

Town of South Windsor

Town Manager's Report February 2017

*Matthew B. Galligan
Town Manager*



The Town Manager's Report will be presented verbally at the February 6 Town Council Meeting.

*Matthew B. Galligan
Town Manager*

Police Department

Timothy M. Edwards
Chief of Police

Recruiting Efforts 2017

Following the Connecticut Police Chiefs Association exam that we hosted on January 21st, we have over 300 Police Officer applicants and over 100 Dispatcher applicants in the current process. Oral board interviews are being held the week of February 5th for both positions. We need to fill 4 police officer positions due to retirements and departures, and 2 Dispatcher positions due to a recent resignation and an upcoming Retirement.

Annual Valentine's Day Car Seat Clinic

We will be hosting our annual Valentine's weekend Car Seat Clinic again this year on February 10th from 3 to 6 p.m. at Company 1 Fire Headquarters. This is a free, drop-in event for parents & caregivers to have their child passenger seats checked to make sure they are transporting children safely.

This event is in addition to the weekly car seat clinic held by the Police Department every Wednesday from 8 a.m. to 11 a.m., free of charge.

Sergeant Ferrante to Retire in February 2017

We will be wishing Sgt. Tina Ferrante a long and happy retirement in late February when she retires after 25 years of service to the Town. Sgt. Ferrante currently serves as the supervisor of the Youth and Victim Services

unit, and oversees the School Resource Officers, Youth Investigations and Victim Advocacy. She is also a Licensed Clinician and has a private counseling practice in Manchester.

Public Works Department

Michael J. Gantick
Director of Public Works

Fleet Services

The Fleet Services Division of Public Works continues to support town departments by maintaining their vehicles and equipment. Departments such as Street Services, Park and Recreation, Building Department, Engineering Department, Building Maintenance, Human Services, Police Services, Town Hall motor pool vehicles, Pollution Control and Fire Department. Fleet Services continue to strive to keep vehicles safe and to prolong longevity by providing routine services and road service when necessary.

Fleet Services has had a busy month; we replaced rusted out mason dump body and rear lighting on Parks Department work truck. Started servicing equipment for spring season. Started repairs and servicing leaf machines for next season. Made repairs to vehicles and plows from January snow storms. We also continued our work on the parts storage area for shop. Implemented the use of the undercarriage wash that was designed and built by the shop.

Scheduled Maintenance or Repairs	35
Unscheduled repairs	11
Road calls	2

Leon Clough
Fleet Manager



Public Buildings

Town Hall Front Door and “I Beam” Replacement

After some unfortunate delays the new doors are now installed. As part of the project new walk off carpet in between the two sets of glass doors was also installed. My staff repainted the ceiling to give the entrance a fresh look. As of the writing of this report two small sections of slate flooring still needs to be replaced. Once the slate is installed, the Custodial Contractor will strip and re-wax all of the slate in the entryway. Other than installing some lettering and a Town Seal on the glass this will be the final step in this long awaited project.

Phone System Replacements at Police Department and Community Center

Scott, Lance and I have meetings scheduled with two Electrical Contractors next week to

review the Ethernet cable installations at the Police Department and Community Center. Depending on the contractors schedule we hope to be able to start one of these projects around the end of the month. This project is expected to take about three months.

Phase II Fire Code Upgrades at Town Hall

The Fire Marshal and I will be meeting with the Architect to finalize the plans in the next couple of weeks. Once plans are completed, we will submit them to the Building Department for review and then solicit proposals for the work. The work consists of installing a new fire alarm system, emergency lights and exits signs, making an area of refuge on the second floor and installing a new fire rated ceiling in the hallway of the second floor. Assuming no delays, this project is expected to take three to four months to complete.

Assessors Office Carpet and Paint

This project is underway. My staff began painting the walls last week. The challenge with this relatively simple project is that we do not have the manpower to dedicate someone to this full-time. We are making good progress albeit a bit slower than I would like. Once we finish painting, I will solicit proposals to have the carpet replaced.

