#### **TOWN OF SOUTH WINDSOR**

**Minutes** 

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December 3, 2018

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

# 1. Call Meeting to Order

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

# 4. Roll Call

Members Present:

Deputy Mayor Andy Paterna

Councilor Audrey Delnicki

Councilor Mary Justine Hockenberry (arrived at 7:24 p.m.)

Councilor Karen Lydecker Councilor Lisa Maneeley Councilor Liz Pendleton Councilor Matthew Riley Councilor Janice Snyder

Members Absent:

Mayor M. Saud Anwar

Others Present:

Matthew B. Galligan, Town Manager

After roll call was complete, the Town of South Windsor recognized Pioneer Aerospace Corporation who produced the parachute that helped the In-Sight land on Mars on November 26, 2018.

# 5. Communications and Reports from Town Manager

Mr. Galligan reported on the following:

- Attended the Planning & Zoning Commission Meeting on Tuesday, November 27, 2018. They approved all three 8-24 referrals that the Council has sent to them regarding the properties that the Town is interested in purchasing.
- The traffic study by the Police Department was completed on Laurel Street. The Engineering Department will review the study to see if any traffic calming measures can be used for this street. Laurel Street will continue to be monitored.
- Thanked the Public Works Department who have accomplished a lot of projects in Town.
- The Hartford Foundation has created a program for 29 Towns. There will be \$100,000 given to each Town with \$50,000 of it being in an endowment

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#### ITEM:

# 5. Communications and Reports from Town Manager (Continued)

where only interest can be used and the other \$50,000 will be a grant. A Committee has to be established in order to receive these funds. Mr. Galligan recommended that the South Windsor Community Foundation be the Committee to receive the grant because the Committee has to be a 501C3 which the Community Foundation is. The Council can decide what projects should be done and then send those projects to the Community Foundation.

Sent the Council a confidential update from the Town Attorney regarding 460 Miller Road.

Councilor Snyder explained that the Community Foundation has discussed the grants from the Hartford Foundation. The Community Foundation is a 501C3 and the money that comes in stays in South Windsor. We have granted over \$125,000. The IRS accepted the Community Foundations by-laws and a Distribution Committee has been established. The Community Foundation could bring projects to the Council for their approval.

Answering questions from the Council, Mr. Galligan explained that numbers for the budget have been established and the details of the budget will be worked on by the department heads. The budget process will consist of having the normal process and having a statement showing fixed and variable costs. Some numbers may not be just fixed and variable, there are gray areas in the budget process. The budgets will be worked on and there will be a point where items to be purchased can be decided upon. The budget process will begin in January. There will be a presentation at the next Town Council meeting regarding a different way to do the trash pick-up which could save money in the budget. Mr. Galligan stated that he would be scheduling a Before and After School Care Committee.

Deputy Mayor Paterna informed the Council that he will be stepping down from the Before and After School Care Committee so that Karen Lydecker can be one of the representatives from the Council on that Committee. Mr. Galligan added that another resident will need to be appointed to the Committee.

Answering further questions, Mr. Galligan stated that he would be meeting with Kevin Witkos from Eversource regarding the gas connection on Main Street.

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#### ITEM:

# 6. Public Input (Items Not on the Agenda)

Mr. David McDonald, Laurel Street came before the Town Council and stated that if the engineering report could be done as fast as the traffic study, permanent speed humps could be installed on the street before the bad weather begins. If the engineering report cannot be done as quickly, the residents of the area are requesting that temporary speed humps be installed until the asphalt plants open again. Mr. Galligan stated that Mr. McDonald should call him tomorrow. Mr. McDonald informed the Council that two cars were drag racing down Laurel Street today.

# 7. Adoption of Minutes of Previous Meeting

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of November 19, 2018.

Was made by Councilor Riley Seconded by Councilor Delnicki The motion was approved; unanimously.

# 8. Public Petitions

None

# 9. <u>Communications from Liaisons, Officers, and Boards Directly Responsible to</u> Council

Councilor Hockenberry reported that the Human Relations Commission held a successful Food Drive on Sunday, December 2<sup>nd</sup>. All donations went to the South Windsor Food Bank.

Councilor Hockenberry also reported that the Board of Education reviewed all of their policies which are in a binder and will be reviewed again in the future.

Councilor Snyder stated that there was a Library Board Meeting held on November 27<sup>th.</sup> The Library Board has decided to create a 3-year Strategic Plan. To create this document it will cost \$10,000 but \$5,000 of it will be covered through a grant.

