. Resident can call a point of contact if anyone breaks regulations instead of call the Police Department. The Police Department is an option, but it would be preferred to call the on-call list first.

Mr. Galligan informed the Council that on Wednesday, October 1, 2015, Energize Connecticut will be congratulating South Windsor for its efforts in energy achievements at the Oakdale Theatre in Wallingford from 8:00 a.m. to 12:00 p.m. Mr. Galligan offered to have Councilors Wagner and Mirek attend this event.

Town Attorney Yagaloff updated the Council on the Dzen Farm situation. The final deeds between Dzen and Mannarino are being worked on. Remediation needs to occur before the Town accepts open space which was a subject of approval of the plan by the Planning & Zoning Commission.

17. Public Input

Ms. Mary Etter, Director of the South Windsor Public Library came before the Town Council to invite them to 36th Rendition Harvest Potluck Supper on Monday, September 28, 2015 beginning at 6:00 p.m.

18. Communications and Petitions from Council

Councilor Mirek thanked the Energy Committee for their hard work and then stated it was a pleasure attending the 123rd Wapping Fair which showcases young talent.

(Discussion Continued on Next Page)

MINUTES
Regular Meeting – Town Council
Page 19
September 21, 2015

ITEM:

18. (Continued)

Councilor Delnicki stated that he attended the Wapping Fair and it was great to see it thriving. Folks are looking forward to the new location off of Brookfield Street. Councilor Delnicki then mentioned that CERT was there discussing safety; Robin Bond, who does the Car Seat Program, did a great job; and the Volunteer Fire Department was there with their new engine and smokehouse. Councilor Delnicki gave high marks to the Jaycees.

Councilor Snyder said that she also attended the Wapping Fair. The weather was great and she gave kudos to the Car Seat Program and Jaycees.

Councilor Riley stated that he attended the Wapping Fair and felt that the Jaycees did a great job. The Town should do a better job publicizing the great job that the Volunteer Fire Department does. Councilor Riley then informed the Council that on September 13th he attended the Senior Art Exhibit at Wood Memorial Library and invited the public to go there and see the exhibit which runs until September 29th.

Councilor Pendleton stated that she attended the Annual Town Employee Recognition Event. She said she is very proud of the employees that work for the Town.

19. Executive Session

At 10:25 p.m. Councilor Wagner made a motion to go into Executive Session to discuss two tax assessment agreements which would result in disclosure of public records or information contained therein which is exempt from disclosure at this time pursuant to C.G.S. §1-210(b)(1) and §1-210(b)(5)(B). Councilor Delnicki seconded the motion; and it was approved, unanimously.

At 10:40 p.m. Councilor Delnicki made a motion to adjourn Executive Session. Councilor Wagner seconded the motion; and it was approved, unanimously.

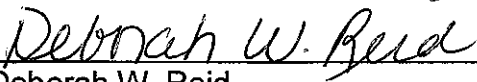
MINUTES
Regular Meeting – Town Council
Page 20
September 21, 2015

ITEM:

20. Adjournment

At 10:40 p.m. Councilor Delnicki made a motion to adjourn the meeting. Councilor Wagner seconded the motion; and it was approved, unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

South Windsor Emergency Operations Center (EOC) Overview

Agenda

- What is an Emergency Operation Center
- How is an EOC Used
- Emergency Operation Center (EOC) Design/Operation
- Annual Operating Costs

What is an EOC....

