

# Town of South Windsor

## Town Manager's Report January 2019

Matthew B. Galligan  
Town Manager



### **Audit Report**

The audit report for the 2018 financial statements has been finalized, and an electronic copy has been sent to the Town Council already. I have added this to the agenda for the Town Council meeting as a discussion item so that we can review the outcome of Fiscal Year 2017-2018. The Town has fared very well, and I will go over the audit in greater detail at the Town Council meeting.

### **Before & After School Care**

The Before and After School Care Assessment Committee has been restructured, and a meeting has been arranged. I have asked Town staff to contact the Y to see what progress they have made. An update from the 4th R program is also warranted.

### **SMART Program**

I know we have had some resident responses to the SMART program. I believe additional education on the program may alleviate some concerns. I am trying to arrange to meet with other Towns who have this program to do an on-site "kick the tires" approach before we go any further. Such a visit will help us to evaluate the program more fully. This will be discussed in more detail at the February 4th Town Council meeting.

### **Library Elevator Modernization**

The Library elevator modernization project continues to move forward. I have attached a memorandum from Facilities Manager Clay Major regarding the status of the project.

### **Hartford Courant Littering**

I have spoken to the Town Attorney about the issue of Hartford Courant delivery drivers littering the lawns of our residents. We do have a litter ordinance which we are looking to update to resolve this issue. Currently the ordinance requires us to issue a ticket to the homeowner, which is not acceptable in this instance. We are looking to add other responsible individuals like the delivery drivers to this ordinance. There is still research to be done, but we should have the proposed changes shortly. I am still trying to make contact with the Hartford Courant to see if we can resolve this issue by agreement.

### **Memorandums**

I have attached two memorandums from Town Engineer Jeffrey Doolittle. One concerns the Laurel Street speeding complaint and the other concerns the drainage issue at 11 Belden Road.

## Police Department

Scott P. Custer  
Chief of Police

### January 2019

#### **Promotion at SWPD:**

Sgt. Brian Eckblom was promoted to the rank of Lieutenant on December 16th. He now commands the Special Services Division which encompasses Investigations, Youth, Traffic, Training and the School Resource Officers.

Lieutenant Brian C. Eckblom has been a member of our agency since 2004. He holds a bachelor of arts degree in history from Bates College in Lewiston Maine and a master of science in criminal justice (MSCJ) from Central Connecticut State University.

Prior to working in South Windsor, Lt. Eckblom was a reserve police officer in Wells, Maine; worked as a seasonal law enforcement ranger in Yellowstone National Park; volunteered with the Manchester Fire Department as an emergency medical technician and firefighter; and managed the family manufacturing company in Manchester, Connecticut.

Lt. Eckblom has served our department as an Emergency Medical Technician, a Field Training Officer and as an instructor. He has served as a member of the Traffic Unit and Metro Traffic Services as an accident reconstructionist. He was assigned as the school resource officer at South Windsor High School from 2013-2016, and served as the Evening Shift watch commander after being promoted to sergeant. Most recently he served

as the department training coordinator and as the manager of the Youth and Victims Unit.

#### **New Hire at the Police Department:**

On Monday, December 17th we hired Officer Megan Casey #204. Megan is a graduate of the University of St. Joseph where she received her bachelor's degree in Public Health. She is also working on her Master's Degree at Southern New Hampshire University. Megan most recently worked as a Health Education Coordinator with CareATC. She has also worked as an EMT with Canton EMS.

Ofc. Casey is attending the 364th Basic Training Session at the Connecticut police academy in Meriden which began on December 31, 2018.

#### **Wildlife Reminders:**

We published a reminder that coyote sightings tend to increase in the fall and offered a link to the D.E.E.P. fact sheet. There have been increased sightings and we urge people to monitor small dogs if the yard isn't fenced in. The notice is on our Facebook page, which is also fed to our department webpage at [www.southwindsor.org](http://www.southwindsor.org)

#### **Community Policing Events:**

December was an extremely busy month for Community Outreach. On December 1st Chief Custer and Deputy Chief Lindstrom volunteered to ring the bell for the Salvation Army at Stop & Shop. This was part of the

## Police Department

Scott P. Custer  
Chief of Police

Human Services program that raised \$1,000 for town residents.

On December 4th officers participated in "Shop with a Cop" at Target. The Reach Foundation program pairs officers with youths and gives them an allowance to buy gifts for their families.

Community Outreach Officers participated in the Toy and Food Drives at both Stop & Shop and Geisslers. The event was very successful, and will aid our neighbors in need. We were joined by the Fire Department, SW Triad, Hartford-Evergreen Lodge #88 of Freemasons, American Legion Post #133, and ASM Ambulance. Over \$3200.00 was collected along with clothing, 200 toys and 3000 food items.