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#### ITEM:

# 10. Reports from Standing Committees

None

# 11. Reports of Temporary Committees

None

#### 12. Public Participation (Items on the Agenda)

Mrs. Mary Etter, Director of the South Windsor Public Library informed the Council that the Hartford Foundation is sponsoring a variety of community discussions about their activities in the 29 Towns. One of these discussions will be held at the South Windsor Public Library on February 5<sup>th</sup> beginning at 5:00 p.m.

Mrs. Etter then explained that the Human Relations Commission and the South Windsor Public Library will be working collaboratively on the South Windsor Photography Contest. The contest is opened to South Windsor residents and those who work in South Windsor. The chosen topic is "Faces of South Windsor". The deadline to submit the photos are January 31<sup>st</sup>. The winner will be announced on March 3, 2019 at 2:00 p.m. at the South Windsor Public Library.

Deputy Mayor Paterna read a letter from Ken Young who lives on Avery Street into the record, **Exhibit A**.

#### 13. Consent Agenda

None

#### 14. Unfinished Business

None

Councilor Snyder made a motion to suspend the rules in order to bring Item 15. F. forward. Councilor Pendleton seconded the motion; and it was approved, unanimously.

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#### ITEM:

# 15. New Business

F. Discussion item: South Windsor Public Library Community Calendar (Burbio) (requested by Councilor Snyder)

Mrs. Etter, Director of the South Windsor Public Library explained that Burbio is an electronic aggregator of calendars. This application was devised by a couple who were running their daughters soccer league in Westchester and were frustrated because scheduling was such an issue. A number of Town's and Libraries are using this program. A sponsor in Town will inform other non-profits in Town about this program and will ask those non-profits if their calendars can be used and put into one place. It allows people to review a variety of calendars on-line, in one place. The application is free and participation is free. More information is shown about this program on the attached, **Exhibit B**.

Answering questions from Council members, Mrs. Etter explained that an individual will have the ability to sync their calendar to this application but will not be able to add items to the calendar after it is added to Burbio. The Burbio program will be administered by Burbio and the Library will oversee the program. When looking at the each calendar item, it will direct you to the website where it originated.

Mr. Scott Roberts explained further to the Council that Burbio is a platform to put a lot of information in one area. Burbio is a linking mechanism to bring different items from different websites together.

A. Resolution Authorizing Town Manager, Matthew B. Galligan to Execute, Deliver, and Sign any and all Documents Deemed to be Necessary or Appropriate to the State of Connecticut, 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, Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

(Resolution Continued on Next Page)

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# ITEM:

# 15. A. (Continued)

BE IT FURTHER RESOLVED that Matthew B. Galligan, as Town Manager of the Town of South Windsor, 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; and

BE IT FURTHER RESOLVED that the undersigned further certifies that Matthew B. Galligan now holds the office of the Town Manager and that he has held that office since January 5, 1996.

Was made by Councilor Lydecker Seconded by Councilor Snyder

Answering questions from Councilor Pendleton, Mr. Galligan explained that this resolution is different than the resolution previously approved because the name of the department has since changed. This resolution is also for the next round of grant monies coming in January which is a regional approach.

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

B. Resolution Authorizing Town Manager, Matthew B. Galligan to Sign and Execute Necessary Documents to Receive the Small Cities Community Development Block Grant for the Modernization of Wapping Mews

WHEREAS, the Town of South Windsor was awarded \$800,000 from the Connecticut Small Cities Community Development Block Grant Program, for the modernization of Wappping Mews; and

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes its Town Manager, Matthew B. Galligan to sign and execute any and all of the necessary documentation to execute an Assistance Agreement with the State of Connecticut for State Financial Assistance.

Deputy Mayor Paterna stated that this item has been withdrawn from the agenda.

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#### ITEM:

# 15. New Business (Continued)

C. Resolution Approving an "Agreement Between the Town of South Windsor and the South Windsor Police Union/Nutmeg Independent Public Safety Union (NIPSEU)"

BE IT RESOLVED that the South Windsor Town Council hereby approves the proposed "Agreement Between the Town of South Windsor and South Windsor Police Union/Nutmeg Independent Public Safety Union (NIPSEU) for the period July 1, 2018, through June 30, 2021.