Town Managers Office Renovation

The project is now in the planning and design phase. I've met with one of our furniture vendors to get pricing on new cubicle panels and also met with a design consultant to

provide drawings and specifications so that I can solicit proposals for the work. If all goes as planned, I expect this project to be completed well before the end of this Fiscal Year.

Other Projects Completed since the last report

The internet bandwidth at the Town Garage was recently upgraded. Only recently has the cost of broadband come down enough to make the project financially feasible. I worked with the IT Department to figure out exactly what bandwidth was needed to meet the current needs of the Garage and worked with Cox Communications to install the equipment to bring service into the building.

Camera Installation at Town Hall

Last month three cameras were installed at the Town Hall. It was determined that the best location for these cameras at this time would be at the rear employee entrance and in the Lobby on the first floor. The cameras are tied into once central server with built on hard drive redundancy and plenty of memory for storage for future cameras. Additional security components will be coming to Town Hall in the near future.

New LED Area Lighting Installed

New LED outdoor area lighting fixtures were recently installed at the Town Hall and Library. The new LED fixtures use one fifth of the energy that the old fluorescent fixtures used. I am currently soliciting proposals to upgrade other buildings with LED lighting.

Other News

HVAC Commissioning at the Annex

The HVAC systems at the Annex were recently commissioned. This is a common yet critical component to have completed as part of our HVAC system installation. The commissioning was completed to ensure all of the HVAC systems (mechanical, electrical and automation) work together and conform to the engineers specifications. The work took about three weeks to complete. There were many discrepancies found in the programming; this unfortunately is commonplace these days. Commissioning is a tedious process as it requires all of the trades, to work together to make their systems work harmoniously.

There are still a few other items that need to be completed. A fence needs to be installed on the northern border of the neighboring property and small section of fence needs to be installed near the dumpster.

Annual Memo by Bay State Consultants Electricity Procurement Consultant

Each year around this time, Bay State Consultants submits a report to us on the state of the Energy market as related to the actual cost of the Generation portion of our bill as well as the capacity component of our bill. Federal Regulation drives the capacity component of our bill. The Independent Service Organization (ISO) the organization that manages the grid, establishes the capacity cost. Due to new Federal Regulation enacted to maintain grid reliability, Bay State Consultants is projecting that although

energy future generation prices will be fairly stable, we will see a three-fold increase in the Capacity cost component of our bill over the next three years. The increase starting FY/18 will represent a \$40,000 increase in my FY/18 budget.



***Old Style Globe Lighting New Style LED Fixture
New LED Area Lights***



***Well Illuminated Area with New LED Fixtures
Between Town Hall and Library***



New Entry Doors at Town Hall

*Clay Major
Facilities Manager*

Street Services

Our crews responded to several snow and icing events during the month. When not operating in snow mode, the crews were able to haul asphalt, concrete and metals for recycling. Most of this material was generated during summer operations. The pothole team was on the road approximately 15 days this month and put down approximately 1/2 ton of patch each shift.

Crews began tree trimming/pruning along plow routes to eliminate low hanging branches that can damage our trucks as well as other high profile vehicles that traverse the town. Residents of effected properties were notified and some concerns were noted. The management team worked with the residents to ensure the residents were satisfied with the project.

Work continues at the garage, cleaning, repairing and preparing tools and equipment for the upcoming construction season. Crews have spent time organizing storage areas to maximize our space and protect our equipment utilizing a 6-S philosophy (Sort, Straighten, Sweep, Shine, Sustain, and Safety) as to increase our efficiency, productivity and essentially provide “a place for everything and everything in its place” culture.

The sign shop is in the process of replacing all the directional and speed signage on Buckland Rd. These signs were in poor condition and are not the reflection of our community at this “gateway” area into town. As these signs are a non-standard size within

our inventory, the sign shop has devised a “work-around” to accomplish the project by re-surfacing the existing materials. This is not always possible and is more time consuming, but in the case, more cost effective in the end not having to purchase a quantity of blanks which may never be consumed.

