

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

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December 2, 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 Erica Evans
Councilor Mary Justine Hockenberry
Councilor Karen Lydecker
Councilor Lisa Maneeley
Councilor Janice Snyder

Members Absent: Councilor Cesar Lopez

Others Present: Michael Maniscalco, Town Manager

5. Communications and Reports from Town Manager

Mr. Michael Maniscalco, Town Manager, reported on the following items:

- The Town Council members have received the Laurel Street Traffic Study. There has been a public informational meeting scheduled on Wednesday, December 11, 2019, at 7:00 p.m.
- The Health Department is offering on-line permitting and has already received an on-line application. The Engineering, Fire Marshal, Planning and Zoning, and Building Departments have designed their application forms.
- The Emergency Management Drill scheduled for Tuesday, December 3, 2019, has been canceled due to inclement weather.
- On Tuesday, December 2, 2019, I will be participating in the search for a Town Manager for the Town of Clinton.
- Metropolitan District Commission would like to come to the next Town Council Meeting to present their budget.

(Discussion Continued on Next Page)

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ITEM:

5. Communications and Reports from Town Manager (Continued)

- The Mestek Fuel Cell is completed but not on-line. The Town will look into when payments start.
- There is a State Statute related to tax abatements. There are perimeters set around the amount of the money the business is going to be investing in the renovation, expansion or moving into the Town of South Windsor. The first threshold is for \$500,000; once the business hits this amount, the Town can offer them a reduction in the amount of the estimated real property assessment of the Real Property by no more than 70% for three years. If the business is investing of over \$3,000,000, the Town can then offer them a reduction in the amount of the estimated real property assessment of the Real Property by 70% for seven years. For smaller businesses, making an investment of \$100,000 or more, the Town can do three years but for 50% or less.
- If the Town Council members would like to update their Strategic Plan, it is felt that this process could be done in-house rather than hiring a facilitator.
- A court date has been scheduled for 460 Miller Road on Thursday, December 19, 2019.
- Recognized and thanked the Department of Public Works for their hard work during the current winter storm.

Answering questions from the Council, Mr. Maniscalco explained that the threshold for a tax abatement is \$100,000 for three years at 50% but will do more research to see if there is anything further for small businesses. Most tax abatements are given for larger corporations that are moving.

6. Public Input (Items Not on the Agenda)

None

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: Regular Meeting Minutes of November 18, 2019.

(Adoption of Minutes of Previous Meetings Continued on Next Page)

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ITEM:

7. Adoption of Minutes of Previous Meetings (Continued)

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

8. Public Petitions

None

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

Councilor Hockenberry reported that the Human Relations Commission would be holding two events. The first event is scheduled for December 5, 2019, to discuss Identity and Relationships. Other sponsors of this event are True Colors, South Windsor High School, GSA Club, South Windsor Teen Center, and South Windsor Family and Youth Services. The second event is a celebration of Martin Luther King, Jr. Day on January 16, 2020.

Councilor Snyder informed the Council that the Planning & Zoning Commission held a public hearing on November 26, 2019 on a Zoning Text Amendment to add new Section 5.10 Sullivan Avenue Mixed-Use Development Overlay Zone which includes Purpose, Site Design requirements, and General Standards to allow for compatible residential and commercial mixed-use developments to revitalize properties fronting on Sullivan Avenue. This amendment is specific to the Geissler's Plaza in order to allow for the construction of an apartment complex, improvements to Geissler's Supermarket, and other retail space in the plaza. Councilor Snyder stated that she is in favor of this amendment because it would revitalize this area and keep Geissler's Supermarket in South Windsor.

10. Reports from Standing Committees

None

11. Reports of Temporary Committees

None

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ITEM:

12. Public Participation (Items on the Agenda)

Mr. Robert Dickinson, 19 Birch Road, came forward and stated that he believes a fair amount of money is being spent or will have to be spent to slow traffic on residential streets. If speed cameras were used with a maximum fine of \$25.00 and an enforcement margin of 5 mph instead of the common 10 mph, it would be much more effective and less expensive than having police presence or installing speed humps. Mr. Dickinson requested the Council members to approach our legislators to give the Town this much cheaper and more effective option.