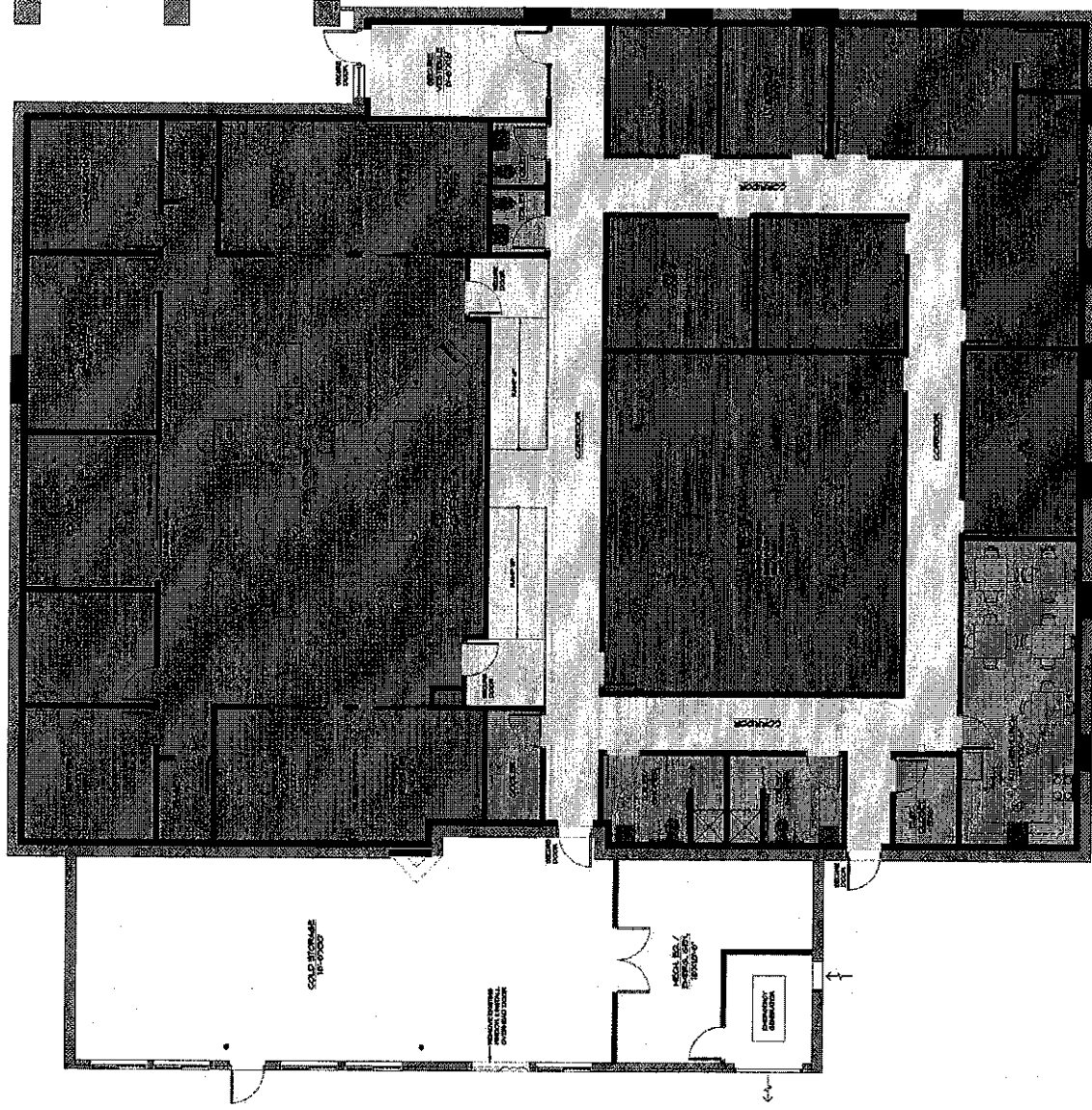
“An unfamiliar place where uncomfortable officials gather to make unpopular decisions, based on incomplete information, allocating inadequate resources for unanticipated requirements in too little time.” - Unknown

How is an EOC used?