Scott Yeomans
Associate Manager



Before Re-surfacing



After Re-surfacing



Human Services Department

Adult & Senior Services

Andrea Cofrancesco, Director of Adult and Senior Services



Triad Celebrates 10 Years!

The Triad for Senior Safety is celebrating ten years this year! Our goal is to celebrate by offering a variety of programs throughout the year, specific to safety including a tour of safety services, a shredding event, medication disposal day, talk on scams, and more! Be on the lookout for an invitation to attend a 10th anniversary luncheon in May!

Property Tax Relief

Elderly and disabled homeowners who qualify can apply for reduced property taxes on their homes between ***Feb.1-May 15, 2017***. This year's income limits are \$35,200 maximum for an individual and \$42,900*for a couple. *Local option allows up to \$4,000 higher income than regular program. For more information call 860-648-6361.

Income Tax Preparation

AARP Tax-Aide is a free program for low and middle income taxpayers with special focus on taxpayers age 60 and over. Tax-Aide workers will be available at the Community Center on Thursdays and Fridays from 9 AM to 12 noon beginning Thursday, February 2 and continuing through Friday, April 7 by appointment: 860-648-6361 ext.335.

Friends of the South Windsor Senior Center Updates

The South Windsor Community Foundation acts as fiduciary for the "Friends of the South Windsor Senior Center!" FOSWSC was created to allow people to make a 100% tax deductible contribution specific to improvements and enhancements to the current community center that will directly benefit South Windsor seniors. This fund will also allow us to access grant funding and solicit donations from local businesses and the community. See below for an update on our progress with raising \$20,000!

- **The Unfundraiser: We received a whopping \$5,000 donation!** The "UNfundraiser" is an opportunity for people to make a donation simply because they want to. So far we have received donations from 78 people totaling \$7,215 which includes a \$5,000 donation from a couple who have been regular attendees of the senior center. The couple, who wish to remain anonymous, said that "we have benefitted from coming here the past 20 years and we hope to be around to see the improvements to the center in the future."
- **Discount Cards Available:** Over 400 have been sold! For just \$5, your savings will happen all year! Get discounts and

freebies at over 15 South Windsor businesses including: Between Rounds, Guiseppina's Italian Bakery, Alexia's, Broadbrook Gardens, Emerald's Eatery, Red Onion, Ben & Jerry's, Mexicali, Dunkin Donuts, The Red Cabin, Willowbrook Golf Course, Subway, Teddy's Pizza, Floral Expressions and more! 100% of the money from the sale of the discount cards goes towards Friends of the SW Senior Center. Anyone can purchase the card, no need to be a "senior!" Cards are available in the Human Services office now. Don't delay, start saving today!

New Year's Eve Party a Success!

Lots of fun was had by over 75 seniors to ring in the new year! After a scrumptious dinner of chicken parmesan, folks danced to Airborne Jazz Trio, the same band who celebrated with us for our 35th anniversary party.



Like us on FACEBOOK!

[Facebook.com/swseniorcenter](https://www.facebook.com/swseniorcenter)



Youth & Family Services

Elizabeth Langevin, Director of Youth and Family Services



Teen Center



Our Teen Center Youth Council was busy this month! In addition to the Indoor Garden, our high school volunteers helped to serve an Early Bird Dinner at the

Senior Center and started planning events for National Drug and Alcohol Facts Week. On January 25 and 26 high school students were invited to the teen center afterschool to test their "drug IQ" and learn about the dangers of drug and alcohol use by playing games organized by our



Youth Council Committee. Some of our Youth Council members were also recognized this



month by the SW Food Alliance for all their help with both the summer and winter Farmers Markets!

Middle Schoolers had fun on Friday Nights in January at the Teen Center! Theme



nights like Game Night – featuring a homemade South Windsor Jeopardy Game and a Winter Fiesta, promise large crowds of more than forty kids! It is a great way for middle school aged youth to spend time with friends in a fun, safe, and supervised setting!

