

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Regular Minutes

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October 7, 2019

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

1. Call Meeting to Order

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

2. Roll Call

Members Present: Mayor Andrew Paterna
Deputy Mayor Liz Pendleton
Councilor Audrey Delnicki
Councilor Mary Justine Hockenberry
Councilor Cesar Lopez
Councilor Karen Lydecker
Councilor Lisa Maneeley
Councilor Janice Snyder
Councilor Matthew Riley

Others Present: Michael Maniscalco, Town Manager

After Roll Call was complete, Girl Scout Troop 10943 made a presentation on making the South Windsor Town Charter gender-neutral. The Council thanked the Troop 10943 with a Certificate of Appreciation.

5. Communications and Reports from Town Manager

Mr. Maniscalco reported on the following:

- The Hartford Foundation for Community Giving is working on identifying a committee of local individuals to help them with the review and award of grants for projects in South Windsor.
- The appointments to the Emergency Management Advisory Committee are Philip E. Crombie, Jr., Shawn Jacobaccio, Dr. Anne-Katrin Weischedel, and Eric Wemitt.
- Mr. Ron Reynolds is currently looking for a hemp processing facility in South Windsor. He will be working with the Town's Economic Development Consultant, Matthew Galligan, to identify locations.

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ITEM:

5. Communications and Reports from Town Manager (Continued)

- On 9/23, the Town was notified that a mosquito trapped in South Windsor tested positive for EEE. A declaration of a public health crisis was signed, and all Town-owned outdoor facilities will be closed by 5:30 p.m. This practice will remain in place until there is a hard frost consisting of thirty degrees or lower for three evenings. Spraying of all Town outdoor facilities has been conducted, and larvicide dunks have been offered to any resident who may have standing water on their property.

Mr. Ray Favreau, Director of Parks & Recreation, informed the public that on Sunday, October 20th, there will be an indoor Trick or Treating activity held at the Wapping Parks & Recreation Facility. This event is being sponsored by Imperial Oil. The public should know that planned outdoor activities will run next year as long as there are no problems such as mosquitos.

On September 16, 2019, a new program was launched called Kindness is Contagious. This program was established to catch people in acts of kindness. Since the start of the campaign, there have been 57 people caught in the act of being kind. A heart sign is put on the front lawn of the person who was nominated, and a list will be posted in the Wapping Park & Recreation Facility.

Phase II construction for the Skate Park has begun, which has been funded through this year's Capital Projects. The previous design has been redesigned and endorsed by the Planning & Zoning Commission.

Mr. Maniscalco continued on his report:

- The Town conducted a Tax Sale Auction on 10/1/19. Twelve properties were auctioned off, which will yield approximately \$511,000 in revenues. The total dollar amount brought in through the Tax Sale process was approximately \$2,000,000.
- The Police Department will be wearing pink shirts to bring awareness to breast cancer.

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ITEM:

5. Communications and Reports from Town Manager (Continued)

- The space needs on the second floor have been reviewed by an architect, and a plan has been designed. This item will be a capital item moving forward.
- At the October 21, 2019, Town Council meeting, Mrs. Vanessa Perry will be filling in for me. Mr. Maniscalco explained that he would be in Tennessee attending a National Conference to maintain his credentials.

Answering questions from the Council, Mr. Maniscalco explained that all of the outdoor Town facilities would be closed by 5:30 p.m. If there is someone at the facilities after this hour, the Police Department should be notified.

Councilor Hockenberry thanked the Town for initiating the Kindness is Contagious Program and stated that it is nice to see the second phase of the Skate Park being completed.

Mr. Maniscalco stated that the Town is in the process of doing the traffic study on Laurel Street. If the study comes back stating that speed bumps are needed, something will be done.

Answering questions from Councilor Lopez, Mr. Maniscalco stated that the size of a processing center for the hemp farming has not been discussed yet but will probably be discussed with Mr. Galligan. The Town does not own any industrial property, and it is hopeful that a property can be found for this type of use. The goal for the Emergency Management Advisory Committee is to have those individuals on the Committee as an outside observer of our emergency operations that are going on.

Mr. Maniscalco informed the Council that the plan that the Council received in the Town Manager's Report is for a redesign of the whole second floor, consisting of the Public Works Department, Engineering Department, Planning Department, and Building Department. There have been rough estimates of the cost to implement this plan, which would probably come from capital projects.

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6. Public Input (Items Not on the Agenda)

Mrs. Anna Mae Davis, Ridge Road, came forward to thank the Town Council and Town staff for fixing the drainage issues on Ridge Road. Mrs. Davis stated she has been requesting this to be done for twenty-five years and is happy to report that it is done and working.

Mr. Ken Young, 595 Avery Street, stated he would like to see the Council members elected for four years instead of two years and Board of Education members elected for six years instead of two years.

Mr. David Macdonald, 79 Laurel Street, stated that on October 1st, outdoor events were canceled due to concerns about public safety because there was a mosquito found with EEE. Speed humps should be installed on Laurel Street to protect the public from speeding vehicles.

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 Meeting: Regular Meeting Minutes of September 16, 2019.