Corporal Jim Nicoletta organized the local "One Warm Coat" drive and received about 100 coats including 60 collected by Brooks Brothers. They were distributed to local charities to donate to men, women and children who need winter coats.

Police Honor Guard members attended the Wreaths Across America ceremony on December 15th at Veteran's Memorial Park. The Honor Guard team was pleased to participate in this ceremony. Nine of our sworn staff are veterans and we thank all who serve and have served.

### **Patrol Activity:**

Our patrol shifts have all been very active and our Midnight Shift has been actively looking for burglary suspects. They caught two men in the act of breaking into a gas station on Route 5 and on Saturday, December 29th they caught two 18 year olds and a juvenile in a stolen car on Aroda Drive. The car was reported stolen from West Haven, CT.

We have published warnings about car burglaries for over 10 years and they still persist because the thieves find easy targets every time they go out. This is a statewide problem where juveniles and older teens typically go out in groups at night and pull on car door handles. They ransack unlocked cars and if they find keys or key fobs they often steal the car knowing there is no real consequence for juvenile offenders. Please remind your neighbors, friends and relatives; lock your car every time you exit.

### **Winter Parking Ban went in effect:**

The traditional enforcement of the ban occurs ahead of snow events and upon complaint. The purpose of the regulation is to facilitate the clearing of roadways of leaves and snow. The town regulations state, "No vehicles shall be parked on the public streets of the town overnight for the period from November 15th to April 15th. Any vehicle parked continuously between the hours of 2:00 a.m. and 6:00 a.m. during this period shall be deemed to have been parked overnight, and the owner may be subject to a fine." Officers may leave warning

## Police Department

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Chief of Police

notices on vehicles found in violation, however during storms the cars are subject to tow.

Snow/Ice Storms: No vehicle shall be parked on the public streets of the town during a snow or ice storm that has been in progress one hour and continuing for a period of 24 hours after the storm has ended.

### **Follow us on Social Media:**

We try to keep a presence on Social Media, our Facebook page and Twitter feed are also displayed on our webpage <https://www.southwindsor.org/police>. We encourage everyone to follow us and share information with friends and family.

Facebook: South Windsor Police Department

Twitter: @SWPD\_PIO



## Public Works Department

Michael J. Gantick  
Director of Public Works

### **Pollution Control**

The Department of Water Pollution Control has begun the fourth and final phase of the Easement Vegetation Management program this past November. Distinctive Tree Care, LLC. has once again been awarded the job. This phase of the project will take place in Area 4 which is located in the eastern portion of town. A majority of the work in this area requires land clearing of heavily wooded sewer easements. The work has been progressing well ahead of schedule. As part of this project Distinctive Tree is required to maintain the previous three phases as well with brush mowing, hand cutting, stump treatments, and herbicidal treatments. This program was initiated to clear trees and vegetation in the sanitary sewer easements throughout town allowing our staff and equipment to access the sewer line for maintenance and emergency repair purposes. Over the long-term, the goal is to control undesirable plant species using the most selective treatment methods possible on regular treatment cycles. This will minimize the need for more intensive maintenance operations.

The Sullivan Avenue Siphon and Relief Sewer Project has reached substantial completion. This project has increased the sewer capacity to better serve this area of town. Over the years upstream development has increased the wastewater flow which in turn has maximized the high flow capacity of the siphon that runs under the Podunk River. The

contractor has constructed a third siphon pipe and installed a 12" sewer from Troy Road to Hillside Drive. Increasing the sewer capacity will mitigate surcharging and will allow development to continue north and east of the Sullivan Avenue truck line. Final landscaping restoration and punch list items will be scheduled in the spring and bring this project to a close.

You can find more information about the Water Pollution Control Facility and the Water Pollution Control Authority on the Town of South Windsor's website at [www.southwindsor.org](http://www.southwindsor.org).

### **Refuse & Recycling**

The Pollution Control Department is working with the Department of Energy and Environmental Protection and WasteZero to evaluate implementing DEEP's "Saving Money And Reducing Trash" (SMART) program which is designed to reduce refuse and promote recycling. Representatives from DEEP and WasteZero gave an informational presentation to the Town Council in December on the benefits and anticipated results that the SMART program would have in South Windsor. The Pollution Control Department and Town Council are planning on having more public meetings in January to discuss the possibility of moving forward with the program.

The 2019 electronics recycling event schedule has been released. The events will be held

## Public Works Department

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Director of Public Works

January 5th, March 2nd, May 4th, July 13th, September 7th, and November 2nd from 8 am -1 pm at Town Hall in the rear parking lot. This program is free of charge and the event staff will unload the electronics from your vehicle. Acceptable items include telephones, computers, laptops, printers, stereos, televisions microwaves, DVD players, etc.

