

# Town of South Windsor

## Town Manager's Report July 2018

Matthew B. Galligan  
Town Manager



### **July 2nd Town Council Meeting:**

Please be advised that I will not be at the July 2nd Town Council meeting, as it is my 43rd wedding anniversary and I will be celebrating that with my family out of state.

### **Town Attorney Contract:**

I have sent the Town Attorney's Contract to the Council. The contract has a 30-day termination stipulation, meaning it can be terminated at will without cause. The contract also states that if the Town Attorney comes to meetings, and said meetings run 4-5 hours, the Town Attorney will only be charging for two hours of his time. I am going to leave this contract very simple, like the ones that we have used in the past. Therefore I think that the Town Council can either approve the Town Attorney and I will sign the contract, or the Council can approve the contract and I will take care of the rest.

### **Economic Development:**

I have enclosed a review of a proposal that I received from the Connecticut Economic Resource Center (CERC) for Economic Development Consulting Services. CERC has been a very strong advocate of economic development throughout the State of Connecticut. We used them many years ago to do the feasibility study for Evergreen Walk, as well as the feasibility study for the CT Studios project. CERC is now in the business of doing economic development on a daily basis for

many municipalities. I believe that when you look at the proposal, you will see some great staff that I have worked with before who would greatly benefit South Windsor.

The total cost of this project would be under \$45,000. This will give you a self-assessment of what we would like to do. This cost would include a branding implementation plan for \$6,500 as well as the annual website fee and membership, which the Town already participates in. That allows us to put all of our properties that are up for sale, or economic development center programs, on their website. The total cost also includes \$80/hour economic development support, which would be one person coming into Town once a week to create programs and policies. This person would also attend the Economic Development Commission meetings or Redevelopment Agency meetings as needed. I would like the Council to review this contract, as it is something that is not currently in the budget, and it may need to come from contingency. Hopefully at the July 17th meeting we can further discuss and approve this contract. I think it will help the Town to move forward in its economic development issues.

I have also met with a representative from the Buxton Company, which is a national company that looks to help municipalities throughout the country in providing better economic development clients. I met the

representative in Las Vegas, and I will have them come sometime in September to give a presentation. I believe they will look for more national clients as well. I think between CERC and Buxton we could run a very inexpensive economic development program that will help promote the goals and objectives of the Town.

**Before and After School Care Assessment Committee Meetings:**

I have scheduled two meetings of the Before and After School Care Assessment Committee for Tuesday the 26th of June and Wednesday the 27th of June. I am aware that we have a deadline date of July 17th to come back with a report. Depending upon the results of those meetings, we may have to schedule a few others. While I am away, Vanessa Perry or Scott Roberts can hold additional meetings in my stead. I will be back in the office the week of July 9th. At that time we will follow up on and finalize any reports that need to get back to the Town Council.

**Additional Meetings:**

I will be attending a Planning & Zoning meeting on Tuesday June 26th at 7:30 to discuss economic development prospects for the I-291 corridor. There seems to be some indication from the Planning and Zoning Commission that they will be changing some zoning in that area, and I will have an opportunity at the meeting to express my opinion for that particular site. Also, I will attend the Economic Development Committee meeting on June 27th to discuss the Mayor's TV program as well as economic development strategies, including the CERC contract mentioned earlier. I will bring the committee up to date and see how they want to move forward in some of their economic

development programs. We will also discuss a tax abatement for Electro Methods, a company that has been long-standing here in Town. We would like to keep them here intact, as they have been a strong manufacturer in the Town.

**Bid Agreements:**

We did get approval from the State to go out to bid for Phase 3 of Avery St, as well as to go out to bid for the Buckland Road sidewalk program. That information just came to my office on Monday, June 25th. I have signed the agreements and sent them to our staff. Now we can start moving forward following DOT guidelines, and we can get these projects accomplished.

**Staff Meeting:**

The Staff Meeting on Thursday, June 28th will be a discussion with all of our staff members about the report from the Transparency Task Force Committee. We will be going over the programs to see how we can implement those changes and keep the public fully informed on the everyday happenings in the Town of South Windsor. We will implement the programs where necessary, and staff will be empowered to do so and to work with all our boards and commissions on those issues.

