

**TOWN COUNCIL**  
**TOWN OF SOUTH WINDSOR**

**Minutes**

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**April 12, 2021**

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**TOWN COUNCIL – SPECIAL MEETING  
VIRTUAL MEETING**

**1. Call Meeting to Order**

Mayor Paterna called the Regular Meeting to order at 7:02 p.m.

**2. Roll Call**

Members Present: Mayor Andrew Paterna  
Deputy Mayor Liz Pendleton  
Councilor Mary Justine Hockenberry (arrived at 7:07 p.m.)  
Councilor Philp Koboski  
Councilor Cesar Lopez  
Councilor Lisa Maneeley  
Councilor Janice Snyder

Members Absent: Councilor Erica Evans  
Councilor Karen Lydecker

Others Present: Michael Maniscalco, Town Manager  
Scott Roberts, Asst. Town Manager/CIO/Emergency Mgmt.

Others Absent: Vanessa Perry, Asst. Town Manager/Director of H.R.

**3 Public Input**

None

**4. Communications**

Councilor Snyder informed the Council that Mr. Mark Petersen, who was a long-time member of the South Windsor Republican Committee and served on many Boards and Commission, passed away. Councilor Snyder thanked him and his family for his service and stated that the Council's thoughts and prayers are with his family.

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**ITEM:**

**5. Special New Business**

**A. Discussion Item: Police Department's Budget**

**Administration**

Town Manager Maniscalco reported that the overall budget request was \$611,000, and he approved a budget of \$605,000.

Answering questions from the Council, Town Manager Maniscalco explained that the change in the salary line item was due to a request for a full-time salary line item that went from \$452,000 to \$447,000.

Chief Lindstrom explained to the Council that there was a cut in the operating budget in the amount of \$2,500. There was a review of previous years, and it was found that it had been budgeted a little high. This account covers investigative funds, memberships, miscellaneous office supplies, subscriptions, trade periodicals, field manuals, statute books, and retrieval of cell phone records. The table of organization shows the breakdown of division commanders and unit supervisors. This organization chart is put on the website so the public knows who to contact. The amount of \$7,600 under Recruitment and Training is the cost for two positions to go to the Academy in Meriden at a rate of \$3,800 for each individual to attend. New Britain and Hartford run classes at a rate of \$2,500. When classes are not held in Meriden, and we need to get an individual in a class, they can attend in New Britain or Hartford if they are running classes. Chief Lindstrom explained that when the two current vacancies are filled, the Police Department will be fully staffed at 46 sworn officers.

Chief Lindstrom informed the Council that the Masons donated \$15,000 last year for the K-9 program. These funds covered the purchase of a K-9 and equipment. After the K-9 and equipment were purchased, there are still funds to cover operating materials consisting of food and the vet bill for the first year. A line item will be put into next year's budget to cover costs associated with the K-9 program. At this time, Mason (K-9) and his trainer are at training which will be for 14 weeks. The only item that the training does not provide is narcotics detection which will be a separate program down the road.

**(Discussions Continued on Next Page)**

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**ITEM:**

**5. A. (Continued)**

**Administration (Continued)**

Chief Lindstrom explained to the Council that if the department hires an individual who had previously worked in another Police Department agency in the State of Connecticut, that individual will bring their certification with them and will not have to attend the basic training course. South Windsor has hired individuals from out of state; the Academy in Meriden will put that individual through a comparative certification program and bring them up to date on Connecticut laws. They will receive a tailored program that is condensed in terms of the time in basic training.

**Operations Department**

Town Manager Maniscalco reported that the overall budget request was \$208,220, a 4.7% increase.

Chief Lindstrom explained that overtime is factored off of the officer's salary or at the positions rank. There is very little discretionary overtime, if any. In the last year during the pandemic, there were employees out in quarantine, and their shifts needed to be covered. There were also many demonstrations where officers would need to be assigned to and maintain safety, so there have been some unexpected overtime costs. The more officers we have, the less overtime will be required.

Chief Lindstrom stated that when police officers do private duty for construction jobs or road work, they are paid by the contractor who hires them. Officers take vacation days to do private duty. There are stipulations put on the officers, such as their workload will allow them to take a vacation day, and they will not leave patrol if there is not enough coverage.

Chief Lindstrom explained that he does not anticipate needing more than the 46 sworn officers in the near future. In 3 to 4 years, if the Town's population grows, it will be evaluated if more officers are necessary. The expansion of the Women's Locker Room is not in the operating budget but will be taken out of Capital.

**(Discussion Continued on Next Page)**

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**ITEM:**

**5. A. (Continued)**

**Support Services**

Town Manager Maniscalco reported the overall request was \$2,150,877, and he approved a budget of \$2,146,635.

Answering questions from the Council, Chief Lindstrom explained that the proposed budget does not include any additional lease for vehicles. There are four leases that will be expiring at the end of this Fiscal Year, so the proposed leases will replace those vehicles. There are two leased vehicles that are not expiring, replacement of four leases that will be expiring, and one lease that is going to be bought out and will not be replaced. When a lease expires, all of the equipment that is installed in them will come out of the vehicle and be installed into the new leased vehicles. There is an expense to have the equipment removed and re-installed. In some vehicles, there is only the police radio and the light package, which is not extensive as in a patrol vehicle. Usually, by the time equipment is being switched out, any warranty that may have been on the equipment has expired. The \$21,800 in the budget is used to replace the equipment in the line vehicles.