Information on our refuse and recycling programs including a full list of acceptable items for each program please visit the Town of South Windsor's website at [www.southwindsor.org](http://www.southwindsor.org).

*-Tony Manfre*  
*Superintendent of Pollution Control*

### **Street Services**

The leaf program concluded late in the month. This was due to the November snow storm, several rain events and scheduled holidays. We wish to thank all our residents for their patience during this unusual leaf harvest and look forward to serving you next year.

Crews have begun to finish off the transition to winter mode with the wrap up of the leaf harvest. This entails removing and cleaning leaf boxes, calibrating/installing salt spreaders, and washing the leaf harvest equipment. There are also other pieces of equipment that need to be serviced and stored for the winter so our crews have a lot on their plates.

The department, along with the Parks and Fleet departments, attended the Defensive Driving for Snow Plow Operators program conducted by UCONN's Technology Transfer Center and delivered by Bill Eyeberse, a 35+ year veteran of CT DOT and 15+ year instructor for UCONN. Bill discussed operational safety, plowing techniques, salt applications (as part of the Green Snow Program), defensive driving, sleep deprivation and equipment maintenance to name a few topics. This full day program was held at the SWFD Headquarters.

Weather has been cooperative with only a couple of minor winter events during the month. The managers are taking a closer look when planning for the treating roads due in part to the new Green Snow Program. The managers are working to develop several different treatment options to avoid over salting our roads. This is critically important step in the Green Snow Program initiative so we can help reduce the potential for elevated sodium and chloride levels in our potable waters. (wells, aquifers and reservoirs). And this makes not only good financial sense but is also required as good stewards of the environment. Having several different options provides more flexibility from the old "treat or don't treat" methodology. This will hopefully lead to less salt being deployed and financial benefits to the town. Of course, the safety of the motoring public is always a priority and will never be compromised.

## Public Works Department

Michael J. Gantick  
Director of Public Works

The beaver trapping season is upon us and we are working closely with our trapper to remove beaver that are a nuisance. The department works very hard to avoid trapping beaver and tries different tactics to persuade the beaver to leave on their own accord. We have also deployed an apparatus sometimes called a "beaver baffle" that allows water to flow unrestricted while keeping the beaver satisfied in his environment. But sometimes, the destructive works and persistence of the beaver require they be removed from the area. Without trapping in these areas, there is a risk of flooding that can and will damage property. Again, this is done as a necessity not opportunity.

Crews were out performing some minor drainage work to close up issues for the winter. We had crews out trimming trees of low hanging limbs and branches throughout town as a result of complaints and also discoveries during the leaf harvest.

There were several sign issues during the month as a result of motor vehicle crashes, theft and vandalisms.

*-Scott Yeomans  
Associate Manager, Street Services*

## Human Services Department

Andrea Cofrancesco  
Director of Human Services

### Human Services Update:

Our building continues with improvements; this time we are showcasing our mission statement for both Adult and Senior and Youth and Family Services divisions. We are hoping new signage for the front of the building (near the street) will be installed soon!



### Adult and Senior Services Division: **Medicare Open Enrollment**

Open Enrollment for Medicare resulted in a total of 100 people being served by our certified CHOICES counselors (Steve Clapp, Andrea Cofrancesco, Lindsey Ravalese and Penny Shea) in the Adult and Senior Services Division. CHOICES counselors provide unbiased information on insurance options to those eligible for Medicare including information on supplemental plans, Medicare Advantage plans and Medicare Part D (prescription drugs).

### **ProACT Prescription Cards**

CCM offers the ProACT prescription drug card to South Windsor residents. The highlights of this program include:

- Available to any resident regardless of age, income, or current health coverage
- FREE for Your City / Town and FREE for participants
- Every prescription medication, including some pet medications, are eligible for a discount

It's simple to use: Simply present the discount card at a local participating pharmacy when filling a new prescription and start saving. Anyone may print a new or replacement card any time by visiting <http://ctrxdiscountcard.com>. We also have a supply of cards in Human Services. The total saved since this service has been provided in 2013 has saved residents over \$88,000.

### **Holiday Adopt a Child Program**

A total of 184 children in 90 families were provided with toys, clothing and other items for the holidays in our annual Adopt a Child program, coordinated by Stephen Clapp and assisted by Cindy Malone. 68 donors consisting of individuals, civic and school groups, churches and businesses generously donated to neighbors in need so that their children can have a magical Christmas.