Was made by Deputy Mayor Pendleton
Seconded by Councilor Maneeley

Councilor Riley made a friendly amended on page 12, paragraph one, last sentence to read, "Councilor Riley then stated that he never thought **about whether** this was a taxable item but thought it was a benefit and should not be raised to compensate employees for the amount being taxed, so he would not support this resolution."

Mayor Paterna called for a motion on the amended minutes; they passed on a roll call vote of 8-0 with Councilor Snyder abstaining.

8. Public Petitions

None

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ITEM:

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

Councilor Snyder informed the Council that the Open Space Task Force discussed, voted, and approved the purchase of property located at 1335 Ellington Road. Chairperson Botteron will be sending a letter to the Council. Also, the Open Space Task Force discussed property located at 534 Deming Street, which will be toured to see if there is any interest. Mr. Joe Kennedy toured the Hemp Farm. The Open Space Task Force currently has \$3.2 million dollars available to purchase open space.

10. Report from Standing Committees

None

11. Reports of Temporary Committees

None

12. Public Participation (Items on the Agenda)

None

13. Consent Agenda

Councilor Snyder made a motion to approved Agenda Items 15. A. (*) through 15. D. (*) as the Consent Agenda. Councilor Riley seconded the motion; and it was approved, unanimously.

15. New Business

- *A. Resolution Appointing Shalesh Verma (R) an Alternate to the Economic Development Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

(Resolution Continued on Next Page)

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ITEM:

15. A. (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Shalesh Verma (R) an Alternate to the Economic Development Commission for a term ending November 30, 2020, to fill the unexpired term of John Mitchell and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

***B. Resolution Appointing Scott Kelley (R) to the Economic Development Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Scott Kelley (R) to the Economic Development Commission for a term ending November 30, 2019, to fill the unexpired term of Shalesh Verma and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

***C. Resolution Appointing Janet Wade-Utay (U) to the Historic District Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Janet Wade-Utay (U) to the Historic District Commission for a term ending November 30, 2021, to fill the unexpired term of Nadine Hassan-Caron and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

***D. Resolution Appointing Michael Giannamore (U) an Alternate to the Historic District Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

(Resolution Continued on Next Page)

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ITEM:

15. D. (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Michael Giannamore (U) an Alternate to the Historic District Commission for a term ending November 30, 2022, to fill the unexpired term of Janet Wade-Utay and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

14. Unfinished Business

A. Resolution Taking from the Table Item 15. J. of the Town Council's Regular Meeting of September 16, 2019 – Resolution Inviting the Minority Leader or their Designee to the Agenda Meetings

BE IT RESOLVED that the South Windsor Town Council hereby takes from the table, Item 15. J. of the Town Council's Regular Meeting of September 16, 2019 – Resolution Inviting the Minority Leader or their Designee to the Agenda Meetings.

Was made by Councilor Maneeley

Seconded by Councilor Snyder

The motion failed on a roll call vote of 3 to 6 with Councilor Delnicki, Councilor Maneeley, and Councilor Snyder voting in favor of taking this item off the table; and Mayor Paterna, Deputy Mayor Pendleton, Councilor Hockenberry, Councilor Lopez, Councilor Lydecker, and Councilor Riley voting in opposition of taking this item off the table.

15. New Business (Continued)

E. Discussion Item: Town Manager Michael Maniscalco to Represent the Town of South Windsor in the Metropolitan District Commission Board of Directors Meetings (requested by Town Manager, Michael Maniscalco).

(Resolution Continued on Next Page)

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ITEM:

15. E. (Continued)

Mr. Maniscalco explained that The Metropolitan District Commission had sent a letter seeking a replacement for Mr. Galligan as a Commissioner representing the Town of South Windsor at the Metropolitan District Commission Board of Director Meetings. Mr. Maniscalco stated that with the Town Councils approved, he would go to these meetings.

F. Resolution Appointing Town Manager, Michael Maniscalco to Represent the Town of South Windsor in the Metropolitan District Commission Board of Directors Meetings *(requested by Town Manager, Michael Maniscalco)*

WHEREAS, a bill was passed through the Legislation in May of 2014 which allows non-member municipalities to participate in the Board of Directors Meetings of the Metropolitan District Commission (MDC); and

WHEREAS, in June of 2014, Matthew B. Galligan, who was the Town Manager, was appointed to represent the Town of South Windsor in the Metropolitan District Commission Board of Directors Meetings, but has since retired; and

WHEREAS, Mr. Michael Maniscalco was hired as Town Manager on July 15, 2019

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby appoints Town Manager, Michael Maniscalco, to represent the Town of South Windsor in the Metropolitan District Commission Board of Directors Meetings.

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

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ITEM:

15. New Business (Continued)

G. Presentation Regarding Census 2020 (requested by Mayor Paterna)

Mrs. Catherine Marx, Partnership Specialist for the U.S. Census Bureau, came forward and gave the Town Council a presentation to show why the Census is safe, easy, and important for the Town of South Windsor, as shown in attached **Exhibit A**.