*Matthew B. Galligan*  
*Town Manager*

## Police Department

Timothy M. Edwards  
Chief of Police

### Monthly Activity Stats for May 2018

Total Computer Aided Dispatch Entries	2354
9-1-1 Calls Received	750
Routine Calls Received/Outgoing	4397
Directed Patrol/Premise Checks	631
Motor Vehicle Stops	471
Medical Assists/Emot. Dist. Persons	253
Suspicious	81
Alarms	104
Motor Vehicle Accidents	42
Welfare Checks	49
Assist Outside Agency	22
Animal Problem	68
Citizen Assist	19
Miscellaneous Service	29
Collision Reports	21
BOLO	22
Disabled Motor Vehicle	29
Larceny	20
Hazardous Conditions	7
Pistol Permits	8
Burglary	7
Civil Matter	12
9-1-1 Check	8
Fraud	5
Domestic Dispute	12
Narcotics Violation	5
Violation of Town Ordinance	7
Youth Problem	11
Sexual Assault	0

### **SW Police and Social Media:**

We continue to have a strong presence on social media that enables us to quickly get the word out about traffic advisories, hazardous conditions, fraud warnings or cooling/warming center information. In June we published numerous posts to keep our citizens informed. Every police press release is also published on Facebook. Anyone can view the posts on the police webpage.

<https://www.southwindsor.org/police>

### **Car Burglaries/Car Thefts:**

There continue to be almost constant car burglaries across Hartford county. There are probably dozens of groups of youths who go out nightly into various towns to look through unlocked cars and take items of value. They frequently take any vehicle found with the keys in it and "joyride" with it until it runs out of gas. The youths, typically under 17, are juveniles and are aware that they face minimal consequences from the courts. They are not afraid to engage officers in pursuits. (Our policy strongly limits pursuits). There have been many media accounts of the same youths being arrested numerous times for car thefts. This criminal activity continues because the thieves are successful every time they go out. We continue to urge our citizens to lock their cars every single time they exit and to take the keys with them.

### **Upcoming Events:**

School Resource Officers Host "3-on-3" Basketball Camp:

## Police Department

Timothy M. Edwards  
Chief of Police

This summer our two School Resource Officers, Ofc. Ben White and Ofc. Tina Roy, are hosting a 3-on-3 basketball league. Approximately 30 South Windsor High School students will participate in this program and will play games three days a week at the High School and end in a tournament on August 1st. In addition to the basketball competition, participants will be presented with some life skills presentations such as resume building, interview preparation, personal financial management, drug abuse resistance, and physical wellness. The program is free for participants and is grant funded through the South Windsor Community Foundation.

The attendees will also participate in Community Giveback events. This is a great program to build upon our Community Policing and Community Outreach efforts.

### **SWPD and Office of Emergency Management:**

On June 20th SWPD Command Staff members participated in a Statewide Emergency Operations Center exercise hosted by SW Emergency Manager Jay Gonzalez. The assembled department heads were given a weather event scenario to deal with. Collectively we worked through numerous "injects" that included well contamination, wide-spread power outages, fuel shortages, staffing concerns and other challenges. This exercise highlights the need to be prepared for weather related emergencies.

We will continue to point people to [www.Ready.gov](http://www.Ready.gov) for preparedness tips and

encourage them to prepare for the unexpected weather events that we continue to experience here.

### **Food Drive for SW Food and Fuel Bank:**

A food drive was held on June 16th at both Geissler's Supermarket and Stop and Shop. The volunteers from SWPD, Hartford-Evergreen Freemasons, SW Triad and Ambulance Service of Manchester collected 2250 items and over \$1400.00 in cash donations for our citizens in need.

### **Bicycle Patrols:**

Thanks to renewed interest in bicycle patrols we now have 4 officers certified in Police Mountain Bike training. The bikes will be used locally at special events, parks and other activities that lend themselves to two-wheeled transport (and it's a great way to interact with citizens and get exercise). The certified officers are Corporal Mark Halibozek, Officer David Johnson, Officer Bill Eastwood and Officer Lawren Owens.

### **Bears:**

In what has become an annual springtime occurrence, a small bear has been active in the morning in the east side of town. (Foster, Valley View, Deepwood Drive, etc.) The animal appears healthy and is not aggressive. We have not received any reports since June 23rd, but if seen please do not approach the animal. D.E.E.P. tips are below:  
[http://www.ct.gov/deep/cwp/view.asp?a=2723&q=325930&deepNav\\_GID=1655](http://www.ct.gov/deep/cwp/view.asp?a=2723&q=325930&deepNav_GID=1655)

## Police Department

Timothy M. Edwards  
Chief of Police

### **South Windsor makes #100 in America's Safest Cities:**

A national survey by [www.Safewise.com](http://www.Safewise.com) recognized South Windsor as #100 safest city in America. We join 4 other Connecticut towns in the top 100 (Darien, Ridgefield, Newtown, and Cheshire). We are proud to have made the list -our citizens are helping by locking cars, reporting suspicious incidents and being observant - it's a Team Effort!

