

Town of South Windsor

Town Manager's Report April 2018

*Matthew B. Galligan
Town Manager*



As the Town Manager has been out of the office and will not be in attendance at the April 2 Town Council meeting, there will not be a Town Manager's Report this week.

*Matthew B. Galligan
Town Manager*

Police Department

Timothy M. Edwards
Chief of Police

New Charity Event to benefit from Crystal Lake Plunge:

After several years of hosting the Penguin Plunge to benefit Special Olympics the organizers have decided to "keep it local". This year participants took the Plunge into the icy waters of Crystal Lake in Ellington, CT to raise money for the Veterans Base Camp and other local charities on Saturday March 24, 2018. Veterans Base Camp provides support of wellness, education, training, and employment for our veterans and first responders. Plungers had to raise a minimum of \$100 to participate. We are pleased to announce that the event raised over \$14,000 to help those that have served our country.

This event is sponsored by South Windsor PD and Crystal Lake FD. Contact Cpl. Ron Littell @ ronald.littell@southwindsor.org with any questions. Any checks should be made payable to Veterans Base Camp.

New Officers Sworn In:

On Monday, March 12th Officer Edmund Klein was presented with his badge by Chief Tim Edwards. Officer Klein, badge #200 joins us after completing his bachelor's degree at UConn. He is also a Second Lieutenant in the Connecticut Army National Guard. He is currently receiving training at the Hartford Police Academy and was selected to be the class leader due to his training and experience.

Also, we have extended an employment offer to another candidate. Ofc. Benjamin C. Lovett, badge # 201, will begin work here at SWPD on Monday April 2nd. Benjamin is a recent graduate of Manchester Community College and has also obtained his E.M.T. certification. He will begin the Connecticut Police Academy in Meriden on Friday, April 6th. Benjamin owns his own property management business and currently resides in Vernon with his family

Both Officer Klein and Officer Lovett will complete their 6 months of academy training then return to South Windsor to finish 4 months of our Field Training.

Officer Graduates Top of Class:

Congratulations to SWPD Officer Matthew Redding who graduated from the Hartford Police Academy on March 2nd. Officer Redding received the Luciano award for the highest class GPA. He will now begin his 16 week field training phase with experienced SWPD field training officers. Congratulations Officer Redding!

Public Works Department

Michael J. Gantick
Director of Public Works

Street Services

Town crews have responded to two winter weather events to date during the month of March, bringing the total to 20 storms. Thankfully we missed that last Nor'easter by quite a bit.

Crews cleaned up after the heavy snow of 3/7/18 which brought down trees and branches throughout town. Although there were some trees that fell, power interruption was minimal in town compared to other communities. This demonstrates the efficacy of our efforts by working with Eversource to help ensure power grid integrity. Having a comprehensive tree management plan is helpful in keeping the community safe.

Our teams continue to battle our chief nemesis, potholes. Crews continue to monitor problem areas and patch as weather permits. As soon as the hot mix asphalt plant opens for the season, we will then have a better chance of making more permanent repairs in these rapidly deteriorating areas throughout town.

We are re-planking one of our heavy duty trailers for the upcoming road maintenance season. Performing the work in-house saves hundreds of dollars. We sourced the custom sized wood planks locally in East Windsor. Having a mill "next door" again saved money

as we could pick the wood up vs. having it delivered.

We have Maintainers constantly washing our fleet to remove salt, dirt and grime from the fleet. As in past years, when the equipment is washed they are treated with Salt-Away, a salt neutralizer to help increase the longevity of the equipment. This crew has also assisted the mechanics by cleaning equipment needing service.

The maintainers assigned to map out all of our culverts as part of the MS4 permit have completed the job. They are now working to identify areas where trees need to be removed to facilitate drainage and to provide access to crews which will be doing repairs once the weather cooperates.

Due to two heavy snowfall events, mailbox damage spiked up a small amount. Crews were dispatched to make repairs as quickly as possible. We received quite a few positive comments from our customers despite that we caused them some inconvenience.

The sign shop fabricated signs for the Fire Marshal's office, assisted the Parks department with sign work, and aided with other sign projects for different town agencies. All of this while repairing sign damage along our roadways. Of course, sign work is

interrupted frequently by a myriad of unfortunate creatures too consumed in their lives to pay attention to the motoring public.

