

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

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December 16, 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 Cesar Lopez
Councilor Karen Lydecker (arrived at 7:30 p.m.)
Councilor Lisa Maneeley
Councilor Janice Snyder

Members Absent: Councilor Mary Justine Hockenberry

Others Present: Michael Maniscalco, Town Manager

Deputy Mayor Pendleton made a motion to suspend the rules to go to Item 15. A. on the agenda. Councilor Snyder seconded the motion, and it was approved unanimously.

15. New Business

A. Discussion Item: Board of Education Presentation Regarding the 10-Year Elementary Facilities Plan (Dr. Kate Carter to be present)

Dr. Carter updated the Town Council on the South Windsor Public Schools Ten-Year Elementary Facilities Plan, as shown in attached, **Exhibit A**.

Answering questions from the Council, Dr. Carter explained that the Pre-School Program is presently housed at Timothy Edwards Middle School but will be permanently housed at Pleasant Valley Elementary School after approval of the school and construction is complete. Medically fragile students are presently in the Eli Terry Elementary School and will remain in that school. After this year's budget, Pleasant Valley Elementary School will have a total of eleven portable classrooms, which are leased.

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ITEM:

5. Communications and Reports from Town Manager

Mr. Maniscalco reported on the following:

- The on-line permitting process for the Health Department and Fire Marshal's Office are almost complete. The Building Department is in the process of configuring their content with View Point Cloud. It is presently being evaluated to see the capability of on-line permitting for dog licensing in the Town Clerk's Office.
- On December 11, 2019, Scott Roberts and I attended the ICSC Conference in New York City to meet with retailers and developers to discuss new economic development opportunities in South Windsor. There is the possibility of two potential projects that could come to South Windsor.
- In May, I will be attending the ICSC Conference in Las Vegas with Mr. Galligan, who is currently the Economic Development Consultant. This is a larger conference than the one in New York City, and according to Mr. Galligan, more effective.
- On January 21, 2020, South Windsor will be going for a rating review. This rating is being done in anticipation of a bond sale that will be held on February 4, 2020. The primary purpose of this sale will be to help finance construction costs for the new schools.
- The Emergency Management Drill that was scheduled for December 17, 2019, has been canceled.
- On December 11, 2019, the public meeting on the Laurel Street Traffic Calming Study was held. There were approximately eleven residents in attendance. The neighborhood is going to be further reviewed and surveyed to determine the need for speed bumps. Line striping will be done once weather permits.
- Council members received business cards tonight. The back of the card has a QR code that can be scanned with a cell phone, which will bring you to an economic development page. These cards were handed out during the ICSC Conference.
- The Parks & Recreation Department has been accepting letters for Santa from the younger residents in Town. Santa does write back.

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ITEM:

5. Communications and Reports from Town Manager (Continued)

Answering questions from the Council, Mr. Maniscalco explained that the Health Department is already accepting applications for permits. The Fire Marshal's Office is also at the point where they can accept on-line permit applications.

Mr. Maniscalco informed the Council that depending on how much the Town goes out to bond for, the notes that the Town floats, and based upon the rating that the Town receives, the Town could save hundreds of thousands of dollars in interest costs. This all works in the same manner that an individual would receive a credit score. The better the credit score, the better the interest rate. The Town does not have to go out and have a review, but when a Town decides to bond a large project, it typically goes out for a rating. Mr. Maniscalco then explained that the Town's Financial Advisor feels the Town is well lined up to get an AAA rating. A conference call will be held where they will look at our finances and make sure the Town is handling itself in a fiscally responsible manner.

Mr. Maniscalco agreed with Deputy Mayor Pendleton that the Building Department probably has the most benefit to going to an on-line permitting system for both the residents and Town staff. The Building Department is probably one of the busiest departments as far as permits. The Town Clerk's Office is being evaluated to see if the View Point can work with the State system.

Answering further questions, Mr. Maniscalco explained that it was determined to do this survey at the public meeting between the Engineering Department and the Laurel Street neighborhood. The method that is being used has not been determined, and Mr. Maniscalco stated he would request that the most cost-effective method be used at this time. When it has been determined, the Council members will be informed.

6. Public Input (Items Not on the Agenda)

Mr. Henry Martoccio, 813 Graham Road, came before the Council and stated it is his second time before the Council, and it has been four months since he has demonstrated discrimination against his son. No one has identified where the policies and procedures are with handling a complaint in South Windsor. The most vulnerable individual in Town has not been protected.

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

Mr. David Macdonald, 79 Laurel Street, stated that during the public meeting, progress was made, and the neighborhood is looking forward to the final report being done. Mr. Macdonald reminded the Council that while the report is being done, the speeding continues unabated on dangerous rates on Laurel Street.

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 December 2, 2019.

Was made by Councilor Snyder

Seconded by Councilor Maneeley

The motion pass on a roll call vote of 7 to 0 with Councilor Lopez abstaining.

8. Public Petitions

None

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

Councilor Snyder reported that the Planning & Zoning Commission had their meeting on December 10, 2019. At that meeting, they had a public hearing regarding a Zoning Text Amendment to add new Section 5.10 Sullivan Avenue Mixed-Use Development Overlay zone. This would allow apartments and retail space in the Geissler's Plaza. Two-bedroom apartments were scaled back as requested by the Planning & Zoning Commission. This amendment will only affect this plaza. On January 14, 2020, the Planning & Zoning Commission will decide on this amendment.

10. Reports from Standing Committees

None

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ITEM:

11. Reports of Temporary Committees

None

12. Public Participation (Items on the Agenda)

None

13. Consent Agenda

Councilor Maneeley and Councilor Snyder made a motion to approved Agenda Items 14. B. (*) through 14. BB, and 15. C. (*) as the Consent Agenda. Deputy Mayor Pendleton seconded the motion, and they were approved unanimously.

14. Unfinished Business

***B. Resolution Reappointing Richard Muller (R) to the Inland Wetlands Agency/Conservation Commission**

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.

(Approved by Consent Agenda)

***C. Resolution Reappointing Leigh Lovering (R) to the Patriotic Commission**

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.

(Approved by Consent Agenda)

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ITEM:

14. Unfinished Business (*Continued*)

***D. Resolution Reappointing Arthur Sladyk (R) to the Patriotic Commission**

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.

(Approved by Consent Agenda)

***E. Resolution Reappointing James Futtner (R) to the Agricultural Land Preservation Advisory Commission**

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.

(Approved by Consent Agenda)

***F. Resolution Reappointing Philip Koboski (R) to the Agricultural Land Preservation Advisory Commission**

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.

(Approved by Consent Agenda)

***G. Resolution Reappointing Tim Shepard (R) to the Agricultural Land Preservation Advisory Commission**

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.

(Approved by Consent Agenda)

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ITEM:

14. Unfinished Business (Continued)

***H. Resolution Reappointing Elizabeth Warren (R) to the Agricultural Land Preservation Advisory Commission**

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.

(Approved by Consent Agenda)

***I. Resolution Reappointing Kevin Greer (R) to the Board of Assessment Appeals**

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.

(Approved by Consent Agenda)

***J. Resolution Reappointing Carolyn Carey (R) an Alternate to the Board of Assessment Appeals**

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.

(Approved by Consent Agenda)

***K. Resolution Reappointing Susan Burnham (R) to the Economic Development Commission**

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.

(Approved by Consent Agenda)

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ITEM:

14. Unfinished Business (Continued)

***L. Resolution Reappointing Edwina Futtner (R) to the Economic Development Commission**

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.

***M. Resolution Reappointing Scott Kelley (R) to the Economic Development Commission**

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.