- **Information collection and evaluation**—collecting, analyzing, and interpreting information from various sources.
- **Coordination**—coordinating the information flow and resources for complex incidents, or multiple incidents occurring simultaneously.
- **Priority setting**—ensuring that response systems are interconnected and complementary, reinforcing interoperability among the various system components, making response more efficient and effective by coordinating available resources, and making decisions based on agreed-upon policies and procedures.
- **Resource coordination**—identifying and acquiring needed resources and allocating existing or known resources.
- **Communications facilitation**—establishing interoperable communications among all partners in the MACS and others, as necessary for the response.

EOC Overview

- 1) 8,500 Sq/Ft
- 2) Category 3 Hurricane Winds up to 130 mph
- 3) Security – Three levels of access:
 - A) Main building
 - B) Green Area
 - C) EOC



Annual Operating and Maintenance Costs

Utilities

- Electricity, Natural Gas, Water, Telephony \$28,500

•Contractual

- HVAC PM, Janitorial, Code Compliance, Refuse \$27,500

•Operating Supplies

- JanSan Supplies, Hardware, Elec, Safety Etc. \$3,000

•Repair Maintenance Equipment

- Other than contract service on equipment \$3,000

Total

\$62,000

AMENDMENT 16

TO THE

**RETIREMENT PLAN FOR EMPLOYEES OF THE TOWN OF SOUTH WINDSOR,
CONNECTICUT**

WHEREAS, Town of South Windsor, Connecticut (the "Employer") is the plan sponsor of the Retirement Plan for Employees of the Town of South Windsor, Connecticut (the "Plan"); and

WHEREAS, the Employer desires to amend the Plan pursuant to the amendatory provisions set forth in the Plan to settle matters pertaining to the employment of Ronald R. Asselin.

NOW THEREFORE, the Plan is hereby amended as follows:

1. Any pages listed in the first column and attached to this Amendment face page supersedes and replaces any corresponding page listed in the second column. Any replaced page is assigned for reference purposes the number shown in the third column.

New Page Numbers	Replaced Page Number	Historical Page Number
64, 64-A	64	130

2. All other terms and provisions of the Plan are hereby ratified and affirmed.

IN WITNESS WHEREOF, the Employer has caused this Amendment 16 to be signed by its duly authorized Town Manager on the day and year set forth below.

TOWN OF SOUTH WINDSOR,
CONNECTICUT

By: _____
Matthew B. Galligan

Title: Town Manager

Date: _____

As amended by Amendment 16

1. John Marchesseault Settlement Agreement

Pursuant to the Settlement Agreement between the Town of South Windsor, John Marchesseault ("Marchesseault") and South Windsor Police Union Local #1480, the Accrued Benefit of John Marchesseault and all appurtenant rights under the Plan attributable to such Accrued Benefit, shall be determined as if Marchesseault had been employed in a Town Nonbargaining Employee job classification from his original date of hire to the effective date of this paragraph, notwithstanding any provision of the Plan or Marchesseault's actual employment history to the contrary. Consequently, the Accrued Benefit credited to Marchesseault prior to this Amendment is cancelled and this revised Accrued Benefit is substituted therefor. This paragraph shall be effective upon Marchesseault's execution of a letter of acknowledgement and consent to this Amendment in such form as the Employer may require.

2. Town's 2010 Early Retirement Incentive Program.

In the case of any Active Member employed as Town Department Heads in the Town Nonbargaining Group who has attained at least age 55 and have at least 20 years of service with the Town, and who is offered and accepts early retire under the applicable terms of the Town's 2010 Early Retirement Incentive Program as authorized by the Town Council, such Member's accrued retirement benefit shall be determined by increasing such Member's years of credited service by a number of whole years, not exceeding 4, as the Town Manager shall determine.

3. Karl Reichle Settlement Agreement

Provided that Karl Reichle ("Reichle") executes a certain Release Agreement ("Agreement") in a form and within the time period determined by the Employer's Town Manager, and provided further that Reichle fulfills all of the conditions and promises set forth in such Agreement, Reichle shall upon termination of Service with the Employer be entitled to elect a retirement benefit commencing on his Early Retirement Date determined in accordance with Section 3.09, except that his Accrued Benefit shall not be subject to any reduction under Table C on account of his election to commence payment of benefits prior to his Normal Retirement Date.