### **CARES Group Annual Family Social**

The C.A.R.E.S. Group, led by Amy Patterson, hosted their annual holiday social with family and caregivers of C.A.R.E.S. members in attendance. Refreshments and music was provided for all to enjoy. The C.A.R.E.S. group activities are designed to promote wellness for

## Human Services Department

Andrea Cofrancesco  
Director of Human Services

those seniors who are in need of enhancement and maintenance of productivity in socialization, mobility, cognition and quality of life. The group meets Monday through Friday from 9:30 AM to 12:30 PM. This program also benefits caregivers, who tirelessly provide care to their loved ones, to get a respite for a few hours a day.



### 6th Annual Craft Fair a HUGE Success!

Our 6th Annual Winter Craft Show at the Community Center was a HUGE success with approximately 700 people attending. This event expanded to all rooms of the community center with over 50 vendors who sold handcrafted items and specialty foods. This was a fundraiser that supports the Senior Center's Community Service Group which donates to various causes and service projects to benefit our community! Total made was \$4321 which will go right back into the community.



### Vietnam Veterans Annual Coat Drive

The Vietnam Veterans Chapter 120 recently dropped off coats for their annual coat drive to benefit South Windsor children. Pictured is Roger Anderson, Pete Lund, Leigh Lovering and Ken Lewis. They have been donating coats to the Human Services office for the past 8 years.



### Youth and Family Services

In December, Youth & Family hosted a Legislative Breakfast for the 14 Youth Service Bureau's in our chapter and our respective legislators. It was an opportunity to talk about what the Youth Service Bureau system offers the state of Connecticut as far as prevention, education and positive youth development. Each Youth Service Bureau works a little differently based on the community we serve, but we all have a common mission and vision for the work that we do. Times are changing for us with new mandates and law changes that affect the youth and the families that we serve. Thank you to Representatives Jeff Currey and Tom Delnicki for attending.



## Human Services Department

Andrea Cofrancesco  
Director of Human Services

We held the first ever, Behavioral Provider Meet & Greet this month. It was an opportunity to connect with others in the community who provide mental health/behavioral health services to youth and their families in town. It was also an opportunity for providers to hear about what we do and put a face with the name. This is important for us to do as we are now on a waitlist for our counseling services and need to know who in town can meet the needs of our families.

Holiday Party with new members of the Teen Center. Seen below, students played partner ice breaker games to get to know each other better and to get energized for an afternoon of fun! Some Youth Council members also stayed afterschool a few days to make holiday cards and small gift bags for people who help out the Teen Center in special ways throughout the year and for some residents at a local Senior Living Facility.

### Teen Center



December was full of fun and festivities at the Teen Center! High school students helped to decorate our space for the holidays, took part in a holiday/winter themed painting contest and spent some time celebrating with treats (some teens helped to bake!) and games.

Our Youth Council committee also stayed busy by hosting our now second annual



Lastly, one of the events we look forward to the most in December is our annual reunion for our Summer Program, Rising Stars! It was a great day for both middle school and high school youth to come together and reminisce about the fun we had over the summer. Pictured here are some Teen Center Staff along with some of our Rising STARS!

## Human Services Department

Andrea Cofrancesco  
Director of Human Services



### Parent Education and Support

#### **123 Magic Effective Discipline for Children 2-12**

123 Magic was a workshop offered to families on December 3, 10 and 17th. If you ask any parent if they want to enjoy their children, they will look at you as if you are crazy. "Enjoy my own kids? Of course, I want to enjoy them. I love my kids. They're only going to be living with me for a short time."

These comments reflect parents' appreciation of their children as small, precious creatures who can be incredibly cute and adorable. However, if you have been a parent for any length of time, you know these priceless little beings can also be incredibly difficult. They can whine, tantrum, and tease their siblings; they can refuse to eat, do their homework, pick up, or stay in bed. At these times, you still love your children, but they are definitely not enjoyable to be with.

Parents learned two techniques, the Counting Method and Positive Praise for encouraging positive behavior and stopping negative behavior, such as whining, arguing and

yelling. They learned how to encourage positive behaviors regarding homework, cleaning up, getting ready and bedtime. In addition, parents learned strategies to strengthen their relationship with their children. In February, the families will come back together to check in and see if they are enjoying their NEW Families, since implementation of 123 Magic in their homes.

#### **Monday Morning Playgroup**

This month over 100 children and caregivers came to play in our safe and nurturing playgroup. Age appropriate toys are provided as well as a healthy snack and craft activity.

#### **Relatives Raising Children Support Group**

On Wednesday, December 19th two lawyers from Legal Aid came for a question and answer session. They answered questions regarding family court, visitation, and special education laws and informed the group about laws pertaining to kinship, relative foster care placement and guardianship.

