

Minutes

TOWN COUNCIL
COUNCIL CHAMBERS
SOUTH WINDSOR TOWN HALL

REGULAR MEETING
Monday, April 1, 2024
TIME: 7:00 P.M.

1. Call Meeting to Order

Mayor Delnicki called the meeting to order at 7:01pm.

2. Pledge of Allegiance

3. Roll Call

Members present:

Mayor Audrey Delnicki
Deputy Mayor Matthew Siracusa
Councilor Richard Balboni
Councilor Michael Buganski
Councilor Carolyn Carey
Councilor Steven King Jr.
Councilor Toby Lewis
Councilor Elizabeth Pendleton (left at 8:55pm)

Others present:

Michael Maniscalco, Town Manager
Richard Carella, Town Attorney
Scott Roberts, Assistant Town Manager
Bonnie Armstrong, Town Clerk
Patricia Perry, Director of Finance
Vincent Stetson, Director of Public Works
Marco Mucciacciaro, Superintendent of Streets
Tony Manfre, Superintendent of Pollution Control
Clay Major, Facilities Director
Jeff Doolittle, Asst. Dir. of Public Works/Town Engineer
Walter Summers, Fire Marshal
Chuck Marshall, Fleet Manager

4. Mayor's Remarks

- Mayor Delnicki congratulated the South Windsor High School Choral for winning first place at the Little Roadie Rumble Show Choir Competition.
- April 2nd is World Autism Awareness Day.

- Saturday April 6th is the 39th Annual Parks and Recreation Fishing Derby at the pond on Barber Hill Road starting at 9am and ends at 11am. No fishing license required for those under 16.
- April 8, 2024- Total solar eclipse will take place. Mayor Delnicki gave an overview of where the eclipse will be and provided safety protocols for viewing.

5. **Adoption of Agenda**

Councilor Lewis made a **Motion to adopt the agenda** as presented. Councilor Carey **seconded the Motion**.

Councilor Pendleton made a **Motion to move Item 13.D**. Resolution accepting the Resignation of Margaret Glover from the Patriotic Commission to after Item 7. Public Input. Councilor Pendleton also made a **Motion to add Item 11.A.1 as a First Reading** appointing Peter Bortolan as an Alternate member of the Patriotic Commission. Councilor King **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

Councilor King made a **Motion to amend the agenda to move Item 13.C**. (Resolution appointing Michael Pare as a member of the South Windsor Town Council) to after Item 7. Public Input and move Item 13.D. (Resolution accepting the Resignation of Margaret Glover from the Patriotic Commission) to after Item 13.C. Councilor Balboni **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

6. **Communications and Reports from the Town Manager**

Town Manager, Michael Maniscalco reported on the following:

Collins Crossing: Comer Contracting milled off their failing chip stone surface on Collins Crossing on Monday, March 25th. Weather permitting, they plan to pave the finish surface of Collins Crossing on April 5th.

Pavement for Progress Update: The Paving for Progress contractor for this year's paving program is Ondrick. They intend to start work the week of March 25th in Brook Street, Farmstead Drive, and Overlook Drive neighborhoods. This will be followed by the Hillside, Steep, Aroda, High and Skyline neighborhoods in the beginning of May. The balance of this year's streets will then commence following those two phases. Edgewood Drive, Elizabeth, Nancy, and Dawn areas can anticipate their roads to start sometime around the beginning of June. All residents that have work being performed in front of their homes have received a letter in the mail from the Public Works Department in regards to the project.

Summer Camp: Summer camp registration opened on March 27th. As has happened in previous years, the in-house camps are sold out completely. I would like to recognize the Parks & Recreation staff for their great work in making sure the many South Windsor parents have opportunities for their kids over the summer.

Nevers Park Workout Facility: The Parks Department has secured a purchase order with the “Pour in Place” contractor to pour the base for the work out area. It is expected that this work will be completed within the first two weeks of April.

Councilor King asked about the trees that have been cut down around residents’ homes and asked who authorizes this work. Mr. Maniscalco said that the trees are being cut due to Eversource due to a survey that was done regarding the height of trees around the powerlines. This is being done to ensure that the grid is protected. There are also trees being cut on Pleasant Valley Road due to Phase II of Pleasant Valley Road Reconstruction project.

Deputy Mayor Siracusa asked for an update on the splash pad project. Mr. Maniscalco said that they are waiting for temperatures to be above 50 degrees to do the tough coat.

7. Public Input for Items on the Agenda

Public Input shall not exceed thirty (30) minutes. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes.

Mayor Delnicki read a letter from Monique and Juro Pezic regarding their opposition to the solar farm proposed on Foster.

Tom Dillon, of 34 Barber Hill Road, spoke about of the nomination of Michael Pare and the process of his nomination. He feels that if he is voted down, the Town Council should move on. He also would like an audit of the Town Manager’s budget and a 0% increase.

Michael Pare, of 1497 Main Street, spoke about his nomination. He reiterated the themes discussed in his meetings with the Town Council members.

Steven Cordeiro, of 9 Birch Hill Drive, spoke about Item 13.C. Nomination of Michael Pare. He would like to see another name brought forth if Mr. Pare’s nomination is not accepted by the Town Council.

Daria Plummer, of 235 Orchard Hill Drive, spoke in favor of the appointment of Michael Pare.

Anitha Elango, of 108 Lisa Drive, spoke in favor of Michael Pare’s appointment to Town Council and expressed frustration because she doesn’t know why the Town Council is not seating Mr. Pare. She asked the Town Council to reconsider their position.

John Holowczak of 39 Cody Circle, spoke about Project Fin-Carla’s Pasta Facility. He said there is a sewer pipe that is needed due to issues with discharge. He requested that this is carefully considered and would like opinions from Engineering and Planning.

Thespina Buganski of 133 Cliffwood Drive, spoke about a text message that went out regarding MAGA and bringing DC chaos to the community. This commentary only brings a bigger divide to the community. She urges the Town Council to stand up against this type of commentary.

Samantha Pare, of 1497 Main Street, wife of Michael Pare. Ms. Pare spoke on behalf of Mr. Pare's character. He is a man of honesty, courage and moral integrity and will tell you where he stands.

Item 13. C

Resolution Appointing Michael Pare (D) as a Member of the South Windsor Town Council

BE IT RESOLVED, that the South Windsor Town Council hereby Appoints Michael Pare (D), as a Member of the South Windsor Town Council for a term ending November 10, 2025, to fill the unexpired term of Erica Evans.

Councilor King made a **motion appointing Michael Pare (D)**, as a Member of the South Windsor Town Council for a term ending November 10, 2025, to fill the unexpired term of Erica Evans. Councilor Pendleton **seconded the Motion**

Councilor Carey gave her reasons for not voting yes. We need councilors who are not divisive and if Mr. Pare does not get appointed to the Town Council, she would like the Democratic Town Committee to submit another name for consideration.

Deputy Mayor Siracusa spoke about his reasons for not voting in favor of Mr. Pare. He doesn't like to tell someone no who wants to serve the community but he does not feel that Mr. Pare is the right choice.

Mayor Delnicki recessed the Regular Meeting at 8pm to hold a Public Hearing on the Proposed Board of Education Budget for Fiscal Year 2024/2025. The Public Hearing closed at 8:34pm.

Public Hearing Minutes filed separately

The Regular meeting resumed at 8:35pm continuing with Item 13. C. Resolution Appointing Michael Pare (D) as a Member of the South Windsor Town Council

Mayor Delnicki called for a **roll call vote** for those in favor and those opposed of Michael Pare's appointment to the Town Council, the results of which are as follows; **4 ayes** (King, Pendleton, Delnicki, Buganski), and **4 nays** (Balboni, Lewis, Carey, Siracusa). **MOTION FAILS.**

Councilor Pendleton asked Town Attorney Rich Carella if the town Council is in violation of the Charter by voting no again. Mr. Carella said that the Town Council has to fill the vacancy. There is no time frame specified in which to appoint a councilor so they are not in violation of the Charter but the position must be filled expediently. Similar circumstances have required vacancies to be filled in 30 days. This is not set in stone and doesn't apply to the Town Council. Mr. Carella said it will become increasingly difficult

to defend the Town Council if the court looks at other state statutes as to how the council's actions are interpreted and the position hasn't been filled within 30 days. The Charter does not define when or how soon an appointment need to be made. He feels that this should be a change that should be looked at b the Charter Revision Commission.

Deputy Mayor Siracusa called for a **Point of Order**.

Item 13. D.

Resolution Accepting the Resignation of Margaret Glover from Patriotic Commission

BE IT RESOLVED, that the South Windsor Town Council hereby accepts with regret the resignation of Margaret Glover from the Patriotic Commission effective March 20, 2024; and

BE IT FURTHER RESOLVED, that the South Windsor Town Council extends its thanks to Margaret Glover for the time dedicated to serving her community by her membership on the Patriotic Commission

Councilor Pendleton made a **motion accepting the resignation** of Margaret Glover as an Alternate Member of the Patriotic Commission. Councilor King **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**.

8. Adoption of Minutes of Previous Meeting

Approval of the March 18, 2024 Town Council Meeting Minutes

BE IT RESOLVED, that the South Windsor Town Council hereby approves the minutes of the Regular Town Council meeting of March 18, 2024.

Councilor Buganski made a **Motion to approve the minutes of March 18, 2024 Regular Town Council meeting**, as presented. Councilor Lewis **seconded the Motion**, which was approved by unanimous voice vote. **MOTION CARRIES**.

Approval of the March 18, 2024 Small Cities Grant Public Hearing Meeting Minutes

BE IT RESOLVED, that the South Windsor Town Council hereby approves the minutes of the Small Cities Grant Public Hearing held on March 18, 2024.

Councilor Buganski made a **Motion to approve the minutes of March 18, 2024 Small Cities Grant Public Hearing**, as presented. Councilor Lewis **seconded the Motion**, which was approved by unanimous voice vote. **MOTION CARRIES**.

Approval of the March 20, 2024 Town Council / Board of Education Special Work Session Meeting Minutes

BE IT RESOLVED, that the South Windsor Town Council hereby approves the minutes of the Town Council / Board of Education Special Budget Work Session of March 20, 2024.

Councilor Buganski made a **Motion to approve the minutes of March 20, 2024 Town Council / Board of Education Special Work Session Meeting**, as presented. Councilor Lewis **seconded the Motion**, which was approved by unanimous voice vote. **MOTION CARRIES.**

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

Councilor Balboni reported on the Patriotic Commission meeting that he attended and said that there will be 31 new banners put at Nevers Park honoring veterans between Memorial Day and Veterans Day. The Patriotic Commission Essay Contest will be announced in May and are invited to ride in the Memorial Day Parade and will be introduced during the ceremony and will be presented to the Town Council at the June 3rd meeting. Armed Forces Day is Saturday, May 18th from 5pm to dusk with fireworks following as well as food trucks and much more. The Memorial Day Parade is May 27th starting at 10am (Satellite Road South to Pleasant Valley Road) followed by the 11am ceremony at Veterans Memorial Park. All Councilors are invited, please RSVP to Councilor Balboni.

Deputy Mayor Siracusa reported on the Library Board meeting and asked Mr. Maniscalco to provide an update. The Town Manager attended the board meeting to answer questions about the library being a town department. Mr. Maniscalco recommended that they form a sub-committee to monitor the library special account investments. They reviewed bylaws and potential amendments. No actions were taken with regard to changing bylaws at this meeting. Carol Stroud attended her last meeting as a member of the board.

Mr. Maniscalco said they had a good conversation and discussed their different roles and hear their concerns and answer questions. They discussed endowments and funds that the library has built up. They talked about a way of governing the investments.

Councilor Buganski reported on the Economic Development Commission met. They talked about Project Fina and the committee voted to send it to Town Council for discussion.

Councilor King reported on the Arts Commission and said that they are working on getting the meetings up and running. He is waiting to hear back from everyone. If anyone is interested in being involved, they can reach out to Councilor King or the Town Clerk.

Deputy Mayor Siracusa reported on the Capital Projects meeting and said that the committee worked on their presentation to Town Council which will be presented later tonight.

10. **Reports from Committees**

Mayor Delnicki reported that the Budget Working Group met last Monday, March 25th and met on April 1st. The group consists of Councilor Balboni, Councilor Carey, Councilor King. Also in attendance was Mayor Delnicki and Town Manager, Michael Maniscalco.

11. **Consent Agenda**

[All items listed under this section are considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and be considered in its normal sequence on the agenda.]

A. **First Reading**

Motion to approve 11 A 1 as a First Reading on the Consent Agenda.

1. **Resolution Appointing Peter Bortolan (D) as an Alternate Member of the Patriotic Commission and Postpones Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Peter Bortolan (D) as an Alternate Member of the Patriotic Commission for a term ending December 31, 2026 to replace the unexpired term of Margaret Glover and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Councilor Pendleton made a **Motion to approve 11 A 1 as a First Reading** on the Consent Agenda. Councilor King **seconded the motion** which was approved by unanimous voice vote.
MOTION CARRIES

B. **Second Reading**

Motion to approve 11 B 1 as a Second Reading on the Consent Agenda.

1. **Resolution Appointing Jeffrey Trachtenberg (R) as an Alternate Member of the Housing and Fair Rent Commission**

BE IT RESOLVED, that the South Windsor Town Council hereby Appoints Jeffrey Trachtenberg (R), as an Alternate Member of the Housing and Fair Rent Commission for a term ending November 30, 2026 and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Councilor Balboni made a **Motion to approve 11 A 2 as a Second Reading** on the Consent Agenda. Councilor Carey **seconded the motion** which was approved by unanimous voice vote.
MOTION CARRIES

Miscellaneous

None.

12. Unfinished Business

None.

13. New Business

A. Budget Presentations:

Public Works: Vincent Stetson, Director of Public Works reported that Department of Public Works has been recognized as the 2024 Outstanding Public Works Department of the Year by the New England Chapter of the American Public Works Association.

Engineering: Page 140 of Budget Book- Jeffrey Doolittle, Assistant Director of Public Works/Town Engineer reports budget increase of \$6,535 or 1.41% - mostly due to salaries.

Streets: Page 148 of Budget Book- Marco Mucciacciaro, Superintendent of Streets reported a budget decrease of \$6,435 or -.19%. The decrease does not consider inflationary costs. They are doing what they can to cut every corner.

A question raised regarding not doing additional leaf passes. Mr. Mucciacciaro said that they have looked into it. Some of the challenges are if the leaves are left at the curb and there is a snowstorm, the leaves become more difficult to pick up and they don't want to use mechanical means to do it because it poses other issues which could increase costs. They don't feel that at this time, it would be a savings. Marco said that he would provide a report supporting this. Regarding the dump truck and loader that is budgeted; the dump truck that is in the budget is due to it being 20 years old. The loader is 16 years old with 12,000 hours on it and is being repaired frequently. The vehicle is no longer reliable.

Fleet: Page 152 of Budget Book- Chuck Marshall, Fleet Manager reported a zero percent increase in the budget. Union salaries are being absorbed by the budget.

Public Buildings Division: Page 157 of Budget Book- Clay Major, Facilities Manager reported a \$21,999 decrease in their budget. Decrease due to utility costs decreasing due to lighting upgrades and energy efficiency measures throughout buildings.

Pollution Control: Page 163- Tony Manfre, Superintendent of Pollution Control reported an increase in budget of \$62,890. Increase is due to contractual obligations to All American Waste. Tipping fees have increased.

A question was raised regarding moving bulky waste collection to every other month. Mr. Manfre stated that there is a contract through 2030 which would have to be renegotiated if the council wanted to change the pick up to every other month.