Mrs. Marx answered questions from the Council explaining that the most challenging task with the Census is reaching out to non-owner occupied units. Town Council members received packets that discussed renters, and this may be information that should go out on social media. If there are multiple people living together under one roof, there should be one response for the entire household unit. Mrs. Marx confirmed that the Census participants are safe because this is a population count and is not used by local, state, or federal agencies. The Census Bureau is committed to confidentiality, and the information is used for statistical information only. The Census asks for age, date of birth, and where you live. The Census does not ask for social security numbers, bank account numbers, or money. Address canvassing has been completed, so the Census Bureau understands where new developments have been constructed. College students are counted where they reside for most of the year. Census workers will have a watermarked I.D. to identify themselves. The Census can track the responses of household units, not the person. Homeless individuals, individuals in long-term care facilities, and prisoners are counted through a group quarter count working with each Town. The Census is mandated.

Mrs. Marx informed the Council that if someone would like to apply to become a Census worker, they can apply online at census.gov/jobs. This information will also be sent to the Town Manager to be placed on social media. Nothing has been mailed out for the Census yet, and a Census questionnaire can be sent to the Council for your review.

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ITEM:

15. New Business (Continued)

H. Resolution Establishing a Census 2020 Committee (Complete Count Committee)

WHEREAS, the U.S. Constitution requires the federal government to count the population every ten years and the U.S. Census Bureau has the duty and responsibility to complete the 2020 Census; and

WHEREAS, the official population count established by the 2020 Census is used to determine representation in state and federal government which is the foundation of our country's representative democracy; and

WHEREAS, the 2020 Census numbers are also used to determine the level of federal funding for state and local jurisdictions, including the distribution of important resources for health care, education, communication, transportation, infrastructure, senior services, public safety, and social services, as well as providing key data for non-profit organizations; and

WHEREAS, the United State Conference of Mayors and International City/County Management Association recommend the establishment of a Complete Count Committee in order to increase awareness and motivate residents to respond to the 2020 Census questionnaire; and

WHEREAS, a Complete Count Committee is comprised of a cross-section of local community groups with the mission to ensure that the importance of the 2020 Census is effectively communicated to as many residents as possible through locally based targeted outreach efforts

NOW, THEREFORE, BE IT RESOLVED that the Town of South Windsor establishes a Complete Count Committee comprised of up to eleven members with representation as follows:

- One (1) representative from Human Services
- One (1) representative from a Faith-Based Organization
- One (1) representative from a Community Based Organization
- One (1) representative from the Library

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ITEM:

15. H. (Continued)

- Two (2) representatives from the Town Council (Mayor and Town Council member from the minority party)
- One (1) representative from the Board of Education
- Director of Planning
- Republican Registrar
- Democratic Registrar
- Town Manager or Designee; and

BE IT FURTHER RESOLVED that the Mayor and Town Manager (or Designee) will serve as Co-Chairs. The Mayor and a representative from the minority party will appoint a representative for each category listed above.

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

I. Discussion Item: Using Reverse 911 System (Everbridge) to Notify All Residents about Where Their Polling Locations will be for the November Election (*requested by Town Manager, Michael Maniscalco*)

Town Manager, Michael Maniscalco explained to the Council that one of the Town's polling locations had been moved, and the Town would like to make every effort to inform residents. The Town owns access to the Everbridge system and can put in a certain district to inform residents of their polling location. Mr. Maniscalco proposed that the Reverse 911 Notification System (Everbridge) be used to send a message to each number that is in the white pages or a registered cell phone number to inform residents of their polling location for the November Election. This process can be done by the Chief Executive Officer of the Town, and the information would consist of the location, time, and topic, with the Town Attorney's approval of the message. If the Council members agree with this idea, a resolution will be drafted for the next Town Council Meeting.

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ITEM:

15. I. (Continued)

Answering questions from the Council, Mr. Maniscalco informed the Council that each household would get their specific information on where they should go to vote. A conversation with the Registrars will be held regarding doing another mailing.

Councilor Riley felt it is very important to do a mailing because there is a segment of the population that does not drive, as well as a segment of the population that does not use social media. Councilor Riley stated that residents should also be informed in the same manner when it comes to the referendum in March and during the presidential primary.

Councilor Hockenberry stated that she feels using the Reverse 911 System and doing a mailing would be the most effective way to inform residents.

Mr. Maniscalco explained that even if someone does not answer their phone when using the Reverse 911 System, a voice mail will be left on the household answering machine.

J. Discussion Item: Public Act 19-36 – An Act Increasing the Property Tax Abatement for Certain First Responders *(requested by Councilor Delnicki)*

Deputy Mayor Pendleton recused herself from this discussion.

Councilor Delnicki explained that Public Act 19-36 is an act increasing property tax abatement for certain first responders. The Town's current Ordinance #225 is in dollar amounts, and Councilor Delnicki stated she would like to follow Public Act 19-36, which uses percentages. This will help in the future when there are increases; the Town will not have to change its Ordinance.

Answering questions from the Council, Councilor Delnicki stated that by the Town using percentages in the Ordinance rather than dollar amounts, when and if the State increases the benefit in the future, the benefit for Town residents would be automatic, unless the Town decides to cap the amounts.