#### **School Outreach & Prevention**

The SWHS Students Against Destructive Decisions (SADD) Club organized many activities during November and December.

They decorated liquor store bags with messages about being safe this holiday season. The students created hundreds of bags to be handed out during the holidays. This



## Human Services Department

Andrea Cofrancesco  
Director of Human Services

community project reminds people to make good choices.



They wanted to remind us all that kindness matters.



They held a SOCK DRIVE asking students and staff to donate socks (or money to purchase socks) for people in local homeless shelters. Socks are often the #1 needed item for people of all ages. They collected 246 pairs of socks to donate!



SADD also organized SADD MAKES YOU HAPPY DAY at SWHS. This day was created by the group about 4 years ago as a way to honor those who lost their lives at Sandy Hook. Each year on Dec. 14th, the students choose to show kindness and caring to all staff and students. They baked lots of homemade treats for the staff, gave flowers to the cafeteria staff, wrote positive affirmation sticky notes for people to take, handed out candy canes and hid secret bags of money.

### Counseling & Support

Both of our part time youth counselors are currently at capacity. We are on a waitlist for our counseling services at this time.

The Timothy Edwards/Orchard Hill Mentoring Program is in full swing. Twenty Orchard Hill 4th and 5th graders are meeting weekly with Twenty 7th and 8th grade Timothy Edwards students. The Timothy Edwards students are focusing on their leadership and nurturing skills while the Orchard Hill students are focused on building relationships and utilizing new social skills. Robin Lagasse from Youth and Family along with Tricia Lakomy from the school counseling office at TE fill each session with lots of cooperative games, snacks and most importantly friendship!

Some great upcoming programs and events, please check out our Facebook page!

<https://www.facebook.com/SWYouthFamily> or call Liz at 860-648-6361 x331 for more information.

*Liz Langevin, LMSW*



## Parks & Recreation Department

Raymond Favreau  
Director of Parks & Recreation

### “Discover the Benefits!”

John Caldwell, Jr.  
Superintendent of Parks

**MONTHLY REPORT - January 7, 2019**

Keri Apt  
Asst. Director of Parks & Recreation

#### **Park & Recreation Commission (PARC)**

The next PARC meeting is Wednesday, Jan. 9th at 7:30pm now in their new location in Room 14 at Wapping School, 91 Ayers Road. Work continues on the master plan revision.

#### **The South Windsor Walk & Wheel Ways (SWW&WW)**

sub-committee meets next on Wed., Jan. 2nd at Wapping. Please feel free to join them at the next Moonlight walk on Sat., Jan. 5 at 7:15pm starting from the Rotary pavilion at Nevers Park.

**The South Windsor FOOD Alliance (SWFA)** – Go to [www.swfood.org](http://www.swfood.org) for more details.

#### **Special Invitation to Councilors – SAVE**

THE DATES: Enjoy an evening of holiday music performed by our very own Community Band on Fri., 1/4/19 at 7pm at the TE auditorium. Our Community Chorus annual Winter

Concert will be performed on Saturday, January 12, 2019 at the South Windsor High School – show time 7pm.

As always, we offer all members of the Town Council an open invitation to visit any of our 400+ recreation programs or park facilities throughout the year. Please give us a call and we will even escort you!

#### **RECREATION DIVISION**

*“Feel great – recreate!”*

#### **4th R Before & After School Program -**

January enrollment is up slightly with 154 before school participants and 273 students after school. Additionally, 32 of our AM Only students also participate in our Early Release Wednesday program.

**Grinchmas** – Our second annual holiday event loaded with everything “Grinchy” on Fri., 11/30 drew well over 500 people! Attendees of all ages enjoyed crafts, DIY snack



## Resolution Run

#### **Run to your Resolution in 2019!**

Kick off the year with us and Hartford Marathon Foundation for our 1st Annual 5k Resolution Run. Lace up your sneaks, put on your gloves, and race through the winter roads of South Windsor. After your run, enjoy a cold beer and warm food at Connecticut Valley Brewing Company for our post-pace party!

Sunday, January 13, 2019, 10:00 a.m. start  
Registration/Package Pickup starting at 8:30 a.m.  
Connecticut Valley Brewing Company

Additional information: [hartfordmarathon.com](http://hartfordmarathon.com)

making, games, photo opportunities with the Grinch himself and a night ending viewing of the classic cartoon "How the Grinch Stole Christmas". Kudos to Shelby and her 4th R staff for a great night! The accompanying photos tell all!

**Letters to Santa** – A record 403 letters were received to which Santa and his "elves" responded personally to each and every one! Please enjoy a few sample letters attached!