School Outreach

On Wednesday, January 11th, we celebrated National Mentoring Month by hosting an event for mentors and their mentees. 18 students and their mentors came together at Timothy Edwards Middle School to share a snack and have some fun playing group activities. Everyone had a great time figuring out the cooperative game of keypunch.



We are thankful for the mentors and all that they do for our school community.



Parent Education and Support

Our Parent Educator, Kelly McKenney hosted a Meet and Greet on January 12th at the Community Center. This was a wonderful opportunity for the new Parent Educator to meet some of the families in town. Also, it was an opportunity for families to meet the staff in Youth and Family Services and learn about upcoming programs and workshops and other services that we offer. The families enjoyed pizza and participated in craft activities with their children. Two new ongoing support programs are now up and running. The New and Expectant MOMs Support Group is an opportunity for new moms to meet new friends and make connections in the community. It is an open forum to discuss issues and challenges related to being a new parent. This group provides an open forum to acquire information, share ideas with other parents, and reflect on their own process of adjusting to parenthood. Also, Single Fathers Network is a new support group for fathers raising their children. This support group is for men who are raising children under the age of 18 years of age. Monthly group sessions will focus on family management issues, and the improvement of relationships with their children and co-parents. Also, Relatives Raising Children is an ongoing support group that meets the last

Tuesday of the month. The next meeting is on January 31st 2017 from 10-11:30.



Youth Counseling

Liane Lussier Smith, Teen Center Coordinator and Eileen Adler, Youth Counselor recently presented a workshop on using mindfulness and yoga in the classroom to the staff at Phillip R Smith elementary school. These simple techniques can help students cope with stress and anxiety and increase learning. The feedback from staff was very positive and they are looking forward to being able to offer a workshop to parents in the near future.

Please check out our website, for all upcoming events.

<http://www.southwindsor.org/youth-family-services>



Parks & Recreation Department

Raymond Favreau
Director of Parks & Recreation

“Discover the Benefits!”

John Caldwell, Jr.
Superintendent of Parks

MONTHLY REPORT - January 3, 2017

Keri Apt
Asst. Director of Parks &
Recreation

Park & Recreation Commission (PARC)

– The next PARC meeting is Wednesday, Feb. 8th at 7:30pm in the Sprenkel Room of the Town Hall.

The South Windsor Walk & Wheel Ways

(SWW&WW) sub-committee meets next on Wed., Feb. 15th. Members were disappointed that they did not receive the grant from the CT Recreational Trails program through DEEP for the Clark St. to Pleasant Valley Rd. trail along the Eversource power corridor. Their first winter Full Moon Hike on Friday, Jan. 13th at Nevers Park drew 25 people. The next Full Moon Walk is scheduled for Fri., March 10th. All interested should meet at the Rotary Pavilion at 7:15pm. The 1.5 mile hike will begin at 7:30pm with or without snow and ends with hot chocolate by the gas fire pit!

The South Windsor FOOD Alliance (SWFA) Watch for details on the 2017 outdoor Farmer's Market starting June 24th! Go to www.swfood.org for more details.

Like us on Facebook - The number keeps growing - we are now “liked” by 1,610 people! Won't you like us too at south windsor parks &

recreation and check out the awesome videos posted? Also, please follow us on Instagram too at SWPRDo6074!!

Special Invitation to Councilors – SAVE

THE DATE: Thursday, Feb. 16, from 11am to 2pm stop for ice cream with life-sized popular cartoon characters at Timothy Edwards Middle School. 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!”

Before & After School Program –

February enrollment across the five elementary schools is at 338, down 2 registrants from January. (The Early Release program to support the BOE professional development program is on break until late March). We met with all of the elementary building principals on Jan. 23rd to discuss the 2017-2018 academic year and plans to transition from five to four sites with the

closing of Wapping School and the need to expand the program to accommodate a rapidly growing wait list. Shelby and Keri will be working directly with each building principal to work out logistics specific to each facility to first and foremost accommodate all of the families re-districted from Wapping to a new school, and if space is available whittle away at the wait list. As part of our year-long 10th Anniversary celebration of the program – 320 4th R family members and 23 staff enjoyed a Hartford Wolf Pack Game night Fri., Feb. 4th!