(Approved by Consent Agenda)

***N. Resolution Reappointing William Jodice (R) to the Economic Development Commission**

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.

(Approved by Consent Agenda)

***O. Resolution Reappointing Katherine Foley (R) to the Historic District Commission**

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.

(Approved by Consent Agenda)

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ITEM:

14. Unfinished Business (*Continued*)

***P. Resolution Reappointing Carolyn Carey (R) to the Human Relations Commission**

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.

(Approved by Consent Agenda)

***Q. Resolution Reappointing Beena Pandit (U) to the Human Relations Commission**

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.

(Approved by Consent Agenda)

***R. Resolution Reappointing Elizabeth Asplund (R) to the Library Board**

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.

(Approved by Consent Agenda)

***S. Resolution Reappointing Carole Stroud (R) to the Library Board**

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.

(Approved by Consent Agenda)

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ITEM:

14. Unfinished Business (Continued)

***T. Resolution Reappointing Herbert Asplund (R) to the Mass Transit and Highway Advisory Commission**

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.

(Approved by Consent Agenda)

***U. Resolution Reappointing Carol Kelley (R) to the Public Building Commission**

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.

(Approved by Consent Agenda)

***V. Resolution Reappointing Philip Koboski (R) to the Public Building Commission**

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.

(Approved by Consent Agenda)

***W. Resolution Reappointing Toby Lewis (R) to the Water Pollution Control Authority**

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.

(Approved by Consent Agenda)

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ITEM:

14. Unfinished Business (Continued)

***X. Resolution Reappointing Ashwatha Narayana (R) to the Water Pollution Control Authority**

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.

(Approved by Consent Agenda)

***Y. Resolution Reappointing Erik Dabrowski (R) to the Zoning Board of Appeals**

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.

(Approved by Consent Agenda)

***Z. Resolution Reappointing Wayne Kilburn (R) to the Zoning Board of Appeals**

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.

(Approved by Consent Agenda)

***AA. Resolution Appointing Teri Parrott (R) an Alternate to the Zoning Board of Appeals**

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.

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ITEM:

14. Unfinished Business (Continued)

***BB. Resolution Reappointing Marion Burke (U) to the Housing Authority**

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.

(Approved by Consent Agenda)

15. New Business

***C. Resolution Reappointing Vicki Paliulis (R) an Alternate 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 Vicki Paliulis (R) an Alternate to the Water Pollution Control Authority for a term ending November 30, 2021, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

14. Unfinished Business (Continued)

A. Resolution Appointing Bonnie Armstrong (D) as Town Clerk of the Town of South Windsor

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.

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

At 8:00 p.m., the Regular Meeting was recessed to go to a Public Hearing. The Regular Meeting reconvened at 8:04 p.m.

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ITEM:

13. Consent Agenda (Continued)

Deputy Mayor Pendleton and Councilor Lydecker made a motion to approved Agenda Items 14. CC. (*) and 15. D. (*) through 15. Z. (*) as the Consent Agenda. Councilor Snyder seconded the motion, and they were approved unanimously.

14. Unfinished Business (Continued)

***CC. Resolution Appointing Elizabeth McGuire (D) an Alternate to the Planning & Zoning Commission**

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.

(Approved by Consent Agenda)

15. New Business (Continued)

***D. Resolution Reappointing Edward Kasheta, Jr. (D) 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 Edward Kasheta, Jr. (D) 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)

***E. Resolution Reappointing Barbara Kelly (D) 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 Barbara Kelly (D) 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)

- *F. Resolution Appointing Genevieve Coursey (D) to the Park & Recreation 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 Genevieve Coursey (D) to the Park & Recreation Commission for a term ending December 31, 2021, to fill the unexpired term of Mindy Lewis and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *G. Resolution Reappointing Debbi Duarte (D) 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 Debbi Duarte (D) 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)

- *H. Resolution Appointing Mindy Lewis (D) an Alternate 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 Mindy Lewis (D) an Alternate to the Economic Development Commission for a term ending November 30, 2023, to fill the expired term of Shawn Jacobaccio 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)

- *I. Resolution Reappointing Joshua Johnson (D) 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 Joshua Johnson (D) 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)

- *J. Resolution Reappointing James MacPherson (D) 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 James MacPherson (D) 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)

- *K. Resolution Appointing Shawn Jacobaccio (D) an Alternate 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 appoints Shawn Jacobaccio (D) an Alternate to the Water Pollution Control Authority for a term ending November 30, 2021, to fill the expired term of Anitha Elango 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)

- *L. Resolution Reappointing Sue Larsen (D) 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 Sue Larsen (D) to the Mass Transit and Highway Advisory Commission for a term ending November 30, 2023, to fill the expired term of Anitha Elango and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *M. Resolution Reappointing Cile Decker (D) 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 Cile Decker (D) 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)

- *N. Resolution Reappointing Sandy Jeski (D) 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 Sandy Jeski (D) 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)

- *O. Resolution Reappointing Joseph Kennedy (D) 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 Joseph Kennedy (D) 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)

- *P. Resolution Reappointing Winifred Wilson (D) to the Personnel 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 Winifred Wilson (D) to the Personnel Board of Appeals 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)

- *Q. Resolution Appointing Ritu Goel (D) to the South Windsor Alliance for Families 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 Ritu Goel (D) to the South Windsor Alliance for Families for a term ending September 1, 2021, to fill an expired vacancy 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)

- *R. Resolution Reappointing Sandra Reault (D) to the South Windsor Alliance for Families 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 Sandra Reault (D) to the South Windsor Alliance for Families for a term ending September 1, 2021, to fill an expired vacancy and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *S. Resolution Reappointing Ritu Goel (D) to the Park & Recreation 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 Ritu Goel (D) to the Park & Recreation Commission for a term ending December 31, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- *T. Resolution Reappointing Matthew Montana (D) 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 Matthew Montana (D) 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)

- *U. Resolution Reappointing Linda Jeski (D) 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 Linda Jeski (D) 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)

- *V. Resolution Reappointing Barbara Kelly (D) 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 Barbara Kelly (D) 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)

- *W. Resolution Reappointing Adam Reed (D) 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 Adam Reed (D) 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)

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ITEM:

15. New Business (Continued)

- *X. Resolution Reappointing Marcia Andrus (D) 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 Marcia Andrus (D) 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)

- *Y. Resolution Appointing Paul Cote (D) a Full Member 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 appoints Paul Cote (D) a full member to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2020, to fill the unexpired vacancy (D. Seyapura)

- *Z. Resolution Appointing Steven King, Jr. (D) an Alternate 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 appoints Steven King, Jr. (D) an Alternate to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2020, to fill the unexpired term of Paul Cote 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 (*Continued*)

DD. Resolution Appointing Councilor Delnicki (R) to the Insurance Control Commission

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.

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

EE. Resolution Appointing Councilor Hockenberry (D) to the Pension Committee

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.

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

FF. Resolution Appointing Councilor Delnicki (R) to the Pension Committee

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.

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

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ITEM:

14. Unfinished Business (*Continued*)

GG. Resolution Appointing Councilor Lydecker (D) to the Ethics Committee

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.

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

HH. Resolution Appointing Councilor Maneeley (R) to the Ethics Committee

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.

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

II. 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.

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

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Minutes

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December 16, 2019

ITEM:

15. New Business (*Continued*)

B. Resolution Accepting the Resignation of Mindy Lewis (D) an Alternate from the Historic District Commission

BE IT RESOLVED that the South Windsor Town Council hereby accepts, with regret, the resignation of Mindy Lewis (D) an Alternate from the Historic District 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 Historic District Commission.