Scott Yeomans
Associate Manager

Public Buildings

Phase II Fire Code Upgrades

The new Fire Alarm System is installed and fully operational at this time. The new system is "addressable" which means that each device (horns/strobe, pull stations and smoke detector(s)) have their own IP address so that upon activation or trouble it can identified quickly reducing the amount of time it takes to find the source of trouble throughout the building. The installation took a crew of Electricians three weeks to install. The last component of this project will be to replace remaining non-fire rated doors in the Council Chambers and second floor hallway with one hour fire rated doors. New door hardware including operators, sweeps, leversets, hinges and smoke gaskets will also be installed. The new doors are expected to arrive sometime around the end of April and will be installed shortly thereafter.

Community Center Renovations

Evergreen Construction (the General Contractor) started working at the site on March 12th, removing old fire extinguisher cabinets in the block walls of the hallways and infilling them with new block. In what will now be the fitness center, all of the countertops and cabinetry have been demolished and removed. The carpet and

base molding will be removed after the room has been completely painted. A new soft rubber gym floor will be installed and will make for a great exercise room. Sanding, priming and painting of the walls and door frames has begun and is near completion. An opening in the outside wall of room 214 has been made to accept two new double hung windows. The hallways throughout the building have been primed and about fifty percent of the walls, metal doors and frames have a final coat of paint on them. New carpeting and cove base molding throughout the halls will be the last items installed.

LED Lighting Upgrades at the Police Department

The Police Department interior and exterior lighting was upgraded to the latest LED lighting technology over the last two months. Interior lighting LED retrofit kits were installed and exterior building and parking lot fixtures were replaced with new LED fixtures. The parking lot fixtures are very unique in that they dim to one-fifth of the total output after 15 minutes of seeing no motion. This reduction equates to just seventeen watts per fixture. Although this wattage seems unusable especially on a fifteen-foot tall parking lot pole, this lighting technology provides plenty of ambient light to use as security lighting at night.

**Highlights of Work Accomplished by
the Building Maintenance Staff
(January-March)**

- Installed and wired multipurpose copier/print machine in the Building Department
- Reconfigured and secured shelving in the food bank and large activity room closet at the Community Center
- Installed new Google Jam Boards in Multi-Purpose Room and EOC hub (see Pictures Below)
- Adjusted and lubricated all interior and exterior doors and door operators throughout all Town Buildings
- Cleaned and inspected roofs and roof drains at all Public Buildings
- Removed graffiti from the roll up door on the Little League Concession Building
- Inspected, cleaned, repaired and adjusted all electrical cord reels at the Town Garage
- Removed old gym equipment from Brian Asselton Fitness Center
- Relocated wall mounted book shelf and installed map rack on wall in GIS Office
- Mounted TV in GIS office
- Delivered office furniture to several locations
- Hung two new white boards in EOC
- Assembled new indoor bench at the Library
- Assembled new coat rack
- Moved furniture from Human Services Office to Assessors Office
- Assisted Parks Department clearing snow from Public Buildings
- Replaced several lavatory stall door hardware latches

- Cleaned, primed and painted Police Department Storage Locker Room (see photo's below)
- Cleaned, primed and painted second floor Conference Room in Town Hall
- Replaced child proof latches in Children's Program Room cabinets
- Replaced several old wall clocks throughout Town Hall with new atomic synchronized style clocks

**Contractor project work completed
(Jan-March)**

- Removed corroded exterior steel door, frame and glass at the Police Department (see photos below)
- Installed Edward F. Havens Sr. sign letters on the knee wall at the South Windsor Annex (see photo)
- Replaced Parking lot fixtures at Town Hall with LED fixtures (see pictures below)
- Replaced Planning/Engineering Customer Service countertop
- Ran several network cables throughout the Police Department
- Wired new Google Jamb boards in Multi-Purpose Room and EOC Hub
- Replaced several manual style time clocks with electronic auto adjusting time clocks for indoor and outdoor lighting
- Replaced GFI outlets at the Town Garage
- Ran several network drops at the Town Hall for Building Automation connectivity and I.T. Department network connectivity
- Removed all manual style HVAC controls for the Sprengle, Madden, Lunch Room and I.T. Office at Town Hall and incorporated all thermostats, sensors,