Fire Marshal: Page 128- Walter Summers, Fire Marshal reported a budget increase of \$13,259.

Emergency Management: Page 124- Walter Summers, Fire Marshal reported a budget increase of \$28,875. Hydrant budget increased by \$2217 or 1.83% based on CT Water increases (Page 134)

Information Technology: Page 94- Scott Roberts, Assistant Town Manager/Director of Information Technology reported a budget increase of \$78,364. Mr. Roberts reported that there is a transfer from the Special Revenue Fund from Tolland, Coventry and Andover of \$72,000 which brings the increase down to about 6k increase of which the subtracted increase to bring the library board on as a town employee brings the budget increase to net \$724.00.

Capital Projects: Page 248- Scott Roberts, Assistant Town Manager/Director of Information Technology presented the Capital Improvements Projects selected to be budgeted for FY 24/25. **(See attached Exhibit D).** Deputy Mayor Siracusa gave an overview of the Capital Projects budget process. Representatives from the Capital Projects Committee gave overviews of the projects presented. Councilors asked questions regarding the projects presented

B. Discussion Item: Siting Council Application for a Solar Farm at 186 Foster Street (Town Manager, Michael Maniscalco)

Town Manager Michael Maniscalco handed out the application for the Siting Council **(See attached Exhibit E)** to the Council members and asked them to review. A few letters have been received from the public regarding their disapproval of the project. Mr. Maniscalco asked the council if they wanted to send a letter to the Siting Council expressing their concerns and displeasure. It was agreed by consensus that a letter should be sent to the Siting Council. It was also suggested that the Town Manager apply for party status and reach out to the Town of East Windsor to see what they have learned about the project thus far.

E. Resolution Accepting the Resignation of Paul Cote from the Inland Wetlands Agency/Conservation Commission

BE IT RESOLVED, that the South Windsor Town Council hereby accepts with regret the resignation of Paul Cote from the Inland Wetlands Agency/Conservation Commission effective March 8, 2024; and

BE IT FURTHER RESOLVED, that the South Windsor Town Council extends its thanks to Paul Cote for the time dedicated to serving his community by his membership on the Inland Wetlands Agency/Conservation Commission.

Councilor King made a **motion accepting the resignation** of Paul Cote from the Inland Wetlands Agency/Conservation Commission effective March 8, 2024. Councilor Lewis **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

F. Resolution Accepting the Resignation of Corrine Bordua from the Public Building Commission

BE IT RESOLVED, that the South Windsor Town Council hereby accepts with regret the resignation of Corrine Bordua from the Public Building Commission effective March 20, 2024; and

BE IT FURTHER RESOLVED, that the South Windsor Town Council extends its thanks to Corrine Bordua for the time she has dedicated to serving her community by her membership on the Public Building Commission.

Councilor Carey made a **motion accepting the resignation** of Corrine Bordua from the Public Building Commission effective March 20, 2024 Councilor Lewis **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

G. Resolution Authorizing Town Manager, Michael Maniscalco to Execute and Deliver any and all Documents Deemed to be Necessary or Appropriate to the State of Connecticut, Department of Emergency Management and Homeland Security 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 Management and Homeland Security any and all documents which it deems necessary or appropriate for the “Memorandum of Agreement Regarding use of Federal Fiscal Year 2023 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3”; and

BE IT FURTHER RESOLVED, that Michael Maniscalco, 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 the “Memorandum of Agreement Regarding Use of Federal Fiscal Year 2023 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3” including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Councilor Balboni made a **motion Authorizing Town Manager, Michael Maniscalco to Execute and Deliver** any and all Documents Deemed to be Necessary or Appropriate to the State of Connecticut, Department of Emergency Management and Homeland Security on behalf of the Town of South Windsor. Deputy Mayor Siracusa **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

H. Resolution Granting the CT Water Company watermain easement rights as shown of schedule A (the Easement) and Authorizing Michael Maniscalco to execute and deliver to the Company the Easement and such other instruments as may be required in connection with the Easement

BE IT RESOLVED, that the Town of South Windsor grant to The Connecticut Water Company, a Connecticut corporation (the "Company"), permanent rights for the installation, maintenance and repair of water pipes and mains over, under and across land of the Town of South Windsor situated in the Town of South Windsor, County of Hartford and State of Connecticut on substantially the same terms and conditions as set forth in the form of easement attached hereto and made a part hereof as Schedule A (the "Easement"), and containing such other terms and conditions as may be required by the Company and deemed advisable by the Authorized Officer of the Town of South Windsor; and

BE IT RESOLVED, that Michael Maniscalco, Town Manager of the Town of South Windsor (the "Authorized Officer") be and hereby is authorized and empowered to execute and deliver to the Company the Easement and such other instruments as may be required in connection with the Easement; and

BE IT RESOLVED, that any and all actions heretofore taken by the Authorized Officer of the Town of South Windsor in connection with the Easement and the transactions contemplated therein are hereby ratified, confirmed and approved in all respects; and

NOW THEREFORE, BE IT RESOLVED, that no other consent or approval of the Town of South Windsor is required by the Town Charter of the Town of South Windsor for the execution and delivery by the Town of South Windsor of any instrument or document authorized by the foregoing resolutions.

Councilor Buganski made a **motion to approve** the resolution granting the CT Water Company watermain easement rights as shown of schedule A (the Easement) and Authorizing Michael Maniscalco to execute and deliver to the Company the Easement and such other instruments as may be required in connection with the Easement. Councilor Carey **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

I. Resolution Approving Refund Batch 39 for 10 Tax Refunds totaling \$7,637.33

BE IT RESOLVED, that the South Windsor Town Council hereby approves ten (10) refunds, the total of said refunds being \$7,637.33 and as more fully described in **Exhibit A**.

Councilor Lewis made a **motion to approve ten (10) tax refunds** totaling \$7,637.33.

Deputy Mayor Siracusa made a **friendly amendment** to the correct the dollar amount in the resolution to correspond with the total amount of the ten refunds. Councilor King **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

J. Resolution Approving Refund Batch 41 for five (5) Tax Refunds totaling \$1,218.22

BE IT RESOLVED, that the South Windsor Town Council hereby approves five (5) refunds, the total of said refunds being \$1,218.22 and as more fully described in **Exhibit B**.

Councilor Lewis made a **motion to approve five (5) tax refunds** totaling \$1,218.22. Councilor Buganski **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

K. Resolution Appointing Katherine Senerth as Executive Assistant/Clerk of the Council

WHEREAS, the Personnel Committee has recommended that the Town Manager's Executive Assistant take on the duties of Clerk of the Council position; and

WHEREAS, the Town Council approves the Executive Assistant/Clerk of the Council position to be added as a Grade 3 of the Non-Bargaining Job Classification listing; and

WHEREAS, the Town Council approves the combined Job Description for Executive Assistant/Clerk of the Council and as more fully described in **Exhibit C**); and

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Katherine Senerth as Executive Assistant/Clerk of the Council;

BE IT FURTHER RESOLVED, that the South Windsor Town Council approves a salary increase of \$15,000 retroactive to February 20, 2024, which was the start of Ms. Senerth handling these duties. Benefits will continue to be associated with the Non-Bargaining Unit Members Fringe Benefit Description for Fiscal Year 2021/2022 - 2023/2024;

BE IT FURTHER RESOLVED, that the Town Council hereby directs the Town Manager to execute an appointment letter to Katherine Senerth.

Mayor Delnicki stated that they are eliminating the full-time position of Clerk of the Council and combining it with the Executive Assistant position. Research was done prior to and it will benefit the Town financially.

Deputy Mayor Siracusa made a **motion appointing Katherine Senerth** as Executive Assistant/Clerk of the Council. Councilor King **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

14. **Passage of Ordinance**

None.

15. **Public Input for Any Matter**

Public Input for any other matter shall not exceed thirty (30) minutes. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item. The speaker(s) shall limit their speaking time to five (5) minutes.

John Holowczak of 39 Cody Circle- spoke regarding tax abatements and urges the council to beware of unintended consequences and consider all aspects of granting a tax abatement.

Matthew Odell of 115 Pine Tree Lane spoke about an FOI request that he submitted approximately a month ago and said that the responses that came back were not a true statement.

Steve Cordeiro of 9 Birch Hill Drive spoke about Michael Pare's appointment and said that he would like to see another name put forward.

16. **Communications from the Council**

Councilor Carey asked Town Attorney Rich Carella if they could write a letter to the Democratic Town Committee to ask them to submit a new nomination for consideration by the Town Council. Mr. Carella said that they could.

Councilor Carey made a **motion to submit a communication from the Town Council to the Democratic Town Committee** to ask them to submit a new nomination for consideration by the Town Council. Councilor Lewis **seconded the motion** which passed by a unanimous voice vote. **MOTION CARRIES.**

Deputy Mayor Siracusa asked Town Attorney if the Republican Town Committee can conduct interviews with democrat candidates. Mr. Carella said there is nothing preventing anyone from talking to another person about it. It only states that the Town Council needs to appoint and fill the position.

17. **Executive Session**

(Please invite Town Manager, Michael Maniscalco and Assistant Town Manager, Mr. Roberts and any other appropriate personnel deemed necessary).

Executive Session began at 10:50 pm

April 1, 2024

Those in attendance include Councilor Buganski, Councilor Lewis, Councilor Balboni, Councilor Carey, Mayor Delnicki, Deputy Mayor Siracusa, and Councilor King, Michael Maniscalco, Town Manager and Scott Roberts, Assistant Town Manager/Director of Information Technology

- A. To discuss the possible sale of Town owned land pursuant to Connecticut General Statutes §1-210 (b)(7) (785 Sullivan Avenue)
- B. To Discuss a Tax Abatement for Project Fin located at 30 Talbot Lane

Executive Session concluded at 11:20 pm.

18. **Adjournment**

Councilor Lewis made a **Motion to Adjourn** the meeting at 11:20 pm.

Councilor King **seconded the Motion** which was approved by unanimous voice vote.
MOTION CARRIES.

Respectfully submitted,

Katherine J. Senerth

Katherine J. Senerth
Executive Assistant

**** The full recording of this meeting can be found by visiting: <https://gmedia.swagit.com/council-meetings/>**



EXHIBIT A

MEMO

DATE: March 22, 2024

FROM: Linda Russell, Deputy Collector of Revenue

TO: Kathy Senerth

SUBJECT: Refund Batch #39 for Town Council – April 1, 2024 Agenda
Michael Maniscalco, Town Manager

CC: Patricia Perry, Director of Finance
Jennifer R. Hilinski-Shirley, Collector of Revenue

OF PAGES: 2

Please note that messages to and from the Town of South Windsor may be subject to public release in accordance with applicable laws.

I respectfully request the Town Council's consideration and approval of 10 refunds totaling \$7637.33 as noted on the attached report. All refund requests received by February 27, 2024 are included.

	Bill	Prop Loc/Vehicle Info.	Reason
ALTY LLC	2022-01-0001337	396 BURNHAM STREET	Sec. 12-129 Refund of Excess Payments.
ALTY LLC	2022-01-0001338	410 BURNHAM STREET	Sec. 12-129 Refund of Excess Payments.
ALTY LLC	2022-01-0001339	430 BURNHAM STREET	Sec. 12-129 Refund of Excess Payments.
EASE LTD	2020-04-0080679	2021/AZ15221/1C6RRFFG2MN5533	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc
EASE LTD	2022-03-0053632	2020/AG46334/1C4RDJDG3LC12429	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc
LLC	2022-04-0800660	2013/AB04053/1FD0X5HT5DEB8969	Sec. 12-129 Refund of Excess Payments.
LLC	2022-04-0800661	2012/AE11501/1NKDX4TX9CJ31325	Sec. 12-129 Refund of Excess Payments.
	2022-01-0009028	9 ST MARC CIRCLE B	Sec. 12-129 Refund of Excess Payments.
ITI LT LLC	2022-03-0066572	2019/AX10557/JN1BJ1CR8KW35049	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc
G RACHEL L &	2019-03-5025879	2009/B44JAB/JTLKE5DE891D90285	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc
Total of 10 Refunds			

Drafted by:

Linda Russell
Linda Russell, CCMC - Deputy Collector of Revenue

Approved by:

Jennifer R. Hilinski-Shirley
Jennifer R. Hilinski-Shirley, CCMC, CCMO - Collector of Revenue

2/27/24
151.37+
1,359.32+
975.81+
948.96+
550.59+
335.41+
627.78+
2,321.46+
228.75+
137.88+
7,637.33*+

Senerth, Katherine

From: Russell, Linda
Sent: Friday, March 22, 2024 12:34 PM
To: Senerth, Katherine
Cc: TaxCollector; Perry, Patricia; Maniscalco, Michael; Hilinski, Jennifer
Subject: Refund Batch 39
Attachments: Refund Batch 39 memo.docx; DOC032224-005.pdf

Good Morning Kathy,

Will you also please add the attached Refund Batch 39 to the agenda for the Town Council meeting on April 1st, in addition to the Refund Batch 41 ? Please let me know if you need anything else. Thanks so much for your assistance and have a great weekend!

Kind Regards,

Linda Russell

Linda Russell, CCMC
Deputy Collector of Revenue
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074

T 860.644.2511 ext. 2221 | F 860.648-6390

linda.russell@southwindsor-ct.gov

Town Hall Hours have changed:
Monday 8:00 a.m. – 7:00 p.m.
Tuesday – Thursday 8:00 a.m. – 4:30 p.m.
Friday 8:00 a.m. – 1:00 p.m.



EXHIBIT B

MEMO

DATE: March 19, 2024

FROM: Linda Russell, Deputy Collector of Revenue

TO: Kathy Senerth, Executive Asst. to the Town Manager

SUBJECT: Refund Batch #41 for Town Council – April 1, 2024 Agenda
Michael Maniscalco, Town Manager

CC: Patricia Perry, Director of Finance
Jennifer R. Hilinski-Shirley, Collector of Revenue

OF PAGES: 2

Please note that messages to and from the Town of South Windsor may be subject to public release in accordance with applicable laws.

I respectfully request the Town Council's consideration and approval of 5 refunds totaling \$1,218.22 as noted on the attached report. All refund requests received by March 19, 2024 are included.

	Bill	Prop Loc/Vehicle Info.
	2022-03-0073702	2019/AF02622/1C4PJMDN4KD438461
	2022-03-0061592	2019/AU81888/4S3GTAM65K3738064
	2022-03-0060444	2021/BB32652/2HKRW2H91MH621051
WDSOR	2020-03-0075225	2019/AV87826/KNMAT2MV3KP548761
	2022-03-0073182	2021/BA25306/JTJDARDZ4M2240302

Reason
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen or
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen or
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen or
Sec. 12-129 Refund of Excess Payments.
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen or

Total of 5 Refunds

Drafted by: 
Linda Russell, CCMC - Deputy Collector of Revenue

Approved by:  /
Jennifer R. Hilinski-Shirley, CCMC, CCMO - Collector of Revenue

3/19/24
JC

005

213.91+
386.89+
291.76+
100.00+
225.66+

1,218.22*+

Senerth, Katherine

From: Russell, Linda
Sent: Friday, March 22, 2024 12:05 PM
To: Senerth, Katherine
Cc: TaxCollector; Perry, Patricia; Maniscalco, Michael; Hilinski, Jennifer
Subject: Refund Batch 41
Attachments: Refund Batch 41 memo.docx; DOC032224-004.pdf

Good Morning Kathy,

Will you please add the attached Refund Batch 44 to the agenda for the Town Council meeting on April 1st ? Please let me know if you need anything else. Thanks so much for your assistance and have a great weekend!

