

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

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January 21, 2020

**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 (arrived at 7:03 p.m.)
Councilor Cesar Lopez
Councilor Karen Lydecker
Councilor Lisa Maneeley
Councilor Janice Snyder

Others Present: Michael Maniscalco, Town Manager

5. Communications and Reports from Town Manager

Mr. Maniscalco reported on the following item, as shown in attached **Exhibit A**.
Mr. Maniscalco also reported on additional items as follows:

- Scott Roberts has submitted a status update regarding the online permitting project, as shown in attached **Exhibit B**. Mr. Maniscalco reported that all of the departments, including the Building Department, had submitted forms to have them put online. Additional permits for each department will be added to the online service before the next Town Council meeting. Over time, there will be other permitting opportunities identified that will benefit the public.
- The Referendum for Pleasant Valley Elementary School is being worked on.
- There will be a bond sale in a couple of weeks.
- Thanked the Public Works Department for their work during the snow storm.
- Last week the Emergency Management drill was held. South Windsor performed very well.

(Discussion Continued on Next Page)

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ITEM:

5. Communications and Reports from Town Manager (Continued)

- The Council has received the presentation that was provided to Standard and Poor for the Town's rating. It is recommended that the Council read through the document. The Town will be contacted by January 28, 2020, regarding the decision of the rating agency regarding the Town's rating.

Answering questions from the Council, Mr. Maniscalco explained that there are approximately 500 square feet that the Chamber of Commerce could use for their staff at the Wapping Community House.

The Board of Education will be passing a resolution shortly regarding going to referendum for the construction of a new Pleasant Valley Elementary School, which will then be sent to the Council to be acted on at the next meeting. The silent period will begin as soon as the Town Council approves a question to go to referendum, which means that the Town Council is not allowed to use Town resources or staff to advocate one way or the other. Mr. Maniscalco stated he would have to find out if repairs to sidewalks are included in the \$15,000,000 referendum.

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

15. New Business

A. Discussion Item: the Closing of the Willow Brook Golf Course – Searching for a Solution – Public Discussion (*requested by Mayor Paterna*)

Mayor Paterna explained that the Council is looking for ideas to save the open space of the Willow Brook Golf Course because the family has decided to close that facility. The family is seeking solutions but cannot keep the facility running at the rate that they are losing money.

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ITEM:

15. A. (Continued)

Mr. Tom Rippchen, 115 Norton Lane, explained that he feels the golf course is a profitable endeavor if it were divided into three sections, (driving range, restaurant, and the golf course). He stated that he has a lot of ideas for expansion to keep the facility open as a community family orientation recreational center. Mr. Rippchen stated he would be willing to sit down with other individuals to do an analysis of the property. He would like to see the golf course remain open.

Mayor Paterna said that there are about 80 acres. The Town of Rocky Hill just bought 84 acres for \$7,300,000. Other Towns in Connecticut are moving away from Town's running golf courses. Some are looking to subcontract out because Town's are not equipped to run a golf course.

Mr. Kevin McCann, 170 Lisa Drive, came forward in support of the Town, preserving the land as open space and operating it as a golf course. This would create revenue coming into the Town.

Mr. Herb Asplund, 55 Tumblebrook Drive, stated that he hopes there is a way to preserve the golf course as a golf course. It should be done in a way that does not cost a lot but draws people to come to South Windsor.

Mayor Paterna informed the public that the Shepard family is not looking to sell the property at this time.

Mr. Peter Marotto, 223 Brookfield Street, stated that he supports keeping the land as open space for recreation to generate revenue for the Town through rentals and golf programs, and would like the Town to consider a partnership in order to save Willow Brook Golf Course.

Mrs. Ginny Hole, 185 LeFoll Boulevard, said that she also supports keeping the golf course as open space as well as a golf course through a partnership. Other items, such as an indoor pool and indoor track, could be put on the property.