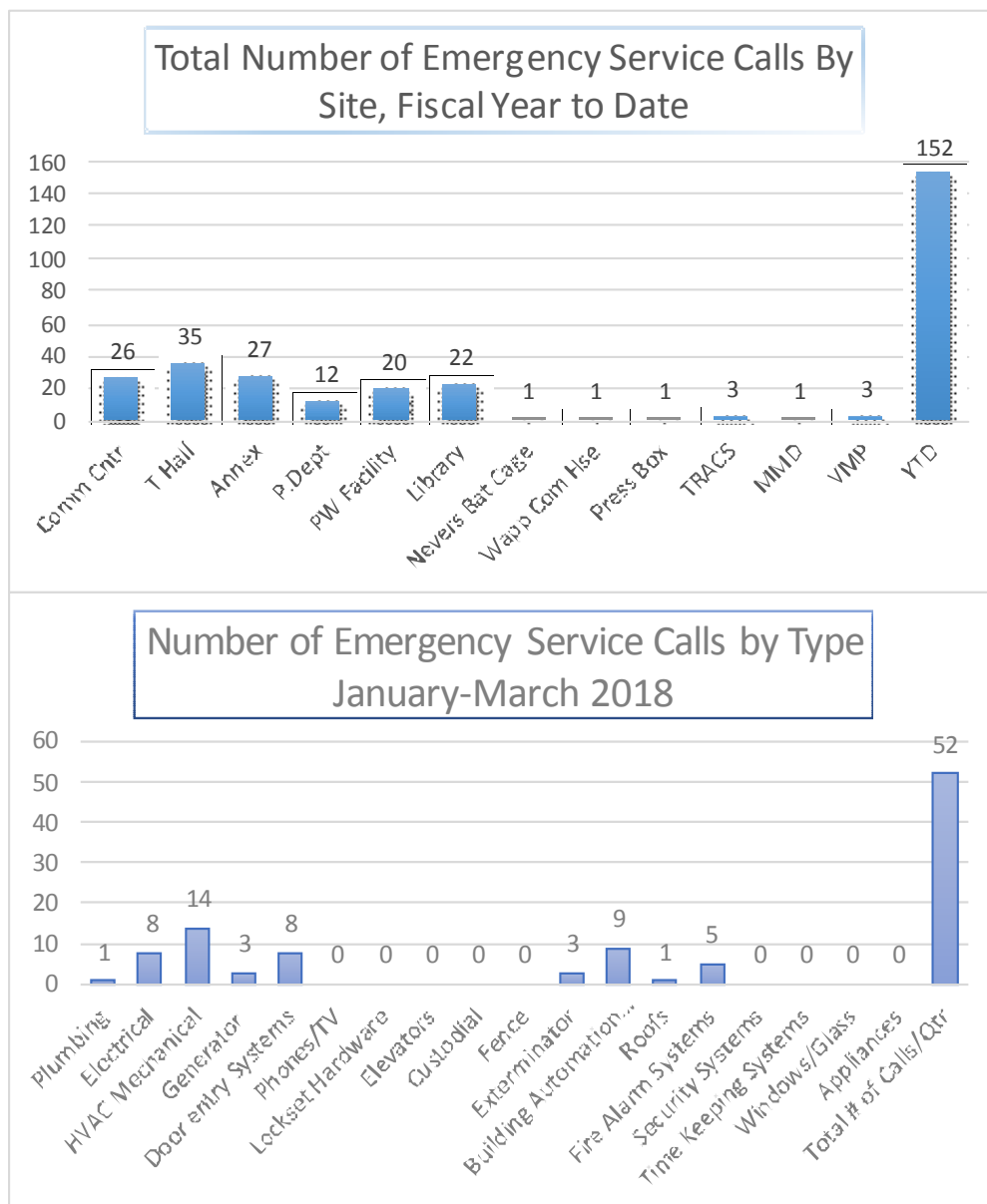
valves and associated equipment onto our Building Automation Control system