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

D. Resolution Approving a Refund of Taxes to Forty-Six (46) South Windsor Taxpayers

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to forty-six (46) South Windsor Taxpayers, the total of said refund being \$14,624.77 and as more fully described on attached **Exhibit C**.

Was made by Councilor Delnicki Seconded by Councilor Snyder The motion passed by roll call vote of 7-0 with Councilor Riley abstaining.

E. Discussion Item: Changing the Age for the Purchase of Cigarettes, Vapor, Tobacco, and Paraphernalia (requested by Mayor Anwar)

Deputy Mayor Paterna explained that he gave the Council a document which states the number of States around the country and the number of Towns in each State that have raised the age to purchase tobacco products. Massachusetts has 182 Towns that have an ordinance and in Connecticut, Hartford is the only one. The General Assembly is considering this issue now. Deputy Mayor Paterna stated he would be meeting with Jeff Currey to discuss this issue.

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#### ITEM:

# 15. E. New Business (Continued)

Councilor Maneeley stated that she does not feel the Town should be deciding on the age to allow individuals to purchase tobacco products, and should remain with the State of Connecticut. At 18 you are allowed to vote and go into the military. If individuals at this age want to smoke, they should be able to make that decision.

Councilor Hockenberry explained that she has done some research and feels this would be beneficial to members of our community.

# 16. Passage of Ordinance

None

# 17. Public Input/Participation (Any Matter)

None

# 18. Communications and Petitions from Council

Answering questions from the Council, Mr. Galligan explained that any LoCIP funds that are not used will stay in a fund with the State. This is bonded money and is available with authorization.

Councilor Maneeley reminded members of the public to lock their car doors. There have been a lot of cars broken into. Do not keep valuables, garage door openers, or car keys in your vehicle.

Councilor Snyder added that when you leave your car in your driveway and the car fob key is close enough, the car will start so someone can take your vehicle. Councilor Snyder also wanted to remind the public that the Gingerbread House Festival is running and it is a charming event.

Deputy Mayor Paterna wished the Mayor a speedy recovery.

#### 19. Executive Session

None

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# ITEM:

# 20. Adjournment

At 8:07 p.m. Councilor Maneeley made a motion to adjourn the Regular Meeting. Councilor Snyder seconded the motion; and it was approved, unanimously.

Respectfully submitted,

Deborah W. Reid

Clerk of the Council

Ken Young 595 Avery Street, South Windsor, CT 06074

November 13, 2018 Members of the Town Council, Tom Delinicki, State Representative, Matthew Galligan, Town Manager 1540 Sullivan Ave, South Windsor, CT 06074

RE; Avery Street Project 2016, Guard Rail Placement

To Whom It May Concern;

In July of 2016, the day after the construction of a guard rail began across the street from my residence at 595 Avery Street, a residential neighborhood, I contacted Jeff Doolittle the Town Engineer to ask about the necessity of it as it was an eye sore. I was told he would look into it, and assured that it wouldn't be there unless it absolutely had to be. Over the six month course of this project, many promises were made to us for the inconvenience, delays and excessive wear and tear on our cars and lives caused by the demolition of the old road including sewer, gas, and water lines. Removing this guard rail was the one accommodation we asked for. After hearing about the Avery Brook culvert/sewer redesign requested by our neighbors, I had believed we could work something out. Mr Doolittle followed up our conversations by coming to my house and identifying a dried up brook behind the side walk as a potential hazard should a car veer off the road, saying that it was a state mandated regulation, requiring them to install the guard rail. I went to the state and requested a copy of the regulation and they were unable to find anything that required the guard rail for that reason.

At the town council meeting on February 6, 2017, Mr. Galligan concluded that a guard rail would not be removed from the Avery Street Project, which was completed in the fall of 2016. Neither he, nor Jeff Doolittle, the Town Engineer, were able to find any state regulation that mandated it. In my original letter, I had asked that if the guard rail needed to be there, could it be moved to the other side of the sidewalk, so that it wasn't such an eyesore? My neighbors had talked about the accommodations the town had made for them throughout this project, it didn't seem like a lot to ask for. The town had eliminated a safety fence over the box culvert and placed decorative white rock boulders at the mouth of the drain inflow, where the Avery Brook enters the drain. I will gladly apologize to anyone able to produce this regulation, but I am unable to find it and I am still looking for a fair resolution to this problem. Thank you for your time and consideration.

Sincerely,

Henrill !)