Kind Regards,

Linda Russell

Linda Russell, CCMC
Deputy Collector of Revenue
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074

T 860.644.2511 ext. 2221 | F 860.648-6390

linda.russell@southwindsor-ct.gov

Town Hall Hours have changed:
Monday 8:00 a.m. – 7:00 p.m.
Tuesday – Thursday 8:00 a.m. – 4:30 p.m.
Friday 8:00 a.m. – 1:00 p.m.

TOWN OF SOUTH WINDSOR
EXECUTIVE ASSISTANT/CLERK OF THE COUNCIL
TOWN MANAGER'S OFFICE

NATURE OF WORK

This is a highly responsible secretarial, administrative, supervisory and fiscal support position. The top priority of this position is to perform all functions, administration, and operations of the South Windsor Town Council and Town Manager's Office. Performs secretarial and office administrative work of a complex and responsible nature for the Mayor, Members of the Council, and Town Manager.

Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administrative policies and procedures, Town operations, and Charter. Work also involves responsibility for calculating, verifying, and balancing a variety of financial transactions. Work assignments are generally given with broad statements of objectives and performed with a considerable degree of independence. Work is reviewed for the achievement of desired results.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Supervises administrative staff in the Town Manager's Department.
- Attends meetings.
- Prepares and processes agenda, documents, legal notices, and minutes for Town Council meetings, as well as Standing Committees, Committees, and Sub-Committees directly reporting to the Council.
- Types and transcribes letters, reports, and meeting minutes from rough draft, transcription equipment, or notes.
- Composes correspondence, reports, and other Council related materials.
- Provides information and directs the public as necessary.
- Receives and processes various reports, petitions, communications, proclamations, and certificates, as necessary.
- Maintains Council's and Town Manager's records.
- Processes purchase requisitions and perform related bookkeeping duties.
- Gathers materials, data, and other information for review by the Mayor, Council Members, and/or Town Manager.
- Prepares complex statistical and narrative reports.
- Organizes and prepares materials for publication, such as administrative regulations and activity schedules.
- Maintains and updates memberships and attendance of Boards and Commissions.
- Maintains the Town Council monthly Liaison report.
- Maintains a list of pending/closed items.
- Schedules and coordinates the use of Town-owned buildings and facilities.

- Assists in the preparation and monitoring of the Council's and Town Manager's budgets.
- Establishes and maintains various Council and Town Manager records and files.
- Maintain calendar of community events, openings, ribbon cuttings, etc. for the Town Manager, Mayor, Deputy Mayor, and all Town Councilors to access.
- Greets visitors; screens incoming correspondence and calls, and follows up to ensure timely response; responds to inquiries and requests from the public; attempts to resolve complaints that are not referred to division heads.
- Plans, organizes and executes work according to standard procedures and oral directions from the Town Manager and Assistant Town Manager consistent with the Town's quality service goals and the development of cost-effective, customer-friendly service delivery.
- Independently composes letters and reports; types and transcribes confidential letters, reports, and records from dictation notes, transcription equipment, or rough notes; performs special assignments, studies and routine administrative functions as directed.
- Documents and forwards all legal requests approved by the Human Resources Director to law firm appointed as Town Attorney. Maintains spreadsheet of legal requests and fees.

OTHER JOB FUNCTIONS

Receives direction from the Town Manager, Mayor, and Councilors. Plans and organizes work according to established or standard office procedures and/or in compliance with Charter, Statutes, and FOI requirements. Performs other duties and assignments as directed by the Council and Town Manager.

REQUIREMENTS OF WORK

Associate degree in Secretarial Science or Business and/or five years' experience in executive secretarial position; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills.

Knowledge of Roberts Rules of Order pertinent to the administration of Council, Committee, and Sub-Committee meetings and ability to confer with the Town Attorney, as necessary.

Working knowledge of appropriate technology utilized by the Town to enter and retrieve information.

Working knowledge of office practices and procedures.

Working knowledge of business English, grammar, punctuation, and arithmetic.

Working knowledge of computer software as applied to office applications.

Knowledge of financial record keeping principles, methods, and procedures.

Ability to organize and express thoughts and ideas orally and through written communications.

Ability to maintain confidentiality and make responsible decisions in accordance with established policies and procedures.

Ability to perform work consistent with the Town's quality service goals and the development of cost-effective, customer-friendly service delivery.

Ability to prioritize, organize, and perform work independently.

Ability to plan and maintain record-keeping systems.

Ability to compose and prepare effective correspondence.

Ability to establish and maintain effective working relationships with other employees, public officials, and the public, to convey information effectively and discreetly.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

Addendum to the Clerk of the Council Job Description

With the changing of the Town Council Members every two years, there are often questions raised during the Executive Assistant/Clerk of the Council's yearly evaluation regarding the various aspects of this position. For benefit purposes, the Executive Assistant/Clerk of the Council follows the Non-Bargaining Groups Fringe Benefit Package. There are a few aspects of this position that are not treated the same as they would for a Non-Bargaining Group employee; those facets and working conditions are as follows:

The Executive Assistant/Clerk of the Council reports to the Mayor and the Town Manager. With daily supervision by the Town Manager.

The Personnel Committee, appointed by the Mayor, conducts the Executive Assistant/Clerk of the Council's yearly evaluation in conjunction with the Town Manager.

The Executive Assistant/Clerk of the Council position does not receive the standard salary increases on July 1 of each year as the Non-Bargaining Group employees do. The Executive Assistant/Clerk of the Council's yearly salary increase is determined by the Personnel Committee in conjunction with the Town Manager and approved through a Town Council Resolution.

The Executive Assistant/Clerk of the Council must work at least 37.5 hours per week. Evening meetings that the Town Council requires the Executive Assistant/Clerk of the Council to attend, count as hours worked for the week.

Due to the above, the Executive Assistant/Clerk of the Council's daily hours are flexible. Although the Executive Assistant/Clerk of the Council's non-meeting working hours will be conducted at Town Hall, during Town Hall Operating Hours, the Executive Assistant/Clerk of the Council may not work the standard Town Hall Operating Hours.

Although the Executive Assistant/Clerk of the Council's hours are flexible, the Executive Assistant/Clerk of the Council is still required to take accrued vacation, personal, and sick time, as needed regardless of the amount of hours worked that week, the same as any other employee.

Due to the Executive Assistant/Clerk of the Council's flexible hours, the Executive Assistant/Clerk of the Council does not receive the Comp Time as it is explained in the Personnel Rules & Regulations for other Non-Bargaining Group Employees when attending Town Council Meetings.

When the Executive Assistant/Clerk of the Council plans to be out of the office, the Clerk of the Council's time off is approved in advance by the Town Manager. All Council members should be informed as soon as it is approved.

FY24/25 Capital Projects Requests

Trends and Needs for Today and Tomorrow

Committee Members

Chris Chemerka
Darrell Crowley
Kenna Kimber
Toby Lewis
Paul Macchi
Clay Major
Michael Maniscalco
Liz Pendleton
Scott Roberts
Matthew Siracusa
Craig Zimmerman



CIP Executive Summary

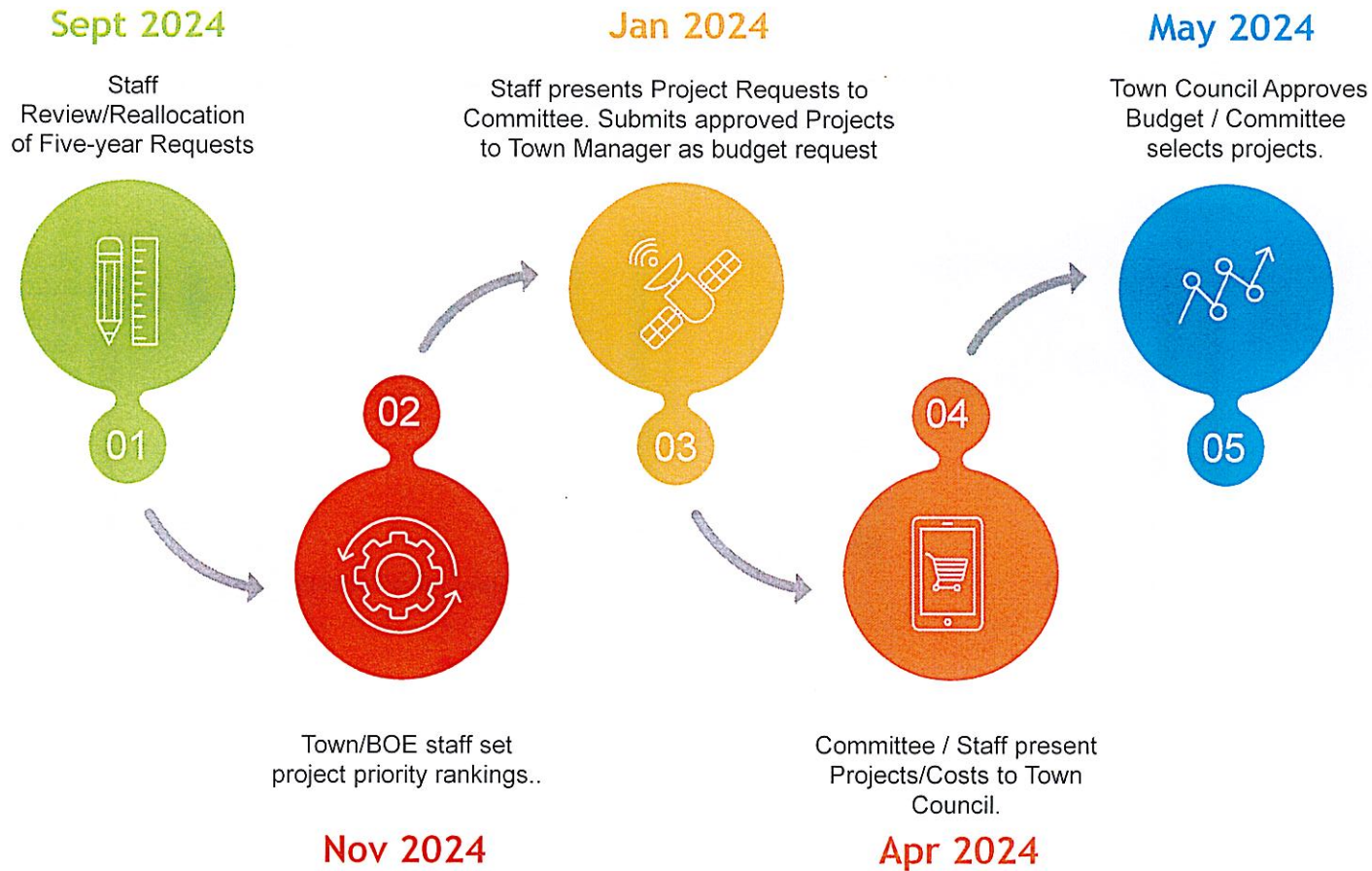
- ▶ **Definition:** A Capital Project is a physical public betterment of improvement involving facilities, land, or equipment, with a substantial useful life and a cost of \$100,000 or more.
- ▶ Items classified as capital projects include:
 - ▶ New public buildings (including equipment needed to furnish such buildings);
 - ▶ Significant alterations, additions or improvements to existing public buildings;
 - ▶ Land improvements, acquisition, and development;
 - ▶ Equipment replacement and/or refurbishing;
 - ▶ Street reconstruction and major resurfacing;
 - ▶ Pedestrian walkway construction and major rehabilitation;
 - ▶ Sewer main construction and rehabilitation;
 - ▶ Sanitary sewer and storm drain construction and rehabilitation; and
 - ▶ Long-range planning studies.

Capital Improvement Program - 2021/2022 Budget Page 226-228

https://www.southwindsor-ct.gov/sites/g/files/vyhlf3831/f/uploads/budget_final_2021-2022_for_website_printing.pdf



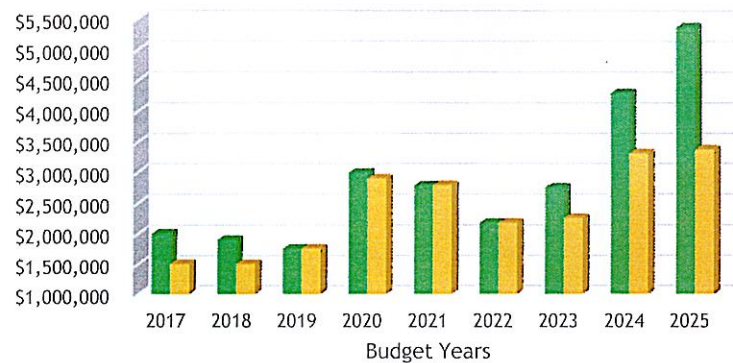
Capital Projects Timeline Roadmap



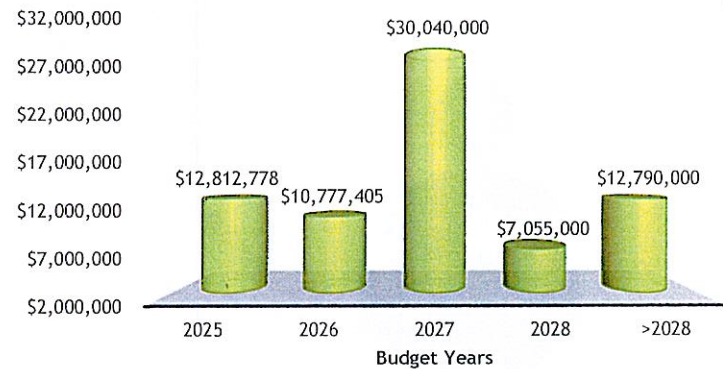
Look Back / Look Ahead



CIP Requests vs. Approvals



CIP Requests



Requested \$26,025,497

Approved \$21,516,439

Shortfall \$4,509,058

Projected Average Request Next Five Years \$15,171,295

Average Funding \$2,390,715

Source - Town of South Windsor Finance Department

Source - Town of South Windsor Five Year CIP Project Listing

Capital Projects Requests *General Government*

What is a Revaluation? Why do we do it?