Clay Major

Facilities Manager

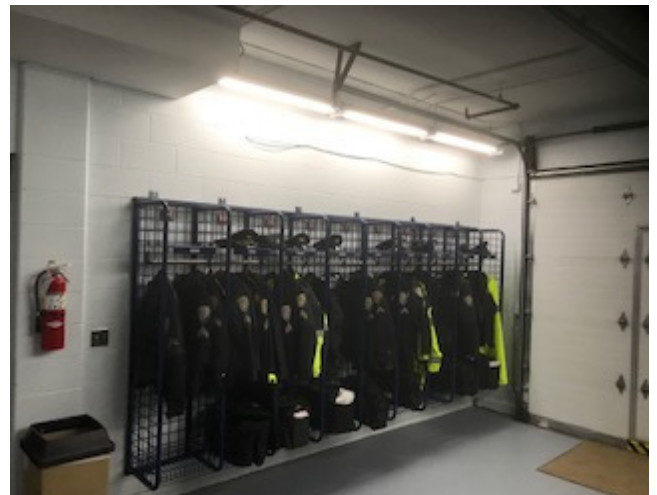
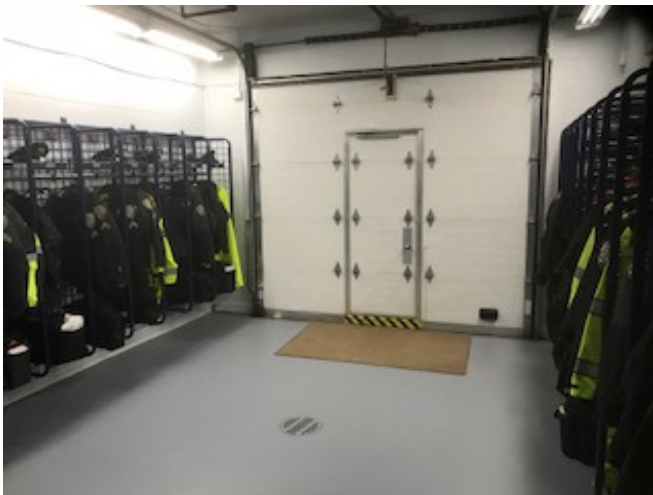
- Rekeyed all interior doors at the Town Hall
- Installed Card readers on several interior doors at Town Hall
- Reinsulated hot water piping in Boiler Room at Town Hall
- Removed very old pneumatically controlled actuators controlling HVAC to vaults with Direct Digital Controlled valves

Facility/Asset Repair Metrics

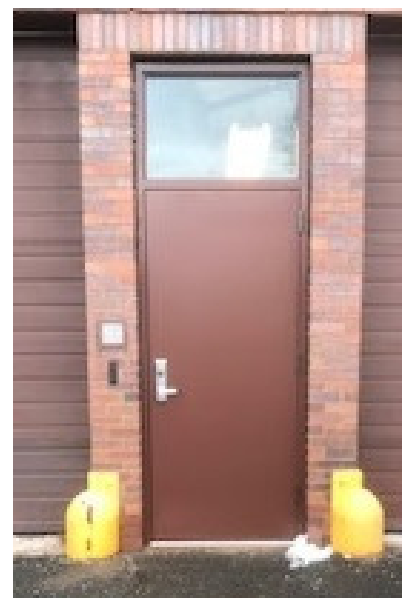




***Above: Edward F. Havens name added to South Windsor Annex Building
Below Left and Below Right: Newly primed and painted walls and floors in new equipment storage room at Police Department***



***Left: Original Police
Department Exit Door***



***Right: New Police
Department Exit Door***



***Left, Above Left, and Above:
Original Roof and Siding Demo
work at Veterans Memorial Park
Shower Building***

***Right, Below Right, and Below:
Nearly Completed Roof and Siding
Work at Veterans Memorial Park
Main Shower Building***





***Left: Manual style
pneumatic
thermostats
removed in
Meeting, I.T. and
Lunch Room at
Town Hall***

***Right: New Direct
Digital Control
Style Thermostats
in Meeting, I.T.
and Lunch Room
at Town Hall***



***Left: Old Fire
Alarm Panel
Town Hall (1968
Vintage)***

***Right: New Fire
Alarm Control
Panel Town Hall***



***Left: Original Induction
Style Parking lot light
pole fixture using 225
Watts at Town Hall***

***Right: New LED Style
Parking Lot light Pole
Fixture using 86 Watts***





Above: Work associated with mounting new google jam board and Tv's in the Multipurpose Room at the Edward F. Havens Sr., South Windsor Annex.