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ITEM:

15. A. (Continued)

Mr. Robert Tomolonis, 15 Hunter Drive, came forward and explained that he has worked at Willow Brook Golf Course from the day it opened. Willow Brook Golf Course has supported many community events. It has also been used by Timothy Edwards Middle School, South Windsor High School, and Mount Sinai Rehabilitation Center.

Mr. John Hay, 15 Diane Drive, stated that Willow Brook Golf Course is a great course, and because of the size of the course, people can play 18 holes of golf in a relatively short period. Mr. Hay felt that people would pay more to play at this course.

Mr. Joe Durette, 53 Sunset Terrace, questioned if the pet cemetery adjacent to the golf course is being taken into account. Mayor Paterna explained that the Shepard family made the Town aware of the cemetery, and it will be maintained.

Mrs. Carole Stroud, 49 Birch Hill Drive, came forward to speak in support of keeping Willow Brook Golf Course open. It is the only executive course for miles around, and a lot of people come from all over to play this course.

Mr. Matt Riley, 12 Heatherwood Drive, stated that there are a lot of benefits to keeping the golf course open. The financing has to be looked at if the Town were to run this. Mr. Riley questioned if there is an opportunity for the Town to lease the property to get a better understanding of the finances of the property. The Town does not need more open space that is not being used, but this land could be a benefit to the residents.

Mr. Michael Sanzo, 154 Gray Road, questioned if the property is currently zoned for commercial use as a golf course and taxed as such? Mr. Maniscalco answered that the property is currently zoned commercial and is being taxed.

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ITEM:

15. A. (Continued)

Mr. Sanzo suggested that in exchange for a lease, an abatement could be offered, or the property could be rezoned. Mayor Paterna stated that this is something that could be discussed.

Mr. Tom Rippchen, 115 Norton Lane, reiterated that a cost analysis should be done on the property. Mr. Rippchen stated that he would volunteer his time to help with this if the Town would want him to.

Mr. Richard Willis, 20 Ridgeview Drive in Ellington, stated that there are dozens of people in Ellington that play at this course and enjoy it. There are charity tournaments that have been played at Willow Brook Golf Course. Other golf courses charge higher rates for non-residents and are expected in the golf community.

Mr. Kevin McCann 170 Lisa Drive, explained to the Council that Ellington Ridge is a championship golf course and is a much larger facility.

Councilor Snyder read a letter into the record from Mr. Roy Normen from Homestead Drive, who stated that Willow Brook Golf Course is valuable for the Town and should be kept for open space and recreation. This course has provided opportunities for girls and boys to learn golf. Mr. Normen informed the Council that twenty years ago, the Town did a study to see if the Town should open a golf course, and the study came back positive.

A gentleman from Manchester came forward and explained that he had worked for Willow Brook Golf Course and stated that he would hate to see the golf course go away. There are ways to keep the golf course viable such as charging a non-resident a higher rate.

Mayor Paterna stated that discussions are ongoing with the Shepard family. They have lost money for the past ten years. Options such as offering a tax abatement in return for the Town use of the property for walking trails, use of the club house for events, sledding, and snow shoeing will be discussed.

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ITEM:

15. A. (Continued)

Mr. Tony Quintiliani, 501 Tolland Turnpike, questioned if anyone has reached out to the PGA. If this course goes away, the elderly will be without a place to play.

Answering questions, Mr. Maniscalco stated that the Town presently gets \$58,655 in tax per year from Willow Brook Golf Course. The Shepard family has stated that they are losing about \$200,000 per year. The taxes are enforced by State Statutes, and the Town can only give tax abatements for specific reasons. The Town could provide payments to the golf course for certain services through an agreement.

Councilor Snyder felt that the Council should look into what can be done but did express concern about burdening the Parks & Recreation Department with more responsibilities.

Mayor Paterna explained that further solutions would be reviewed and requested that anyone having ideas should email the Council with those ideas. Mayor Paterna called for a show of hand for those in favor of trying to find a solution to keep Willow Brook Golf Course open. Forty people were in favor and no one was in opposition. There were approximately sixty people present.