4. Ronald R. Asselin Settlement Agreement

Provided that Ronald R. Asselin ("Asselin") executes a Release Agreement ("Agreement") in a form and within the time period determined by the Employer's Town Manager, and provided further that Asselin fulfills all of the conditions and promises set forth in such Agreement, Asselin shall on the first day of the month coinciding with or next following his termination of Service with the Employer (the "Asselin Early Retirement Date") be entitled to elect a retirement benefit commencing on the Asselin Early Retirement Date determined in accordance with Section 3.09, except that his Accrued Benefit shall not be subject to any reduction under Table C on account of his election to commence payment of benefits prior to his Normal Retirement Date. In

As amended by Amendment 16

addition and notwithstanding any language in Section 3.06(b) to the contrary, for purposes of calculating the retirement benefit to which Asselin shall be entitled, "Final Average Earnings" shall mean Asselin's average annual Earnings for 36 months determined by treating as Earnings his imputed (i.e. not actually paid) monthly compensation at Asselin's basic monthly rate of salary as in effect on termination from Service for the number of months that his termination of Service precedes his Normal Retirement Date, plus actual Earnings for the remainder of such 36 month period immediately preceding Asselin's termination from Service. Asselin shall not receive any additional Credited Service on account of his termination from Service.

4843-4853-3800, v. 1

HISTORICAL PAGE NO. 130

As amended by Amendment 14

1. John Marchesseault Settlement Agreement

Pursuant to the Settlement Agreement between the Town of South Windsor, John Marchesseault ("Marchesseault") and South Windsor Police Union Local #1480, the Accrued Benefit of John Marchesseault and all appurtenant rights under the Plan attributable to such Accrued Benefit, shall be determined as if Marchesseault had been employed in a Town Nonbargaining Employee job classification from his original date of hire to the effective date of this paragraph, notwithstanding any provision of the Plan or Marchesseault's actual employment history to the contrary. Consequently, the Accrued Benefit credited to Marchesseault prior to this Amendment is cancelled and this revised Accrued Benefit is substituted therefor. This paragraph shall be effective upon Marchesseault's execution of a letter of acknowledgement and consent to this Amendment in such form as the Employer may require.

2. Town's 2010 Early Retirement Incentive Program.

In the case of any Active Member employed as Town Department Heads in the Town Nonbargaining Group who has attained at least age 55 and have at least 20 years of service with the Town, and who is offered and accepts early retire under the applicable terms of the Town's 2010 Early Retirement Incentive Program as authorized by the Town Council, such Member's accrued retirement benefit shall be determined by increasing such Member's years of credited service by a number of whole years, not exceeding 4, as the Town Manager shall determine.

3. Karl Reichle Settlement Agreement

Provided that Karl Reichle ("Reichle") executes a certain Release Agreement ("Agreement") in a form and within the time period determined by the Employer's Town Manager, and provided further that Reichle fulfills all of the conditions and promises set forth in such Agreement, Reichle shall upon termination of Service with the Employer be entitled to elect a retirement benefit commencing on his Early Retirement Date determined in accordance with Section 3.09, except that his Accrued Benefit shall not be subject to any reduction under Table C on account of his election to commence payment of benefits prior to his Normal Retirement Date.