Below: Jam Board and TV installations completed





Human Services Department

Adult & Senior Services

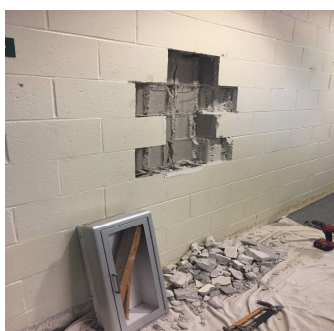
Andrea Cofrancesco, Director of Adult and Senior Services

Volunteer Recognition

Members of the town council are invited to our annual Volunteer Recognition on Tuesday, April 24 at 9 AM. Be on the lookout for your invitation!

Building Enhancements' Update

Things are moving along with the improvements to enhance senior programming at the "community" center! The old Recreation Department office is being converted to a fitness center for residents 55+; painting of the hallway is progressing and carpeting has been ordered for the hallway as well!



New Program Coordinators



Susan



Victoria

We are excited to welcome to our team two new Program Coordinators for the Senior Center. One position has been vacant for over 15 months as a result of the hiring freeze and the other position was vacant for over three months. Now fully staffed, we are excited to use our additional space for a variety of programs to meet the needs of the growing senior population. Susan Gouin comes to us with a background in health and fitness and Victoria is a new graduate in psychology from CCSU. Welcome!

DAIRY PRODUCTS AT THE FOOD BANK

Since we started offering dairy products at our food bank two years ago, we have given out **512 gallons of milk, 521 dozens of eggs and 372 bars of cheese.** This is only

possible due to the generosity of the South Windsor community. It's a great addition to the non-perishable food items available in our food bank.

UPDATE ON ENERGY PROGRAMS

Staff (Lindsey Ravalese, Stephen Clapp and Penny Shea) have assisted **296** households with energy assistance through the CEAP program so far, which ends May 1st for electric and gas customers. Through **Operation Fuel**, they have assisted 13 households totaling \$4,975.63 with the program ending mid June. Our **private fuel account has given out \$41,479.75 to 116 households (last year at this time of year we had given out \$16,897.21 to 64 families)** since July 1. Our private fuel account receives 100% of funds from individuals, businesses, civic groups, sporting groups, schools, churches and town employees. Amazing!!!

Adventure Club for Seniors

We are excited about the upcoming one year anniversary of our adventure club and with good weather upon us, we have a lot planned including: dragon boating, sailing, rail exploration, white water rafting, hikes, biking and more! The South Windsor Senior Center, in conjunction with the Plainville Senior Center, recently created the Traveling Adventure Club with 25 other senior centers in the state in order to save resources, share ideas and collaborate!



Youth & Family Services

Elizabeth Langevin, LMSW, Director of Youth and Family Services



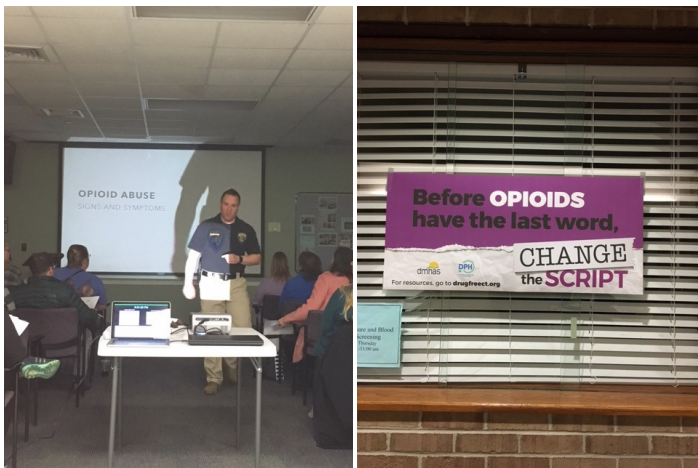
March

It was a very informative night at the Save A Life: Narcan Training on Tuesday, April 27th. Over 30 people came to learn about signs and symptoms of an overdose, the Good Samaritan Law, local data, how to use Narcan and all were given the opportunity to leave with a Narcan kit. CHR was there to talk about the services that they offer, and we had a table filled with local resources and information on prescription drug use/abuse. Special thanks to Tom Steen with CASAC and South Windsor Police Officer, Kevin Geraci. This program was made possible by the STR grant that Youth & Family Services & South Windsor Alliance For Families (SWAFF) received.