### **Merry & Bright Holiday Lights Contest**

Twenty-two participants got into the holiday spirit with a friendly, festive and free competition in our second annual Merry and Bright Holiday Lights Contest with judging by our enthusiastic administrative staff! Five winners were awarded crisp new \$100 bills in the categories of: Brightest, Classic, Most Holiday Spirit, Dazzling Display and Best Overall. Transportation of the judges was proudly provided by event sponsor Lindsey Limousine, providing customers with superior transportation for every occasion! See winner photos below!

**Wapping Re-Purposing** – The Cafeteria remodel to a Banquet facility is finally under construction!! We are hopeful that we can ring in the new year with this new facility option for private function rentals and expanded parks & recreation programming!

### **PARKS DIVISION**

*"Caring for South Windsor's Growing Needs"*

December Activity Highlights:

#### **Athletic Fields & Grounds:**

- Performed trimming and pruning activity at

public building grounds

- Applied a moisture resisting product on the multi-purpose fields at high school and softball field at the Little League complex to reduce fungus infestation.
- Installed turf blankets on heavily worn areas on our premiere athletic fields to foster turf growth over the winter and an earlier spring bloom.

#### **Parks & Open Space:**

- Final Fall leaf clean up continued at remaining public grounds and fence lines.
- Began work creating a fifth trail loop at the mountain bike trail system at Rye Street Park. This new trail will be geared toward intermediate riders. These trails are growing tremendously in popularity!
- Prepared VMP for the annual Wreaths Across America ceremony on Sat., Dec. 15.
- Rough cut mowed open spaces on Stephanie and Natsiky Farm Drives.
- Along with DEEP, addressed a major beaver infiltration at the pond at the northern end of Nevers Park. A pair of very ambitious beavers had the pond dammed so well the trails were flooding.
- Continued improvements to Porter's Hill included removal of rotted wood bollard posts at the culvert and replacing with our new standard wood guard rail fencing and cutting out a formal pedestrian path from Nevers Road to the footbridge for easier access for sledding.
- Final clean up at the Avery Community Gardens completed.

#### **Projects:**

- Construction of the Nevers Park restroom project in partnership with the SW Rotary club is moving along quite nicely. Site exca-

vation, concrete footings & foundation have been poured, rough plumbing and electrical access installed, concrete floor poured and block wall construction was completed the week of 12/23-29. Steel roof installation will be the next order of business in the next few weeks.

- Prepared and decorated the gazebo at Nevers Park for our annual Letters to Santa and Giving Tree programs.
- Continued removal of invasives and unsafe/unhealthy trees at the old Clapp House at the corner of Sullivan and Rt.5.

#### **Other**

- Finished annual leaf harvesting program along-side Street Services Division of Public Works.
- The parks crew actively and productively participated in their annual review on Dec. 18. This worthwhile all-day group exercise identified the good, the bad and the ugly issues from the previous year and set the tone for determining our direction for the coming year.
- Crew attended an all-day Defensive Snow Operation training session with the entire town garage staff on Dec. 14th.