TAX REFUNDS

Page 2

NISSAN Infiniti LT Tax Operations, P.O. Box 650214 Dallas, TX 752-0214 (Turned in 8/15) MV14-516787	35.81	NISSAN Infiniti LT Tax Operations, P.O. Box 650214 Dallas, TX 752-0214 (Turned in 8/15) MV14-516924	36.18
NISSAN Infiniti LT Tax Operations, P.O. Box 650214 Dallas, TX 752-0214 (Turned in 7/15) MV14-516769	73.44	NISSAN Infiniti LT Tax Operations, P.O. Box 650214 Dallas, TX 752-0214 (Turned in 7/15) MV14-516879	30.69
Offiaeli, Kenneth 210 Felt Road South Windsor, CT (Sold 10/11) MV11-517066	55.33	Parent, Dave & Jill 121 Overlook Drive South Windsor, CT (Sold 7/15) 2014-517622	18.64
Plank, Cheryl E 4H Amato Drive South Windsor, CT (Traded in 8/2015) 14-504058	16.08	Prestia, Gina S 48 Ordway Drive South Windsor, CT (Paid bill twice) 14-518797	544.08
Randy Tuggle 145 Murielle Drive South Windsor, CT (Junked 11/14) 2014-1500049	53.72	Rodriguez, Edwin M & 10435 SW 99 th Ct Ocala, FL 34481-9077 (OOS FL Reg 6/2015) 14-519787	40.93
Ryan Business System Inc 455 Governors Hwy South Windsor, CT 06074 (Total loss 1/15) 2014-520533	223.62	Shary, Eric & Kujawa, Vicky 135 Robert Drive South Windsor, CT (Correct vet exemption) 2012-9005	104.70
Shum, Kin C or Yin P 19 Natsisky Farm Rd South Windsor, CT (Vehicle total loss on 8/2015) 14-521324	9.86	Shary, Eric & Kujawa, Vicky 135 Robert Drive South Windsor, CT (Correct vet exemption) 2013-9012	106.54
Small, Michael Stuart 1556 Abbe Road South Windsor, CT (Sold 7/15) 14-521623	59.56	Sutton, James P or Judith A 98 Newberry Road South Windsor, Ct (Sold 5/15) 2014-522493	36.18
Sieminski, John 16 Ash Road South Windsor, CT (Sold 7/15) 14-521350	74.18	Totino, Luigi or Cheryl A 97 Saddle Back Drive South Windsor, CT 06074 (Total loss 10/13) MV13-523446	68.18
Weber, Dana J 41 Jonathan Drive South Windsor, CT (Vehicle junked 8/2015) 14-524540	12.05	Whitehead, Jason K 1007 Twin Circle Drive South Windsor, CT (Overpayment) 14-524731	423.50
Witkin, Alan M or Patricia 2544 Cross Country Drive Port Orange, FL 32128 (OOS FL Reg 8/2015) 14-524986	67.60	Witkin, Alan M or Patricia 2544 Cross Country Drive Port Orange, FL 32128 (OOS FL Reg 8/2015) 14-524984	81.84

TAX REFUNDS

Witkin, Alan M or Patricia 2544 Cross Country Drive Port Orange, FL 32128 (OOS FL Reg 8/2015) 14-524985	47.14	Honda Lease Trust 600 Kelly Way Holyoke, MA 01040 (Vehicle sold 1/2015 Plate 503ZFT) 14-510597	263.09
WJ Mountford Co. 170 Commerce Way South Windsor, CT (Sold 3/15) 2014-524305	281.73		

Mrs. Bonnie F. Rabin, Collector of Revenue Total Refunds: \$7,392.78 Date: 9/21/2015

TOWN MANAGER'S REPORT

To: Members of the South Windsor Town Council
From: Matthew B. Galligan, Town Manager *MBG*
Subject: Town Manager's Report for 9/21/2015 Town Council Meeting
Date: September 17, 2015

Pension Committee

The Pension Committee met on Wednesday, September 16th. Our actuary and investment consultant both attended this meeting to discuss our pension plan. Rather than trying to put all of this information into my Town Manager's Report, I will have a discussion about what occurred at this Committee meeting so that our plan stays conservative, accurate, and stable into the future. For part of that discussion, I will be asking Councilors Riley and Wagner to participate as there are some new guidelines for the GASB and our ratings agencies that we need to meet.