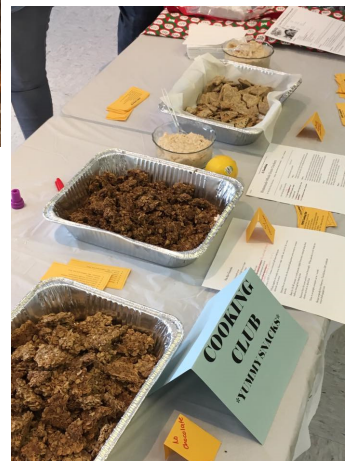
business of helping people be the absolute healthiest they can be and we just love to share what we do with others! From the Teen Center to Senior Center, we have something for everyone!



Relieve the Stress Fest for students at SWHS was held earlier this month. We had around 75 students stay after school to relax, have fun and learn and practice a variety of healthy ways that we can all use to cope with the stress that we face. Thankful for all of the school clubs that participated, [The Conduit](#), [Sea Tea Comedy Theater](#) and Dennis Cotton Drumming. Special thanks to Students



South Windsor Human Services was invited to the SW High School Career Fair this month. What a wonderful opportunity for 10th & 11th grade students to explore careers while learning about local businesses and resources. As a department, we are proud to be in the



Against Destructive Decisions (SADD) who co-sponsored the event with us!



bake. Many thanks to the SW families who also helped out with baking and donating!

In addition to the bake sale, the Teen Center also hosted a variety of events during high school drop in hours, including a workshop on Job Interviewing Skills, a Girls Group and a presentation from a high school senior on the topic of bullying and ways teens can get help.

There is something for all (teen and “tween”) ages at the Teen Center including our middle school nights on Fridays! This month we offered winter themed crafts (inspired by all those snowy days!) as well as fun “minute to win-it” partner challenges. We have expanded our Friday night program to accommodate over 40 youth on some nights and look forward to trying out new games and activities.



Teen Center

During the month of March, our High School Youth Council Group organized a bake sale at the Teen Center to raise money for Hurricane Relief efforts to assist Puerto Rico. This youth lead initiative was an idea

that was raised during one of the monthly high school volunteer group meetings that take place at the Teen Center. Much appreciation to the youth who brought up the idea, those who joined in to create the event and those who volunteered to help sell and



Parent Education and Support

March was a busy month, the Monday morning parent/ child playgroup offered a place for caregivers to come with their children and escape the snow and cold. We had 80 parents



and children attend the Monday morning playgroup this month! Parents from near and far look forward to coming to talk with other parents while their children play in a safe environment.

On March 27th we had the relative raising children support group and welcomed a new member to the group. Several of our group members have been coming to the monthly support group for over 15 years and offer a wealth of information and support to relatives who have just begun the journey of caring for their grandchild or relative.

The weather didn't cooperate for the Mother/Daughter Circle Group that was scheduled. It has been rescheduled for the month of May. March 5th Diane Lombardi provided a presentation for parents on Typical and Atypical feeding development of children. Diane Lombardi is a pediatric registered dietitian with ProHealth Physicians Healthy Me Program. Healthy Me is a nutrition and wellness program designed by dietitians and doctors to help children and their families eat well, stay active and form lifelong healthy habits. Prior to joining the Healthy Me Program Diane spent many years working at Connecticut Children's Medical Center where she was involved with many aspects of childhood. Parents learned how to help expand their child's palate and promote lifelong healthy eating habits. Parents also, learned how to get their children to become mindful eaters.

Upcoming Programs: Join South Windsor Youth and Family Services in making our community a better place for our children to live, **April is Child Abuse Awareness month.** Various activities will be offered through the month of April to spread Awareness for child abuse prevention. One way to participate is to **wear Blue or a silly tie to work on Thursday, April 19th** to show your commitment to giving all kids a great childhood. We encourage individuals to share their pictures on Youth and Family Services or Swan Parenting Facebook page. I can't wait to see the pictures!