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ITEM:

15. J. (Continued)

Councilor Snyder voiced her approval of this change to the Ordinance and felt that this is a way for South Windsor to recognize the work performed by the South Windsor Volunteer Fire Department.

Mayor Paterna stated that this would be effective July 1, 2020.

Councilor Delnicki explained that this had been discussed with Chief Cooney. Councilor Delnicki also informed the Council that when the Town gets an individual who is in charge of CERT, she would like to bring forth a separate Ordinance.

K. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on an Amendment to Ordinance #225 - South Windsor Volunteer Fire Tax Abatement Ordinance

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, October 21, 2019, 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 an **Amendment to Ordinance #225 - South Windsor Volunteer Fire Tax Abatement Ordinance**, and as shown in attached, **Exhibit B**.

Deputy Mayor Pendleton recused herself from this resolution.

Was made by Councilor Delnicki

Seconded by Councilor Snyder

The motion was approved, unanimously

L. Resolution Approving Offer of a Tax Assessment Agreement with 360 Ellington Road, LLC (Project Hammer)

WHEREAS, a Request for Tax Abatement has been received from 360 Ellington Road, LLC (Project Hammer), the potential owner of the property at 360 Ellington Road, South Windsor, CT; and

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ITEM:

15. L. (Continued)

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

WHEREAS, the Town Manager recommends, pursuant to said program, that a tax assessment agreement be offered to 360 Ellington Road, LLC (Project Hammer) as an incentive to invest an estimated \$50,000,000.00 in total costs, including construction of a new bulk distribution center in South Windsor (the land and building improvements collectively referred to as the "Real Property")

NOW THEREFORE, BE IT RESOLVED that the South Windsor Town Council is pleased to offer a tax assessment agreement between the Town and 360 Ellington Road, LLC (Project Hammer) reducing the amount of the estimated real property assessment of the Real Property by 50% for a period of seven (7) years with an estimated tax benefit reduction of \$309,925.00 annually, commencing with the Grand List following the date of the Certificate of Occupancy is issued; provided, however, that if such assessment is changed by any future Town revaluation, the new assessment value of the Real Property shall be reduced by the percentage applicable to the year within the five (5) year period such assessment is changed; and

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer to 360 Ellington Road, LLC (Project Hammer) is conditioned upon 360 Ellington Road, LLC (Project Hammer) (1) meeting the estimated \$50,000,000.00 construction cost figure and agreeing to the estimated assessment figure; and (2) continuing to pay the real estate taxes on the Facility for a minimum of ten (10) years from the date the Certificate of Occupancy is issued; if 360 Ellington Road, LLC (Project Hammer) fails to meet either of these conditions, 360 Ellington Road, LLC (Project Hammer) shall refund the Town of South Windsor all of the tax benefit reductions it has received; and

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ITEM:

15. L. (Continued)

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer is contingent upon 360 Ellington Road, LLC (Project Hammer) execution of a written agreement reflecting the terms set forth in the resolution and such other terms as the Town may require.

Was made by Councilor Lydecker
Seconded by Deputy Mayor Pendleton

Councilor Riley questioned if 360 Ellington Road does not meet their financial requirements through this tax abatement, does the Town have the ability to put a lien on the property? Mr. Maniscalco explained that the Town would be able to put some type of lien on the property, although he does not feel it would be the same priority as a tax lien.

Mayor Paterna added that this was approved unanimously at the Economic Development Committee meeting.

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

16. Passage of Ordinance

None

17. Public Input/Participation (Any Matter)

None

18. Communications and Petitions from Council

Councilor Snyder stated she had submitted an amendment to the Town Council Rules and Procedures, as shown in attached **Exhibit C**. This will be put on as a resolution at the next Town Council meeting.

(Discussion Continued on Next Meeting)

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ITEM:

18. Communications and Petitions from Council (Continued)

Deputy Mayor Pendleton requested that a review of the rules be done prior to anything being put on for the next meeting. Councilor Snyder explained that this item can be discussed at the next meeting prior to the resolution being acted on and informed the Council that under Article XIII, Section 2 – Amendment of Rules, it states, “Any amendment of these Rules shall be submitted in writing at any meeting of the Council and may be adopted by the affirmative vote of not less than six (6) members at the next subsequent Regular Meeting of the Council.”

Councilor Lydecker informed the Council that she attended the South Windsor Walk & Wheel Ways Bicycle Program at Pleasant Valley Elementary School, which is a wonderful program for the kids. Councilor Lydecker encouraged residents and/or parents to volunteer for this program.

Deputy Mayor Pendleton returned to the discussion regarding changing the Town Council Rules and Procedures and stated that this is an addition to the rules, not an amendment to the rules, and it should be checked that this addition does not conflict with the Charter.

Councilor Snyder requested that the Town Manager get the opinion of the Town Attorney asking if the change to the rules is an amendment or addition.

Councilor Maneeley requested that a discussion regarding canceling of the Town Council Meeting scheduled for November 4, 2019, as has been done in the past practice due to the Municipal Election on November 5, 2019, be put on the agenda for the next Town Council Meeting.