6. Public Input (Items Not on the Agenda)

Mr. Matthew Riley, 12 Heatherwood Drive, came before the Council and requested that the Council consider financing the next phase of the elementary school 10-year plan for the Pleasant Valley Elementary School for 30 years rather than 20 years.

7. Adoption of Minutes of Previous Meetings

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of January 6, 2020.

Was made by Councilor Lydecker
Seconded by Councilor Snyder
The motion was approved unanimously.

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ITEM:

8. Public Petitions

Mayor Paterna stated that the Council received a petition with 865 signatures for the Willow Brook Golf Course. Mr. Maniscalco stated that if action is required when a petition is submitted, then it would be necessary for the Town Clerk to validate the signatures, but with the petitions submitted, he does not feel it needs to be validated by the Town Clerk.

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

Councilor Delnicki stated that she had attended an Inland Wetlands Agency/Conservation Commission meeting on Wednesday, January 15, 2020. At the meeting, a second public hearing was held for Evergreen Walk Unit 12, 151 Buckland Road (Costco) was held, and approval was granted. Costco still needs to go before the Planning & Zoning Commission. There was also approval of a 13-lot residential subdivision (Kilkenny Heights II Subdivision, Maskell Road/Abbe Road).

Councilor Hockenberry reported that at the Housing Authority Meeting, a contract had been signed for \$800,000, and the Department of Housing has added \$110,000. On April 1, 2020, work will begin on the interior of Wapping Mews. The Housing Authority is also seeking a grant for \$2,000,000 for the exterior of Wapping Mews, but no contract has been signed. The Human Relations Commission held its first Martin Luther King Day celebration, which was very successful.

Councilor Snyder informed the Council that on January 22, 2020, the Library Board would be celebrating and presenting that finalization of their Strategic Plan. The Planning & Zoning Commission meeting on January 14, 2020, had been canceled. Pending items consist of the pending test amendment to add new Section 5.10 Sullivan Avenue Mixed-Use Development Overlay Zone for the Geisslers Plaza and the Pleasant Valley Elementary School Portable Classrooms. Both items have been rescheduled for January 28, 2020.

Answering questions from the Council, Mr. Maniscalco explained that an RFP was put out today for the portable classrooms, and the Planning & Zoning Commission was informed.

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ITEM:

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

Councilor Evans stated that the Park & Recreation Commission held their first televised meeting. It will take time to get used to, but they did very well. The Public Building Commission will be taking a tour of Eli Terry Elementary School to see how it is progressing.

Mayor Paterna explained that during the Park & Recreation Commission meeting, Mr. Favreau encouraged people to email any questions they may have, and at the next meeting, the Commission would answer those questions. There are forms being developed for the Town website for Park & Recreation, the Planning & Zoning Commission, and Town Council, which will allow people to email any questions in.

10. Reports from Standing Committees

None

11. Reports of Temporary Committees

None

12. Public Participation (Items on the Agenda)

None

13. Consent Agenda

None

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ITEM:

14. Unfinished Business

A. Resolution Removing from the Table Item 14. F. on the Town Council's Regular Meeting of January 6, 2020 – Resolution appointing Mindy Lewis (D) an Alternate to the Economic Development Commission

BE IT RESOLVED that the South Windsor Town Council hereby removes from the table, Item 14. F. on the Town Council's Regular Meeting of January 6, 2020 – Resolution Appointing Mindy Lewis (D) an Alternate to the Economic Development Commission.

Was made by Councilor Snyder
Seconded by Deputy Mayor Pendleton

Mayor Paterna explained that the Council members received a legal opinion which stated that Mindy Lewis could be on the Economic Development Commission.

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

B. Resolution Appointing Mindy Lewis (D) an Alternate to the Economic Development Commission

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.

Was made by Councilor Evans
Seconded by Councilor Hockenberry

Town Manager Michael Maniscalco explained to the Council that Town staff could be appointed to a Board or Commission that does not oversee activities of their department. An elected official cannot be a Town employee.