Mr. David Macdonald, 79 Laurel Street, came before the Council and stated that he has received the draft Traffic Study done on the Laurel Street neighborhood and is looking forward to reviewing the study on December 11, 2019, but feels the basic problem of speeding on Laurel Street is being ignored. Although you have said you have empathy for our situation, your actions are not backing up your words.

13. Consent Agenda

Councilor Snyder and Councilor Lydecker made a motion to approved Agenda Items 15. D. (*) through 15. EE. (*) as the Consent Agenda. Deputy Mayor Pendleton seconded the motion.

Councilor Snyder made a motion for a friendly amendment to Item 15. S. on the Consent Agenda. Beena Pandit is Unaffiliated rather than a Republican. The friendly amendment was accepted. Mayor Paterna took Item 15. CC off of the Consent Agenda.

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

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ITEM:

15. New Business

- *D. Resolution Reappointing Richard Muller (R) to the Inland Wetlands Agency/Conservation 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 reappoints Richard Muller (R) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *E. Resolution Reappointing Leigh Lovering (R) to the Patriotic 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 reappoints Leigh Lovering (R) to the Patriotic Commission for a term ending December 31, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *F. Resolution Reappointing Arthur Sladyk (R) to the Patriotic 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 reappoints Arthur Sladyk (R) to the Patriotic Commission for a term ending December 31, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

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ITEM:

15. New Business (*Continued*)

- *G. Resolution Reappointing James Futtner (R) to the Agricultural Land Preservation Advisory 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 reappoints James Futtner (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *H. Resolution Reappointing Philip Koboski (R) to the Agricultural Land Preservation Advisory 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 reappoints Philip Koboski (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *I. Resolution Reappointing Tim Shepard (R) to the Agricultural Land Preservation Advisory 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 reappoints Tim Shepard (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

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ITEM:

15. New Business (Continued)

- *J. Resolution Reappointing Elizabeth Warren (R) to the Agricultural Land Preservation Advisory 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 reappoints Elizabeth Warren (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *K. Resolution Reappointing Kevin Greer (R) to the Board of Assessment Appeals 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 reappoints Kevin Greer (R) to the Board of Assessment Appeals for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *L. Resolution Reappointing Carolyn Carey (R) an Alternate to the Board of Assessment Appeals 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 reappoints Carolyn Carey (R) an Alternate to the Board of Assessment Appeals for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

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ITEM:

15. New Business (*Continued*)

- *M. Resolution Reappointing Susan Burnham (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 reappoints Susan Burnham (R) to the Economic Development Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *N. Resolution Reappointing Edwina Futtner (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 reappoints Edwina Futtner (R) to the Economic Development Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *O. Resolution Reappointing 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 reappoints Scott Kelley (R) to the Economic Development Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

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15. New Business (Continued)

- *P. Resolution Reappointing William Jodice (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 reappoints William Jodice (R) to the Economic Development Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *Q. Resolution Reappointing Katherine Foley (R) 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 reappoints Katherine Foley (R) to the Historic District Commission for a term ending November 30, 2024, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *R. Resolution Reappointing Carolyn Carey (R) to the Human Relations 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 reappoints Carolyn Carey (R) to the Human Relations Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

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ITEM:

15. New Business (Continued)

- *S. Resolution Reappointing Beena Pandit (U) to the Human Relations 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 reappoints Beena Pandit (U) to the Human Relations Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *T. Resolution Reappointing Elizabeth Asplund (R) to the Library Board 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 reappoints Elizabeth Asplund (R) to the Library Board for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *U. Resolution Reappointing Carole Stroud (R) to the Library Board 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 reappoints Carole Stroud (R) to the Library Board for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

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ITEM:

15. New Business (*Continued*)

- *V. Resolution Reappointing Herbert Asplund (R) to the Mass Transit and Highway Advisory 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 reappoints Herbert Asplund (R) to the Mass Transit and Highway Advisory Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *W. Resolution Reappointing Carol Kelley (R) to the Public Building 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 reappoints Carol Kelley (R) to the Public Building Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *X. Resolution Reappointing Philip Koboski (R) to the Public Building 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 reappoints Philip Koboski (R) to the Public Building Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