Was made by Councilor Lydecker
Seconded by Deputy Mayor Pendleton

Mayor Paterna thanked Mindy Lewis for her service to the Town of South Windsor.

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

AA. Resolution Re-Establishing a Temporary Crumbling Foundations Committee

WHEREAS, in March of 2016 a temporary committee was established to address the disaster of crumbling foundations in South Windsor; and

WHEREAS, the Committee consisted of four (4) members who were appointed by the Town Council. One member was the Town Manager, who served as Chairperson of the Committee. One member was the Mayor or his/her designee who served as the Vice-Chairperson of the Committee. One additional member of the Town Council served as Secretary of the Committee and was a Council member not of the same political party as the Mayor. One member of the Committee was a member of the Community who had been impacted by the crumbling foundations. The Town Attorney served in an advisory capacity of the Committee; and

(Resolution Continued on Next Page)

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ITEM:

15. AA. (Continued)

WHEREAS, the Committee appointed five additional members from the community who had been impacted by the crumbling foundations and basements, and these members served as advisory members; and

WHEREAS, the Committee was established for a period of three years from the date of the approval (March 21, 2016), unless extended by the Town Council; and

WHEREAS, the three-year period has gone by without an extension of the Committee and it is felt that it is very important to re-establish this Committee with the same duties and responsibilities as stated in the resolution letter dated March 24, 2016

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby re-establishes a temporary Crumbling Foundations Committee to address the disaster of crumbling foundations in South Windsor, provide advice to the Town Council regarding ways to address the challenges of the crumbling foundations and basements in South Windsor, and make recommendations in accordance with the duties and responsibilities; and

BE IT FURTHER RESOLVED that the Committee shall be re-established for a period of three years from the date of the approval of this resolution unless extended by the Town Council.

Was made by Councilor Lopez
Seconded by Deputy Mayor Pendleton

Answering questions from the Council, Mayor Paterna explained that the only members that will change are the Mayor and Town Council minority representation.

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

At 8:15 p.m., the Regular Meeting was recessed in order to go to a Public Hearing. The Regular Meeting reconvened at 8:18 p.m.

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

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December 16, 2019

ITEM:

15. New Business (Continued)

BB. Resolution Authorizing Town Manager, Michael Maniscalco to Execute, Deliver, and Sign any and all Documents Deemed to be Necessary or Appropriate to the State of Connecticut, Department of Emergency Services and Public Protection on behalf of the Town of South Windsor

BE IT RESOLVED that the Town of South Windsor may enter into with and deliver to the State of Connecticut, Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED that Michael Maniscalco, as Town Manager of the Town of South Windsor, is authorized and directed to execute and deliver any and all documents on behalf of the Town of South Windsor and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents; and

BE IT FURTHER RESOLVED that the undersigned further certifies that Michael Maniscalco now holds the office of the Town Manager and that he has held that office since July 15, 2019.

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

CC. Resolution Adopting an Updated Debt Policy and Updated Fund Balance Policy

WHEREAS, at the Town Council's Regular Meeting on July 2, 2007, the South Windsor Town Council adopted a Debt Policy and Fund Balance Policy; and

(Resolution Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Minutes

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December 16, 2019

ITEM:

15. CC. (Continued)

WHEREAS, at its regular meeting on June 6, 2011, the South Windsor Town Council updated the Fund Balance Policy; and

WHEREAS, both policies have recently been reviewed, and revisions have been proposed; and

WHEREAS, the proposed revisions to the Debt Policy will include continuance disclosure requirements, as well as update practices and procedures; and

WHEREAS, the proposed revisions to the Fund Balance Policy will update undesignated fund balance percentages, as well as update practices and procedures

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the updated Debt Service Policy (**Exhibit B**) and the updated Fund Balance Policy (**Exhibit C**).

Was made by Councilor Evans
Seconded by Deputy Mayor Pendleton

Mr. Maniscalco explained that the changes to these policies, in part, are an effort to gain points for the Town's rating.

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

DD. Resolution Adopting a Deficit Mitigation Policy

WHEREAS, the Town of South Windsor has always been fiscally responsible in its dealing with financial conditions of the Town; and

WHEREAS, during past budget cycles, the State Legislator and Governor have looked at reducing the amount of municipal aid Towns receive; and

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

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December 16, 2019

ITEM:

15. DD. (Continued)

WHEREAS, having a reduction in municipal aid or any type of deficit in the budget would have a large impact on the Town; and

WHEREAS, a Deficit Mitigation Plan has been drafted to give the Town Manager and Town staff direction in the event of a deficit

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Deficit Mitigation Plan as shown in attached, **Exhibit C.**

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

EE. Discussion Item: Review Changes to the Town Council Rules & Procedures *(requested by Mayor Paterna and Councilor Snyder)*

Mayor Paterna stated that Council members should have received three documents. The first document is the current Town Council Rules and Procedures, the second document is the Town Council Rules and Procedures Commissions draft minutes outlining the changes, and the third document is a draft of the Town Council Rules and Procedures with the proposed changes. The Council members should review the proposed changes so a resolution can be voted on at the next meeting.

Mayor Paterna explained that after the Council reviews the changes, the changes will be discussed at the next meeting before a vote is taken.

Mr. Maniscalco stated that the rules had not been revised, as a whole, in quite a while. The changes that are being proposed are to try to make meetings more efficient.

Councilor Snyder reviewed some of the items that were changed and why they were changed.

(Discussion Continued on Next Page)

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ITEM:

15. EE. (Continued)

Deputy Mayor Pendleton asked if these rules were reviewed by the Town Attorney. Mr. Maniscalco felt that everything is in order and would not need review by the Town Attorney.

FF. Discussion Item: Review Budget Policy Statement *(requested by Mayor Paterna and Councilor Snyder)*

Mayor Paterna explained that the draft Review Budget Policy Statement was presented to the Council.

Councilor Snyder requested that the Strategic Plan have numbers added to it so the proposed Budget Policy Statement can correspond to the numbers in the Strategic Plan.

Mr. Maniscalco reminded the Council that the budget process should begin in early January, so the Budget Policy Statement should be completed as soon as possible.

Mayor Paterna set the Town Council's goal to vote on the Budget Policy Statement for January 6, 2020.

GG. Resolution Appointing a Charter Revision Commission for the Town of South Windsor

WHEREAS, the Town Council intends to create a Charter Revision Commission whose charge will be to make recommended changes to the South Windsor Town Charter; and

WHEREAS, the Town Council will appoint a total of nine electors to the Charter Revision Commission; and

WHEREAS, no more than three of the electors selected will hold an elected or appointed Town position; and

WHEREAS, the Commission will include no more than a bare majority from any one political party

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

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December 16, 2019

ITEM:

15. GG. (Continued)

NOW, THEREFORE, BE IT FURTHER RESOLVED that the South Windsor Town Council will conduct a Charter Revision in accordance with all procedures as outlined by the State of Connecticut; and

BE IT FURTHER RESOLVED that each Council member is requested to review the Town Charter and submit a list of recommended areas to be reviewed by the Charter Revision Commission and submit it to the Clerk of the Council by January 13, 2020.

Was made by Mayor Paterna
Seconded by Councilor Maneeley

Mayor Paterna explained that this resolution does not create the Commission; it just says that the Council plans on opening the Charter for review. Mayor Paterna requested that each Council member review the Charter and then state what areas they feel should be reviewed by the Commission.