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

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ITEM:

14. Unfinished Business

**C. Resolution Approving the Revised Town Council Rules and Procedures
(Postponed from the January 6, 2020, Town Council meeting)**

BE IT RESOLVED that the South Windsor Town Council hereby approves the revised Town Council Rules and Procedures.

Was made by Councilor Maneeley
Seconded by Councilor Snyder

Council members discussed the changes being proposed by Deputy Mayor Pendleton. After a lengthy discussion, the proposed changes were agreed upon. Additional changes were also agreed upon by consensus, as follows:

- Under Article I, Section 2, add language, "no nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date."
- Under Article I, Section 2, add language in brackets, stating, "the person being nominated shall be submitted by the respective political party."
- Article VI, Section 1, replace "Reflections" with the Mayor's Remarks."
- Replace Chapter with Charter wherever the Charter has been quoted.
- Article XI, Section 7, Change Committee of Ethics to Ethics Committee.

Mayor Paterna called for a vote on the motion with the agreed-upon changes to the Town Council Rules and Procedures; it passed on a roll call vote of 8 to 1 with Councilor Delnicki voting in opposition.

15. New Business

**B. Resolution Setting a Time and Place for a Public Hearing to Receive
Citizen Input on a Proposed "Mutual Assistance Agreement with the
Town of Tolland, Town of Ellington, and Town of Vernon**

(Resolution Continued on Next Page)

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ITEM:

15. B. (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, February 3, 2020, at 8:00 p.m.**, in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, CT as the time and place for a Public Hearing to receive citizen input on a proposed "Mutual Assistance Agreement with the Town of Tolland, Town of Ellington, and Town of Vernon for the Designation of Fire Marshals," said Agreement more fully described in attached **Exhibit C**, a copy of which is on file in the Office of the Town Clerk.

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

C. Resolution Approving a Transfer of \$1000 from the Contingency Account to the 175th Anniversary Account

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$1,000 from the Contingency Account to the 175th Anniversary Account to cover costs associated with South Windsor's 175th Anniversary Celebration.

Was made by Mayor Paterna
Seconded by Councilor Snyder

Mayor Paterna informed the Council that this Committee would be coming back to the Council in the future to request a formal budget.

Councilor Snyder stated that this is a great Committee.

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

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ITEM:

15. New Business (Continued)

D. Resolution Accepting the Resignation of Michael Paré (D) from the Human Relations Commission

BE IT RESOLVED that the South Windsor Town Council hereby accepts, with regret, the resignation of Michael Paré (D) from the Human Relations Commission; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Michael Paré for the time he has dedicated to serving his community by his membership on the Human Relations Commission.

Councilor Delnicki made a friendly amendment to include the date of resignation in the resolution. Councilor Hockenberry and Deputy Mayor Pendleton agreed with the friendly amendment.

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

The resolution to read as follows:

BE IT RESOLVED that the South Windsor Town Council hereby accepts, with regret, the resignation of Michael Paré (D) from the Human Relations Commission, **effective January 21, 2020**; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Michael Paré for the time he has dedicated to serving his community by his membership on the Human Relations Commission.

E. Resolution Appointing Anitha Elango (D) 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 appoints Anitha Elango (D) to the Human Relations Commission for a term ending November 30, 2021, to fill the unexpired term of Michael Paré and postpones consideration of this motion until the Town council's next regularly scheduled meeting.

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ITEM:

15. E. (Continued)

Was made by Councilor Lopez
Seconded by Deputy Mayor Pendleton

Councilor Maneeley made a friendly amendment to include in the resolution the date of Michael Paré's resignation. Councilor Lopez and Deputy Mayor Pendleton agreed with the friendly amendment.