A few of our Monday morning playgroup kiddos having a blast with bubbles!

School Outreach

The Get Fit Girls program at Timothy Edwards Middle School wrapped up in March. This after school program, run by Kathy Reed and TEMS teacher Laura Nelson, combines running, uplifting workouts, team building and a healthy snack to improve overall health. Girls have the opportunity to gain self-confidence, get stronger and meet new friends. Youth and Family Services is proud to collaborate with the school to provide the Get Fit Girls program.

The JumpStart tutoring program is just about

to begin the Spring Session of tutoring at the middle school. We have trained several new tutors, who are high school students that come down to TEMS once a week to support a middle school student academically.

Youth Counseling

Both Counselors, Robin Lagasse and Nikki Lengyel are actively providing counseling services at the community center and South Windsor schools. They are both currently facilitating groups for youth as well.

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

**[https://www.facebook.com/
SWYouthFamily](https://www.facebook.com/SWYouthFamily)**

**or call Liz at 860-648-6361 x331 for
more information**



Parks & Recreation Department

Raymond Favreau
Director of Parks & Recreation

“Discover the Benefits!”

John Caldwell, Jr.
Superintendent of Parks

MONTHLY REPORT - April 2, 2018

Keri Apt
Asst. Director of Parks &
Recreation

Park & Recreation Commission (PARC)

– The next PARC meeting is Wednesday, April 18th at 7:30pm now in their new location in Room 14 at Wapping School, 91 Ayers Road. Please note that due to a large number of commissioners traveling for the April spring break the meeting has been rescheduled a week later.

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

sub-committee meets next on Wed., April 4th at Wapping, Room 54. They are also working on confirming designation of the Capt. John Bissell Greenway that runs along Clark Street and connects the Bissell bridge to Manchester.

The South Windsor FOOD Alliance (SWFA)

– No report at this time. Go to www.swfood.org for more details.

Like us on Facebook - We reached the 2,132 “likes” and followed by 2,172.

2018 Spring/Summer Magazine – Our largest issue to date at 72 pages has a fresh new look and loaded with 32 new programs to augment our traditional favorites like our

annual egg hunt, ACA day camps and summer concert series!! We have also added a new, more user-friendly registration software program, new extended seasonal office hours remaining open until 6pm weekdays from March 29 to June 28th, the new Rotary Pavilion at Veterans Memorial Park is now open for reservations including our brand new birthday party package and we launched a new advertising opportunity at Wapping called “Afford-A-Board” for local businesses and civic organizations to promote their product, services or activities on one of 14 lonely bulletin boards that grace the halls. We are super pleased with the new look of the magazine as it takes us into a new era for parks & recreation!

Special Invitation to Councilors – SAVE

THE DATES: Friday, March 30th join us at our 47th annual **Egg Hunt** proudly sponsored by Imperial Oil & Plumbing from 9am to 11:30am at the high school stadium where you can watch 2,000 to 3,000 kids gather 30,000 prize-filled plastic eggs on the synthetic turf athletic field! **Saturday, April 21** visit our 34th annual **Fishing Derby** from 9am to 1pm at the former Dzen Pond

property, and now a new undeveloped town-owned park, on Barber Hill Road, co-sponsored by the S/.W. Super Sixties Club. Friday, **April 27th** from 7 to 9pm watch the "battle" at our first-ever **Moms and Son Dodgeball Night** at Wapping! 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 – April enrollment across the four elementary schools is at 140 morning participants, 248 afternoon participants and 38 kids accommodated on Early Release Wednesdays to support the BOE professional development program.

PRS is ending their school year two days earlier than others to prepare for their temporary move to the old OH while their new school is under construction. We will offer a full-day program on June 19 & 20 at Wapping free of charge for all those currently enrolled in the 4th R and as an added convenience opened as a vacation day to all other families at PRS not enrolled in the 4th R that may need coverage. The cost for those will be our standard \$55/child/day. Although we are working diligently on potential means of expanding the program to try to meet the incredibly growing demand, we must be cautious in making any promises that can't be kept. In a perfect world we would absolutely

love to accommodate everyone who wishes to participate, but realistic constraints may very well and reluctantly prohibit that.