Answering questions from Councilor Maneeley, Mayor Paterna stated that the Council is going to give the Commission a list of areas to review. During the Commissions process, if there is an area they feel should be reviewed, they will bring that to the Council. When the Council receives the report, the Council does not have to approve everything that was reviewed. The Commission is required to have two public hearing to gather public input.

Mr. Maniscalco explained to the Council that the Council would make the final decision on what does and does not get changed in the Charter.

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

TOWN COUNCIL
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December 16, 2019

ITEM:

15. New Business (*Continued*)

HH. Resolution Implementing an Open Government Initiative

WHEREAS, the Town Council is actively planning for an "Open Government Initiative" in order to promote greater citizen participation in Town government; and

WHEREAS, there are four principles involved in the Open Government Initiative:

1. Participation: to encourage more involvement by South Windsor Citizens to become engaged with their government and share ideas and expertise with the Town government, Town staff, elected officials, and commission members.
2. Collaboration: to improve the effectiveness of government and bring together many points of view while encouraging participation, partnerships, and cooperation as we attempt to solve problems and provide programs for South Windsor Citizens.
3. Accessibility: to insure that necessary, meaningful information is available, accessible, and publicized to the citizens we are representing.
4. Accountability: the responsibility or obligation of government officials and Town commission members to act in the best interests of the community; public officials should be responsible for their actions.

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby directs the Town Manager to make available the video cameras and facility necessary to live stream Town Commission meetings; and

BE IT FURTHER RESOLVED that the Town Council will direct both the Planning & Zoning Commission and the Park & Recreation Commission to meet at Town Hall, in the Town Council Chambers, in order to facilitate the live streaming of their meetings; and

(Resolution Continued on Next Page)

TOWN COUNCIL
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December 16, 2019

ITEM:

15. HH. (Continued)

BE IT FURTHER RESOLVED that the Town Council will make the necessary technical preparations in order to make this effective as of January 1, 2020, for both the Planning & Zoning Commission and the Park & Recreation Commission; and

BE IT FURTHER RESOLVED that the Commissions listed here will be the first of Town Commissions that will be required to hold meetings in the Council Chambers and live stream their meetings, and the complete list will be presented by January 31, 2020.

Was made by Deputy Mayor Pendleton
Seconded by Councilor Snyder

Councilor Evans made a friendly amendment in the last paragraph to read, "and the complete list **of Commissions** will be presented by January 31, 2020." Deputy Mayor Pendleton and Councilor Snyder accepted the friendly amendment.

Mayor Paterna referred to the Park & Recreation Commission letter; **Exhibit E.** Mayor Paterna stated that one of the Park & Recreation Commission's concerns was the cost to do this. The Town Council is trying to do this at no cost to the Town.

Councilor Snyder informed the Council that she received verbal communication from the Economic Development Commission, who has concerns about televising their meetings because some of the information that is shared during their meetings. The Economic Development Commission would like to stay in the Madden Room and are also concerned about losing members who may not be comfortable having their meetings televised.

Mr. Maniscalco stated that there are no grounds for Boards and Commissions to say they do not want to be video tapped. Under FOI, they could be video taped by anyone.

(Resolution Continued on Next Page)

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ITEM:

15. HH. (Continued)

Mayor Paterna explained that the meetings that are being taped are archived. The Town's goal is to have each Commission taped and be on the website like the Town Council. This will help Commission and Board members who may not be able to go to a meeting be better informed.

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

The amended resolution to read as follows:

WHEREAS, the Town Council is actively planning for an "Open Government Initiative" in order to promote greater citizen participation in Town government; and

WHEREAS, there are four principles involved in the Open Government Initiative:

1. Participation: to encourage more involvement by South Windsor Citizens to become engaged with their government and share ideas and expertise with the Town government, Town staff, elected officials, and commission members.
2. Collaboration: to improve the effectiveness of government and bring together many points of view while encouraging participation, partnerships, and cooperation as we attempt to solve problems and provide programs for South Windsor Citizens.
3. Accessibility: to insure that necessary, meaningful information is available, accessible, and publicized to the citizens we are representing.
4. Accountability: the responsibility or obligation of government officials and Town commission members to act in the best interests of the community; public officials should be responsible for their actions.

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby directs the Town Manager to make available the video cameras and facility necessary to live stream Town Commission meetings; and

(Resolution Continued on Next Page)

**TOWN COUNCIL
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December 16, 2019

ITEM:

15. HH. (Continued)

BE IT FURTHER RESOLVED that the Town Council will direct both the Planning & Zoning Commission and the Park & Recreation Commission to meet at Town Hall, in the Town Council Chambers, in order to facilitate the live streaming of their meetings; and

BE IT FURTHER RESOLVED that the Town Council will make the necessary technical preparations in order to make this effective as of January 1, 2020, for both the Planning & Zoning Commission and the Park & Recreation Commission; and

BE IT FURTHER RESOLVED that the Commissions listed here will be the first of Town Commissions that will be required to hold meetings in the Council Chambers and live stream their meetings, and the complete list of **Commissions** will be presented by January 31, 2020.

II. Resolution Approving a Refund of Taxes to Thirteen (13) South Windsor Taxpayers

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to thirteen (13) South Windsor Taxpayers, the total of said refunds being \$3,932.32 and as more fully described on attached **Exhibit F**.

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

16. Passage of Ordinance

None

17. Public Input/Participation (Any Matter)

None

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

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December 16, 2019

ITEM:

18. Communications and Petitions from Council

Councilor Snyder reminded Council members and the public that Wood Memorial Library is still hosting the Gingerbread House Festival until December 21, 2019.

Mr. Maniscalco stated that the Council received a copy of a presentation from MDC. A meeting was held with the Mayor, representatives from MDC, and him. Mr. Maniscalco said he could reach out to have MDC come to a Council meeting to do a presentation. Tonight MDC is voting on their budget.

Deputy Mayor Pendleton requested that the MDC presentation be put on the Town website.

19. Executive Session

At 8:57 p.m. Deputy Mayor Pendleton made a motion to go into Executive Session to discuss pending litigation (460 Miller Road) pursuant to Connecticut General Statutes §1-210(b)(4) and §1-200(6)(E). Councilor Snyder seconded the motion, and it was approved unanimously.

The following individuals went into Executive Session: Mayor Paterna; Deputy Mayor Pendleton; Councilor Delnicki; Councilor Evans, Councilor Lopez; Councilor Lydecker; Councilor Maneeley; Councilor Snyder, and Michael Maniscalco, Town Manager.

20. Adjournment

At 10:15 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

Exhibit A



**Presentation to Town Council:
Update on South Windsor Public Schools
Ten-Year Elementary Facilities Plan**

December 16, 2019

2013



2023

Exhibit A

Staggered Three Phase Plan Adopted by the Board in October 2013



Phase	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Phase 1	Orchard Hill Elementary School										
Phase 2		Orchard Hill Elementary School									
Phase 3			Orchard Hill Elementary School								
Phase 4				Orchard Hill Elementary School							
Phase 5					Orchard Hill Elementary School						
Phase 6						Orchard Hill Elementary School					
Phase 7							Orchard Hill Elementary School				
Phase 8								Orchard Hill Elementary School			
Phase 9									Orchard Hill Elementary School		
Phase 10										Orchard Hill Elementary School	
Phase 11											Orchard Hill Elementary School
Phase 12											



Status of Plan Today Phase One: Orchard Hill

Phase One Referendum
March 2014

New School Opened
August 2017

On Time and Under Budget!