Chief Lindstrom informed the Council that there are vehicles that are considered to be front row vehicles that will be used all of the time. These vehicles are the newest, lowest mileage, and the best-equipped option for a patrol officer. When the Police Department replaces these vehicles with new vehicles, the old vehicles are used for private duty, distracted driving enforcement, and going to patrol at some of the civic events. The really old vehicles in the back row are the ones that are replaced with the newest vehicles.

Chief Lindstrom stated that he had conversations with Steve Wagner from the Energy Committee regarding electric vehicles. Chief Lindstrom explained that he has some reservations about going to electric vehicles. What happens if there is a long power outage, can the generator sustain charging a fleet of electric vehicles, and when would a vehicle that is used for the day shift, evening shift, and midnight shift be charged. These are some of the questions that Chief Lindstrom stated he does not have answers to. At this time, the Police Department is watching the industry trends to see what other people are doing, but there are concerns about the electric vehicles meeting South Windsor's needs and if the vehicles can sustain the duties that it will be called on.

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**ITEM:**

**5. A. (Continued)**

Answering further questions, Chief Lindstrom explained that in this Fiscal Year budget, he would like to use one vendor instead of two for car washes. After speaking with Mr. Sparkle, a savings of \$1,000 would allow the bulk of the fleet unlimited washes.

**Community Services**

Town Manager Maniscalco reported that the overall budget request was \$192,644, and he approved a budget of \$190,394.

Answering questions from the Council, Town Manager Maniscalco explained that that increase in salaries is not as much because last year the Town had to budget for 53 pays pay periods. In the upcoming budget, the Town will have to budget for 52 pay periods. Mrs. Perry, Finance Director, explained to the Council that the extra week of pay negates the increase.

**D. Discussion Item: Volunteer Fire Department's Budget**

Town Manager Maniscalco reported that the overall budget request was \$1,011,088, which is the same amount that was requested in the previous year.

Answering questions from the Council, Fire Chief Cooney explained that it is \$9.00 per incident.

**B. Discussion Item: Fire Marshal's Budget**

Town Manager Maniscalco reported that the overall budget request was \$341,416, and he approved a budget of \$338,239.

Answering questions from the Council, Mr. Summers, Fire Marshal, explained that the 1.0 FTE for Fire Inspector/Emergency Management Coordinator should be covered under the Fire Marshal's budget and the ½ FTE under Emergency Management should be eliminated.

**(Discussion Continued on Next Page)**

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**ITEM:**

**5. B. (Continued)**

Mr. Summers explained that \$9,200 of the increase in Rental and Leases is for the second-year lease payments for a Terrain. There is \$17,695 to do a payout for a different vehicle which also includes three monthly lease payments. Employees of the department are sent for advanced training in Fire Investigation and Fire Dynamics. Both trainings are for two weeks, and the only cost is for food. The \$1,600 that is budgeted for is for two employees to attend.

Mr. Summers informed the Council that radios come off of old vehicles, but all the lights, sirens, and flashlights will be new in the Terrain, which will be at the cost of \$8,000.

Deputy Mayor Pendleton requested that the \$8,000 quote for the installation of lights, sirens, and flashlights on one vehicle be reviewed because the Police Department is having equipment installed in four vehicles for \$21,000. Town Manager Maniscalco said he would review this.

Mr. Summers explained that employees receive a certificate for the training they receive, and the CFMA conference is held in Connecticut. The cost per employee to go to the conference is \$250.00. The Fire Marshal budgets for five employees in the Fire Marshal's Office and two Fire Investigators in the Police Department.

**C. Discussion Item: Emergency Management's Budget**

Town Manager Maniscalco reported that the overall budget request was \$30,486, and he approved a budget of \$21,487.

Answering questions from the Council, Mr. Summers explained that Mr. Scott Cunningham, the Fire Inspector/Emergency Management Coordinator started in this position three months ago. A lot of his work at this time is dealing with the FEMA grant from the August storm. He will then turn his attention to CERT to see how that is going to work. He will be working on a tabletop exercise in the next budget and a Town-wide tabletop exercise in the following budget. The amount of \$3,502 under Equipment and Training will be used for training and the tabletop exercise. Under Recruitment and Training, which has a budget of \$2,000, will be used for various training for the Emergency Management Coordinator.

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**ITEM:**

**5. New Business (Continued)**

**E. Resolution Appointing Philip Koboski (R) to the Insurance Control Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Philip Koboski (R) to the Insurance Control Commission for a term ending November 8, 2021, to fill the unexpired term of Audrey Delnicki, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

**F. Discussion Item: Combining Boards and Commissions (*requested by Councilor Lydecker*)**

Mayor Paterna stated that Councilor Lydecker could not attend the meeting tonight. This item will be placed on the next Town Council agenda.

**G. Discussion Item: Flag Flying Policy (*requested by Deputy Mayor Pendleton*)**

Deputy Mayor Pendleton stated that she brought this discussion item forward for Council members to review the policy. Deputy Mayor Pendleton stated that the main item she would like the Council members to consider would be that the information of the requester be eliminated when forwarded to the Council by the Town Manager's Office because the Council does not need that information. Deputy Mayor Pendleton requested that Council members review the policy.

Mayor Paterna stated that this item would be discussed at the next Town Council meeting.

**6. Executive Session**

None

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**ITEM:**

**7. Adjournment**

At 8:53 p.m., Councilor Maneeley made a motion to adjourn the Special Meeting. Councilor Snyder seconded the motion, and it was approved unanimously.

Respectfully submitted,

  
\_\_\_\_\_  
Deborah W. Reid  
Clerk of the Council