## PHOTOS



*Giving Tree and Letters to Santa Mailbox illuminate the gazebo at Nevers Park!*



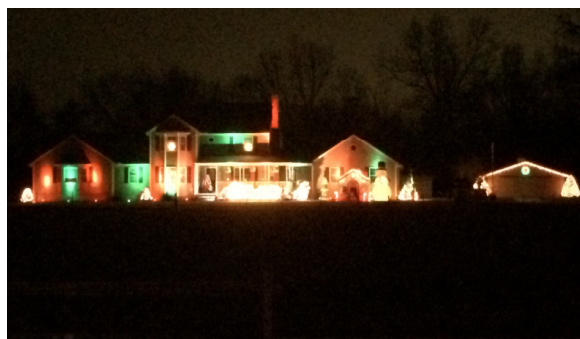
*Best Overall*



*Brightest*



*Classic*



*Dazzling Display*



*Holiday Spirit*

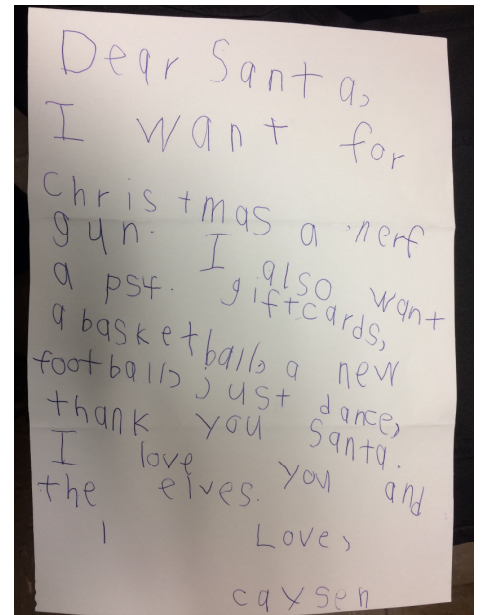
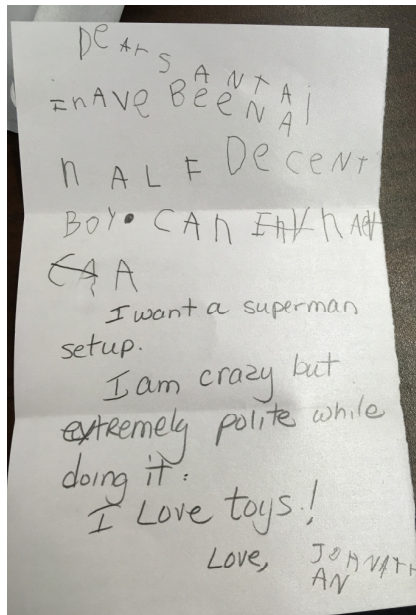
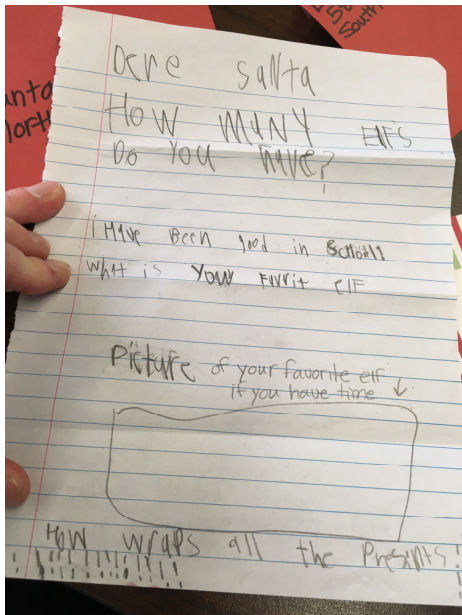




*Santa visits our Monday Night Social Club for Young Adults with Special Needs. 50 participants enjoyed his arrival by a festively decorated fire truck compliments of SWFD!*



*Skate with Santa drew "kids" and our mascots Bene and Betty Fits! 200 participants donated 150 unwrapped toys for Toys for Tots*



*Letters to Santa*



*"Photo ops" with the Grinch were super popular at our recent annual Grinchmas event!*





*Parks crew installs new wood guard rails and path to footbridge at Porter's Hill*



*Nevers Restroom project—  
rough plumbing installation*



*Nevers Restroom project—floors poured*



*Nevers Restroom project—  
block wall construction 1*



*Nevers Restroom project—  
block wall construction 2*



*Nevers Restroom project – block wall construction completed*



## ***January 2019 Town Council Meetings and Events***

### ***Meetings***

**Monday, January 7, 2019**

**7:00 pm Regular Meeting**

*Council Chambers*

**Tuesday, January 22, 2019**

**7:00 pm Regular Meeting**

*Council Chambers*

### ***Holidays***

**Tuesday, January 1, 2019**

*Town Offices Will Be Closed in Observance of New Year's Day*

**Monday, January 21, 2019**

*Town Offices Will Be Closed in Observance of Martin Luther King Jr. Day*

*Layout by Samara Haddock, Confidential Secretary*



# Interoffice Memorandum

**To:** Matthew B. Galligan, Town Manager

**CC:** File

**From:** Clay Major, Facilities Manager, Public Buildings Div.

**Date:** 1/4/2019

**Re:** Library Elevator Modernization

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Matt,

Below is a quick update on the status of the Library elevator modernization.

On Wednesday, December 19<sup>th</sup>, I met with the KONE Elevator account executive Art Bryam who conducted a review of the elevator components including the capacity, size and dimensions for purposes of providing a proposal for the modernization. Art indicated that the modernization looked straightforward and as far as his part of the project was concerned, he would be able to provide a proposal sometime in January.

On Friday, December 21<sup>st</sup>, I met with our on-call contracted electrical services provider to review the existing Fire Alarm System. Shortly thereafter, I sent the sales representative a set of building plans so he could work with the technical sales representative from the Fire Alarm manufacturer to assess new system needs based on current building and fire codes. I am unsure at this time how long a proposal from the electrician will take, much of what he needs is dependent upon the current workload and schedule of technical services representative. Once the proposals are received, I will set up a project scope review meeting with all of the contractors involved to complete a system evaluation and scope of work so that everyone is on the same page moving forward. At that time, I would expect to get a tentative project timeline from both the electrician and the elevator company.

I will provide updates upon request.

