

# ***Town of South Windsor***

## **Town Manager's Report December 2015**

*Matthew B. Galligan  
Town Manager*



### **High School Field**

We had a grand reopening of the High School Field. It was a very nice event. I have enclosed for you the regulations for the use of the field which have been approved by the Board of Education. The Board of Education has policies and procedures for public use of educational space. You will see that items such as lights have not been included in these regulations.

I would also like to point out that the Board of Education spent a lot of money on the sound system, and it has made a tremendous difference. While the system was being used at the grand reopening, from where I was standing, you could not hear the sound system as it was being directed into the stands. I think this makes a huge difference for the neighbors in the area.

I have received some measurements from Pat Hankard for the second phase regarding the length of the field. I will be putting together a budget for next year to research soundproofing fence. This will be the last item that the neighbors asked for, and I think it is an appropriate request. For now, most of the sound has been diverted to the stands, and I commend the Board of

Education for spending the money to make that happen.

### **Reconstruction of Avery Street**

A letter was sent out to abutting property owners regarding the Reconstruction of Avery Street. There will be a public information meeting on December 16, 2015 at 7:00 p.m. in the Council Chambers. Hopefully many residents from the area will participate in this meeting and provide public input.

### **FEMA**

Mayor Delnicki and I recently received an email from FEMA concerning our last reimbursement from Storm Alfred. There are approximately 20 to 30 towns throughout Connecticut, including South Windsor, that applied for 100% reimbursement under the Federal Highway Administration for streets that connected to other communities. It is my understanding that they have finalized the towns entitled to those funds, and hopefully those monies will be given to us shortly. Overall, our reimbursement rate will decrease from 25% to about 15% when those monies come to the Town. I will keep you apprised of this situation.

### **STEAP Grant**

The new STEAP Grant is coming up. We were not successful in getting additional monies for the Emergency Operations Center. For the next STEAP Grant, it may be a good idea to put in a proposal for the Wapping School renovations, as Parks and Recreation would be moving into that space. Recreation is an eligible expense under the STEAP program. Some of those funds could also be used to help the Community Center in order to purchase furniture, fixtures, and upgrades for smaller rooms. I would like to make sure the Council is on board so I can submit an appropriate application. This will enable us to be prepared when the Town takes over the School and when Human Services utilizes the old Recreation space in the Community Center. We should have this discussion on Monday night so we can move forward with an application.

### **Miscellaneous Updates**

The following items are small updates on issues that I may or may not have discussed in previous reports as I have been out on medical leave.

- The land on Sullivan Avenue near Fire Station 3 has been sold and transferred to the brewery developer.
- The lien has been fully executed and funds have been wired to the Town in the amount of \$500,000. The total including sewer liens is about \$516,000.

### **SWAC**

As you know, South Windsor Ambulance Corps has disbanded. We have been working with the court system and Murtha Cullina to obtain the assets and reimbursements for our costs. This has now ended, and we have received a total of \$124,042 in reimbursements to the Town for expenses over the last few years. SWAC filed for bankruptcy, so I believe the Town has collected as much as it could out of this bankruptcy issue. I want to thank Murtha Cullina, Attorney Keith Yagaloff, and everyone who was involved that made this a positive collection for the Town.

### **SBA**

I want to update you on selling the tower revenue to SBA. This process has been ongoing as we have had to make sure our contracts with SBA were appropriate and legal. The Town Attorney is currently reviewing the final revisions, and hopefully we can move forward acquiring the \$400,000 from selling our leases in advance. That money will be deposited into the General Fund, hopefully in this Fiscal Year. We are very close to finalizing this item, and I will advise you when the project is complete.

### **Fields Status**

The High School field came out looking extremely well. We probably have one of the best field conditions in the State. Back when Kevin McCann and Keith Yagaloff were on the Town Council, they had a Committee that

asked me to come up with a plan to take care of the High School fields due to the fact that a CIAC report highlighted these fields were not in good playing condition. Currently, we have taken care of both the Red Shepard field and High School stadium field. There is one last field that has to be looked at on Nevers Road. It has been used for football, and it is in deplorable condition. I want to discuss with the Council the possibility of putting a turf product in that field. This would allow the field to be used for more than just football. I think this would help the High School area to be more pristine. I would like to hear the thoughts of the Council on this, and maybe we can obtain some cost estimates. I do not think it will be as expensive as the High School stadium field because there is no running track. I think this is important to consider in order for the High School to meet their appropriate field standards as required by the CIAC.