- ▶ A Town wide Revaluation is the process of conducting the Data Collection and Market Analysis necessary to equalize the values of all properties, both taxable and exempt, within a municipality for the purpose of a fair distribution of the tax burden.
- ▶ The five-year cycle of revaluation allows all property owners to have a current value of property based on local market data via a mass appraisal methodology
- ▶ Though a Revaluation may result in an increase or decrease of individual property assessments, it does not mean that all property taxes will increase. Assessments are only the base that is used to determine the Tax Burden.
- ▶ CIP FY 24/25 Request \$50,000 (Total Project Est. 250,000)



Capital Projects Requests *Board of Education*

South Windsor High School - Cooling Tower (AC)

- ▶ Replace 34 year old cold water supply glycol fill cooling tower and pumps.
- ▶ The SWHS cooling tower is past the normal 20-year life expectancy.
- ▶ Phase II of two-year funding.
- ▶ CIP Request: \$200,000



Capital Projects Requests *Board of Education*

South Windsor High School - Library Roof

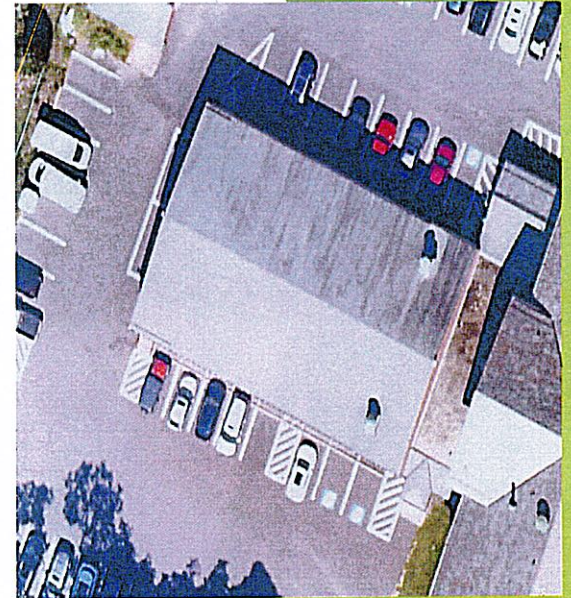
- ▶ Replace roof with a Modified Bitumen roofing system covering approximately 8,000 square feet.
- ▶ This roof is the final section to be completed in the multi-year project. The current section of roof was installed in 1991 and past its life expectancy.
- ▶ 30-year warranted roof system, tying in with recently completed portions of school roof.
- ▶ CIP Request: \$876,300



Capital Projects Requests *Board of Education*

Ellsworth School - Gymnasium Roof Replacement

- ▶ Replace roof with asphalt shingle system.
- ▶ Current roof is beyond life expectancy.
- ▶ Estimated useful life of new roof is 20 years.
- ▶ CIP Request: \$100,000



Capital Projects Requests

Public Buildings

ADA Code Compliance Upgrades Town Buildings-Construction Phase

- ▶ An ADA Self-Evaluation and Transition Plan Study was completed in 2022, it Identified over five-million dollars worth of accessibility deficiencies in and around our Public Buildings
- ▶ The deficiencies include but are not limited to; walkways, entryways, interior office spaces, bathrooms, signage, handrails, and hardware.
- ▶ The funds would be used for engineering, constructions, and renovation projects both inside and outside Public Buildings. (ex. Accessible routes to the front and rear entrances at VMP, Rye St Park Building, ADA Upgrades for bathrooms, service windows and much more.
- ▶ Reduces liability associated with federal fines associated with non-compliance
- ▶ Useful Life 20+ years
- ▶ CIP Request \$1,250,000

* Current Study Estimates 3.3 million dollars required to meet 2010 ADA Standards



Capital Projects Requests

Public Buildings

Public Buildings Security/Doors Upgrades

- ▶ Installation of Card Access Equipment, Surveillance Cameras, Emergency Lockdown Equipment, Hardware and Software.
- ▶ Provides Town Hall and the Library the ability to lockdown all interior and exterior doors, provides mass notification to staff, stakeholders and residents during an actual active shooter event.
- ▶ Useful life 20 years
- ▶ Project Cost \$302,450



Capital Projects Requests

Public Buildings

Heat Pump Replacements Town Garage

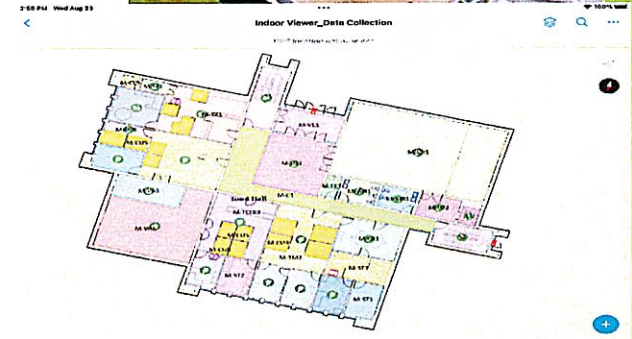
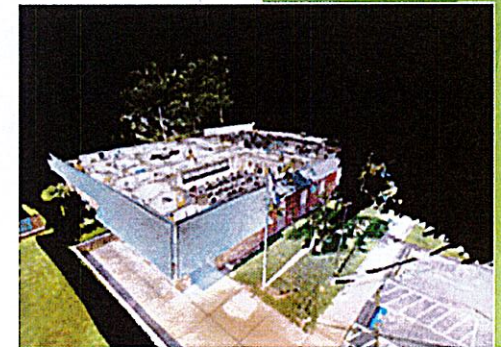
- ▶ Removes and replaces nine heat pumps that provide heating and cooling to all offices at the Town Garage
- ▶ Units are beyond their useful life expectancy
- ▶ New heat pumps are about 40% more energy efficient
- ▶ Useful life expectancy of these units is 15-20 years
- ▶ Project Cost \$170,029



Capital Projects Requests *General Government*

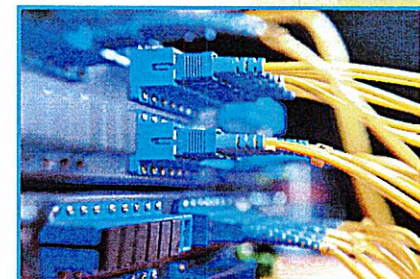
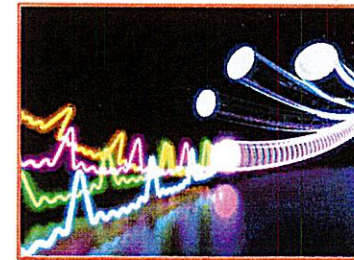
GIS

- ▶ Initiated in 2003
 - ▶ Critical tool for all departments
 - ▶ Valuable asset for taxpayers
- ▶ Investing in GIS data creation
 - ▶ Accurate and effective evidence-based decision making
 - ▶ Enhanced emergency response capabilities for safety and security
 - ▶ Improved citizen engagement and communication
- ▶ Increased efficiency and cost savings
 - ▶ Automating repetitive tasks, reducing errors, and improving communication and collaboration
- ▶ Proposed projects: Indoors Facilities Mapping
- ▶ CIP Request \$100,000



Capital Projects Requests *Information Technology*

- ▶ Fiber Communication Network
 - ▶ Fire Company #2
 - ▶ Radio Communication
 - ▶ Network and Internet Access
 - ▶ Useful Life 20 years
 - ▶ Project Cost \$70,000

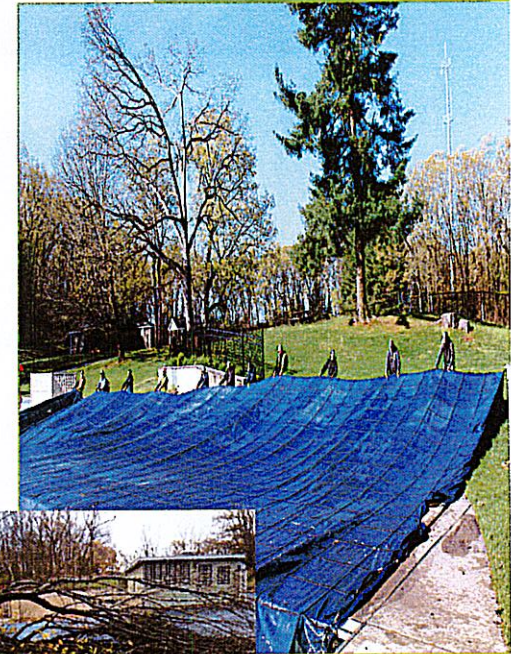


Capital Projects Requests

Parks and Recreation

VMP-Outdoor Pool Covers

- ▶ Installed in 2002
- ▶ Outlived their ten-year life expectancy.
- ▶ Ineffective (large tears / most of the anchor points have failed)
- ▶ Reasons to replace the pool cover:
 - ▶ Safety: Due to our pool not having the ability to be drained, we cover it off season to prevent people and animals from falling into the pool and potentially drowning or becoming injured.
 - ▶ Maintenance: A proper cover is necessary to keep leaf debris, sticks and algae from gathering in the bottom of the pool.
- ▶ We are looking to purchase a mighty mesh fabric cover that is designed with tighter mesh to control algae growth and comes in two pieces rather than one large piece (110x250ft).
- ▶ \$180,000

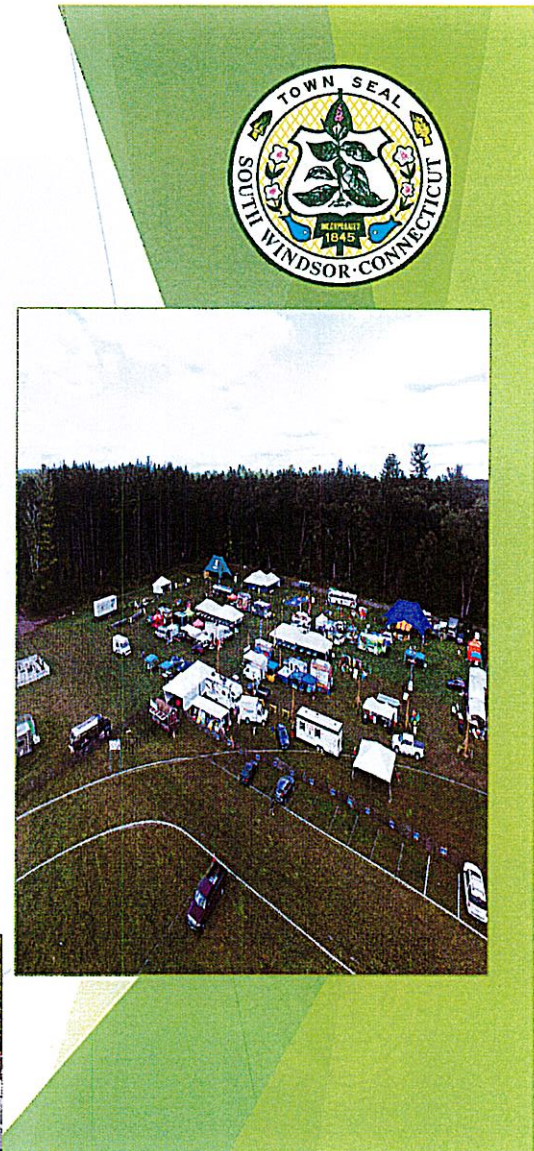


Capital Projects Requests

Parks and Recreation

John J. Mitchell Fairgrounds

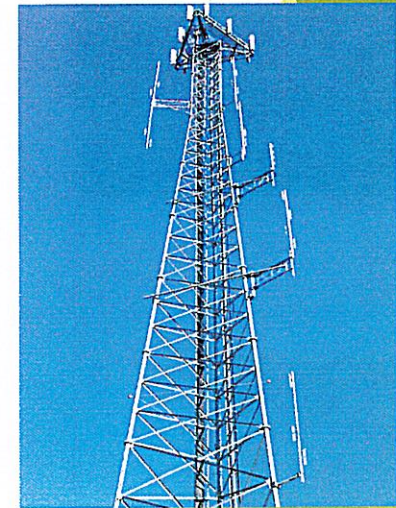
- ▶ The Fairgrounds, situated on Brookfield Street and spanning 82 acres of open space, serves as an ideal location for parking, sizable gatherings, and potential future amenities. Throughout the years, numerous major events have taken place here, prompting a desire to improve and transform the area into a secure venue for the town's events.
- ▶ Given the limitations of our parks and pavilions, originally designed for smaller occasions, it's essential to establish a dedicated fairground space equipped with water, sewer, electricity, and a pavilion.
- ▶ This centralized location would efficiently manage traffic, parking, and crowd control, ensuring the safety of events. The creation of such a dedicated space not only addresses our town's needs but also opens doors to hosting larger events, fostering revenue generation, and positively impacting the local economy.
- ▶ Specifically, in Capital, we are requesting funding for waterline materials and a portion of the 40x870 Timber Frame Pavilion as the Rotary Club will be donating funds for a portion of the pavilion.
- ▶ \$450,000



Capital Projects Requests *Fire/Police/EM/DPW*

Communication Upgrades - Town Systems

- ▶ Upgrade emergency communications in the Northwest section of town with TRACS Tower
- ▶ Add DPW radio system to Sand Hill Tower
- ▶ Add Generator to VMP site
- ▶ Warehouses: Mobis, Vistar, Aldi's, FedEx
- ▶ Rye Street Park, Farnham Estate
- ▶ CIP Request \$492,000



Capital Projects Requests *Fire Department*

- ▶ Fire Station Security Upgrades -all stations
 - ▶ Final of 3 phases
 - ▶ electronic door access to eliminate physical keys
 - ▶ Complete remaining inside doors
 - ▶ Complete Camera coverage
- ▶ CIP Request \$80,000



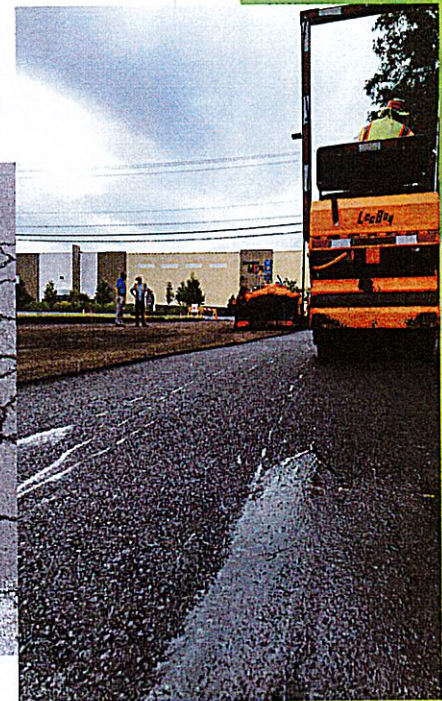
Capital Projects Requests

Public Works

Pavement Management of Town Parking Lots

Reduce Liability Exposure and Maintenance Costs at~

- ▶ Veterans Memorial Upper Lot
 - ▶ Town Hall EOC/Annex
 - ▶ Town Garage Parking
 - ▶ Rye Street Park
-
- ▶ CIP Request \$900,000



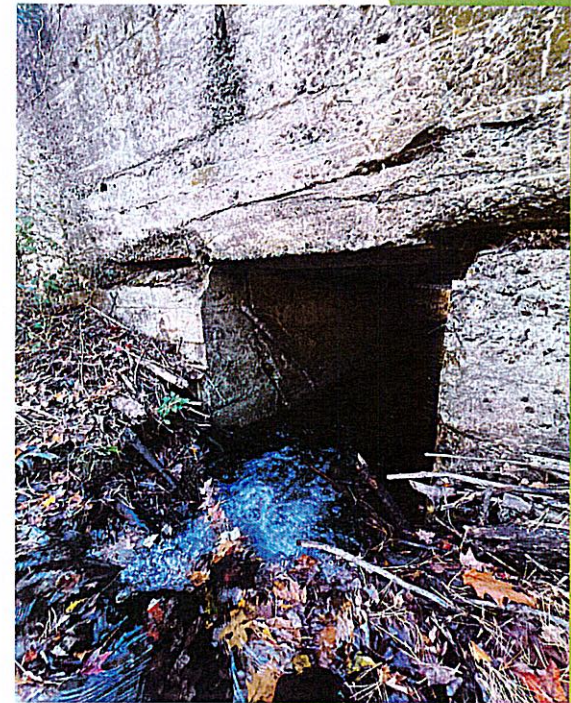
Capital Projects Requests *Public Works*

Town Wide Culvert Replacement Program

Improve Flood Resiliency and Avoid Costly Failure

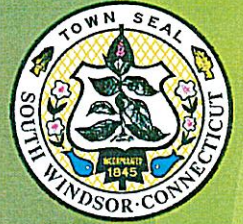
- ▶ Engineering Deign
 - ▶ Griffin Road over Dry Brook
 - ▶ Darthill Road Culvert at Town Line
 - ▶ Strong Road Culvert of Bancroft Brook
 - ▶ Main St. Culvert at Newberry Brook
 - ▶ Viberts Road Culvert

- ▶ CIP Request \$150,000



Capital Projects Presentation

Questions?