The 47th Annual Egg Hunt - proudly sponsored by Imperial Oil & Plumbing is Friday, March 30th at the SWHS stadium from 9am to 12pm/. Come watch thousands of kids collect 30,000 plastic eggs in record time!

Jim Snow Youth Basketball Program – We are wrapping up another highly successful season with 559 players across 7 separate divisions for grades 3 to 12 placed on 57 in-house recreation teams who played a total of 287 league games from December to March under the guidance of 98 volunteer coaches! Another 210 youngsters in grades K to 3 participated in our Mighty Mite and More Mighty Mite developmental basketball program, and 96 boys and girls grades 5-8 played on 8 travel teams. It is gratifying to see 865 local youth enjoy the game of basketball! Kudos to Recreation Supervisor Sarah Robinson for really kicking things up a notch increasing corporate sponsorships from 13 last year to 23 this year, hosting three coaches games to help build camaraderie and creating "06074, That's Where I Coach" t-shirts distributed to all volunteer coaching staff as a thank you for their service!

Wapping Re-Purposing – We are excited to be in the beginning stages of Phase II which includes remodeling the Cafeteria to a Banquet facility and converting room 33 to a party room! The room 33 project begins the

week of the April school vacation and we anticipate completion and opening reservations for small private functions by the end of the month. Architectural plans are in the works for the cafeteria project. We hope to get this anticipated 6 week project approved and started by the end of summer so we can begin booking functions for the Fall. Phase III looks for expanding parking.

PARKS DIVISION
***“Caring for South Windsor’s
Growing Needs”***

March Activity Highlights:

- ◆ Athletic Fields & Grounds:
 - o Began the design and fabrication of a new sign for the Building at the Little League Complex.
 - o Continued clearing overgrowth and dead trees along the Plum Gulley Brook on the high school campus.
 - o Weather and conditions permitting we began the “Spring Clean-up” of public grounds.
 - o Cleared snow and remaining leaves off tennis courts at Wapping in preparation of the high school sports season.
- ◆ Parks & Open Space:
 - o Weather and conditions permitting, continued clearing invasive materials and dead trees from the newly acquired Collins Hill.
 - o Continued work on some improvements to the Mountain Bike trails at Rye Street Park in preparation for a planned special event there next Spring.
- o Continued clearing overgrowth of invasives, dead wood & diseased trees at the Priest property and Lawrence Road Park.
- o Constructed two additional trash & recycling units for VMP.
- o Refurbishing of park picnic tables.
- o Inspected and addressed issues at open space trail systems.
- ◆ Projects:
 - o Improvements and renovations performed in-house at Wapping included hanging the LEGO mystery mural in the lobby, relocating the honorary flag & plaque and installing commercial grade shelving in the storage room #35.
 - o Continued efforts to re-organize and improve the parks shop at town garage to be more efficient, which is nearing completion.
 - o Continued the process of replacing two gateway “Welcome” signs on Rt. 5.
- ◆ Other:
 - o Along-side staff from Street Services we responded to three major winter weather events plowing snow and treating public access surfaces on roadways, parking lots and sidewalks.
 - o Began transitioning from winter equipment to spring/summer equipment servicing mowers, weed

- wackers, ballfield scarifiers, etc in preparation for the seasonal demands.
- o Responded to numerous trees fallen from town-owned open space onto private residential properties.
 - o Revised trim mowing schedule.



Parks crew members Dave Turkington & Mike Hanrahan hang the LEGO mystery mural in the lobby at Wapping built by visitors to our Open House earlier this winter.



Volunteer basketball coaches enjoy our first ever pick-up game at Wapping – just for the fun of it!



A proud Intermediate Girls Division team of middle schoolers!

April 2018 Town Council Meetings and Events

Meetings

Monday, April 2, 2018

7:00 p.m. Regular Meeting

Council Chambers

Tuesday, April 3, 2018

7:00 p.m. Public Hearing—Board of Education Budget

TE Middle School—Rm Alt 6

Monday, April 16, 2018

7:00 p.m. Regular Meeting

8:00 p.m. Public Hearing—General Government Budget

Council Chambers

Layout by Ashley Booth, Executive Assistant