Currently serving 646
K-5 students

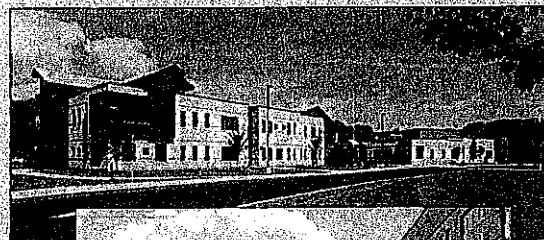


Exhibit A



Status of Plan Today Phase Two: Philip R. Smith



Phase Two Referendum
March 2017

New School Under Construction

50% Complete

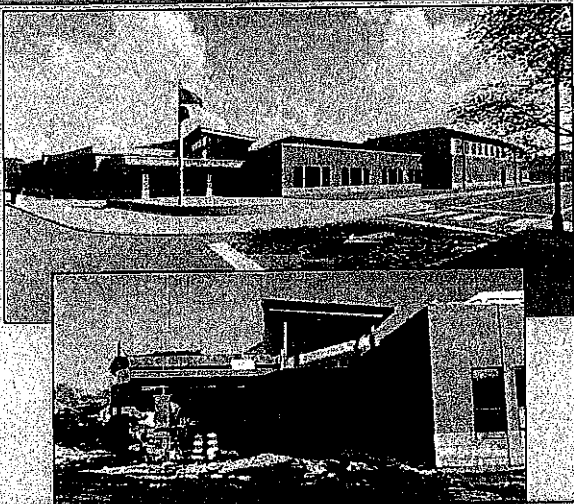
Currently On Schedule
and On Budget

Scheduled Opening August 2020

Projected Enrollment at Opening:
426 students



Status of Plan Today Phase Two: Eli Terry



Phase Two Referendum
March 2017

New School Under Construction

45% Complete

Currently on Schedule
and On Budget

Scheduled Opening August 2020

Projected Enrollment at Opening:
471 students

Exhibit A



Status of Plan Today Phase Three: Pleasant Valley

Ed Specs and Budget
Approved by BOE in October 2019
Referendum in March 2020

If Approved,
Opens August 2023

Projected Enrollment at Opening:
696 K-5 students
110 (half day) Pre-K students



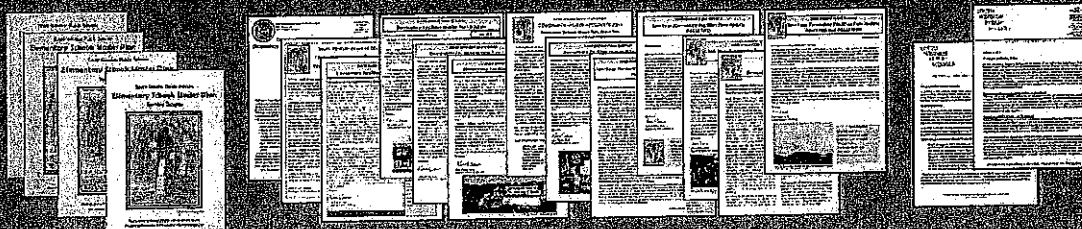
What's Contributed to the Success of South Windsor's Plan?

Exhibit A

What's Contributed to Success So Far?

Clear, Timely and Transparent Communication

- 10-Year Timeline Brochure (4 Editions)
- Branding and Consistent Messaging
- 14 Community Newsletters
- Electronic messages to families and staff
- Information readily available on website



What's Contributed to Success So Far?

Community Engagement



- South Windsor community proudly champions and supports education and the future of our children!
- Public Information Sessions with Civic Groups

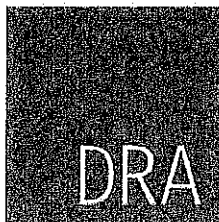
Rotary Club	SW-Community Foundation	American Legion
Senior Advisory Council	SW Public Library	Patriotic Commission
Chamber of Commerce	SW Garden Club	The Wood Memorial Library
Private Pre-School Partners	SW Women's Club	Mom's Club

- "Support South Windsor Schools"

Exhibit A

What's Contributed to Success So Far?

High Quality Project Professionals



Architect for Phase One:
Orchard Hill

MOSER
PILON
NELSON
ARCHITECTS

Architect for Phase Two:
Eli Terry and PRS



Owner's Rep
Phase One and Phase Two

Gilbane
Gilbane Building Company

Construction Manager
for all three schools

What's Contributed to Success So Far?

Support from Town Leaders and Staff

- Board of Education
- Town Council
- Public Building Commission
- Town Manager
- Town Staff
- BOE Staff

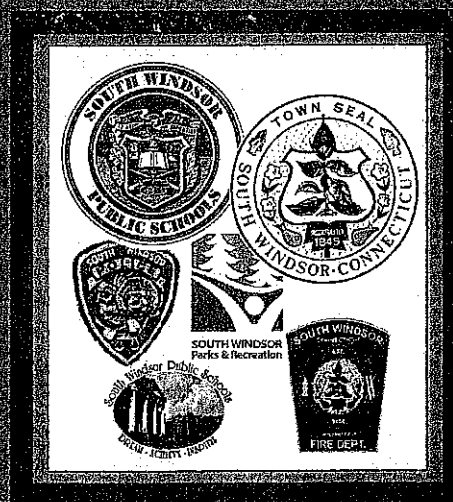
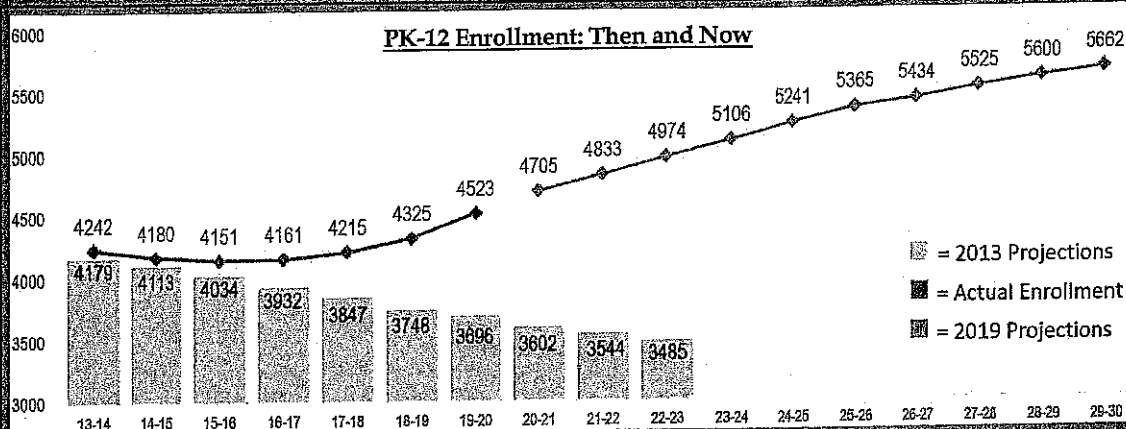


Exhibit A

Increasing Enrollment



The blue bars in the chart above reflect projected PK-12 enrollment data that was provided in 2013 for the development of the Ten-Year Plan. By contrast, the green trend line illustrates the actual enrollment since 2013, and the orange line reflects the new enrollment trajectory calculated by demographers in November 2019.

Enrollment in Perspective

	2013 Enrollment Projection for 2023-2024	2019 Enrollment Projection for 2023-2024	Difference
Eli Terry	384	490	+ 106
Orchard Hill	424	698	+ 274
Philip R. Smith	340	463	+ 123
Pleasant Valley	356	696	+ 340
Totals	1,504	2,347	+ 843

Exhibit A

Phase Three: Pleasant Valley



• Total Project Budget:	\$58.5 Million
• Square Footage:	101,288 s.f.
• Grades Served:	PK-5
• K-5 Enrollment:	696
• POP/ IPOP Enrollment (a.m. and p.m. programs)	110
• School Opening:	August 2023

Pleasant Valley students will remain in the original building while their new school is being built.