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

The resolution to read as follows:

BE IT RESOLVED that the South Windsor Town Council hereby appoints Anitha Elango (D) to the Human Relations Commission for a term ending November 30, 2021, to fill the unexpired term of Michael Paré, **whose resigned is effective as of January 21, 2020**, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

BE IT RESOLVED that the South Windsor Town Council hereby appoints Elizabeth Burgess (D) an Alternate to the Historic District Commission for a term ending November 30, 2021, to fill a vacancy (previously Mindy Lewis) and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

G. Resolution Approving a Refund of Taxes to Ten (10) South Windsor Taxpayers

(Resolution Continued on Next Page)

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ITEM:

15. G. (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to ten (10) South Windsor Taxpayers, the total of said refunds being \$2,410.93 and as more fully described on attached **Exhibit D.**

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

H. Discussion Item: Appointing Members to the Charter Revision Commission (*requested by Mayor Paterna*)

Mayor Paterna explained that the Council needs to decide how to select members for the Charter Revision Commission.

Councilor Snyder questioned if Council members could still submit changes to the Charter? Mayor Paterna stated, yes.

Mr. Maniscalco stated that the Council is going to want people who are knowledgeable about the Town and suggested that Council members reach out to their political parties to get recommendations. Unaffiliated individuals can also be considered. Mr. Maniscalco also felt that the Commission should not be too large.

Mayor Paterna suggested that names be submitted to the Clerk of the Council, who could provide the Council with a list.

I. Discussion Item: Establishing a South Windsor Annual Honorary Citizen Award (*requested by Mayor Paterna*)

Mayor Paterna stated that there are individuals from other Towns who do a lot for South Windsor, and he would like a way to recognize these individuals.

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ITEM:

15. I. (Continued)

Councilor Snyder felt that the Honorary Citizen should be someone who works or volunteers in South Windsor and requested that when the criteria are established, it should be stated that they cannot be a South Windsor resident.

Answering questions, Mayor Paterna felt that the criteria for this program should be set by the Committee that is established.

Councilor Maneeley, Councilor Hockenberry, and Mayor Paterna all expressed interest in serving on the Committee.

16. Passage of Ordinance

None

17. Public Input/Participation (Any Matter)

Mrs. Mary Etter, Director of the South Windsor Public Library, reported on the following:

- On Thursday, January 23, 2020, at 7:00 p.m., the Bulletin Board Series will be held. The guest speaker will be Michele Lipe, who is the Director of Planning.
- On Wednesday, January 29, 2020, the Vita Free Tax Season will begin. People who would like to use this service will need to schedule an appointment through the 211 system.
- February 1, 2020, is take your child to the Library Day.
- On February 1, 2020, at 7:30 p.m., the WinterPops Series begins. There will be four different groups that will perform in the WinterPops Series and are held on every other Saturday.

18. Communications and Petitions from Council

Councilor Snyder made a motion to reconsider Item 14. C. on the agenda. Councilor Maneeley seconded the motion; and it was approved unanimously.

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ITEM:

14. Unfinished Business (Continued)

**C. Resolution Approving the Revised Town Council Rules and Procedures
(Postponed from the January 6, 2020, Town Council meeting)**

BE IT RESOLVED that the South Windsor Town Council hereby approves the revised Town Council Rules and Procedures.

Was made by Councilor Maneeley
Seconded by Councilor Snyder

- Councilor Snyder made a friendly amendment to add language in Article XI, Section 4, that is consistent with the language put into Article I, Section 2 (no nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date and add language in brackets stating, "the person being nominated shall be submitted by the respective political party.")

Deputy Mayor Pendleton explained that on a Board or Commission, a resignation is effective the date that has been requested by the individual who is resigning. In an elected position, a vacancy is not created until the Town Council has accepted the resignation.

Councilor Maneeley stated that she feels all vacancies, whether from a Board, Commission, or elected position, should be handled in the same manner.

Deputy Mayor Pendleton requested that the Clerk of the Council review past minutes to find the discussion regarding the resignations/appointments to Boards, Commissions, or elected positions because there is a reason to handle them differently.

Mayor Paterna called for a vote on the amendment; it passed on a roll call vote of 8 to 1 with Deputy Mayor Pendleton voting in opposition.