**Petition of C-Tec Solar, LLC for a Declaratory Ruling that
no Certificate of Environmental Compatibility and Public
Need is Required for the Proposed Construction,
Operation and Maintenance of a Solar-Based Electric
Generating Facility to be Located at 186 Foster Street,
South Windsor, Connecticut**

**Prepared for The Connecticut Siting Council
March 2024**

**C-TEC SOLAR, LLC
1 Griffin Road South
Suite 200
Bloomfield, CT 06002**

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1 Introduction

Pursuant to Conn. Gen. Stat. §§ 4-176 and 16-50k(a) and Regs. Conn. State Agencies § 16-50j-38 *et seq.*, C-Tec Solar, LLC (the "Petitioner"; or "C-Tec") respectfully requests that the Connecticut Siting Council (the "Council") approve, by declaratory ruling, C-Tec's proposed installation and development of a solar-based electric generating facility, with an output of approximately 1.66 megawatts¹ ("MW") (the "Project"), located in the Town of South Windsor, Connecticut ("Town").

Conn. Gen. Stat. § 16-50k(a) provides,

"Notwithstanding the provisions of this chapter or title 16a, the council shall, in the exercise of its jurisdiction over the siting of generating facilities, approve by declaratory ruling. . . (B) the construction or location of any. . . grid-side distributed resources project or facility with a capacity of not more than sixty-five megawatts, as long as such project meets air and water quality standards of the Department of Energy and Environmental Protection[.]"

The proposed Project will comply with the Connecticut Department of Energy and Environmental Protection's ("DEEP") air and water quality standards and will not have an undue adverse effect on the existing environment and ecology. Further, the proposed Project is neither defined as an "affecting facility"² nor located within an "environmental justice community"³ under Connecticut General Statutes § 22a-20a.

The Project will be located at 186 Foster Street in South Windsor, Connecticut ("Property"). The Property is a parcel of approximately 16.47 acres. It is largely cleared, with a single, barn-type structure located in the southwestern portion of the Property. Narrow wooded areas are found along the northern, eastern, and southern boundaries. The Property is privately owned and zoned Rural Residential (RR).

¹ The output referenced is Alternating Current (AC).

² "Affecting facility" is defined, in part, as any electric generating facility with a capacity of more than ten megawatts.

³ "Environmental justice community" means (A) a United States census block group, as determined in accordance with the most recent United States census, for which thirty per cent or more of the population consists of low income persons who are not institutionalized and have an income below two hundred per cent of the federal poverty level, or (B) a distressed municipality, as defined in subsection (b) of § 32-9p.

2 Proposed Project

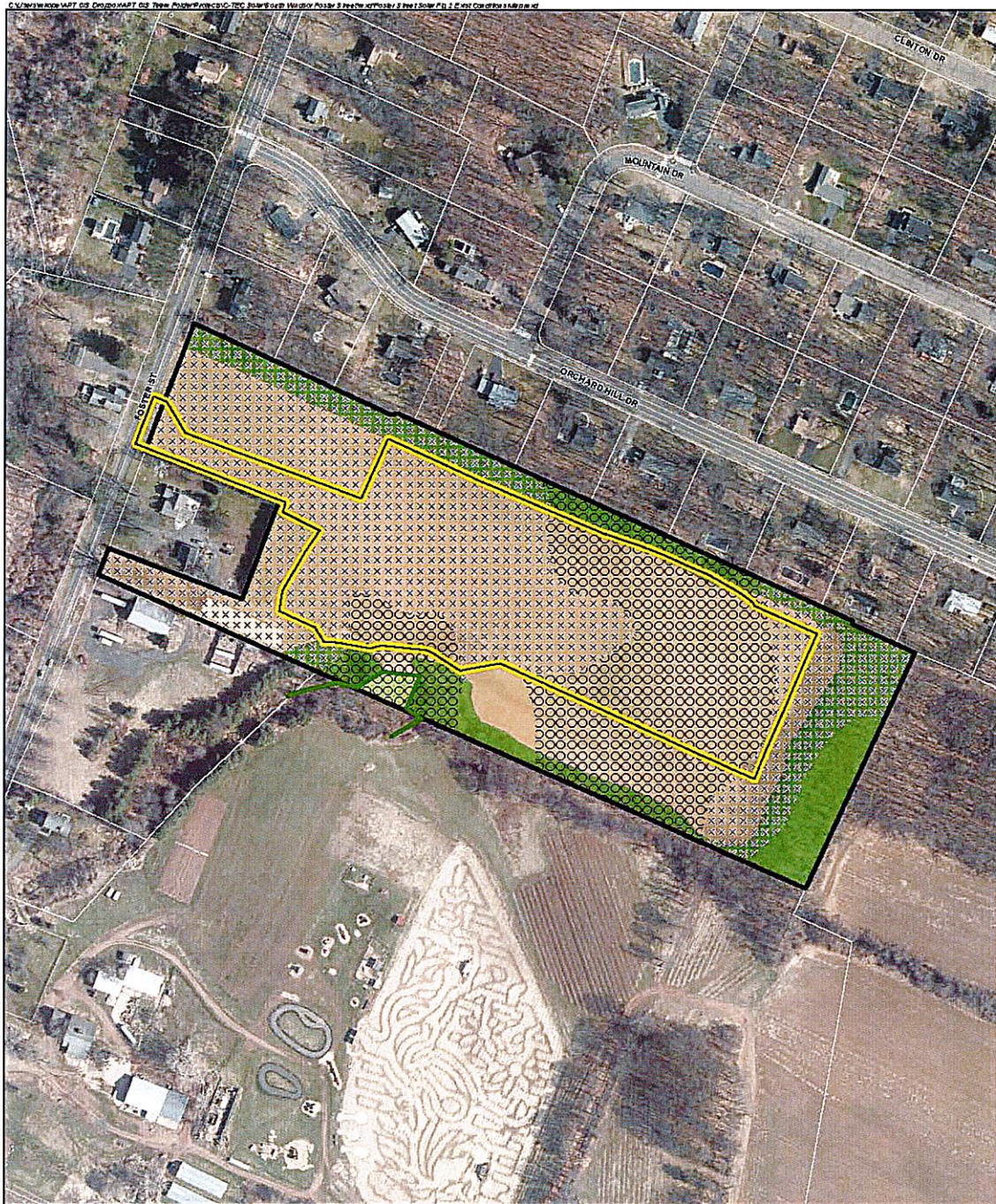
2.1 Project Setting

The Property is located on the eastern side of Foster Street, in the southeastern section of South Windsor. The Project will be located within the central and eastern portion of the Property. Access will be via a proposed gravel drive extending from Foster Street. The interconnect route will follow the access drive. The Project in its entirety will occupy approximately 7.91 acres of the Property ("Site" or "Project Area").

The Property's existing topography ranges from approximately 229 feet above mean sea level ("AMSL") in the southwestern corner to 313 feet AMSL at the northeastern corner. Grades within the Project Area generally slope downward from the northeastern portion to the south and west.

Figure 2, *Existing Conditions*, depicts the Site and current conditions on the Property.

The surrounding land use is characterized primarily by residential development to the north, east, and west, and residential development and agricultural use to the south. The Green Ridge Open Space, which appears to be Town open space designated as a result of subdivision development is located to the northwest across Foster Street; it consists of a mix of cleared and wooded land.



- Legend**
- | | | |
|-----------------------------|----------------------|--------------------------------------|
| Property | Habitat: Edge Forest | Farmland Soils: Prime Farmland Soils |
| Site | Forested Wetland | Statewide Important Farmland Soils |
| Approximate Parcel Boundary | Open Field | |
| Wetland Area | | |
| Delineated Wetland Boundary | | |

Map Notes:
 Base Map Source: CTECO 2019 Aerial Photograph
 Map Scale: 1 inch = 250 feet
 Map Date: November 2023

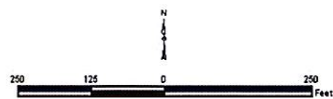
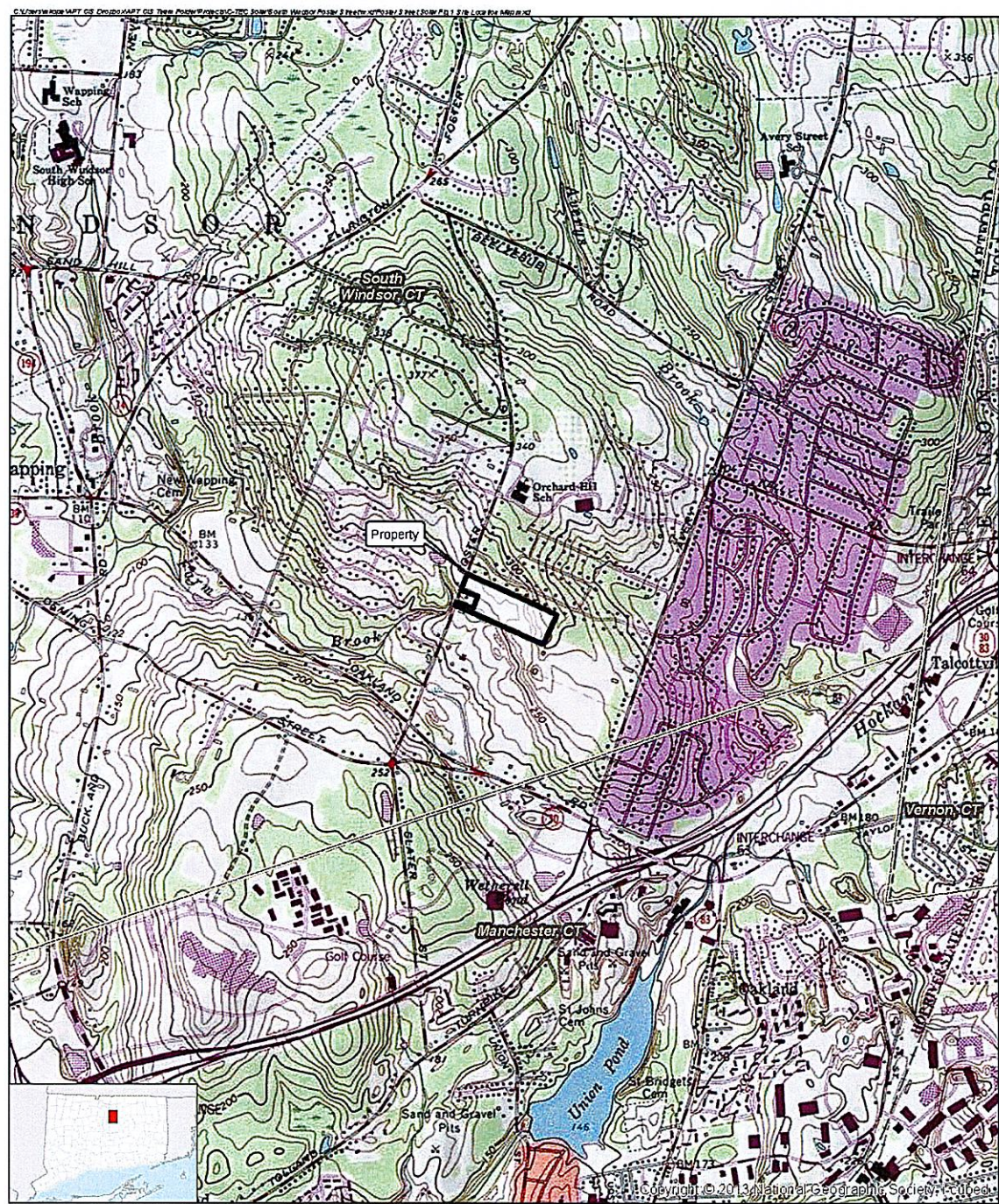


Figure 2
Existing Conditions Map
 Proposed Solar Facility
 186 Foster Street
 South Windsor, Connecticut



Figure 1, *Location Map*, depicts the location of the Property and surrounding area.



Legend
Property
Municipal Boundary

Map Notes:
Base Map Source: USGS 7.5 Minute Topographic
Quadrangle Map, Manchester, CT (1992)
Map Scale: 1:24,000
Map Date: November 2023



Figure 1
Location Map
Proposed Solar Facility
186 Foster Street
South Windsor, Connecticut



2.2 Project Development and Operation

2.2.1 The Site

Upon its completion, the solar electric energy generating Project will consist of a total of 3,680 photovoltaic modules ("panels"); 13 inverters; pad mounted switchgear and one 1000-kVA transformer on a concrete pad ("Facility"). A ground-mounted racking system will be used to secure the panel arrays. The perimeter of the Facility will be surrounded by a seven-foot chain link fence.

The Facility will be accessed via a new gravel access drive extending east from Foster Street to the western fence line. The access drive will be approximately 448 feet long and 15 feet wide, ending at a chain-link fence on the western side of the Facility.

The Project will require one electrical service interconnection that will require the installation of five new utility poles. The interconnection route will extend overhead from the existing Eversource distribution system along Foster Street to utility poles on the north side of the access drive to pad-mounted electrical equipment, and from there, underground within the Facility.

Once complete, the fenced Facility will occupy approximately 5.24 acres of the Site with an additional ± 2.67 acres of improvements beyond the fenced limits, for a total Project Area of ± 7.91 acres. Proposed development drawings are provided in Appendix A of Exhibit A, *Project Plans*.

The leading edge of the panels will be approximately thirty-six (36) inches above the existing ground surface, which will provide adequate room for any accumulating snow to "sheet" off the panels. Any production degradation due to snow build-up has already been modeled into the annual system output and performance calculations. No need for snow removal operations is anticipated; rather, the snow will be allowed to melt or slide off.

The Facility will be unstaffed; after construction is complete and the Project is operable, traffic at the Site will be minimal. It is anticipated that the Facility will require routine inspection/maintenance of the electrical equipment one time per year. Annual maintenance will typically involve two technicians for a day. Repairs will be made on an as-needed basis.

It is anticipated that construction hours will be from 7am to 4pm, Monday through Saturday. It is anticipated that the Facility will be completed in accordance with the schedule listed below. It

should be noted, however, that while this schedule is a reasonable approximation of construction activities given current knowledge, it is possible that the schedule may change somewhat depending on continuing supply chain and/or labor issues.

- Receive Siting Council Declaratory Ruling - on or before September 2024
- Complete Procurement of Long Lead Equipment - March 2024
- Site mobilization – beginning October 2024
- Delivery of racking and PV modules – October 2024 through November 2024
- Racking installation completion – November 2024
- PV module installation completion – December 2024
- DC electrical installation completion – January 2025
- AC electrical installation completion – February 2025
- Cold commissioning – February 2025
- Mechanical completion – March 2025
- Hot commissioning – March 2025
- Commercial operation date – April 2025
- Final punch list and site demobilization – from April 2025 through May 2025

2.2.2 Public Health and Safety

The Project will meet applicable local, state, national and industry health and safety standards and requirements related to electric power generation. The Facility will not consume any raw materials, will not produce any by-products and will be unstaffed during normal operating conditions.

The Facility array will be fenced and entrance to the Facility will be gated, limiting access to authorized personnel only. All Town emergency response personnel will be provided access via a

Knox padlock. The Facility will be remotely monitored and will have the ability to remotely de-energize in the case of an emergency.