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Cost of Phase Three Project



Total estimated project cost	\$58.5M
Estimated state reimbursement *	\$17.9M
Estimated town share	\$40.6M

* Based on current reimbursement rate 32.14%; Phase Three rate not yet available

Tax impact of town share will be published in town wide mailing to be sent to all residents in January

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A New Building for Pleasant Valley is CRITICAL

- Current building can't accommodate projected number of students
- Students and staff are reliant on eleven (11) portable classrooms until new building opens
- Enrollment at opening expected to be 340 more K-5 students than projected when Ten-Year Plan was developed
- Improved site safety needed for pedestrians/vehicles
- Pre-School program needs a permanent home
- Equitable resources for ALL elementary students is imperative



Ten-Year Plan Retrospective: A Look Back in Pictures

PLEASANT VALLEY
ELEMENTARY

TOWN OF SOUTH WINDSOR

Debt Policy

PURPOSE AND SCOPE

The purpose of this policy is to establish written guidelines and restrictions for issuing debt and managing the outstanding debt portfolio, provide guidance to decision makers regarding the purposes for which debt may be issued, determine the types and amounts of permissible debt, along with the timing and method of sale that may be used, and structural features that may be incorporated. Adherence to a debt management policy is to establish conditions for the use of debt and to create policies that minimize the Town's debt service and issuance costs, achieve and retain the highest credit rating and maintain full and complete financial disclosure and reporting practices.

It is the intent of the Town of South Windsor to establish a debt management policy to:

1. Ensure high quality debt management decisions
2. Create procedures that minimize the Town's debt service and issuance costs
3. Demonstrate a commitment to long-term financial planning objectives
4. Establish conditions for the use of debt
5. Ensure that the debt management decisions are viewed positively by the rating agencies investment community, and taxpayers.

This policy applies to all general obligation debt and revenue debt issued by the Town of South Windsor including leases and any other forms of obligation of indebtedness.

This policy, shall be reviewed, and updated if necessary, on a biannual basis. Any substantive modifications made to the policy shall be approved by the Town Council prior to becoming effective. The Finance Director, with approval of the Town Manager and advisement from the Town's Financial Advisor shall have the responsibility for structuring, implementing and managing the Town's debt and financing program, in accordance with appropriate authorizations.

DEBT LIMITS

The Town of South Windsor will consider long-term debt for the acquisition, replacement, and/or expansion of physical assets (including land) only if they have a useful life of at least five years, and to refinance existing debt. Long-term debt shall not be used to finance current operations. In accordance with the Generally Accepted Accounting Principles (GAAP) and state law, the maturity of the underlying debt will not be more than the useful life of the assets purchased or built with the debt, not to exceed 30 years.

Use of Debt Financing

Debt financing, to include general obligation bonds, general obligation bond anticipation notes, revenue bonds, lease/purchase agreements, and other obligations permitted to be issued or incurred under Connecticut law, shall only be used to purchase capital assets that cannot be acquired from either current revenues or fund balance/retained earnings and to fund infrastructure improvements and additions.

The Town normally relies on internally generated funds and/or grants from governmental agencies to finance its capital needs. Debt will be issued for a capital project only when it is an appropriate means to achieve a fair allocation of costs between current and future beneficiaries.

The Town is committed to systematic capital planning, intergovernmental cooperation and long-term financial planning. Evidence of this can be found in the Town's Five-Year Capital Improvement Plan, updated annually by the Capital Projects Committee.

Cash financing (pay as you go) shall be a component of the capital program that contributes to the financial integrity of the Town and its ability to maintain the highest bond ratings.

Assumption of Additional Debt

The Town shall not assume additional tax-supported general-purpose debt without conducting an objective analysis as to the community's ability to assume and support additional debt service payments. This analysis should take into account the reduction in bonded debt due to grants or reimbursements that will be applied for at the state or federal level where applicable. The measure used shall be the ratio of Net Annual Debt Service expenditures to Total Budgeted Expenditures in the General Fund.

The Town will endeavor to limit this ratio of debt service to no more than 10% of the total Town budget including debt service. In preparing the Town's Capital Improvement Plan, the Town will limit the dollar amount of bonds that are planned to be issued each year. The limit will be the annual debt service repayment schedule that results from the proposed bond issues cannot exceed the above target.

This allows capital financing to grow along with the level of the Town's operations.

DEBT STRUCTURE

There shall be no debt structures that include increasing debt service levels in subsequent years, with the first and second year of a bond payout schedule the exception. There shall always be at least interest paid in the first full fiscal year after a bond sale. Principal will start to be repaid no later than the second fiscal year after the bond issue for general obligation debt, and no later than the third fiscal year for revenue supported debt.

Debt will be structured to achieve the lowest possible net cost to the Town, given the market conditions, the urgency of the capital project, the type of debt being issued, and the nature and type of repayment source. To the extent possible, the Town will design the repayment of its overall debt to recapture its credit capacity for future use. As a guideline, the Town shall strive to repay from 30 to 50% of the principal amount of its general obligation debt within five years and a least 60% within ten years.

The Town will seek to structure debt with level or declining debt service payments over the life of each individual bond issue. As a general practice, the Town will not backload, use "wrap-around" techniques, balloon payments or other types of exotic formats to pursue financing.

DEBT ISSUANCE

The Town will prepare and update annually a five-year Capital Improvement Program (CIP) to be approved by the Capital Projects Committee. The CIP will be developed with an analysis of the Town's infrastructure and other capital needs, and the financial impact of the debt service required to meet the recommended

financing plan. The Town will strive to fund between 5 to 10% of the CIP projects' aggregate cost on a cash basis.

Each project proposed for financing through debt issuance will have an analysis performed for review of tax impact and future operating costs associated with the project and related debt issuance costs.

There are three general methods of issuing debt obligations: a competitive sale, negotiated sale and private placement. It shall be the policy of the Town to issue debt through a competitive sale whenever feasible to ensure the lowest overall interest rate to the Town.

Call Provisions

Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the Town. When economically feasible, all bonds shall be callable only at par.

Sale Process

The Town shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The Town shall attempt to award the bonds based on a true interest cost (TIC) basis. However, the Town may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

Unless market conditions are extremely unfavorable, the Town will sell all municipal bond and note issues by competitive bid. The competitive bid process guarantees the Town adequate exposure in the market and reasonable expectation that interest terms and rates are competitive.

Short-Term Financing (BANs)

Short-term borrowing may be utilized for interim financing or for other purposes as described below. The Town will determine and utilize the least costly method for short-term borrowing subject to the following policies:

- Bond Anticipation Notes (BANs) may be issued for capital related cash purposes to reduce the debt service during the construction period of a project or to provide interim financing for a project. The BANs shall not mature more than 5 years from the date of issuance.
- Other Short-Term Debt may be used when such instruments provide an interest rate advantage or as interim financing.

Long-Term Financing (Bonds)

Long-term debt will be issued to purchase or construct capital improvements or equipment with a minimum expected life of five years. The Town will not use long-term borrowing to finance annual operating needs. The term of any bond issue will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended:

Long-term debt will be consistent with the following guidelines:

- The Town will maintain a debt schedule with 50% of outstanding principal maturing within ten years.

- The Town will limit long-term debt to those capital improvements which cannot be financed from existing fund balances or current revenues.
- The maturity of long-term debt will be consistent with, or less than, the expected lifetime of the project.
- The Town will use special assessments, revenue bonds, and other available self-liquidating debt measures in lieu of general obligation bonds whenever possible. Sewer revenue will offset sewer-related debt service.