Clay

## MEMORANDUM

To: Matthew Galligan, Town Manager  
CC: Michael Gantick, P.E., Director of Public Works  
From: Jeffrey B. Doolittle, P.E., Town Engineer  
Date: 1-3-19  
RE: Laurel Street speeding complaint

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As you know, a resident, Mr. Dave MacDonald of 79 Laurel Street complained about vehicles speeding down this road this past fall. Laurel Street is a residential road that runs from Kelly Road to Woodland Drive and then winds up to Oak Street. The speed limit is 25 mph.

I obtained a copy of the results of a speed survey conducted on Laurel Street, based on Mr. MacDonald's complaint, from Chris Duchesne of the SW PD. This survey was done in late November, 2018 between Kelly Rd and Woodland Dr and showed that the average vehicle speed was 30 mph and the 85% speed was 38 mph

Mr. MacDonald was informed of the results of this speed survey and told that these speeds are not considered excessive, and would normally result in some additional education/enforcement to get drivers to slow down. Mr. MacDonald still thinks the vehicle speeds on Laurel Street are excessive and wants the Town to take more permanent action to slow vehicles on this road. He suggested the Town install speed humps on this section of Laurel Street.

A meeting was held with Mr. MacDonald, Scott Roberts, Vincent Stetson and myself on December 19, 2018 to discuss his concerns with vehicle speeds on Laurel Street. After listening to his concerns and request for speed humps we explained that the Town can not install anything on roads to affect vehicle speeds in mid December, at the beginning of the winter because of the cold temperatures and need to prepare roads for winter snow removal and deicing operations. We told Mr. MacDonald that before we would install speed humps or any other Traffic Calming measures on any Town road we need to do a more extensive survey of the vehicle counts and speeds on intersecting and parallel streets in the neighborhood. We do not want speed humps or any other traffic calming measures installed on one road to cause additional traffic or increases in speeds on other nearby local residential streets. A study of the traffic traveling through the neighborhood may need to be done by a professional Traffic Engineer with recommendations for appropriate traffic calming measures. We also want to obtain support for any proposed traffic calming measures from most of residents in the neighborhood.

Many other Towns in Connecticut and across the country have Traffic Calming policies with clear

procedures to evaluate speeding complaints, determine which if any traffic calming measures may be appropriate on a local road and obtain support from most of residents in the affected street or neighborhood. A Traffic Calming policy would insure speed complaints on all local roads are evaluated based on the same criteria and treated consistently. Any traffic calming measures considered would follow State and Federal traffic guidelines and standards such as the Manual on Uniform Traffic Control Devices and Federal Highway Traffic Calming Guidelines. Additional funding will be needed to implement any Traffic Calming studies and measures in South Windsor.

South Windsor does not currently have a Traffic Calming policy and we think now is a good time to develop one and bring it to the Town Council for discussion and adoption. We are drafting a Traffic Calming policy for South Windsor, based on examples from several other communities in Connecticut and across the nation. After Town Staff have reviewed and agree on this Traffic Calming policy, we plan to bring it to the Town Council for discussion, public input if desired and adoption, sometime this spring. This was explained to Mr. MacDonald and we hope he and his neighbors will support a Town wide Traffic Calming Policy. Once adopted, we can use this policy to evaluate his concerns and request for speed humps on Laurel Street. We also expressed to Mr. MacDonald that additional Town funding will be needed to conduct a thorough traffic study in this neighborhood and install speed humps or any other traffic calming measures on Laurel Street.

Please let me know if you wish to discuss this further.

## MEMORANDUM

To: Matthew Galligan, Town Manager  
CC: Michael Gantick, P.E., Director of Public Works  
From: Jeffrey B. Doolittle, P.E., Town Engineer  
Date: 1-3-19  
RE: 11 Belden Rd Drainage Concern

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The new owner of 11 Belden Road contacted the Town about a drainage outfall that is in or near the south west corner of this property. This drainage outfall is connected to drain pipes that carry storm water from the Hilton Drive neighborhood. The drainage outfall and downstream channel are in stable condition and have not changed in several years.

There is an easement over these drainage pipes shown on the subdivision maps from 1959 and 1998 on several properties in the Hilton Drive neighborhood and on the property at 11 Belden Road, respectively. It appears these drainage easements were not granted to the Town of South Windsor but to the South Windsor Construction Company, which is no longer in business. Because this drainage system carries water from Town roads, the Town may have an interest in taking over these drainage easements so it can maintain and repair the drainage system. This will require the cooperation of the owner of 11 Belden Rd as well as several other property owners, and likely the assistance of the Town Attorney and preparation and filing of new easement maps.

Please let me know how you wish to proceed with this matter.