2.2.3 Land Use Plans

The Project is consistent with state and federal policies and will support the state's energy goals by developing a renewable energy resource while not having a substantial adverse environmental effect. The Project will benefit the local community by improving electrical service for existing and future development through the availability of enhanced local generating capacity that does not rely solely on the congested regional electrical transmission network.

The Town's Zoning Regulations include a section on large scale solar energy systems, the intent of which is to "promote the use of large scale solar collectors and provide for the regulation of the construction and operation of Large Scale Solar Energy Systems, subject to reasonable conditions that will protect the environment, public health, safety, and welfare." Zoning Regulations, Section 7.21 Large Scale Solar Energy System.

The Town's 2013 Plan of Conservation and Development ("POCD") identifies a strategy to plan for alternative energy, specifically noting solar energy. POCD, Section 14.D.

2.2.4 Community Relations

C-Tec has been in communication with and has had informal interactions with Town officials regarding the design and development of the Project. C-Tec also contacted Town officials regarding the Petition both by mail and by telephone immediately before the Petition was filed. In addition, C-Tec drafted letters to the abutters to the Facility informing those abutters about the Petition and the Facility. Documentation of these contacts may be found in Exhibit B.

2.3 Petitioner Information

The legal name of the Petitioner is C-Tec Solar, LLC. C-Tec Solar, LLC is a Connecticut limited liability company with its principal place of business at 1 Griffin Road South, Suite 200, Bloomfield, Connecticut 06002. C-Tec Solar, LLC has successfully developed over 100 MW of commercial solar projects in the Northeast. C-Tec's portfolio of projects range from rooftop to ground-mounted power plants, and several notable projects of C-Tec include:

1. **The Agawam Corporate Center** (Agawam, MA): Ballasted Roof Mount using Ecolibrium and DCE racking, 456,28 kW;
1. **Thompson Farm** (Thompson, CT): Virtual Net Metering Driven Post Ground Mount Project, which sells power to the Town of West Hartford and the City of Hartford through Power Purchase Agreements ("PPA"), 3.74 MW;
2. **All Granite Charlton** (Charlton, MA): Ballasted Roof Mounted Solar Array under SREC 2, 108.2 kW;
3. **Hartford Distributors, Inc.** (Manchester, CT): Metal Roof Mount - Financed as PPA through Connecticut Green Bank, 748 kW;
5. **Brewport** (Bridgeport, CT): Roof Mount, 105 kW;
6. **Klingberg** (New Britain, CT): Roof Mount, 129 kW;
7. **Board of Education** (Bloomfield, CT): The first project under Connecticut's Shared Clean Energy Facility Pilot Program, 2 MW;
8. **Voluntown Road** (Griswold, CT): a Virtual Net Metering ("VNM") facility, providing power to municipalities throughout Connecticut, 2.4 MW;
9. **Bilton Road** (Somers, CT): VNM facility, providing power to municipalities throughout Connecticut, 3.6 MW;
10. **Lesro Industries** (Bloomfield, CT): Ballasted Roof Mount, 998 kW;
11. **NE Tool** (Manchester, CT): Solar Carport, 100 kW; and
12. **Mitchell** (Simsbury, CT): Installation at the Mitchell Automotive Group's Simsbury location, 130kW.

C-Tec is also regarded as a leader in Solar-Plus-Storage, currently developing several battery-powered projects in the states of Connecticut and Massachusetts, while also being awarded one of the first Solar Massachusetts Renewable Target Program ("SMART") projects in the State of Massachusetts.

As a fully integrated solar development company, C-Tec manages all aspects of the solar development and implementation process—including design and engineering to procurement and installation. C-Tec brings its years of industry knowledge and experience to bear on every project pursued.

Correspondence and other communications concerning the Project are to be addressed to, and notices, orders and other papers may be served upon, the following:

Michael Morrison
C-Tec Solar, LLC
1 Griffin Road South, Suite 200
Bloomfield, CT 06002
michael.morrison@ctecsolar.com
(860) 580-7174 ext. 121

Lee D. Hoffman
Pullman & Comley, LLC
90 State House Square
Hartford, CT 06103-3702
lhoffman@pullcom.com
(860) 424-4315

Both individuals consent to electronic mailings of all Council and Petition-related correspondence.

3 Environmental Conditions

This section provides an overview of the current environmental conditions at the Site and an evaluation of the Project's potential impacts on the environment. The Project will comply with the DEEP air and water quality standards and will not have an undue adverse effect on the existing environment and ecology.

Please refer to Figure 3, *Proposed Conditions* for a depiction of the Project and its compatibility with the Site resources discussed herein.

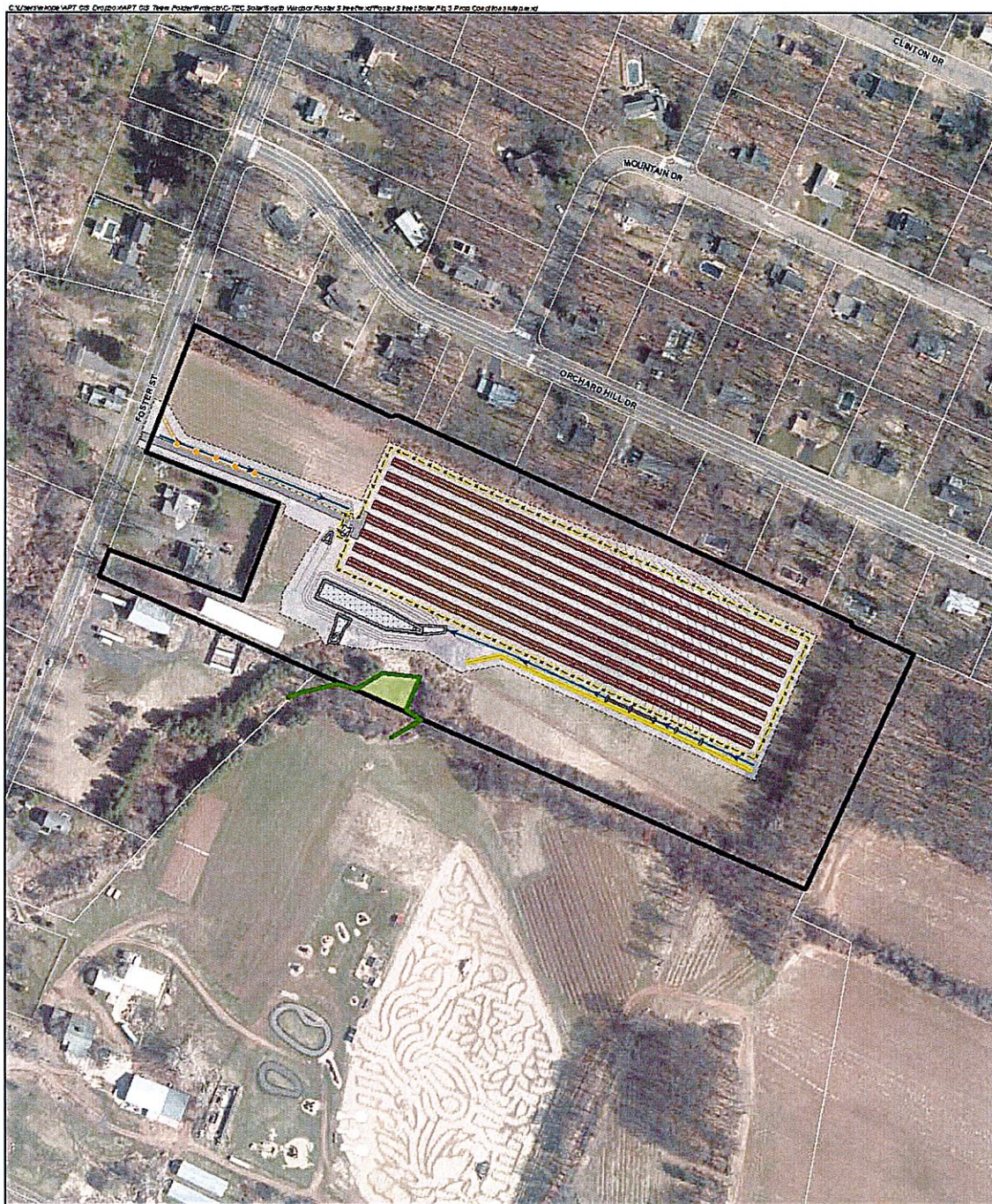


Figure 3
Proposed Conditions Map
 Proposed Solar Facility
 186 Foster Street
 South Windsor, Connecticut



3.1 Air Quality

The Site is primarily undeveloped land, with a single uninhabited structure. Due to the nature of a solar energy generating facility, no air emissions will be generated during operations and, therefore, the operation of the Project will have no adverse effects on air quality and no permit is required.

Temporary, potential, construction-related mobile source emissions will include those associated with construction vehicles and equipment. Any potential air quality impacts related to construction activities can be considered de minimis. Such emissions will, nonetheless, be mitigated using available measures, including, inter alia, limiting idling times of equipment; proper maintenance of all vehicles and equipment; and watering/spraying to minimize dust and particulate releases. In addition, all on-site and off-road equipment will meet the latest standards for diesel emissions, as prescribed by the United States Environmental Protection Agency.

3.2 Water Resources

3.2.1 Wetlands and Watercourses

Registered Soil Scientists conducted a review of publicly available data and client provided resources associated with the Property. A field inspection and wetland investigation were completed on October 27, 2022; a portion of one (1) wetland was delineated on the Property. The results of the wetland delineation are summarized below. The location of this resource is depicted on Figure 2, *Existing Conditions*; it is included in Forested Wetland habitat.

The delineated wetland is a seasonally saturated wetland system resulting from hillside seepage and anthropogenic influences related to the historic agricultural use of the Property. The majority of the wetland complex is located outside the Property as it drains in a southwesterly direction. This narrow wetland complex contains a variety of vegetative communities including emergent scrub/shrub and forest habitats. Beginning at the northernmost point, emergent vegetation dominated by reed canary grass, soft rush, and broad-leaf cattail dominates the cover type, then transitions to a more scrub-shrub dominant area with native and invasive species including elderberry, silky dogwood, and multiflora rose in the wetland's central portion. The interior southern extents of this system, on the abutting property, are forested with red maple and silver maple as the dominant tree species. A discontinuous intermittent watercourse is located within

the wetland interior. This channel is less than one foot wide, contains a silty bottom and is highly ephemeral, with hydrology driven primarily by runoff from the adjacent agricultural field. Evidence of varying degrees of historic alteration to the wetland is present with cut/fill areas, field stone that reinforces the interior watercourse channel and deposition of woody debris.

3.2.2 Wetland Impacts

The Project avoids direct impact to the delineated wetland resource. Installation of solar panels and perimeter fencing will generally maintain a 100-foot buffer from the wetland. The southeast corner of the grass-lined stormwater management basin will be located ±58 feet from the limit of grading to the nearest wetland area; the limit of disturbance to install this feature, consisting of the associated erosion controls, is ±50 feet from the wetland. A proposed 12-inch culvert outfall at the southern end of the stormwater basin will be located ±100 feet from the wetland and will both protect and recharge hydrology to this resource. These indirect Project wetland impacts in proximity to the wetland resource (50 to 100 feet) occur entirely in areas of existing dense, primarily herbaceous vegetation with low erodibility potential and limited need for removal of mature woody vegetation. In addition, the Project’s erosion control and stormwater plans have been designed in accordance with both the *Connecticut Guidelines for Soil Erosion and Sediment Control* and the *Connecticut Stormwater Quality Manual*, both effective as of March 30, 2024. As such, the Project is not anticipated to result in a likely adverse impact to the nearby wetland. Any potential secondary wetland impacts will be further mitigated through the implementation of a Resource Protection Plan during Site construction. The detailed Resource Protection Plan is contained in the Project Plans, Appendix A of Exhibit A.

Table 1, Wetland Impacts provides the approximate impacts and distances from the Project to wetland resources located on the Property.

Table 1: Wetland Impacts		
Site Proximity to Wetlands (from limit of disturbance)	Distance (±ft.)	Direction (of wetland from LOD)
Site Proximity to the wetland	50	SE

3.2.3 Floodplain Areas

The United States Federal Emergency Management Agency ("FEMA") Flood Insurance Rate Map ("FIRM") is the official map of a community on which FEMA has delineated both the special hazard areas and risk premium zones applicable to the community. The area of the Property is mapped on FIRM PANEL #09003C 0383 F, dated September 26, 2008, and FIRM PANEL #09003C 0384 F, dated September 26, 2008. The majority of the Property and all but the western portion of the access road are located within FIRM PANEL #09003C 0384 F, with the remainder of the Property and the access drive within FIRM PANEL #09003C 0383 F. Based upon the reviewed FIRM Maps, the Property and proposed Site are located in an area designated as Area of Minimal Flood Hazard – Zone X.

The Site is not located within a 100- and 500-year flood zone and as such, no special considerations or precautions relative to flooding are required for the Project.

3.3 Water Quality

Once operative, the Facility will be unstaffed, and no potable water uses or sanitary discharges are planned. No liquid fuels are associated with the operation of the Facility. Stormwater generated by the proposed development will be properly handled and treated in accordance with the *Connecticut Stormwater Quality Manual*, effective as of March 30, 2024, and Appendix I, Stormwater Management at Solar Array Construction Projects ("Appendix I") of the General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities ("Stormwater General Permit").

3.3.1 Groundwater

Groundwater underlying the Property is classified by DEEP as "GA".⁴ This classification indicates groundwater within the area is presumed to be suitable for human consumption without treatment. Based upon reviewed DEEP mapping, the Property is not located within a preliminary or final mapped DEEP Aquifer Protection Area ("APA").

The Project will have no adverse environmental effect on ground water quality.

⁴ Designated uses in GA classified areas include existing private and potential public or private supplies of drinking water and base flow for hydraulically connected surface water bodies.

3.3.2 Surface Water

Based upon DEEP mapping, the majority of the Site is located in Major Drainage Basin 4 (Connecticut River), Regional Drainage Basin 40 (Connecticut River), Subregional Drainage Basin 4004 (Podunk River), and Local Drainage Basin 4004-02 (Farm Brook above Unnamed Brook 4004-03-1). The remainder of the Site is located in Major Drainage Basin 4 (Connecticut River), Regional Drainage Basin 45 (Hockanum River), Subregional Drainage Basin 4500 (Hockanum River), and Local Drainage Basin 4500-09 (Averys Brook above Unnamed Brook 4500-10-1). The nearest mapped waterbody is Farm Brook located on the opposite (west) side of Foster Street from the Property. Farm Brook flows southward with the closest portion located downgradient and approximately 500 feet from the closest limits of disturbance associated with the Project. Farm Brook is classified as a Class A surface waterbody by the DEEP⁵. The Site will have no effect on this surface waterbody. Based upon DEEP mapping, the Property is not located within a mapped Public Drinking Supply Watershed.

The Project will be sufficiently set back from water resources proximate to the Site and will have no adverse environmental effect on surface water quality. During construction, E&S controls will be installed and maintained in accordance with the *Connecticut Guidelines for Soil Erosion and Sediment Control*, effective March 30, 2024. Once operative, stormwater will be managed in accordance with the *Connecticut Stormwater Quality Manual*, effective as of March 30, 2024.

3.3.1 Stormwater Management

In addition to the Connecticut Stormwater Quality Manual and Connecticut Guidelines for Soil Erosion and Sediment Control, both effective March 30, 2024, the Project has been designed to meet Appendix I of the Stormwater General Permit. Combined, these documents address three (3) main concerns: stormwater runoff peak attenuation, water quality volume treatment, and E&S control during construction. The Applicant will apply for a Stormwater General Permit from DEEP. Technical details, mapping, and HydroCAD modeling results are provided in a Stormwater Management Report to be provided to DEEP and are included as Appendix B to Exhibit A. A summary of these results is provided below.