Debt Refunding

The Town will refund debt when it is in the best financial interest of the Town. Such refunding may include restricting to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, or to release reserve funds. The Town will refund bonds within the term of the originally issued debt. However, the Town may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible. The Town also may consider shortening the term of the originally issued debt to realize greater savings. The decision to refinance must be explicitly approved by Town Council, and all plans for current or refunding debt must be in compliance with state laws and regulations. Refunding opportunities may be considered if the refunding generates a positive net present value savings of 3% or more of the refunded maturities.

Rating Agencies

Full disclosure of operations and open lines of communication shall be made to the rating agencies. Credit rating(s) will be sought from Moody's, Standard & Poor's, and/or Fitch as recommended by the Town's Financial Advisor and presentations will be conducted as necessary. The Town shall, at a minimum, maintain its current bond rating, and strive for improvement.

Credit Enhancements

Credit enhancements (letters of credit, bond insurance, etc.) may be used, but only when anticipated present value savings in terms of reduced interest expense exceeds the cost of the credit enhancement by at least 2%.

Lease/Purchase Agreements

Lease/Purchase Agreements are alternatives to bond financing for capital purchases that are lienable. As a general rule, the lease period should not exceed the useful life of the item and the Town will own the item at the end of the term. Lease purchase financing has generally smaller upfront costs than a traditional bond issue and can often be executed more quickly than a standard bond issue. However, it will typically have higher interest rates than standard bond issue. A lease/purchase may therefore be more economical for smaller borrowings, where the amortized upfront costs of bond issue would give a standard bond issue a higher average interest cost than a lease/purchase with minimal upfront costs.

Bond Counsel

The Town will retain external Bond Counsel for all debt issues. All debt issued by the Town will include a written opinion by Bond Counsel affirming that the Town is Authorized to issue the debt, that the Town has met all State constitutional and statutory requirements necessary for issuance, and that Counsel has determined the debt's federal income tax status. Bond Counsel must have comprehensive municipal debt

experience and a thorough understanding of Connecticut law as it relates to the issuance and structuring of municipal debt.

Financial Advisor

The Town will retain an external independent financial advisor who shall not have any conflicting relationship with any underwriters. The utilization of the financial advisor for particular bond sales will be at the discretion of the Town Manager and pursuant to a financial advisory services contract. The major criteria in the selection process for a financial advisor will be comprehensive municipal debt experience in Connecticut, experience in the pricing structures of municipal securities, as well as overall cost of service.

Other Service Providers

The Town Manager shall have the authority to periodically select other service providers (e.g. escrow agents, trustees, etc.) as necessary to meet legal requirements and minimize net Town debt service costs, but this authority shall not conflict with other Town Policies.

DEBT MANAGEMENT

Continuing Disclosure

The Town is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional investors, Town departments and agencies, other levels of government and the general public to share clear and accurate financial information. The Town is dedicated to meeting secondary disclosure requirements on a timely and comprehensive basis, as required by appropriate regulatory authorities.

Official Statements accompanying new debt issues and the financial reports shall meet (at a minimum) the standards articulated by the Government Accounting Standards Board (GASB), the Securities and Exchange Commission (SEC) and Generally Accepted Accounting Principles (GAAP). The Town shall be responsible for ongoing debt disclosure to the established national information repositories in accordance with SEC Commission Rule 15c2-12(b).

The Town shall comply with all continuing disclosure requirements as outlined in the debt documents (in accordance with U.S. Securities and Exchange (SEC) Rule 15c2-12). The Town shall be responsible to submit the annual audited CAFR and any other required financial disclosures (to conform with the "updated financial and operational" continuing disclosure requirements) to the Electronic Municipal Market Access (EMMA) filing service immediately following the issuance of the audited CAFR. The Town is also responsible to file, in a timely manner, not in excess of ten (10) business days of the occurrence of an event that may have an impact on the Town's outstanding bonds. The Town shall work with Bond Counsel to ensure compliance with the EMMA reporting responsibilities. The events are as follows:

- principal and interest payment delinquencies;
- non-payment related defaults, if material;
- unscheduled draws on debt service reserves reflecting financial difficulties;
- unscheduled draws on credit enhancements reflecting financial difficulties;
- substitution of credit or liquidity providers, or their failure to perform;

- adverse tax opinions; the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Notes, or other material events affecting the tax status of the Notes;
- modifications to rights of Noteholders, if material;
- note calls, if material, and tender offers;
- defeasances;
- release, substitution, or sale of property security repayment of the Notes, if material;
- rating charges;
- bankruptcy, insolvency, receivership, or similar event of any obligated person;
- the consummation of a merger, consolidation, or acquisition involving any obligated person or the sale of all or substantially all of the assets of any obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake any such an action or the termination of a definitive agreement relating to such actions, other than pursuant to its terms, if material; and
- appointment of a successor or additional trustee or the change of name of a trustee, if any if material.

The Town will comply with all applicable U.S. Internal Revenue Service and U.S. Treasury arbitrage requirements for bonded indebtedness in order to preserve the tax-exempt status of all bonds.

Interest Earnings

Interest earnings received on the investment of bond proceeds shall be used to assist in paying the interest due on bond issues, to the extent permitted by law. The procedures for investment shall follow the written Investment Policy of the Town.

Costs and Fees

Bonds: All costs and fees related to issuance of bonds will be paid out of bond proceeds and allocated across all projects receiving bond proceeds from the issue.

BANS: Short-term bond costs shall be allocated to all projects.

Capitalized Interest

Interest costs incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

TOWN OF SOUTH WINDSOR

Fund Balance Policy

PURPOSE AND SCOPE

The purpose of this policy is to establish a target range of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target range as conditions warrant. This policy shall also establish a process for reaching and or maintaining the targeted range of fund balance and the priority for the use of resources in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the Town's General Fund balance.

DEFINITIONS AND CLASSIFICATIONS

Fund Balance is a measurement of available financial resources and is the difference between the assets and liabilities reported in a governmental fund. Fund balance is intended to serve as a measure of financial resources in a governmental fund. The Town's management, credit rating agencies, and others monitor the levels of fund balance as an important indicator of the Town's economic condition. This policy ensures that the Town maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs;
- Secure and maintain investment grade bond ratings;
- Offset significant economic downturns or revenue shortfalls; and
- Provide funds for unforeseen expenditures related to emergencies.

GASB Statement 54 distinguishes fund balance classifications based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. The five (5) classifications of fund balance applicable to the General Fund are defined as:

- **Non-spendable** – amounts that are inherently non-spendable, such as prepaid items and endowment funds where the principal balance must remain intact.
- **Restricted** – amounts constrained for a specific purpose by an external source, such as grants from the State of CT.
- **Committed** – amounts identified for a specific purpose by a formal action of the Town's highest level of decision-making authority. Any funds designated as Committed Fund Balance require the passage of a resolution by the South Windsor Town Council, prior to the end of the fiscal year. The same formal action must be taken to remove or change limitations previously approved by the Town Council.
- **Assigned** – amounts intended for a specific purpose, such as encumbrances and most special revenue funds. In addition to the Town Council, the Town Manager has the authority to assign funds when appropriate, i.e. encumbering purchase orders.
- **Unassigned** – for the General Fund, consists of excess funds that have not been classified in the previous four categories. The General Fund is the only fund that can report a positive unassigned fund balance amount, which is considered spendable resources. For all other governmental funds, only deficit fund balance amounts will be reported as unassigned fund balance.