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ITEM:

15. New Business (Continued)

- *Y. Resolution Reappointing Toby Lewis (R) to the Water Pollution Control Authority 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 reappoints Toby Lewis (R) to the Water Pollution Control Authority for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *Z. Resolution Reappointing Ashwatha Narayana (R) to the Water Pollution Control Authority 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 reappoints Ashwatha Narayana (R) to the Water Pollution Control Authority for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *AA. Resolution Reappointing Erik Dabrowski (R) to the Zoning Board of Appeals 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 reappoints Erik Dabrowski (R) to the Zoning Board of Appeals for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

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ITEM:

15. New Business (*Continued*)

- *BB. Resolution Reappointing Wayne Kilburn (R) to the Zoning Board of Appeals 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 reappoints Wayne Kilburn (R) to the Zoning Board of Appeals for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *DD. Resolution Appointing Elizabeth McGuire (D) an Alternate to the Planning & Zoning 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 Elizabeth McGuire (D) an Alternate to the Planning & Zoning Commission for a term ending December 1, 2023, to fill the expired term of Kenneth Young and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *EE. Resolution Reappointing Marion Burke (U) to the Housing Authority 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 reappoints Mario Burke (U) to the Housing Authority for a term ending November 30, 2024, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

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ITEM:

14. Unfinished Business

None

15. New Business (Continued)

A. Resolution Appointing Bonnie Armstrong (D) as Town Clerk of the Town of South Windsor 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 Bonnie Armstrong (D) as Town Clerk of the Town of South Windsor for a term ending January 3, 2022, to fill the unexpired term of Lori Trahan and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Was made by Deputy Mayor Pendleton
Seconded by Councilor Hockenberry

Councilor Snyder questioned if the Town Clerk's term is supposed to be the same as the Town Council members? Mr. Maniscalco explained that according to the Charter, the Town Clerk's term shall commence on the first Monday of January following the election.

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

B. Resolution Accepting the Resignation of Mindy Lewis (D) from the Park & Recreation Commission

BE IT RESOLVED that the South Windsor Town Council hereby accepts, with regret, the resignation of Mindy Lewis (D) from the Park & Recreation Commission; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Mindy Lewis for the time she has dedicated to serving her community by her membership on the Park & Recreation Commission.

Was made by Councilor Hockenberry
Seconded by Maneeley
The motion was approved, unanimously

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ITEM:

15. New Business (Continued)

C. Resolution Accepting the Resignation of Elizabeth McGuire (D) an Alternate from the Zoning Board of Appeals

BE IT RESOLVED that the South Windsor Town Council hereby accepts, with regret, the resignation of Elizabeth McGuire (D) an Alternate from the Zoning Board of Appeals; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Elizabeth McGuire for the time she has dedicated to serving her community by her membership on the Zoning Board of Appeals.

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

***CC. Resolution Appointing Teri Parrott (R) an Alternate to the Zoning Board of Appeals 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 Teri Parrott (R) an Alternate to the Zoning Board of Appeals for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

FF. Resolution Appointing Councilor Delnicki (R) to the Insurance Control 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 Councilor Delnicki (R) to the Insurance Control Commission for a term ending November 8, 2021, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Resolution Continued on Next Page)

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ITEM:

15. FF. (Continued)

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

GG. Resolution Appointing Councilor Hockenberry (D) to the Pension Committee 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 Councilor Hockenberry (D) to the Pension Committee for a term ending November 8, 2021, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

HH. Resolution Appointing Councilor Delnicki (R) to the Pension Committee 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 Councilor Delnicki (R) to the Pension Committee for a term ending November 8, 2021, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

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ITEM:

15. New Business (*Continued*)

II. Resolution Appointing Councilor Lydecker (D) to the Ethics Committee 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 Councilor Lydecker (D) to the Ethics Committee for a term ending November 8, 2021, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