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ITEM:

14. C. (Continued)

The changes are as follows:

- Under Article I, Section 2, add language, "no nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date.)
- Under Article I. Section 2, add language in brackets stating that the person being nominated shall be submitted by the respective political party.

20. Adjournment

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

Respectfully submitted,


Deborah W. Reid
Clerk of the Council

TOWN MANAGER'S REPORT

To: Members of the South Windsor Town Council

From: Michael Maniscalco, Town Manager

Subject: Town Manager's Report for 1/21/2020 Town Council Meeting

Date: January 16, 2020

Chamber of Commerce Rental: I have recently been approached by the Chamber of Commerce with a request to rent space at the Wapping Community Center. There is an office space of about 500 square feet that could house one or two full-time Chamber employees. This would allow the Chamber to work on their financials so that they can better serve the local business community. So far we have discussed having the Chamber give the Town free membership to the Chamber in exchange for use of the space. Additionally, the Chamber will pay utilities for the space on a square foot basis. Once the Chamber Board approves the idea I will engage the Town Attorney to draft a rental agreement between the Town and the Chamber. We will also need to get approval from Planning and Zoning for this use in that zone.

Home Depot Update: I would like to inform the Council that site work has already begun for the Home Depot Distribution Center on Ellington Road across from the Coca Cola site. As a reminder, the abatement that was given to Home Depot is for 7 years at 50% of their taxes. The property in that location currently yields approximately \$20,000 in taxes per year. After the facility is built it will yield \$300,000 in taxes, and at the end of the abatement it will yield \$600,000 in taxes.

Agenda Comment Form: Staff have added an agenda item comment form to the website. This will allow the public to comment on agenda items before a meeting and for the staff to bring those comments to the respective board for the meeting. Currently the form is only available for the Town Council, the Planning and Zoning Commission, and the Park and Recreation Commission. Our ultimate goal will be to have a form available for any of the public bodies.

2020 Roads: Staff members are currently working on the construction list for 2020 and will be presenting it to the public toward the end of February. Over the next few weeks additional condition evaluations and drainage inspections will be done to ensure our work is taking place in the right locations and in the right way.

Online Permitting: We will have an online permitting report for the Council on the day of the meeting.

Town of South Windsor

Memo

To: Michael Maniscalco
From: Scott Roberts
cc: Drew Guild
Date: January 17, 2020
Re: Online Permitting Project Status; ViewPointCloud

The South Windsor Health Department continues to benefit immensely from the system. They have received 68 food service applications, 20 CERT Team applications, a few septic applications and they continue to manage complaints and requests for service through the system.

The Fire Marshal is live with all permits and continues to sign off on relevant Health Department requests through the View Point Cloud workflow.

The Engineering department has successfully completed two out of three permits and are currently finalizing the third in preparation for activation on the public site. Additionally, they are currently pending fee structure inclusion from View Point Cloud.

The Planning department is in the process of refining their Planning & Zoning, Zoning Board of Appeals, Wetlands, Land Use Fee, and Internal Miscellaneous Fee Collection permit applications in anticipation of activation on the public site. They have gone through a thorough testing period and have been vetted by internal staff. At this point nothing has been submitted to go live yet.

The Building Department is refining the HVAC, Electrical, and Plumbing permit applications in anticipation of activation on the live site.

Meetings setup the week of January 20th with VPC and Finance to work through the online payment processes and requirement with Webster Bank.

Agreement Regarding Designation of Fire Marshals

The undersigned as chief executive officers of the Towns of Tolland, South Windsor, Ellington, and Vernon hereby agree to provide mutual assistance with regards to the services and expertise of their respective Fire Marshals and/or Deputy Fire Marshals.