Ken Young

# 

Burbio aggregates thousands of calendars and millions of events in hundreds of communities. It is a tool that is used by local libraries, governments and school organizations to drive awareness and make their communities more accessible.

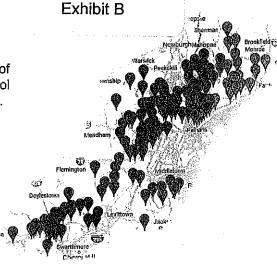
RECENT DIGITAL CITY LAUNCHES:















Park Ridge Public Library

# WESTBOROUGH PUBLIC LIBRARY

"Burbio is a perfect complement to the diversified platforms we use to inform our city, making it easier and more fun to live, work and play." - Yonkers Mayor, Mike Spano



"This is a fantastic opportunity to organize all of the events in our city, and reach out to new residents and our existing neighborhoods to showcase events within the city"

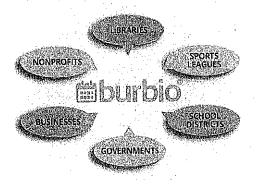
- Stamford Mayor, David Martin



# **BURBIO IS ACCESSIBLE EVERYWHERE**

# Easy Calendar Setup & Social Sharing

- Burbio streams and auto-updates government, school, library and community website calendars
- · Free support for groups and organizations
- 1-click sharing tools for Facebook, LinkedIn and Twitter



# Free Website & Apps

- Burbio.com is a free website for residents to sign up
- The Burbio iPhone & Android apps are free to download and allow for easy access on mobile devices





# Amazon Alexa Skill & Local Google Search

- Burbio.com is the premier local event search skill for Amazon Alexa -America's #1 Voice Assistant
- Every event on Burbio is automatically on Amazon Alexa
- Burbio is a Google partner for local event search
- All events on Burbio are structured and prioritized to appear in Google's local search results



Press & More Partners

THE HOUR

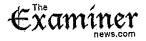












Contact:









# Digital Cities Program - Build Your Community FREE | AUTOMATED | PERSONALIZED

Burbio.com is a digital service that transforms local event communication. Burbio's automated platform streams school, library, government, community-based nonprofit and local business calendars, giving residents the information they need.

Burbio's unique technology aggregates event information and distributes it through a personalized web service, iOS and Android Apps, and Alexa skill. Burbio allows civic leaders to fulfill a mission of accessible information, serving everyone from families to Millennials to seniors, enhancing local engagement and building commerce and community

# **BURBIO BUILDS COMMUNITY**



#### Residents

- Residents follow their favorite calendars and receive a personalized event feed
- Easily add events to their personal calendar and get notified when events change
- Never miss an important school or community event again!
- Easy discovery of community events



#### **Community-Based Organizations**

- Burbio assists with calendar set up
- Easily promote events to the city and region
- Communicate easily with supporters
- Burbio accepts Facebook Events and calendar feeds, making for easy management!
- Expert marketing support

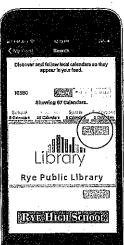


#### Local Business

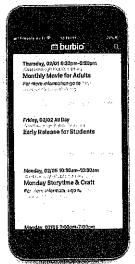
- · Great for events such as wine tastings, dinner specials, music and comedy, grand openings, pop-up sales and morel
- Social media sharing tools
- Business are more easily discovered in search using Burbio
- · Customers can "Ask Alexa" what's happening at your business!

# BURBIO'S FREE SERVICE: Personalized, Predictive, Seamless

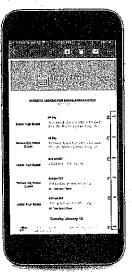
Follow Local Calendars



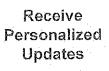
Create a Personal **Event Feed** 

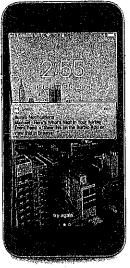


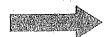
Sync & Add **Events to Any** Device











- BURBIO'S VALUE PROPOSITION Library & community leaders get
- an easy-to-use digital platform built just for their community to inform residents, promote activities, and drive community engagement.
- Residents can engage with personalized event content. Predictive modeling delivers smart notifications and recommendations.
- Community-based organizations get an easy to use service that pulls from existing published data and auto-updates, allowing for easier communication with residents who follow their calendars, plus social sharing tools and regional promotion.
- Local Businesses get a simple, low cost, self serve way to promote their events to the community and engage consumers.







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