JJ. Resolution Appointing Councilor Maneeley (R) to the Ethics Committee 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 Councilor Maneeley (R) to the Ethics Committee for a term ending November 8, 2021, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

KK. Resolution Appointing Mayor Paterna (D) to the Ethics Committee 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 Mayor Paterna (D) to the Ethics Committee for a term ending November 8, 2021, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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ITEM:

15. New Business (Continued)

LL. Discussion Item: Update on the Laurel Street Traffic Study (*requested by Town Manager Michael Maniscalco*) (*Jeff Doolittle, Town Engineer to be present*)

Mr. Jeff Doolittle, Town Engineer, explained that the Council members should have received the first twelve pages of the Traffic Calming Study done on the Laurel Street neighborhood. The whole report consists of 133 pages with the first twelve pages containing the summary and recommendation, and the remaining pages containing the data reports and traffic counts. The consultant set up counters in thirteen locations and camera counters at two intersections in the Laurel Street neighborhood. Mr. Doolittle reviewed the data that the consultant collected and explained that the consultant has recommended, if anything, to do minor traffic calming on Woodland Street by reducing the lane widths to slow down vehicles and to do more speed enforcement. This would be accomplished by having fog lines placed on the road. There will be a public information meeting held on Wednesday, December 11, 2019. Everyone in the neighborhood has been notified about the meeting, and an announcement will be put on the Town's website.

Councilor Snyder stated she would like to see the lines placed on the road as soon as possible. This is a pilot for the policy and is critical, not only for the neighborhood but to the Council because there is a safety issue.

Answering further questions, Mr. Doolittle explained that the defined criteria in the policy were established by reviewing other policies created by other Towns, as well as guidance through the State and Federal Highway Administration. It was determined that traffic calming measures would be best suited on Woodland Drive because Woodland Drive met three out of the five criteria. It is felt that calming the traffic on Woodland Drive will help calm traffic throughout the whole neighborhood.

Mr. Doolittle informed the Council that since the Traffic Calming Policy was adopted, the Town has not received any formal requests or complaints.

(Discussion Continued on Next Page)

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ITEM:

15. LL. (Continued)

Mayor Paterna stated that a traffic count of 486 cars driving through a neighborhood with 50% of those vehicles using the road as a cut-through is a lot of vehicles and he does not understand why it would not be suggested to try to eliminate some of the traffic with traffic calming measures that are relatively inexpensive. Mr. Doolittle explained that there would be an opportunity to explore more options at the public informational meeting, but according to the study, only Woodland Street met the criteria in terms of the traffic volume. Other options such as putting lines on the major roads in the neighborhood and fog lines on Woodland and Oak Street will narrow the lanes for traffic, and it will also provide pedestrians some space to walk.

Mayor Pater then stated that options need to be explored because the best techniques found can then be used throughout the Town when other neighborhoods come in with a complaint.

MM. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on an Amendment to Ordinance #224, an Ordinance Authorizing the Acquisition of Open Space/Purchase of Development Rights

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, December 16, 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 #224, an Ordinance Authorizing the Acquisition of Open Space/Purchase of Development Rights, as shown in attached, **Exhibit A.**

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

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ITEM:

15. New Business (Continued)

NN. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on an Appropriation of \$32,045 from the Capital and Non-Recurring Expenditure Account to Cover an Overage of the Skate Park Project

BE IT RESOLVED, that the South Windsor Town Council hereby sets **Monday, December 16, 2019, at 8:15 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 appropriation of \$32,045 from the Capital and Non-Recurring Expenditure Account to cover an overage of the Skate Park Project at Nevers Road Park.

Was made by Deputy Mayor Pendleton
Seconded by Councilor Snyder

Councilor Maneeley stated that there is a Ribbon Cutting Ceremony scheduled on Saturday, December 7, 2019, at the Skate Park, are the funds guaranteed?

Mr. Maniscalco explained that the Skate Park did cost more money than what was budgeted, but the Parks & Recreation Department has additional funds from other projects that will offset this project and will have no interference with the Ribbon Cutting Ceremony.