*Matthew B. Galligan*  
*Town Manager*

## Police Department

Timothy M. Edwards  
Chief of Police

### **Two South Windsor Police Officers Promoted**

Chief Timothy M. Edwards has announced the promotion of two officers effective Sunday, November 29, 2015. Sgt. Kristian Lindstrom and Sgt. Glenn Buonanducci will be promoted to the rank of Lieutenant on Sunday. The two sergeants were among six candidates who tested last week for the open positions. Sgt. Lindstrom is a 17 year veteran of the South Windsor Police Department and is currently the Investigations Manager and a Use of Force instructor. Sgt. Buonanducci is a 16 year veteran of the South Windsor Police Department and is currently the Traffic Unit supervisor and manages Metro Traffic Services, a regional traffic unit.

Effective Sunday, Lt. Lindstrom will assume command of the Special Services Division, supervising the Traffic, Investigations, Youth and Victim Services. Lt. Buonanducci will assume command of the Operations Division, supervising Patrol, Animal Control, the regional SWAT team members and the Honor Guard. Lt. Richard Watrous will transfer from Operations to the Support Services Division, supervising Communications, Records, Evidence and the police vehicle fleet.

Quote from Chief Edwards: "It gives me great pleasure to promote both Lt. Lindstrom and Lt. Buonanducci. They both go above and beyond in the performance of their duties and I know they will be very effective as part of our command staff.

### **Click-It or Ticket Initiative**

The South Windsor Police Department and the Metro Traffic Services Regional Partnership will be participating in Connecticut's November "Click-It Or Ticket" high visibility safety belt campaign.

With the 2015 holiday travel period fast approaching, Connecticut's law enforcement agencies intend to promote safe driving and increase protection for all motorists. Between November 23rd and 30th, officers will be conducting safety checkpoints. Funding for this effort has been provided through the Connecticut Department of Transportation. South Windsor officers travelled to area towns to assist with their checkpoints, all overtime is reimbursed to us at 100%. Locally, a Click-It or Ticket checkpoint was held on Friday, November 27th on Buckland Road.

Metro Traffic Services is a regional partnership for traffic safety which includes South Windsor, Manchester, Coventry,

Windsor, Enfield, East Windsor, Vernon, Glastonbury, Windsor Locks, and Bloomfield.

**"Emergency of Hunger Food Drive"**

The Town of South Windsor participated in the annual "Emergency of Hunger" food drive again this year to help our neighbors in need.

**This local effort collected \$5000.00 cash, 90 Turkeys, and over 7,500 food and personal care items.** This is a combined effort by the South Windsor emergency and public service agencies, along with agencies in six other towns, to collect food and cash donations for area food banks and shelters. The local team is comprised of SW Police, Fire, and EMS professionals from the Ambulance Service of Manchester, as well as citizens and South Windsor Rotary Club volunteers.

As of last year the regional events have collected: 187,000 food and personal care items, 5500 turkeys and over \$120,000 in cash, checks and gift cards.

The local collection points were Stop and Shop and Geisslers' on Saturday, November 21st and Sunday, November 22nd, from 9:00 a.m. to 4:00 p.m. each day.

All food items and donations will go to the South Windsor Food Bank to help those in need during the holiday season.

## Public Works Department

Michael J. Gantick  
Director of Public Works

### **Pollution Control**

The Pollution Control Division of Public Works has recently requested proposals, for the implementation of a Departmental Vegetation Management Plan (VMP) within the Town's sanitary sewer easements. A copy of the VMP is available for viewing at <http://www.southwindsor.org/pollution-control/> Sanitary Sewer Easement Vegetation Management Plan (VMP).