PRIORITIZATION OF USE

The Town considers restricted fund balances to be spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when committed, assigned, and unassigned fund balances are available for an expenditure, committed funds are spent first, assigned funds second, and unassigned funds last.

POLICY

It is the policy of the Town of South Windsor to maintain the end-of-year unassigned fund balance in the General Fund between eleven (11%) and twenty percent (20%) of total expenditures and other financing uses as reported in the most current audited financial statements.

In the event that the unassigned fund balance drops below the minimum range, the Town will develop a plan, implemented through the annual budgetary process to bring the balance back within targeted range over a period of three (3) years.

Should the unassigned fund balance exceed the maximum range, the Town will consider such fund balance surplus to reduce long-term unfunded liabilities, complete capital improvements or one-time expenditures as identified by the Town Council.

Upon adoption of this policy, the South Windsor Town Council authorizes the Town Manager to establish any standards or procedures necessary for implementation. The Town Manager will provide a report to the Town Council at the following times:

- Annually after the Comprehensive Annual Financial Report (CAFR) presentation to the Audit Committee;
- If there is a change in the Government Accounting Standards;
- If due to any circumstances, there is a probability that the unassigned fund balance falls below the minimum percent in any fiscal year;
- If due to any circumstances, there is a probability that the unassigned fund balance exceeds the maximum percent in any fiscal year.

TOWN OF SOUTH WINDSOR Deficit Mitigation Plan

PURPOSE:

Over several recent State of Connecticut budget cycles, the State Legislator and Governor have looked at reducing the amount of municipal aid Towns receive and passing down the cost of Teacher Retirements to municipalities. Additionally, per Town Charter, adoption of the Town's fiscal-year budget is required before the State of CT biannual budget figures become final. Both of these scenarios have caused challenges for South Windsor to plan and budget. As a result, this document outlines options available to the Town Council and Town Manager in the event a deficit results by actions of the State of Connecticut. This Plan will be reviewed and updated annually to aid the budget planning process.

OPTIONS:

The following options are just that and could be used in their entirety or in part to provide the right approach to a potential deficit. Potential negative impacts have been given for each scenario.

- **Hiring Freeze**

For positions vacant, a hiring freeze could be implemented for short-term savings in the current fiscal year and if a position is eliminated long-term savings could be realized. Any new or requested upgraded (promoted from PT to FT) positions could be cut from the budget or have a mandated January start date. Short-term savings based on the average number of employees hired over the last 5 years could generate \$250,000 in savings.

- Potential issues include union grievances, delay in town services or public safety concerns.

- **Capital Spending Freeze**

The current capital budget is \$2,641,621 and by Town Ordinance automatically increases by 1% and by 5% of new Grand List revenues annually. In the event of a deficit, the Town could freeze all capital spending having a possible positive budgetary influence of \$2.6M.

- Sweeping these funds to cover a deficit would cause many maintenance and infrastructure projects to be delayed which would require attention and possibly more expense in future years.

- **Tax Sale**

During fiscal year 2019, the Town started the first steps to conducting its first Tax Sale. This will become an annual event occurring in the mid to late fall. Estimated collections of \$500,000 could be budgeted in the Prior-Year Tax line item to offset loss of state revenues.

- It must be noted, that this is a one-time revenue source and could potentially solve a shortfall, but should not be considered a long-term solution. As more strict collection methods are enforced, the number of delinquent properties meeting sale criteria will decrease which also means a decrease to potential budgeted revenue.

- **Use of Special Revenue Fund Balance**

Special revenue funds have built fund balance levels over multiple years that could offset operating expenses. An allocation of 10 to 15% of Full-Time Recreation Salaries could be charged to the Recreation Special Revenue Fund to reduce General Fund expenditures.

- This practice would reduce the special revenue fund balance, as these expenses are not budgeted as programming revenues.

- **Use of Self-Insurance Fund Balance**

The Town could reduce Health Insurance expenditures by reducing the employer contribution into the Self-Insurance Fund, instead using reserves to fund a portion of the annual claims.

- Combined, both options could result in a \$250,000 positive budgetary influence, but caution should be exercised when reducing fund balance levels that could be needed for catastrophic health claims and other unforeseen expenditures.

- **Tax Stabilization Fund**

The Town established this special fund by ordinance in 2018. The current balance is \$3M and can be found on the General Fund Balance Sheet as a reserved fund balance. Up to \$500,000, or a higher number if affirmatively voted on by eight (8) council members could be used as a budgeted revenue to relieve loss of state aid.

- Depleting this fund would be a one-time fix. The ordinance specifies that a minimum balance of \$300,000 be kept in this fund and it may take several positive years to replenish balance.

- **Supplemental Tax Increase**

Per Connecticut General Statutes Section 12-123, the legislative body of a municipality has the authority to issue a supplemental tax increase in the event of a revenue shortfall.

- Town Charter nuances, collection rates and communication to South Windsor taxpayers would need to be monitored in great detail under this option.

Town of South Windsor

PARK & RECREATION COMMISSION
91 Ayers Road, South Windsor CT 06074
recreation.southwindsor.org

Town Council, Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074

Dear Town Council,

I am writing on behalf of the PARC commissioners to voice concern over the recent decision to videotape the PARC meetings. The current meeting norms and agenda has a timeslot reserved for any public input. Our meetings are audio recorded and minutes are published and available. In addition, a member of the council is assigned as a liaison (as a result of recent town elections, a new liaison needs to be identified) and attends our monthly meetings. Several commissioners strongly prefer not to be part of a televised production.

We believe that town staffing would be better served in other areas rather than requiring IT resources to manage the production videotaping of PARC meetings. As stated above, the meetings are well documented and available to the council and public. Please be reminded that PARC is advisory and as such must receive Council approval on items that impact the Town.

Thank you in advance for your consideration in not requiring videotaping of the PARC meetings as we have sufficient oversight and available public awareness, inclusion, and documentation.

Sincerely,



Michael Kelly, Vice-Chair

Park and Recreation Commission

Cc: Ray Favreau, Director of Parks & Recreation

Exhibit F

2018-03-5007714	BMW FINANCIAL SERVICES	2016/A193708/5UXWX9C8G0D90570	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-128.87
2018-03-5007941	BOZEMAN INVESTMENT	2015/A193708/5UXWX9C8G0D90570	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-128.87
2018-03-5023455	CARVAJAL CESAR A	2012/A1910422/AS48RDL9C2238445	Sec. 12-129 Refund of Excess Payments	-86.05
2017-01-4001570	CICCHINI SEAN R & JACQUELYN	49 BEELEBUB ROAD	Sec. 12-128 Refund of Taxes erroneously collected from Veterans and Relatives	-413.02
2018-03-5010343	HONDA LEASE TRUST	2015/LE9503/518TB4H53GL028526	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-237.16
2018-03-5010528	HONDA LEASE TRUST	2015/A193708/5UXWX9C8G0D90570	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-253.22
2018-02-0041267	TECHNOLOGY INVESTMENT PARTNERS, LLC	1540 SULLIVAN AVENUE	Sec. 12-129 Refund of Excess Payments	-1,815.66
2018-03-5024148	VIN CREDIT LEASING LTD	2016/A193708/5UXWX9C8G0D90570	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-437.44
TOTAL				-3932.32

Drafted By: Tabatha L Chasse
Deputy Collector of Revenue

Tabatha L Chasse

Date:

December 5, 2019

Approved By: Jennifer Hinds-Shirley, CCMC
Collector of Revenue

Jennifer Hinds-Shirley

Date:

December 5, 2009