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

OO. Resolution Granting a "South Windsor Citizen Matching Mini-Grant" to the Timothy Edwards Middle School, First LEGO League

WHEREAS, on October 15, 2005, the South Windsor Town Council established the Citizen Matching Mini-Grant Program to encourage town citizens to help achieve the common goal of "Our Town Our Future" by becoming participants and partners with their Town Government; and

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ITEM:

15. OO. (Continued)

WHEREAS, the Timothy Edwards Middle School First LEGO League has been pledged a sufficient amount of funds and has submitted a proper application to the Town Manager who after review, has determined that this project meets all the criteria of the program and therefore received his approval to help fund a tournament for the Timothy Edwards Middle School First LEGO League

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council approves a Citizens Matching Mini-Grant for up to \$500 to help fund this tournament.

Was made by Councilor Maneeley
Seconded by Councilor Delnicki

Mayor Paterna stated that there were approximately fifteen teams that attended the tournament. There were two South Windsor teams, and they both did very well.

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

PP. Discussion Item: The Process for Establishing a Charter Revision Commission (*requested by Town Manager Michael Maniscalco*)

Mr. Maniscalco, Town Manager, began discussions regarding the process for establishing a Charter Revision Commission. The Council passes a resolution by super majority that appoints the Commission members, as well as the items in the Charter that the Council would like the Commission to review. After the Commission reviews and makes decisions regarding the changes to the Charter, the Commission makes a report to the Council. The Council has the authority to say yes or no to items within the report.

Mayor Paterna stated that he feels the Council should establish the list of items to be reviewed first.

(Discussion Continued on Next Page)

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ITEM:

15. PP. (Continued)

Answering questions from the Council, Mr. Maniscalco explained that the Commission is appointed by the Town Council, who also determines the number of members (between 5-15) and shall consist of no more than 1/3 from the elected or appointed Town office holder and no more than a bare majority from any one party. If there were a Commission established with five members, there would be two Republicans and three Democrats. If an unaffiliated voter were on the Commission, there would be two Democrats, two Republicans, and one unaffiliated member.

Mayor Paterna stated that there would be a resolution at the next Town Council Meeting to decide whether to move forward with the creation of a Charter Revision Commission.

QQ. Discussion Item: Review Draft Debt Policy, Deficit Mitigation Policy, and General Fund Policy *(requested by Town Manager Michael Maniscalco)*

Mr. Maniscalco informed the Council that they received three policies for their review. These policies are presented to the Rating Agencies when the Town is having its rating reviewed. The Town currently has a Debt Policy and General Fund Policy in place, but these policies have been updated to make sure they are consistent with current practices. The Deficit Mitigation Policy is a new policy and has been drafted as a disaster scenario, such as if the State of Connecticut decided to cut all of the Town's ECS Funding or something of that nature. This policy outlines different options the Town has that could potentially be used to offset the deficit.

Answering questions, Mr. Maniscalco stated that he would like to have a resolution at the next meeting to approve all three of these policies. If any Council member would like to see any changes to these policies, Mr. Maniscalco requested Council members call him to discuss the change. There may be more financial policies for the Council to review in the future.

(Discussion Continued on Next Page)

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15. QQ. (Continued)

Mr. Maniscalco explained to the Council that these policies were reviewed and updated by the Finance Director and the Financial Advisor. One of the largest updates was to the Debt Policy. At the end of the policy, there was standard language related to debt management and disclosure added. The updates were determined by reviewing our current practices to make sure we are following policy and also using the standard language used by other communities. The Deficit Mitigation Policy is a policy that Mr. Maniscalco said he had the opportunity to put together in his last position. The loss of revenue from the State of Connecticut or other revenue sources is one of the biggest threats to a budget, and having a plan in place and options available are appreciated and looked upon favorably when the Town goes for a rating.

Councilor Evans requested that the Council get a copy of the policies showing all of the edits that were made.

RR. Discussion Item: Creation of a Budget Policy Statement *(requested by Mayor Paterna)*

Mayor Paterna suggested that Councilor Snyder and he get together and work on a draft Budget Policy Statement and present it to the Council at the next Council Meeting. This would be a statement that gives some direction to Town staff and the Town Manager in terms of how to formulate the budget for next year.