The Department is launching an Integrated Vegetation Management (IVM) Program to manage vegetation on sections of the right-of-way easements (ROW) so as to allow safe access for the purposes of maintaining the cross country sewer pipes and manhole structures. The primary goal is to establish a long-term selective IVM program for land clearing, brush mowing, hand cutting and

spot side trimming that will establish early successional ecological communities of grasses and herbaceous plant species in these ROWs.

The IVM Program will be initiated in four phases within four defined areas of Town. The first phase includes the mechanical removal of trees, shrubs, vines and noxious vegetation, including poisonous and invasive plant species in Area 1 consisting of a total of 4.4 miles of ROWs. Maps showing the individual treatments planned for Area I in Phase I can be viewed at <http://www.southwindsor.org/pollution-control/>

– Sanitary Sewer Easement VMP – Maps.

Pollution control has also completed a project to replace the media in the Biofilter, used at the Water Pollution Control facility to control





odors. The media is a mixture of woodchips and leaf mulch within in which, through the activities of microscopic organisms, odorous gases are oxidized and eliminated.

Pollution Control staff participated this month in an annual joint field exercise with the Fire Department in confined space training. The exercise involved a mock recreation of a response to a 911 call for assistance for an injured worker at the bottom of an underground pump chamber on Benedict Drive. The exercise provided an opportunity for both Departments to train its members and to assess their performance.



The Division has also completed this past month, an Arc Flash Hazard Assessment of

the Water Pollution Control Facility and eleven pumping stations. The primary purpose of this study is to keep employees and Town contractors safe from injury while working on equipment near to exposed electrical conductors or circuit parts that could be energized. Warning labels have been placed on all electrical equipment, the staff will soon receive arch flash training, and an electrical safety manual will be prepared for departmental one.



The Pollution Control Division was also involved in uncovering twenty five sanitary sewer manholes on Sullivan Avenue which had been paved over by the State Department of Transportation (DOT); efforts will be made to seek reimbursement from the State for the Town costs for this work and to obtain better State cooperation in future paving projects in avoiding reoccurrences of this problem.

*Fred Shaw*

*Superintendent of Pollution Control*

## Health Department

Heather Oatis  
Environmental Health Officer

The Health Department was awarded a grant from the Connecticut Department of Public Health for Lead Poisoning Prevention. This grant will fund case management services, lead poisoning educational services, environmental health services, health education services, including, but not limited to, education concerning proper nutrition for good health and the prevention of lead poisoning, and participation in the Department of Public Health's system for the collection, tabulation, analysis and reporting of lead poisoning prevention and control statistics.





## Human Services Department

### **Adult & Senior Services**

**Andrea Cofrancesco, Director of Adult and Senior Services**

#### **Thanksgiving Baskets and Holiday Donations**

Staff in the Adult and Senior Services division of Human Services worked tirelessly to provide Thanksgiving baskets for South Windsor families and older adults. This could only be successful due to the generosity of the community: churches, civic groups, businesses, schools and individuals donated food and gift cards and made monetary donations to help the cause. A total of 193 families with 457 people received Thanksgiving baskets which included 21 deliveries to elderly or those with disabilities.



**Kent Carlson with the American Legion and Lindsey Ravalese**



**Shari King (Willowbrook Golf Course), Lindsey Ravalese and Andrea Cofrancesco (Human Services) and Jeff Beyer (Willowbrook Golf Course)**

#### **Annual Food Drive**

The Rotary Club, Police and Fire Departments, Ambulance Service of Manchester, the High School Interact Club and Fire Explorers held their annual food drive at both Stop and Shop and Geissler's the weekend before Thanksgiving and it was once again a HUGE success! The South Windsor Food and Fuel Bank benefited with over 200 boxes of food, 90 turkeys and \$5,000 in monetary donations!

#### **The Big Shave!**

Pleasant Valley School recently donated 15 boxes of food containing over 1,000 items to the food bank. The competition really heated



***Football players and Assistant Coach Rich Mabey donated 50 turkeys***

up when Mr. Giordano volunteered to have students shave his beard in front of the school! 5<sup>th</sup> graders, who won the competition with the most items collected, had the honor of being the groomers. A big success for a great cause!