19. Executive Session

At 9:14 p.m., Deputy Mayor Pendleton made a motion to go in Executive Session to discuss a personnel issue (Evaluation of the Clerk of the Council), and to discuss the possible purchase of real estate (two (2) properties) for the Town pursuant to Connecticut General Statutes §1-210(b)(7) (Clark Street and Ellington Road). Councilor Snyder seconded the motion; and it was approved, unanimously.

(Executive Session Continued on Next Page)

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ITEM:

19. Executive Session (*Continued*)

The following individuals went into Executive Session: Mayor Paterna; Deputy Mayor Pendleton; Councilor Delnicki; Councilor Hockenberry; Councilor Lopez; Councilor Lydecker; Councilor Maneeley; Councilor Riley; Councilor Snyder; Debbie Reid, Clerk of the Council; and Michael Maniscalco, Town Manager.

20. Adjournment

At 10:25 p.m., Councilor Maneeley made a motion to adjourn the Regular Meeting. Councilor Delnicki seconded the motion, and it was approved, unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

2020 Census



Catherine Marx, Partnership Specialist
New York Regional Office

Mayor Andrew Paterna, South Windsor, CT July 18, 2019 (revised)

Catherine.S.Marx@2020Census.gov

Office (603)-738-7288

Mission and Purpose

Mission

To serve as the nation's leading provider of quality data about its people and economy.

Purpose

To conduct a census of population and housing and disseminate the results to the President, the States, and the American People.

Count everyone once, only once and in the right place.

About the U.S. Census Bureau

Largest statistical agency in the U.S.

Conduct more than 130 surveys and programs

- Demographic Programs
 - Decennial Census
 - American Community Survey
 - Current Population Survey
 - American Housing Survey
- Economic Programs
 - Economic Census (Years ending in 2 & 7)
 - Census of Governments (Years ending in 2 & 7)

2020 Census

- Mandated by Article 1, Section 2 of the U.S. Constitution
- Conducted every 10 years since 1790 (years ending in zero)
- Counts every resident in the United States where they live and sleep most of the time
- Increasingly diverse and growing population
 - 330 million people
 - Over 140 million housing units
- Confidential
 - Responses are protected by Federal Law
 - Responses are only used to produce statistics

Uses of Census Information

- Determines the number of seats each state has in the U.S. House of Representatives
- Defines congressional and state legislative districts, school districts and voting precincts
- Determines how more than \$675 billion dollars in federal funding are spent on infrastructure, programs and services each year
- Informs government, business and community planning and decisions
- Provides business and nonprofit organization with critical information for planning decisions
- Provides population benchmarks for nearly every other United States survey

Data Protection

- Responses are protected by Federal Law (Title 13) and are only used to produce statistics.
- Personal information collected by the Census Bureau cannot be shared with any government agency or court.
- Census Bureau employees are sworn to protect confidentiality for life.
- Violating Title 13 is a federal crime with severe penalties, including a **federal prison sentence of up to five years, a fine of up to \$250,000, or both.**
- Cybersecurity program meets highest and most recent standards.
 - Data encrypted to protect privacy; restricted access; responses kept on private, internal network behind firewalls

Design for 2020 Census

The 2020 Census: A New Design for the 21st Century

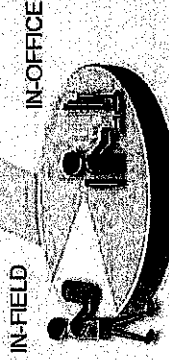
Motivate People to Respond

Conduct a nation-wide communications and partnership campaign

- Maximize outreach using traditional and new media
- Target ads to specific audiences
- Work with trusted sources to inspire participation

Establish Where to Count

Identify all addresses where people could live



- Conduct a 100% review and update of the nation's address list
- Minimize field work with in-office updating
- Use multiple data sources to identify areas with address changes
- Get local government input

Count the Population

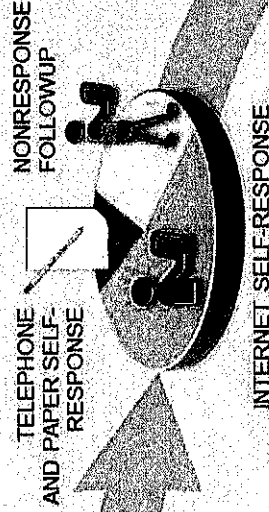
Collect data from all households, including group and unique living arrangements

- Make it easy for people to respond anytime, anywhere

Encourage people to use the new online response option

Use the most cost-effective strategy to contact and count nonrespondents

Streamline in-field census-taking



INTERNET SELF-RESPONSE

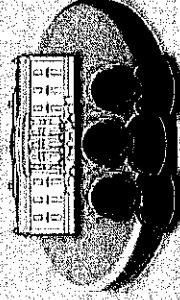
Release Census Results

Process and Provide Census Data

Deliver apportionment counts to the President by December 31, 2020

Release counts for redistricting by April 1, 2021

Make it easier for the public to get data



Responding to the 2020 Census

Language Assistance

- Internet Self-Response and Census Questionnaire Assistance
 - 12 Non-English Languages
- Enumerator Instrument, Bilingual Paper Questionnaire, Bilingual Mailing, Field Enumeration Materials (Spanish)
- Language Glossaries, Identification Cards and Guides (Video and Print)
 - 59 Non-English Languages
 - Includes American Sign Language, braille, and large print
- Hiring at the Community Level