Accordingly, pursuant to Connecticut General Statutes Section 7-339b, the Town of Tolland, Town of South Windsor, Town of Vernon and Town of Ellington hereby agree that:

1. Each town may designate its Fire Marshal and/or Deputy Fire Marshal(s) to have the authority to act as a Deputy Fire Marshal in each other town and such designation shall be consistent with and conform to the provisions of Connecticut General Statutes Section 29-297.
2. The parties to this agreement each acknowledge that the primary responsibility and duty of each Fire Marshal and Deputy Fire Marshal is to serve the Town of his or her employment. There is no obligation to provide service to any Town which is not the primary employer, except to the extent his or her primary duties allow.
3. In the event the services of one town's Fire Marshal or Deputy Fire Marshal are requested outside that individual's normal work-day, such services and any other services contemplated by this agreement shall not create an employer – employee relationship between the requesting town and such individual.
4. The Town of Tolland, Vernon, South Windsor and Ellington shall indemnify each other and hold each other harmless from and against any and all claims arising out of any of the services performed by the personnel of one town on behalf of any other town.
5. This mutual assistance agreement shall be activated upon the request for assistance from the Fire Marshal of the receiving town. In the absence of that Fire Marshal the assistance may be activated by a Deputy Fire Marshal, the Fire Chief, or the fire officer of the receiving town serving as Incident Commander at an incident.
6. Any appointment made pursuant to this arrangement shall terminate as to any appointed individual upon the termination of that individual's employment or the failure of that individual to maintain his or her certification as a Fire Marshal. Any town may withdraw from this agreement by giving written notice to each other town, with the withdrawal being effective thirty (30) days from the date of the notice. Such withdrawal shall be approved by the legislative body of the withdrawing town in the same manner as provided for ratifying interlocal agreements pursuant to Connecticut General Statutes Section 7-339c(a).
7. This agreement shall be reviewed by each town no later than 5 years from the date of implementation and periodically thereafter. However, the Agreement may be terminated at any time with the unanimous consent of each participating town which has not withdrawn from the agreement at the time of termination. Further,

Exhibit C

the Agreement may be amended at any time with the unanimous approval of each participating town which has not withdrawn from the agreement at the time of such proposed amendment. Such notice of termination or amendment to the agreement shall be approved by the legislative body of each participating town in the same manner as provided for ratifying interlocal agreements pursuant to Connecticut General Statutes Section 7-339c(a).

8. Each town's legislative body has ratified this Agreement pursuant to Connecticut General Statutes Section 7-339c and authorized each town's chief executive officer to execute this agreement on behalf of the town. This Agreement will be effective for each town on the date the agreement is executed by the authorized official of the signatory town.

Agreed on the date of execution by each town as written below:

Town of South Windsor

By: Michael Maniscalco
Town Manager

Date: _____

Town of Ellington

By: Lori L. Spielman
First Selectman

Date: _____

Town of Vernon

By: Michael J. Purcaro
Town Administrator

Date: _____

Town of Tolland

By: Michael Rosen
Town Manager

Date: _____

Exhibit D

Name	Property ID	Reason	Over Paid
CAB EAST LLC	2018/AF00795/IFMGRK81TGGD08820	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	\$79.55
CAB EAST LLC	2018/AF00795/IFMGRK81TGGD08820	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	\$79.55
CAREY KAITLIN T	2017/KTYC211BURHE3HC80985	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	\$45.24
HYUNDAI LEASE TITLING TRUST	2018/AB72709/KMFDH4AERGUG32043	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	\$104.83
HYUNDAI LEASE TITLING TRUST	2017/AG21138/ENPDR4LF0H129338	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	\$190.12
HYUNDAI LEASE TITLING TRUST	2017/AG21138/ENPDR4LF0H129338	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	\$190.12
HYUNDAI LEASE TITLING TRUST	2017/AG21138/ENPDR4LF0H129338	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	\$190.12
SILVA NOE C	19988C49092GCEKT9R8W1141175	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	\$280.09
WWSREDIT REASING LTD	2018/AF00795/IFMGRK81TGGD08820	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	\$44.35
TOTAL			\$2,410.93

Approved by: *[Signature]*
 Deputy Collector of Revenue
 Approved by: *[Signature]*
 Collector of Revenue
 December 30, 2019