***Penny Shea and Steve Clapp from Human Services, Dwayne Clark and Jason Elkhay from Masons donated money and food***

**It's an honor and privilege to work in a community that gives so much to those in need.**

### **Reading in the Schools**

For the 5<sup>th</sup> year in a row, DST has provided funding for the Senior Advisory Council and other volunteers to read to all children at all



five elementary schools in town during the 2015-2016 school year. This is a very popular program for students, volunteers and teachers alike!



***Left: Samantha Rondinone, Olivia Petgrave, Jamie Peters, and Mr. Giordano***



***Right: Daria Plummer, Chair of the Senior Advisory Council with two students at PR Smith School***

***Below: Volunteers pose at PR Smith.***



Like us on FACEBOOK!

**Facebook.com/swseniorcenter**





## **Youth & Family Services**

Elizabeth Langevin, Director of Youth and Family Services



***November 2015***

### **Youth Counseling**

#### **The Holiday Card Party**

is fast approaching. Kids 3<sup>rd</sup> through 5<sup>th</sup> grade will design & decorate cards which will then be brought to a local nursing home and shared with the seniors who may not receive holiday gifts.

**Test Anxiety Reduction Strategies** for High School Students and Parents will be held on January 13<sup>th</sup> from 7 to 8 pm. Come learn some ways to manage the anxiety of midterms and other exams. Parents will have a separate workshop and learn ways to support their teenagers during this stressful time.

The **bereavement group** at the high school continues this month. During the holiday season it is even more important for teens to have a safe place to discuss how they can cope with loss.

### **Parent Education and Support**

SWAN hosted a presentation by the folks from Brain Balance for parents who have children with special needs. They spoke about primitive reflexes and how they can impact a child's development. Through a



regiment of physical and sensory exercises, nutrition and cognitive skills training, Brain Balance hopes to balance left and right sides of the brain, resulting in improvements in academic and social emotional behavior.

**Parents Supporting Parents** had a drop in session for parents in November. We a general discussion about how we could be more effective in reaching parents and one of the ideas is to change the time of our meeting to morning so parents who are at home may be able to attend more easily. We will start on January 14, 11-12 AM.

**6 grandparents** who are raising their grandchildren met for some holiday treats and ongoing support. We will be having our holiday brunch on December 29. All grandparents and caregivers are welcome.

Ramapo for Children, from Rhinebeck New York, will be providing a workshop, "Parenting a Child with Learning Differences," on December 9 at the Community Center

### **School Outreach**

The **Jump Start Tutoring Program** is in full swing. Many dedicated new and returning tutors from the high school are back to participate in the program. Each Thursday they volunteer their time to help

TEMS students with their homework as well as teaching them study skills. **Over 80** students are currently participating in the program.

The **60** high school students involved in **S.A.D.D.** have been busy. They are coordinating a sock drive at the high school. They are asking students and staff to bring in a pair of socks to "Sock it to the Cold". All socks will be donated to local shelters.

### Teen Center

The month of November was busy, productive and fun at the Teen Center!

Attendance during drop in hours in November has stayed steady with an average of **30** high school students and **30** middle school students! In addition to the drop in hours, the Teen Center Youth Council resumed with seven members to start! The council is off to a great start, already busy with planning many community service projects, including helping to decorate the Tri Town Shelter in Vernon for the holidays and co-hosting an early bird dinner with Adult and Senior Services in January.

The Teen Center also hosted its first Teen Center Family Meal on Monday, November 23 in honor of Thanksgiving. Members signed up to have a meal together, prepared by Youth and Family Services Staff, and participated in an activity where they shared words of gratitude and what or who they are

thankful for. Over **30** high school students joined together for this festive event!

Lastly, both middle school and high school Teen Center members also helped to create and decorate gingerbread houses for the Wood Memorial Library Gingerbread House Festival. What a wonderful way to work together and get in the holiday spirit!



During the month of December we look forward to hosting weekly events for middle schoolers on Friday nights, like the upcoming Air Hockey Tournament on December 11<sup>th</sup> and a Winter Hike during the school break. The high school students can also look forward to participating in weekly activities during drop in hours, like holiday card making and raising awareness for Human Rights Day on December 10<sup>th</sup>.