2020 Census Language Accessibility

Telugu Bulgarian Czech Burmese Yiddish Indonesian
 Italian Tigrinya Polish Portuguese Malayalam Hindi Romanian
 Slovak Farsi Sinhala Tagalog Chinese Russian Korean Hmong Serbian
 Punjabi Vietnamese French Haitian Creole Bengali Thai Bosnian Urdu
 Lithuanian Japanese German Amharic Greek Lao Croatian
 Dutch Somali Gujarati Twi Igbo Swahili Ilocano Hungarian
 Nepali Albanian Navajo Yoruba Armenian
 Marathi American Sign Language

Looking Ahead to Census 2020

2018

- ✓ Partnership Program - Launch of the Partnership Program
- ✓ Recruitment Begins
- ✓ Complete Count Committees - Formation of SCCC/CCCs

2019

- Open Wave 1 Field Offices (Jan – Feb)
- Open Wave 2 Field Offices (Jun – Jul)

2020

- Advertising - Begins in early 2020
- Census Day - April 1, 2020
- Nonresponse Follow-up - Begins in March and continues through July
- Apportionment Counts to the President - December 31, 2020

2021

- Redistricting Counts to the States - By March 31, 2021

Area Census Offices



Area Census Office Staffing

Hiring Now through Spring of 2020

Office Positions

Hiring Now through Spring of 2019

- Area Census Office Manager
- Census Field Manager
- Administrative Manager
- Information Technology Manager
- Recruiting Manager
- Office Operations Supervisor *
- Clerical Support *

Field Positions

- Recruiting Assistants*
- Census Field Supervisors*
- Enumerators*

* Indicates apply now through 2020 at the below link for our Field Operations
<https://2020census.gov/jobs>

All other positions must apply on
www.USAJobs.gov

2020 Census Environment



Overcoming Obstacles through Partnerships

- Your **Trusted Voice** to encourage everyone's participation
- Local knowledge and insight of the community to reach everyone with the Census Bureau's messaging
 - The impact of a complete count for the community
 - 2020 Census will count every person living in the U.S.
 - Privacy; Confidentiality of responses
 - Employment Opportunities

Our Partners

- Elected Officials
- Colleges and Universities
- School Districts
- Libraries
- Government Offices
- Community Organizations and Associations
- Media Outlets
- Local Businesses

Partnership Initiatives

- **Complete Count Committees**
- American Indian and Alaska Native Program
- Community/State and Local Networks
- Faith-Based Community Outreach
- Foreign Born/Immigrant Program
- Higher Education Program
- Lesbian, Gay, Bisexual, Transgender and Questioning/Queer Outreach
- Mobile Response Program

How We Support Partners

- Promotional Materials
 - Flyers (general and targeted)
 - Posters
 - In-language
 - Content
 - Sample message for email or blog
 - Drop in articles
 - Social media content and links
 - Graphics
- www.census.gov/partners/2020-materials
- Partnership presence
 - Connecting Partners with other partners
 - Data Services

Partnership Activity Examples

- Participate in a Complete Count Committee
- Host events (hiring, response)
- Allow the Census Bureau to participate in events
 - Speaking opportunities
 - Presence at events
- Share the Census message/job opportunities
 - Social media
 - Newsletters
- Assist with Census operations
 - Recruiting (identify locations with computer resources/
internet connectivity)
 - Response activities

Complete Count Committee

What is a Complete Count Committee?

A group of government and community leaders who come together to raise awareness about the 2020 Census and motivate their community members to respond.

Who should be on the Complete Count Committee?

Elected leaders, school department, libraries, workforce development, immigrant organizations, faith based leaders, senior services, community development and housing, community based organizations, veterans services, higher education, business, media (not an exhaustive list).

How do we get started?

Appoint a chair; identify the individuals/groups to include; plan a kick-off meeting; form subcommittees to be dedicated to specific areas of need.

Complete Count Committee: Subcommittees

Focus on different facets of the community.

Allow a more targeted approach to reach a specific audience.

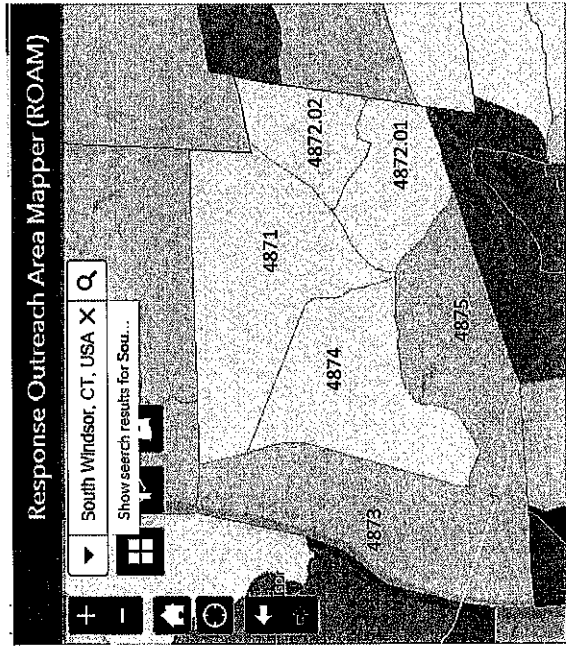
Devoted to reaching populations that may not respond or may be undercounted.