Wapping Re-Purposing – We are in the process of finalizing what it will take to be functional at a minimal level for parks & recreation use, and will soon be submitting a “bare bones” budget to do so.

Parks & Recreation Magazine – Our Spring/Summer 2017 issue is a serious work-in-progress with our initial draft in the hands of our designer already. We will spend the month of February tweaking and proofing a number of iteration before distributing the final version to the public in mid-March. This issue is shaping up to be one of our largest ever with numerous improvements and new program offerings.

Anniversary Celebrations – We are busy working on plans for a number of milestone celebrations: The 10th Anniversary of My Friend's Place playground scheduled for Sat., June 24th, the 30th Anniversary of our Summer Concert Series, and the 10th Anniversary of the Tyler Memorial Bark Park in November. We are also in the midst of

implementing monthly special activities within our 4th R Before & After School program in recognition of our 10th year of operation! We couldn't be more proud of these traditions.

PARKS DIVISION

“Caring for South Windsor's Growing Needs”

January Activity Highlights:

- **Athletic Fields & Grounds:**
 - ◇ Began removal of old collapsing fencing between tennis courts 1-2 and 3-4 at Wapping in preparation for installation of new replacement fencing by the practice walls.
 - ◇ Installed “turf blankets” at key locations to aide in recovery of heavily worn areas on our premiere fields.
- **Parks & Open Space:**
 - ◇ We continue to work on a fourth trail loop geared for beginner mountain biking at Rye Street Park, including small bridge construction and installation.
 - ◇ New Rotary Pavilion II at VMP – We anticipate receiving the architectural drawings and details for the kitchen and restroom very soon and will then pull the building permit so construction can begin and continue weather permitting through the winter.
 - ◇ Replenished wood chip at the Bark Park.
 - ◇ Installed access control gates at Lawrence Road Park.
 - ◇ Began work on repairs to park signage.

- ◇ Repaired and refurbished the gazebo by the soccer/lacrosse fields at Nevers Park.
- ◇ Continued brush clearing at Lawrence Road Park.
- ◇ Performed extensive tree trimming along sidewalks on Town-owned open space properties.
- ◇ Repaired propane fire pit at Rotary Pavilion in time for the SWW&WW first Full Moon Walk on Jan. 13th.
- ◇ Cleared brush and deadwood at the open space on Greenwood Drive.
- Projects:
 - ◇ Kevin's Kourt – This inclusive basketball feature soon to be added to My Friend's Place playground is moving forward at break-neck speed! Funding from a number of substantial contributors (including the Town Council) has made this project a reality. Our parks crew is proud to assist with the site work and installation in the Spring.
 - ◇ Began preliminary planning and work on the rehabilitation of My Friend's Place playground in preparation of the 10th anniversary celebration in June.
 - ◇ Assisted DPW with leaf composting operation.
- Other
 - ◇ Completed re-building the used Holder snow removal equipment and it is in operation and amazing on sidewalks!
 - ◇ Responded to winter storms on January 6, 17 & 31



We couldn't resist one more look at the happy tykes sending letters to Santa at our special mail box at the gazebo at Nevers Park!



Recently refurbished gazebo and irrigation control shed at Nevers Park



Brush & deadwood clearing at Greenwood Drive open space

February 2017 Town Council Meetings and Events

Meetings

Monday, February 6, 2017
7:00 p.m. Regular Meeting
Council Chambers

Tuesday, February 21, 2017
7:00 p.m. Regular Meeting
Council Chambers

Holidays

Monday, February 13, 2017
Town Offices Will Be Closed in Observance of Lincoln's Birthday

Monday, February 20, 2017
Town Offices Will Be Closed in Observance of Washington's Birthday

Layout by Ashley Booth, Executive Secretary to the Town Manager