## Parks & Recreation Department

Raymond Favreau  
Director of Parks & Recreation

John Caldwell, Jr.  
Superintendent of Parks

*"Discover the Benefits!"*

**MONTHLY REPORT - December 7, 2015**

Ryan Kane  
Asst. Director of Parks & Recreation

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

The next PARC meeting is Wednesday, Dec. 9<sup>th</sup> at 7:30pm in the Sprekel Room of the Town Hall, at which they will resume work on the master plan.

### **The South Windsor Walk & Wheel Ways**

(**SWW&WW**) sub-committee recently met on Nov. 4. They meet next on Wednesday, Dec. 2<sup>nd</sup> at the Community Center, conference room 206 at 7pm. They are continuing their work on action plans for potential public access to the Eversource (formerly CL&P) power line corridors for cross-town trails connecting the existing Jacques Lane trail to Pleasant Valley Road. They also began the laborious task of re-applying to the League of American Bicyclist to elevate their bicycle friendly community designation from bronze to silver. Ten members of the group attended the annual Bike Walk CT meeting at Central CT State University on Friday, Nov. 20.

### **The South Windsor FOOD Alliance**

(**SWFA**) The Winter market's final three days are Saturday, Dec. 5, 12 & 19 at the Church Hall of St. Margaret Mary's on Hayes Road

from 10am to 1pm. Not only can you shop for final fresh produce of the year, but there are numerous holiday gift ideas available as well! Go to [www.swfood.org](http://www.swfood.org) for more details. Market Chair, Andy Paterna has once again outdone himself exceeding last years' indoor offerings!

**SWHS Stadium Project** – The public ribbon cutting ceremony prior to the annual Thanksgiving Day football game at 10am versus arch-rival Rockville was a huge success! The success continued as South Windsor rolled to a 46-34 victory! Just a reminder that until the punch list of outstanding items is complete community use outside of the high school will not be entertained, which in reality will mean Spring of 2016. This will also give me time to meet with the local sports groups to outline expectations and conditions for use as well as the reservation process.

**Like us on Facebook** - The number keeps growing - we are now "liked" by 1,085 people! Won't you like us too at south windsor parks & recreation and check out the awesome videos



posted? And now follow us on Instagram too at SWPRD06074!!

**Special Invitation to Councilors – SAVE THE DATE: Saturday, December 12** - join us for a holiday season "**Trifecta**"! **(1)** Start your day with some morning holiday shopping at the SW Food Alliance **Farmer's Market** at St. Margaret Mary Church Hall (market is open 10am to 1pm). **(2)** Make your afternoon bright by participating in the **Wreaths Across America** memorial ceremony at 12pm on the eagle patio at Veterans Memorial Park. **(3)** Then finish the day with an early evening stop at the South Windsor Arena for our annual **Skate with Santa** event! Admission is a new unwrapped toy to be donated to Toys for Tots. Please join us between 6 and 7:30pm for some slippery seasonal fun!

As always, we offer all members of the Town Council an open invitation to visit any of our 300+ recreation programs or park facilities throughout the year. Please give us a call and we will even escort you!

## **RECREATION DIVISION**

### ***"Feel great – recreate!"***

**Before & After School Program** – December enrollment is holding steady at 333 – down just 1 registrant from November. 4th "R" families and staff collected over 8 large bins of food and toiletry items and donated them to the SW food & fuel bank for their "let's give back" campaign. Random acts

of kindness will be happening all year within the program.



***4th "R" families and staff collected over 8 large bins of food and toiletry items and donated them to the SW food & fuel bank for their "let's give back" campaign. Random acts of kindness will be happening all year within the program.***

**Youth Basketball Leagues** – Sat., Dec. 5 will be a busy day with in-house games beginning for girls and boys divisions grades 5-8 as well as try-outs conducted for boys in grades 9-12.

**Power Teams** – Tremendous and better-than-expected progress has been made in our assertive team effort to address areas of concern and improvement identified in our annual review workshops with our recently created "power teams" approach. To reiterate, each member of our management team has been paired up with a partner that they may not collaborate with on a regular basis and assigned a specific topic. Each manager serves on no more than two "power teams", and with a different partner. The

"power teams" are expected to complete their assignments within the year and present their findings and solutions to the entire management team for review and finalizing prior to releasing any new policies, procedures or programs that will best reflect the department's mission. "Power Teams" will tackle the following items this year: Independent Contracted Service Providers, Marketing of our Parks, Registration Software, Ropes Course, Summer Sports Camps and Volunteers. We have already identified six additional topics to be addressed next year.