- Business
- Community Based Organizations
- Pre-K through 12 grade
- Colleges & Universities
- Ex-Offenders
- Faith-Based
- Government
- Homelessness
- Library
- Philanthropy
- Race & Ethnic
- Recruiting
- Senior Citizen
- Veterans

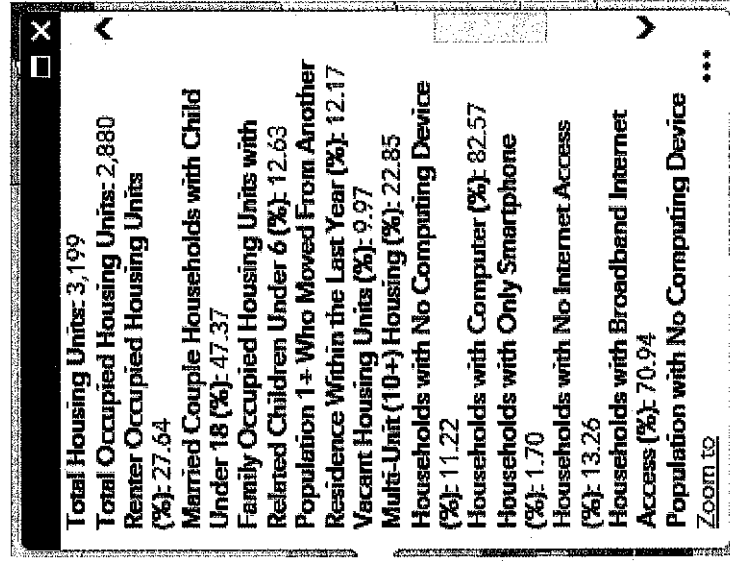
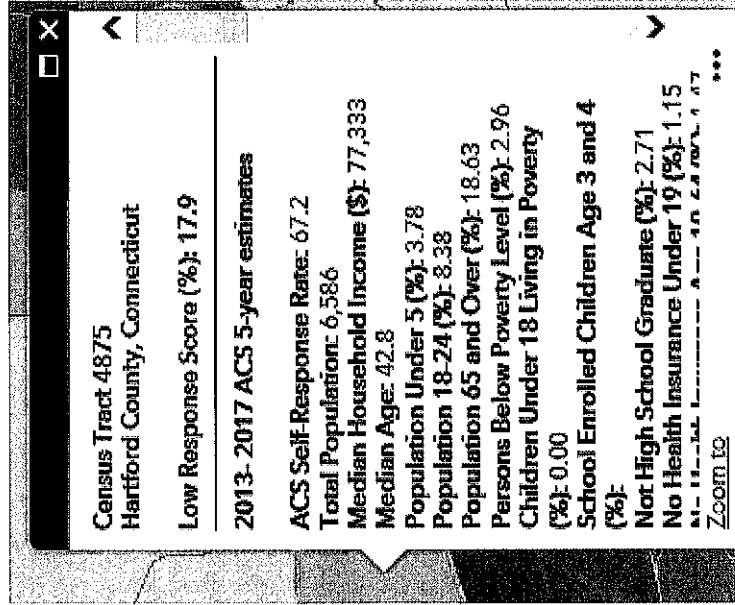
Committee/Subcommittee Activities

- Appoint a Census Liaison
- Develop a local advertising campaign
 - Post Census information on website and social media
 - Print materials
 - Run PSAs on local media outlets
- Translate Census materials and tailor messaging for your community
- Provide a Census Bureau presence/Host 2020 Census events
 - Media Kick-Offs
 - Outreach events (Recruiting and Response)
 - Provide a space for Census Bureau staff at local events
- Create sub-committees to reach all groups

Response Outreach Area Mapper (ROAM)



South Windsor, Connecticut		
Tract #	LRS	Est. Pop
4871	13.90%	6,940
4872.01	13.90%	4,697
4782.02	6.90%	3,569
4873	16.60%	1,573
4874	14.70%	2,437
4875	17.90%	6,586



- Housing
- Demographic
- Socioeconomic
- Data at the Census tract level
- Available to the public

census.gov/roam

Data Dissemination Program

Free Resource to **YOU**

Opportunities to teach the public how to access our data

- Data Presentations
- Data Access Workshops and Training Sessions
- Webinars
- Data and Survey Inquiries

All tools and data available at www.census.gov

- American FactFinder
- Census Business Builder
- My Congressional District
- OnTheMap

Subscribe and learn more:
www.census.gov/academy

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pinterest.com/uscensusbureau

Contact Us

Partnership Program

Email: new.york.rcc.partnership@2020census.gov

Phone: (212) 882-2130

Website: <https://www.census.gov/partners/2020.html>

Data Dissemination Program

Email: census.askdata@census.gov

Phone: 1-844-ASK-DATA

www.census.gov/data/training-workshops.html

PROPOSED AMENDMENTS TO ORDINANCE #225

South Windsor Volunteer Fire Tax Abatement Ordinance

Sec. 1 Purpose: In recognition of the benefits provided to the Town of South Windsor by the dedicated service of the Town's Volunteer Fire personnel, the South Windsor Town Council hereby establishes a tax abatement program pursuant to the authority granted by Connecticut General Statutes 12-81w for Volunteer Fire personnel on the conditions outlined below.