⁵ Designated uses for A classified waterbodies include fish and other aquatic life and wildlife habitat, potential drinking water supply, recreational use, navigation, and water supply for industry and agriculture.

Stormwater Runoff Peak Attenuation

The potential for changes in runoff from the Site as a result of Project construction has been evaluated and addressed in compliance with Appendix I. The Project will require the installation of underground utilities and overhead interconnection, an access drive and multiple stormwater management features. A ½ step reduction is required for the entire solar array to account for the compaction of soils that result from extensive machinery traffic over the course of the construction of the array. The full step reduction is required where grading exceeds a two (2) foot difference between existing and proposed grades. These reductions result in an increase in runoff.

To manage the increase in post-development runoff, one (1) grass-lined stormwater management basin with associated diversion with rip-rap lined overflow and one (1) rock lined stormwater infiltration trench are proposed. The stormwater management basin will collect surface runoff from within the Facility, while the stormwater infiltration trench will collect surface runoff from the 448-foot gravel access road thus managing the timing and release of flow from the Project Area.

The stormwater calculations for the Project predict that the post-development peak discharges to the waters of the State of Connecticut for the 2-, 25-, 50- and 100- year storm events are less than the pre-development peak discharges. Therefore, the Project is not anticipated to result in any adverse conditions to the surrounding areas and properties.

Water Quality Volume Treatment

The Project design also provides for adequate treatment of water quality volume associated with effective impervious cover, which includes the proposed gravel access drive and concrete equipment pads. The proposed basin is designed to provide the requisite treatment volume associated with these features.

Erosion and Sediment Control During Construction

To safeguard water resources from potential impacts during construction, the Petitioner is committed to implementing protective measures in the form of a Stormwater Pollution Control Plan ("SWPCP"), to be finalized and submitted to the Council, subject to approval by DEEP Stormwater Management. The SWPCP will include monitoring of established E&S controls that are to be installed and maintained in accordance with the *Connecticut Guidelines for Soil Erosion*

and Sediment Control, effective March 30, 2024, the Stormwater General Permit, and Appendix I.

To meet the requirement of the Stormwater General Permit, one (1) temporary sediment basin will be installed prior to the start of Facility construction. Perimeter erosion controls, including a compost filter sock and silt fence will encircle the Project Area to capture sediment potentially mobilized during site work. The basin will be cleaned of deposited sediment as needed during construction to maintain sufficient sediment storage capacity. Upon final site stabilization, the temporary sediment basin will be converted to a permanent stormwater management basin by removing any accumulated sediments, removal of sediment baffles if applicable, and installation of permanent outlet control structures.

Open areas will be temporarily stabilized with quick growing annual seed during construction. The Project Area will subsequently be seeded with a permanent Ernst Pollinator-friendly Solar Farm Seed Mix (ERNMX-147 Fuzz & Buzz) upon completion of construction. The phased erosion control plan and details are provided in Appendix A of Exhibit A, *Project Plans*.

With the incorporation of these protective measures, stormwater runoff from Project development is not anticipated to result in an adverse impact to water quality associated with nearby surface water bodies.

3.4 Habitat and Wildlife

Three (3) distinct habitat types (vegetative communities) separated by transitional ecotones are located on the Property; two (2) of them are found within the Site. These habitats were assessed using remote sensing and publicly available datasets and were physically inspected during the October 27, 2022 field evaluation.

The habitats occupying the Property are as follows:

- Open Field
- Edge Forest; and
- Wetland Forest

Open Field and Edge Forest habitats are found within the Site.

Habitat Types

Open Field

Open Field habitat dominates a majority of the Property with a narrow band of Edge Forest along the northern, eastern and southern boundaries. This habitat type consists of a large open field segregated into two distinct agricultural uses: the eastern end of the field consists of maintained cool season grasses for the production of hay; the central and western portions of the field extending out to Foster Street are cultivated for crop production. A minor transitional ecotone of goldenrod, orchard grass, and multiflora rose divides this habitat from the bordering Edge Forest to the north, south, and east. Additionally, an existing access road leading to the Open Field habitat has been included within this functional habitat type due to the unimproved nature of the farm road surface. A majority of the Project's footprint will occur within Open Field. The Project will not result in a significant adverse impact to the existing Open Field from a wildlife habitat perspective due to the existing high level of human activity, disturbed nature of these areas from agricultural practices, limited wildlife habitat values, and minimal species utilization. The Project will actually result in some improvement to wildlife habitat utilization with the planting of native pollinator-friendly meadow species within and around the perimeter of the fenced solar Facility.

Edge Forest

Edge Forest habitat occupies the northern, eastern, and southern boundaries of the Property and consists of a narrow, predominantly upland, forest margin. The upland Edge Forest differs from the small area of Wetland Forest by occurring entirely within upland soils and consisting of significantly different vegetative species indicative of well-drained soils. Tree species within this habitat are dominated by even aged red maple, red oak, eastern white pine, quaking aspen, and black cherry. Invasive species autumn olive and multiflora rose dominate the understory with pockets of staghorn sumac in complex with fox grape along forest edges.

Minimal clearing of Edge Forest is proposed along the northern and southern portions of the Project Area. Any potential secondary short-term impacts to this forested area during construction of the Project will be minimized through the proper stabilization of soils through strict adherence to the *Connecticut Guidelines for Soil Erosion and Sediment Control*, effective as of March 30, 2024. While Site development necessitates removal of a limited area of forest for shading purposes, the proposed clearing will be isolated to the outside margin of Edge Forest. This limited

clearing to the north is located within close proximity to a residential development and the Open Field, which experiences routine maintenance and a high level of human activity. Similar narrow forested habitat occurs along the eastern boundary with a larger continuation of Edge Forest extending east off the Property. As such, the Project is not anticipated to result in a significant impact to the Edge Forest habitat type.

Wetland Forest

Wetland Forest habitat occurs in the southcentral portion of the Property and in complex with a portion of the Upland Forest habitat which serves as a buffer between the Wetland Forest and the Open Field. The Wetland Forest is dominated by red and silver maple in the overstory with honeysuckle and gray dogwood dominating the shrub layer. Native herbaceous species observed consist of soft rush and skunk cabbage. Native shrub species include elderberry and silky dogwood in complex with herbaceous vegetation. A small pocket of emergent and scrub-shrub habitat is present within the northern limits of the wetland complex, likely due to historic maintenance that suppressed vegetation growth. This embedded vegetative community was discussed in Section 3.2.1 and is included within the Wetland Forest habitat type. Wetland Forest differs from other forest habitat on the Property by occurring entirely within poorly drained wetland soils and consisting of significantly different vegetative species.

Project impacts will not encroach into this habitat and are therefore not anticipated to result in a negative impact to the Wetland Forest habitat. Any potential short-term impacts to this habitat will be minimized through the proper stabilization of soils during construction through strict adherence to the *Connecticut Guidelines for Soil Erosion and Sediment Control*, effective March 30, 2024 and the Resource Protection Plan.

Table 2, Habitat Areas provides the total acreages of each habitat type located on the Property and within the Site, and the changes resulting from development of the Project.

Table 2: Habitat Areas		
Habitat Type	Total Area On-Property (±ac.)	Area Displaced by Project (±ac.)
Open Field	12.40	7.82
Edge Forest	3.94	<0.10
Wetland Forest	0.12	0.00

3.4.1 Wildlife

Development of the Site will primarily occur within the Open Field habitat, with limited impacts to Edge Forest. The roughly 12.40-acre Open Field provides limited value from a wildlife utilization standpoint as a result of historic and current routine agricultural management of these areas, small habitat block size, lack of diverse vegetative communities and/or structure and a high level of human activity. The limited Edge Forest area offers higher quality forested habitat, but will be minimally affected by the Project, and extends to the east off the Property.

Based on the surrounding land uses, the adjacent disturbed areas located in proximity to the Property are likely utilized by species that are more tolerant of human disturbance and habitat fragmentation. Generalist wildlife species common to the region, including several resident and migrant song birds and mammals such as raccoon, striped skunk, grey squirrel, Virginia opossum, white-tailed deer, and eastern chipmunk could be expected to use this area. Due to the limited removal of Edge Forest habitat within the Property, and given the abundance of more suitable habitat for these common species surrounding the Property, the Project is not anticipated to result in a likely adverse impact to wildlife.

Noise and associated human activities during construction may result in limited, temporary disruption to wildlife using the Property. Any possible wildlife displaced during construction would be expected to temporarily disperse deeper into the nearby Wetland Forest and Edge Forest habitats. Post-construction, operation of the Facility will likely not result in an adverse effect to wildlife using these habitats due to its unoccupied nature and lack of significant noise, traffic, or high level of human activity.

3.4.2 Core Forest Determination

The DEEP's *Forestland Habitat Impact Mapping*, does not depict an area mapped as core forest on the Property. Therefore, the Project will not affect core forest resources.

3.5 Rare Species

Publicly available information was reviewed to determine the potential presence of state/federally listed species and critical habitat on or proximate to the Site. A discussion is provided in the following sections.

3.5.1 Natural Diversity Data Base

The DEEP Natural Diversity Data Base ("NDDB") program performs hundreds of environmental reviews each year to determine the impact of proposed development projects on state-listed species and to help landowners conserve the state's biodiversity. In furtherance of this endeavor, DEEP also developed maps to serve as a pre-screening tool to help determine if there is the potential for project-related impact to state-listed species.

The NDDB maps represent approximate locations of (i) endangered, threatened and special concern species and (ii) significant natural communities in Connecticut. The locations of species and natural communities depicted on the maps are based on data collected over the years by DEEP staff, scientists, conservation groups, and landowners. In some cases, an occurrence represents a location derived from literature, museum records and/or specimens. This data is compiled and maintained in the NDDB. The general locations of species and communities are symbolized as shaded (or cross-hatched) polygons on the maps. Exact locations have been masked to protect sensitive species from collection and disturbance and to protect landowners' rights whenever species occur on private property.

The most recent DEEP NDDB mapping, updated as of June 2023, revealed that no known areas of state-listed species are located within or adjacent to the Property. The nearest NDDB polygon exists ±0.63-miles south of the Property. Since the proposed Site and Property are not located within an NDDB buffer area, consultation with DEEP is not required in accordance with DEEP's review policy.⁶

3.5.2 USFWS Consultation

Federal consultation was completed in accordance with Section 7 of the Endangered Species Act ("ESA") through the U.S. Fish and Wildlife Service's ("USFWS") Information, Planning, and Conservation System ("IPaC"). Based on the results of the IPaC review, the federally-listed⁷ Endangered species northern long-eared bat ("NLEB"; *Myotis septentrionalis*) habitat range includes the Property. The NLEB's range encompasses the entire State of Connecticut and suitable

⁶ DEEP Requests for NDDB State Listed Species Reviews.

http://www.ct.gov/deep/cwp/view.asp?a=2702&q=323466&deepNav_GID=1628%20

⁷ Listing under the federal Endangered Species Act

NLEB roost habitat includes trees (live, dying, dead, or snag) with a diameter at breast height of three (3) inches or greater.

The DEEP's publicly available *Northern long-eared bat areas of concern in Connecticut to assist with Federal Endangered Species Act Compliance* map, updated as of February 1, 2016, was reviewed to determine the locations of any known maternity roost trees or hibernacula in the state. This map reveals that there are currently no known NLEB maternity roost trees in Connecticut. The nearest NLEB habitat resource to the Site is located in East Granby, approximately 13.4 miles to the northwest.

Effective March 31, 2023, the NLEB is classified as Endangered under the ESA. The reclassification eliminates use of the previous 4(d) rule for the NLEB, which is applicable only to Threatened species. An NLEB Interim Consultation Framework has been developed by USFWS to facilitate transition from the 4(d) rule to typical Endangered species consultation procedures for activities that are reasonably certain to occur before April 1, 2024, which is the date the NLEB Interim Consultation Framework expires. The new NLEB Determination Key for this Project revealed the Project will likely not result in an adverse effect or incidental take of NLEB and does not require a permit from USFWS. A USFWS letter dated July 21, 2023 confirmed the "No Effect" determination.

A full review of the *Endangered Species Act (ESA) Compliance Determination* and USFWS's Response Letter is provided in Appendix C of Exhibit A, *USFWS and NDDDB Compliance Statement*.

3.6 Soils and Geology

Construction of the water quality basin and swales and grading within the Project Area will generate excess material. To the extent feasible, that will be redistributed on Site. Topsoil will be segregated from underlying soil, stockpiled, and spread over disturbed areas being seeded. Any excess materials will be removed from the Site in accordance with appropriate regulations and guidelines.

All exposed soils resulting from construction activities will be properly and promptly treated in accordance with the *Connecticut Guidelines for Soil Erosion and Sediment Control*, effective as of March 30, 2024.

Surficial materials on the Property are predominantly thin deposits of glacial till, as well as coarse deposits of sand and gravel. Bedrock beneath the Property is identified as Portland Arkose. Portland Arkose is described as a reddish-brown to maroon micaceous arkose and siltstone and red to black fissile silty shale which grades eastward into coarse conglomerate (fanglomerate).

The Petitioner does not anticipate encountering bedrock during Project development.

3.6.1 Prime Farmland Soils

In accordance with the Code of Federal Regulations, CFR Title 7, part 657, farmland soils include land that is defined as prime, unique, or farmlands of statewide or local importance based on soil type. They represent the most suitable land for producing food, feed, fiber, forage, and oilseed crops.

According to the Connecticut Environmental Conditions Online Resource Guide⁸, approximately 9.52 acres of the Site contain Prime Farmland Soils (See Figure 2, *Existing Conditions Map*), with approximately 4.56 acres located within the Project Area. The Site encompasses areas currently under cultivation for agricultural purposes. The Site has been designed to maximize the areas remaining for cultivation while meeting the requirements of Appendix I.

Excavation and regrading activities are necessary, along with some tree removal, within areas mapped as Prime Farmland Soils to facilitate Project development. Topsoil removed from these areas will be segregated from underlying horizons, temporarily stockpiled and used as top dressing for reestablishing vegetation (with a pollinator-friendly seed mix). No topsoil will leave the Site.

After its useful life, the Facility will be decommissioned and all of the disturbed areas will be reseeded with the same (or approved equivalent) blend as established within the rest of the Project Area, ultimately creating additional available cleared areas for agricultural use. Therefore, the Project will not materially affect Prime Farmland Soils and will serve as an optimal site for agrivoltatics.

⁸ Connecticut Environmental Conditions Online (CTECO) Resource Guide, www.cteco.uconn.edu.