**Timothy Edwards Career Day –** Recreation Supervisor, Lauren Bent addressed 150 local 7<sup>th</sup> grade middle school students distributed across 5 sessions at their career day on Thursday, Nov. 5<sup>th</sup> sharing what it's like, and takes, to be a Recreation Supervisor. Well done Lauren!!



***Part of Lauren's display at the TEMS Career Day***

**Veterans Memorial Park –** We will once again be providing all the logistics and park set up (tents, chairs, P/A, and sprucing up the eagle patio) in support of the annual Wreaths Across America Ceremony on Sat., December 12<sup>th</sup> at 12pm presented by the South Windsor Patriotic Commission.

**CIRMA Training Opportunities –** select members of the administrative team will be attending two free workshops this month: "Social Media" on Dec. 2 and "Independent Contracted Service Providers for Parks & Recreation programs" on Dec. 17.

## **PARKS DIVISION**

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

#### **November Activity Highlights:**

- o Athletic Fields & Grounds:
  - Finished our Fall progressive turf management program at all our premiere athletic fields and grounds – heavy deep tine aerating, over-seeding and application of 47,600 pounds of lime to over 47 acres of manicured turf.
  - Prepared the high school stadium for the annual Thanksgiving Day football game versus arch-rival Rockville. This included removing leaves and grooming the synthetic turf field and transporting and

- setting up extra bleachers on the visitors side of the stadium.
- All irrigations systems winterized.
- o Parks & Open Space:
  - Crew members removed 312 linear feet of rotted and fallen stockade fence on the property line separating the Nevers Park athletic fields from the residency at 60 Nevers Road and replaced it with a brand new commercial grade fence.
  - Finished removing leaves from all public building and school grounds.
  - Completed final rough cut mowing on open space properties on West Road, Deming Street and Avery Street.
  - Cut and removed four trees that had fallen across the trails at the Niederwerfer Wildlife Sanctuary.
  - Repairs made to a number of boardwalks and hand rails and stairs at one of three elevated viewing decks at Donnelley Preserve.
  - All park structures and water fountains winterized.
- o Projects:
  - Ayers Road Softball Field – In a holding pattern for the remainder of the winter. We are working with the BOE on a Spring ribbon cutting grand opening ceremony and will release details as soon as they are confirmed.
- Barton Property Project - Low bidder, and local contractor, JDC began the initial phase of tree clearing on Tuesday, Nov. 24<sup>th</sup>. If all goes well they anticipate clearing 17 acres of tress and stumps and rough grading the site within a two to three week time frame. Phase two, which is for a gravel ring road, and phase three for finish grading and seeding will go out to bid this winter for projected work in Spring 2016.
- o Other:
  - For the entire month of November a minimum of 50%, and at times 75% of the available parks crew joined forces with Street Services from Public Works to assist with the Town's annual curb-side leaf harvesting program.
  - Assisted Street Services with emergency repairs to catch basin on Clark Street.
  - On Friday, Dec. 11<sup>th</sup> we will conduct our annual review with the entire Parks Division staff to evaluate how things went over the past year and determine our goals for the coming year.





***Crew members, Mike Hanrahan, Dave Turkington & Brian Sullivan replace stockade fence at Nevers Park***



***Barton Property Project began on Nov. 24<sup>th</sup>.***

## ***December 2015 Town Council Meetings and Events***

### ***Meetings***

**Monday, December 7, 2015**

**7:00 p.m. Regular Meeting**

*Council Chambers*

**Monday, December 21, 2015**

**7:00 p.m. Regular Meeting**

### ***Holidays***

**Friday, December 25, 2015**

*Town Offices Will Be Closed in Observance of Christmas Day*

**Friday, January 1, 2016**

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

*Layout by Ashley Summers, Executive Secretary to the Town Manager*