Sec. 2 Eligibility: Members of the South Windsor Volunteer Fire Department and who reside and pay property tax in the Town of South Windsor shall be eligible when meeting the following criteria:

- 1) Member must have achieved two years of service by July 1 of the current year to be eligible for a tax abatement on July 1 of the following year; and
- 2) Member must have achieved a "good year" as defined by the Service Award Program. Any amendment to this definition must be approved by the Town Council in the same manner as an amendment to an ordinance.

Sec. 3 Certification: Annually, on or before May 15th of each year, the Chief of the South Windsor Volunteer Fire Department shall certify and submit to the Town Manager and Finance Director, a list of the members of their organization who are eligible as defined in Section 2. This list shall contain addresses and the amount of which each member is eligible. For the year 2018 only, the list shall be submitted on or before June 1st in order to timely apply tax benefit to current bills.

Sec. 4 Abatement Schedule: Abatement of property taxes shall be granted the following July 1st to eligible members as follows:

- 1) If a member has completed two years of service as of the July 1st preceding the date of abatement, the member shall be entitled to 25% of the maximum amount allowed by Connecticut General Statutes, as amended from time to time, as an annual abatement of property taxes
- 2) If a member has completed five years of service as of July 1st preceding the date of abatement, the member shall be entitled to 50% of the maximum amount allowed by Connecticut General Statutes, as amended from time to time, as an annual abatement of property taxes
- 3) If a member has completed seven years of service as of the July 1st preceding the date of abatement, the member shall be entitled to 75% of the maximum amount allowed by Connecticut General Statutes, as amended from time to time, as an annual abatement of property taxes

- 4) If a member has completed ten years of service or more as of the July 1st preceding the date of abatement, the member shall be entitled to 100% of the maximum amount allowed by Connecticut General Statutes, as amended from time to time, as an annual abatement of property taxes.

Sec. 5 Retirement Benefit: Members who have served a minimum of twenty years and who have reached the mandatory retirement age of their organization shall continue to receive an abatement of \$1,000 annually for as long as they continue to reside and own property in South Windsor. Members who retire prior to the mandatory age and have over 25 years of credited “Good Years” in the Department’s Service Award program shall continue to receive an abatement of \$1,000 annually for as long as they continue to reside and own property in South Windsor.

Sec. 6 Disability Benefit: If for any reason, a member should become disabled due to an injury sustained in the performance of their duties within the Department, they shall be entitled to receive an abatement of \$1,000 annually for as long as they continue to reside and own property in South Windsor and continue to be so disabled..

Sec. 7 Construction of Ordinance: Taxes to be abated must be those taxes imposed on real property or personal property assessed in the name of the eligible individual, either as a sole owner or a joint owner, but not by a corporation, LLC or partnership. In the case of abating taxes on real property, the real property must serve as the eligible individual’s primary residence.

- 1) The abatement amount shall be applied first to the taxes for real property, then to personal property which shall include motor vehicles leased to an eligible individual as of October 1 of any given year. In the event that the tax to which the abatement is applied is paid in installments, then the exemption shall be applied 50% to each installment.
- 2) This ordinance shall not be construed to imply that if an eligible member has less tax liability than their permitted amount of tax abatement that they are entitled to receive any additional funds from the Town of South Windsor under this ordinance. In no event will this ordinance authorize a tax refund for taxes that have already been paid.
- 3) No individual shall be eligible for participation in this property tax relief program if the individual has any tax delinquency, including taxes, interest, fees and any other charges, to the Town of South Windsor on the date of certification set forth above.

This Ordinance shall become effective in accordance with the Town Charter. A prior Ordinance #225 was originally adopted at a Regular Meeting of the South Windsor Town Council on May 21, 2018.

AMENDMENT OF THE T/C RULES AND PROCEDURE Submitted 10/7/19

Be it resolved that Article 5, Section 1, subsection (b) be amended to read as follows :

b During the preparation of the Agenda, there shall be an Agenda Meeting with the Mayor or their designee, the Minority Leader or their designee, the Town Manager or their designee and the Clerk of the Council or their designee for the purpose of all parties receiving the agenda information at the same time. The Clerk of the Council shall be responsible for preparing and distributing, a schedule of times and dates for the Agenda Meetings to the members as listed. The Agenda Meetings shall be at least ninety six (96) hours before the meeting and at least (48) hours before the actual distribution of the agenda to **all Members** of the Council.