3.7 Historic and Archaeological Resources

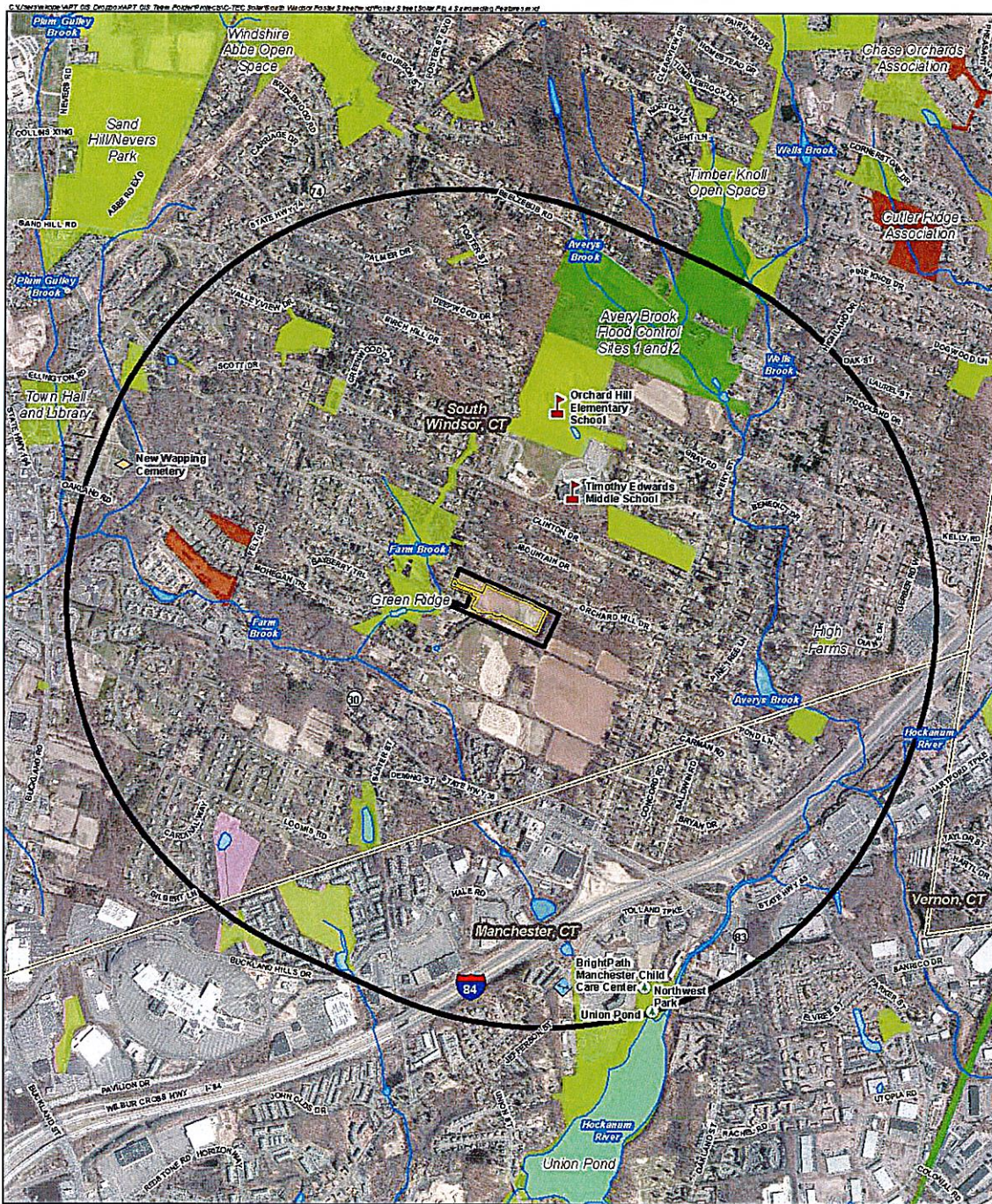
On behalf of the Petitioner, Heritage Consultants LLC ("Heritage") reviewed relevant historic and archaeological information to determine whether the Site holds potential historic or cultural resource significance. Heritage's review of historic maps and aerial images of the Site, examination of files maintained by the Connecticut State Historic Preservation Office ("SHPO"), and a pedestrian survey of the Site revealed that there is a pre-contact era archeological site near the southeast corner of the Property and 14 historic or potentially historic structures within half a mile of the Project, including for that are located on or in the immediate vicinity of the Property. As a result of these findings, the Petition intends to have a Phase 1B investigation performed prior to construction. Additional information can be found in Appendix D of Exhibit A, *Cultural Resources Reconnaissance Survey Report*.

3.8 Scenic and Recreational Areas

No state or local designated scenic roads or scenic areas are located near the Site and therefore none will be physically or visually impacted by development of the Project. The nearest designated scenic road is a portion of State Route 74, approximately 6.2 miles to the northeast. Additionally, there are no Connecticut Blue Blaze Hiking Trails located proximate to the Site.

The nearest existing recreational area to the Site is Green Ridge Open Space, which is west of the Property across Foster Street. No impacts are anticipated to this resource.

See Figure 4, *Surrounding Features Map*, for this and other resources located within one mile of the Site.



- Legend**
- | | | |
|---|---|--|
| <ul style="list-style-type: none"> Property Site 1 Mile Radius Municipal Boundary | <ul style="list-style-type: none"> Surrounding Features Demetery Drycare Park / Recreation / Open Space School | <ul style="list-style-type: none"> Open Space Property (CTDEEP) Land Trust Municipal Private State Watercourse (CTDEEP) Open Water (CTDEEP) |
|---|---|--|

Map Notes:
 Base Map Source: 2019 Aerial Photograph (CTECO)
 Map Scale: 1 inch = 1,000 feet
 Map Date: December 2023



Figure 4
Surrounding Features Map
 Proposed Solar Facility
 186 Foster Street
 South Windsor, Connecticut



3.9 Visibility

Portions of the Facility are predicted to be visible from the immediately surrounding area to the north and west. The interconnection poles could be visible in areas extending to the south. Visibility in these areas will be primarily seasonal, when the leaves are off the deciduous trees, with year-round visibility limited to the Property and a limited area within 0.25 miles to the south.

See Appendix E of Exhibit A, *Viewshed Maps and Photo-Simulations*, for additional information.

3.10 Noise

The bulk of the noise associated with the Project will be the result of construction activity, which is exempt from regulation under Connecticut law. Once the Project is operational, there will be minimal noise associated with the Project, mostly emanating from the Project's inverter and transformer.

The Site is bounded by single-family residences to the north, west, and east and by agricultural properties to the south and southeast. The Site is located 0.8 miles away from interstate highway I-84 to the southeast and 10 miles from Bradley International Airport's eastern approach corridor. The Site is also immediately north of the Foster Family Farm, located at 90 Foster Street, which operates as a historic traditional farm during the planting season and as a corn maze attraction during October.

The nearest property to the proposed Project equipment is the residence located at 178 Foster Street, with a property line approximately 150 feet from this equipment. The existing sound levels at this property are currently measured at approximately 39.5 dBA. It is anticipated that the Project equipment would generate sound levels between 33.6-34.3 dBA at a distance of 150 feet away during the daytime when the Facility would be generating electricity, and that this would increase the current noise levels by 1.0-1.1 dBA, which is significantly below DEEP's allowable 61 dBA for daytime noise limits for Class A noise receptors.

See Appendix F to Exhibit A, *Noise Study*, for additional information.

3.11 Lighting

No exterior lighting is planned for the Project. There will be some small, non-intrusive lighting fixtures within the equipment to aid in maintenance. It is not anticipated that this lighting will be used when maintenance is not required. Given the existing ambient lighting within the area of the Property, any incremental effect of Project lighting will be minimal.

3.12 FAA Determination

Relevant Project information has been submitted to the Federal Aviation Administration ("FAA") for an aeronautical study to evaluate potential hazards to air navigation. The FAA provided a Determination of No Hazard to Air Navigation on December 11, 2023. See Appendix G to Exhibit A, *FAA Determination*.

The nearest airport is Bancroft Airport, located approximate 4.75 miles northwest of the Site in the East Windsor Hill section of East Windsor, Connecticut.

4 Conclusion

As demonstrated in this Petition, the Project will comply with the DEEP air and water quality standards. Further, it will not have an undue adverse effect on the existing environment and ecology; nor will it affect the scenic, historic and recreational resources in the vicinity of the Project. Once operative, the Facility will be unstaffed and generate minimal traffic.

The Site will be developed on an approximately 16.47-acre Property located east of Foster Street in South Windsor and will occupy approximately 7.91 acres of the Property.


No wetlands or watercourses will be directly or indirectly impacted by the Project. The nearest point of the Project to wetlands, the stormwater management basin, will maintain a setback of 50 feet from this resource.

No core forest is located on the Site. No prime farmland will be affected; topsoils will be retained on the Property and the Site will be reseeded and available for return to agricultural cultivation upon decommissioning of the Project.

The Facility is anticipated to be visible within the immediately surrounding area, primarily on a seasonal basis. The Facility is expected to comply with all DEEP and local noise regulations.

As demonstrated by the foregoing, the Project satisfies the standards set forth in C.G.S. § 16-50k(a) and in light of its anticipated benefits, C-Tec Solar, LLC respectfully requests that the Siting Council approve this Petition for the Project, as it is currently designed.

Respectfully Submitted,
C-Tec Solar, LLC

By: 

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Schedule A

After recording, return to:
The Connecticut Water Company
c/o Developer Services
93 West Main Street
Clinton, CT 06413

WATER MAIN EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that the TOWN OF SOUTH WINDSOR acting herein by its undersigned and duly authorized Town Manager (hereinafter "Grantor"), for a valuable consideration, receipt whereof is hereby acknowledged, does hereby grant to THE CONNECTICUT WATER COMPANY, a corporation specially chartered by the General Assembly of Connecticut and having its principal office and place of business in the Town of Clinton, County of Middlesex, in said State (hereinafter "Grantee"), its successors and assigns, the permanent right to install, inspect, operate, maintain, change the size of, renew, replace and repair one or more lines of water pipes or mains (with all appurtenances including meters) as are from time to time needed for the transportation and/or supply of water, and together with the right to enter in connection therewith, all under, over and across Grantor's land in the Town of South Windsor, County of Hartford, and State of Connecticut, described as follows (the "Easement Area"):

Beginning at a Point, which is on the Northeasterly side of Skyline Drive,
S S 04°35'43" W a distance of 193.86 to a Monument w/ Disc Found, thence the following courses & distances:

A curve to the Left having a Delta Angle of 08°36'14", a Radius of 200.54', a Length of 30.11' and a chord bearing of N 44°53'53" W a distance of 30.09' to a point.

N 49°25'07" E a distance of 80.18' to a point

N 19°44'09" E a distance of 169.92' to a point

S 68°01'52" E a distance of 30.02' to a point

S 19°44'09" W a distance of 176.70' to a point

S 49°25'08" W a distance of 85.86' to a point and point of beginning

Said easement area contains 7,678.60 Sq. Ft. ± or 0.18 Acres ±, and is referenced on "Easement Map Showing Proposed Water Easement in Favor of The Connecticut Water Company Over 375 Graham Road South Windsor, Connecticut Prepared for The Connecticut Water Company" Dated October 11th, 2023, Revised through January 4th, 2024. Scale = 1" = 20' Prepared by Gesick & Associates P.C. (the "Utility Plan").

Being a portion of the premises described in the Town of South Windsor Land Records in Volume 125, Page 99.

Together with any fire hydrants, water pipes or mains, and related appurtenances thereto, service lines and related appurtenances thereto, including but not limited to curb stops, curb boxes, water meters, meter pits or meter vaults, whether real property or personal property, situated on, or to be situated on the Easement Area.

Any right herein described or granted or any interest therein or part thereof may be assigned to any assignee or assignees by Grantee, its successors and assigns, and Grantor, for Grantor and Grantor's, successors and assigns, hereby agrees to and does ratify any such assignment or assignments.

In the event that any part of the Easement Area above described in or on which said line or its appurtenances shall be located is now or shall hereafter become a public street or highway or a part thereof, permission, as provided in the General Statutes of Connecticut relating to adjoining landowners, is hereby given to Grantee, its successors and assigns, to use that portion for the purposes and in the manner above described.

Any fire hydrants, water pipes or mains, and related appurtenances thereto, any service lines extending to a curb stop from the water pipes or mains, and any appurtenances related thereto, including but not limited to any curb stops, and water meters, situated on the Easement Area shall be and remain the property of Grantee and shall be the Grantee's obligation to repair and maintain.

In addition to the above granted rights, Grantee shall have all other rights and benefits necessary or convenient for the full enjoyment or use of the rights herein granted, including, without limitation, the right at any reasonable time or times to enter upon said Easement Area at such point or points as Grantee may deem expedient or necessary for the purpose of exercising its rights hereunder. Grantee covenants that said rights shall be exercised, so far as is practicable, with consideration of the convenience of Grantor and without doing any unreasonable damage. Grantee covenants that it will, upon completion of any work hereunder, replace and restore said Easement Area, to the extent feasible, to the same condition as that existing before beginning such work.

TO HAVE AND TO HOLD the said granted and bargained easement, privilege, and right of way and its appurtenances to Grantee and its successors and assigns forever, to its and their own proper use and behoof.

Grantor reserves for Grantor and Grantor's successors and assigns, the right to fully use and enjoy said Easement Area, subject to the rights, privileges and authority herein granted, provided, however, that Grantee shall have the right from time to time to trim and keep trimmed, cut, clear and remove, by mechanical means or otherwise, trees, underbrush and other growth (other than crops or grassland except in the exercise of this easement) which are within the limits of said Easement Area and which may interfere with the exercise of the rights and/or easements herein granted, or any of them, or which may injure, endanger or interfere with the construction and use of said water pipes or mains or the appurtenances thereto, or which may create a hazard; the right to dispose of all wood cut; and the right to remove any structure within or projecting into said Easement Area.

Grantor, for Grantor and Grantor's heirs, successors and assigns, covenants not at any time to disturb or damage said water pipes or mains or the appurtenances thereto. Grantor further agrees that, without the prior written approval of Grantee, which shall not be unreasonably withheld, nothing shall be attached to the property of Grantee installed by virtue of this easement except such things as are placed thereon by Grantee, and not at any time to construct or permit to be constructed any building or structure on or below ground (including but not limited to on-site septic system, leaching galleries,

drywells), place or store any materials on, store any vehicles on, grade, excavate, fill or flood said Easement Area, or otherwise use said right of way in any manner which, may obstruct or hinder Grantee in the use and enjoyment of its rights, privileges and authority under this easement or may interfere with the free and unrestricted exercise of the rights and/or easements herein granted, or any of them, or which may create a hazard. Nothing herein shall limit or prevent Grantor from granting easements to other utilities, with prior written approval by the Grantee, provided such easements do not interfere with the Grantee's said easement and rights herein granted. Notwithstanding anything contained herein to the contrary, the existing sanitary sewer line traversing the Easement Area as depicted on the Utility Plan is approved by Grantee, and Grantor is permitted to maintain, improve, repair and replace said existing sanitary sewer line.

Grantor, for Grantor and Grantor's successors and assigns, hereby covenants to promptly notify Grantee in writing at the mailing address herein, or as changed by the Grantee, of any environmental problem, event or condition Grantor discovers or has knowledge of, on or affecting said premises which may pose a threat to the health, safety or welfare of persons or the environment or to said water pipes or mains and appurtenances thereto.

And Grantor, for Grantor and Grantor's successors and assigns, covenants with Grantee, its successors and assigns, that at and until the ensealing of these presents Grantor is well seized of the premises as a good indefeasible estate in fee simple and has good right to bargain and sell the same in manner and form as is above written, and that the same is free from all encumbrances whatsoever, except for encumbrances of record approved by Grantee.

AND FURTHERMORE, Grantor does by these presents bind Grantor and Grantor's heirs, successors and assigns forever to WARRANT AND DEFEND its title to the above granted and bargained Easement Area to Grantee, its successors and assigns, against all claims and demands whatsoever as related to Grantor's title therein, except as hereinbefore mentioned.

The provisions hereof shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Whenever used, the singular number shall include the plural, the plural the singular, and the use of any gender shall include all genders.