Councilor Snyder requested that this be a discussion item at the next meeting.

SS. Resolution Establishing a Committee to Review the Town Council Rules and Procedures

WHEREAS, the Town Council Rules and Procedures need to be reviewed in order to bring the processes up-to-date and to help assist in the efficient operation of the South Windsor Town Council

(Resolution Continued on Next Page)

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ITEM:

15. SS. (Continued)

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby appoints Mayor Paterna, Councilor Snyder, Councilor Lydecker, Town Manager Michael Maniscalco, and Clerk of the Council Debbie Reid to be part of the Committee that will review the current Town Council Rules and Procedures; and

BE IT FURTHER RESOLVED that the Committee will conduct a thorough review and evaluation of the Town Council Rules and Procedures and bring their proposed recommended changes to the December 15, 2019, Town Council meeting for review by the entire Council; and

BE IT FURTHER RESOLVED that the Town Council will vote on the proposed recommended changes at their January 6, 2020 meeting.

Was made by Councilor Hockenberry
Seconded by Deputy Mayor Pendleton

Councilor Hockenberry made a friendly amendment to change the date in the third paragraph to be December 16, 2019. Deputy Mayor Pendleton accepted the friendly amendment.

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

The Resolution to read as follows:

WHEREAS, the Town Council Rules and Procedures need to be reviewed in order to bring the processes up-to-date and to help assist in the efficient operation of the South Windsor Town Council

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby appoints Mayor Paterna, Councilor Snyder, Councilor Lydecker, Town Manager Michael Maniscalco, and Clerk of the Council Debbie Reid to be part of the Committee that will review the current Town Council Rules and Procedures; and

(Resolution Continued on Next Page)

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ITEM:

15. SS. (Continued)

BE IT FURTHER RESOLVED that the Committee will conduct a thorough review and evaluation of the Town Council Rules and Procedures and bring their proposed recommended changes to the December 16, 2019, Town Council meeting for review by the entire Council; and

BE IT FURTHER RESOLVED that the Town Council will vote on the proposed recommended changes at their January 6, 2020 meeting.

**TT. Discussion Item: Broadcasting Board and Commission Meetings
(requested by Mayor Paterna)**

Mayor Paterna explained that this discussion is regarding potentially televising/broadcasting Board and Commission Meetings to promote open government. In order to promote open government, there are three overwriting principles which are participation, collaboration, and accessibility, as shown in attached **Exhibit B**. Mayor Paterna asked Mr. Scott Roberts, Assistant Town Manager, if this could be done?

Mr. Scott Roberts, Assistant Town Manager, explained that currently, the Council Chambers is the only studio that the Town has consisting of three cameras that are controlled from a room downstairs. That information is fed out to a channel for dissemination of public information. This could be done to additional meeting rooms at the Town Hall but would cost approximately \$15,000 per meeting room. There are two other options that the Council can review as follows:

- The Administrative staff could set up a hand held camcorder, which would not cost anything.
- Mount cameras in the other meeting rooms to record to a DVR, which would cost \$5,000 to \$7,000 to do two meeting rooms.

Both options would not be a live stream. The second option is felt to be the simplest and most robust for recording of Town meetings.

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ITEM:

15. TT. (Continued)

Mayor Paterna suggested that Boards and Commission use the Council Chambers for their meetings.

Councilor Snyder agreed with Mayor Paterna's suggestions and stated that the Planning & Zoning Commission and Water Pollution Control Authority already meet in the Council Chambers for their public hearings.

Mr. Roberts also agreed that using the Council Chambers makes sense, but explained to the Council that this suggestion would cost money for the individual who would be downstairs recording the meetings.

Councilor Snyder felt that the Commissions that are being discussed to be video tapes are large Commissions, and there should be quality recordings for the public. Doing the recordings will allow the public to know what is happening in Town.

Mr. Roberts then explained that doing the recordings with the assistance of the IT staff requires the shifting of an employee's hours, and if this is done for multiple Commissions, the IT Department will lose the time of an employee during the day to help with regular IT initiatives.