Insurance Control Commission

The Insurance Control Commission met on Tuesday, September 15th to review the Town's policies regarding workers compensation, LAP, and health insurance programs with CIRMA. Mr. Lindberg, our healthcare consultant, has brought to our attention that our claims are doing well. Although it is early in the season to predict what our year-end projection will be, the Town is currently under-budget, and the Board of Education is about even. There are cyclical items that occur sometimes, and they will have an effect on the fund. Either way, both the Town's and the Board's funds are currently strong enough to take care of any unforeseen or extraordinary expenses.

We also discussed meeting with CREC for the reinsurance program which is a stop-loss. I started to discuss this with Mary Glassman before I left for vacation to determine how South Windsor would be involved and take advantages of a regional approach to buying the reinsurance. This would reduce the cost for South Windsor and the various towns that may participate. There will be a webinar and additional meetings in October to review what needs to happen before the next fiscal year.

Barbour Hill Substation

I have met with some of the residents living on Barber Hill Road and Stonefield Trail to discuss their screening concerns. Members of Eversource were also present at that meeting, and we had a very lengthy discussion on how we are going to proceed to take care of the needs of our residents. Eversource came up with a plan of operation regarding the installation of pads to reduce vibrations. They also discussed immediate solutions on the existing equipment that will help to reduce current vibrations. There is also a new landscaping plan which will help to screen the area and increase the berm size for noise reduction. We have a plan of operation to have various meetings moving forward. I felt this meeting went well, and sometime by the end of October and early November, we should have a better landscaping plan for our residents. That plan can then be initiated in Spring 2016.

Promotion Ceremony

I would like to inform the Town Council that on Thursday, October 1st at 3:00 p.m., there will be a Promotion Ceremony for Chief Timothy Edwards and Deputy Chief Scott Custer. There will be a brief ceremony in the Council Chambers followed by light refreshments in the Friends Room at the Library. Our previous chief, Matthew Reed, will be performing the swearing-in ceremony as a Justice of the Peace. If any Councilors could join us for this ceremony, it would be greatly appreciated. These are two fine individuals who will make South Windsor very proud.

Turf Field

Superintendent Kate Carter and I met with the residents of Mountain View Road and Hillside Avenue to discuss the policies and procedures moving forward regarding usage of the stadium field. It has come to my attention from the Superintendent that the Board of Education is making a substantial investment in a new sound system and has hired a sound engineer who is reviewing the area. This will help to alleviate the bulk of the noise in that area. The residents were very please to hear this information.

Members of the South Windsor Town Council
September 21, 2015 Meeting
Page 3

I also informed the resident that there is a commitment from the Town Council to add appropriate sound fencing in next year's budget. This will also help to alleviate some noise pollution. We also discussed the field usage. There will be community use, but the Board does have a policy regarding usage of the field by groups other than school athletics. They will be monitoring this situation. This policy will require all sports groups to submit a request to the Board staff, and this request will either be approved or denied. The Superintendent is insistent that if the sound system will be used, someone must be hired from the school that is familiar with the system in order to control the volume and sound and keep it within Board regulations.

I think both the Superintendent and Patrick Hankard have done a superb job in devising a reasonable solution. The residents trust that we will take care of the situation, and we have also told them that this will be an ongoing item. As equipment is installed, we will be monitoring and possibly changing the rules and regulations to help the residents feel comfortable with the process. As we grow in the use of this facility, we will gain more information to make a better policy in the future.

The Superintendent and I discussed that certain events, such as Relay for Life, may not be able to use the field. In order to protect the field from use other than sports, we have to be very careful and follow the manufacturer's guidelines when it comes to those types of events so that we do not put ourselves in the position of having problems with warranties.

Ray Favreau and John Caldwell are working with the Superintendent and her staff to write these policies in order to ensure they meet the needs of our community programs as well as the nearby residents. The policy or regulation will be submitted to the Board of Education for review.