Answering questions from the Council, Mr. Roberts explained that there could be a rotation of three employee's having the task of recording the meetings. Mr. Roberts then suggested that volunteers be sought to film the meetings.

Councilor Snyder informed the Council that student's film the Board of Education Meetings. Councilor Snyder then suggested that the Council start with two Commissions to see how it works, and slowly bring on other Commissions.

Mayor Paterna stated that The Interact Club at South Windsor High School is a club specifically dedicated to providing community service and may be able to help with the filming of the meetings.

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ITEM:

15. TT. (Continued)

Mr. Maniscalco requested that the resolution identify the groups that the Council would like the Town to start filming first and ask Boards/Commissions to maintain their meetings in the Council Chambers.

Councilor Evans informed the Council that the Capstone students might also be able to film the meetings.

UU. Discussion Item: How can the Town Help Displaced Homeowners while their Crumbling Foundations are being Repaired *(requested by Councilor Hockenberry)*

Councilor Hockenberry explained that she has done a lot of research, but there is still a lot of research to do to hopefully find a solution for accommodations for homeowners while their crumbling foundations are being repaired. Councilor Hockenberry said she would like to know if the Town could put a page for homeowners affected by crumbling foundations on the Town website so they can be kept updated on this issue, adding that she would like the page to be password protected. Councilor Hockenberry stated she would continue with discussions with the Mayor, Town Manager, and potential sources to find a solution, and will bring this discussion back at a future meeting.

Mr. Roberts said that the page could be put on the website.

16. Passage of Ordinance

None

17. Public Input/Participation (Any Matter)

None

18. Communications and Petitions from Council

None

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ITEM:

19. Executive Session

None

20. Adjournment

At 8:42 p.m., Councilor Maneeley made a motion to adjourn the Regular Meeting. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

AMENDS ORDINANCE #224

AN ORDINANCE AUTHORIZING THE ACQUISITION OF OPEN
SPACE/PURCHASE OF DEVELOPMENT RIGHTS

Pursuant to the November 8, 2005 Resolution Appropriating Funds For Acquisition of Open Space and consistent with the Town's Plan of Conservation and Development and its Open Space Master Plan, the Town shall acquire and hold as open space the real properties identified below. The properties shall be acquired in accordance with the Town's Charter and Code of Ordinances and the General Statutes regarding the acquisition of real property and open space, and pursuant to the terms of any purchase and sale agreement and costs and expenses approved therefor by the Town Council. Consistent herewith, the Town Manager is authorized to enter into any Town Council approved purchase and sale agreement and to execute all documents necessary to facilitate the acquisition of the real properties identified below.

1. 491 King Street, South Windsor, Connecticut
2. 559 Avery Street, South Windsor, Connecticut
3. R002A Collins Lane, South Windsor, Connecticut (corner of Sand Hill Road and Nevers Road)
4. 1355 Ellington Road, South Windsor, Connecticut

and/or Development Rights:

1. R043, R044, 726, and R048 Main Street, South Windsor, Connecticut; and R011 Pleasant Valley Road, South Windsor, Connecticut

1. ***OPEN GOVERNMENT INITIATIVE: Televising/Broadcasting specific Commission meetings (w/Documents online).**

This would include: Planning & Zoning Commission; Park & Recreation Commission; Economic Development Commission; Open Space Task Force; Water Pollution Control Authority; Energy Committee—as the first group in this transition!

*** The South Windsor OPEN GOVERNMENT INITIATIVE:**

In order to promote OPEN GOVERNMENT there are three overriding principles:

1. **Participation**—encourages more involvement by South Windsor Citizens to become engaged with their government and share their ideas and their expertise with the town government, town staff, elected officials, commission members.
2. **Collaboration**—improves the effectiveness of government and brings together many points of view while it encourages participation, partnerships and cooperation as we attempt to solve problems and provide programs for South Windsor Citizens.
3. **Accessibility**—insure that necessary, meaningful, information is available, accessible and publicized to the citizens we are representing.