*Scott P. Custer*  
*Deputy Chief of Police*

## Public Works Department

Michael J. Gantick  
Director of Public Works

### Street Services

Crews continue work on drainage repairs on Dart Hill Rd. and are making steady progress. Curb and lawn damage repairs are nearly completed. There are only a couple of driveway aprons to repair as well.

One town crew conducted a repair on Pleasant Valley Rd., removing a deteriorating headwall and making pipe repairs to ultimately stop erosion in this area. As the pipe was dislodged, soils from above were being carried into a nearby body of water also causing the embankment to severely degrade. While working at this jobsite, the crew discovered a rapidly forming depression in the roadway 200' east of their project which was over a water main. Their due diligence paid off as MDC did in fact have a water main break in that area.

The management team has been working to complete a new work order system to include an inventory component. This will prove very helpful by providing a min/max system to right size our current inventory, eliminating waste and ensuring adequate materials will always be at the ready.

Potholes continue to be our nemesis and crews are assigned as manpower and weather permit. Crews, on average, put down between 1.5 and 2 tons of asphalt daily when the crew is out on pothole detail.

Town crews installed a dry well on Griffin Rd west of the intersection with Graham Rd. This is a low point, and water sheds off the road in the area which causes constant wet and muddy conditions. This dry well will have the capacity to collect the water and slowly dissipate it into the surrounding soil.

Street sweeping concluded for the season. Crews collected several hundred yards of debris from our roads this season which would otherwise be blown around or be washed into the storm water basins, which ultimately leads into the Long Island Sound.

The department has begun the project to widen Nevers Rd near Linda Lane. The lane widths were reduced in this area due to utilities being too close to the road. The department has been working closely with Eversource, Frontier and Cox to move their utility lines onto the new poles so this road resurfacing project can be properly completed.

The sign shop replaced or repaired several damaged signs during the month and has fabricated several new signs for different town departments. The sign shop also received a new printer/cutter which will greatly reduce project time on certain applications and add more versatility to the department.

Scott Yeomans  
Associate Manager



## Health Department

Heather Oatis  
Environmental Health Officer

### Inspections

During the month of June 2018, the South Windsor Health Department (SWHD) inspected at several temporary events. The three biggest events were the Strawberry Festival, Farmer's Market, and the Greater Hartford Food Truck Festival. There was a total of 37 temporary food permits issued for the month. The Health Department also wrapped up inspecting the public pools at the local condominiums, gym, and rehabilitation center for the year.

With the warmer weather, this month was very busy with septic inspections and projects. There were two repair septic systems completely installed and third property started. The complete installation of a septic system requires soil testing to be performed, design recommendations to be drafted, a plan to be approved, a stake inspection, a bottom of excavation inspection, and final inspection before a permit to discharge can be issued.

### Emergency Preparedness

The SWHD participated in an interactive program through the Department of Public Health, "Reaching At-Risk Populations: Whole Community Emergency Preparedness Training". This training highlighted unconventional ways to reach and plan for vulnerable populations within our town. These strategies will be implemented in future planning and drills.

The SWHD participated in the 2018 Emergency Preparedness and Planning Initiative (EPPI) Drill. The scenario that we were given was a hurricane that resulted in flooding and power loss. The SWHD exercised sending out a notification to all food service establishments in town via Everbridge and sharing well safety information with residents via social media. This was a great learning opportunity to test out functionality of the SWHD in the Emergency Operations Center and maintenance of the SWHD contact database.



*Melissa Pierce (right) conducts an inspection for Arlene Carbone-Brown of Happy's Nutrition at the South Windsor Farmer's Market.*

## Human Services Department

Andrea Cofrancesco  
Director of Human Services

### Adult and Senior Services

#### **NEW Series for People with Early-Onset Dementia**

A new 6-week series is being offered to residents who have been diagnosed with early-onset dementia, which is dementia that is typically diagnosed prior to age 65. Structured activities will be held on Tuesdays beginning July 17 through August 21 from 9:30-12:30. Cost is \$80 for all 6 weeks and includes lunch and transportation! For more information, contact Andrea at 860-648-6357.

#### **Food Bank Donations Continue**

Food Drives are continuing which is a great help during the summer time when schools are not in session. Wapping Church held a month long food drive. The Triad for Senior Safety, in conjunction with the Police Department, Ambulance Service of Manchester and the Mason's Hartford Evergreen Lodge recently held their annual food drive at both grocery stores. We are grateful for the support of the community, which allows us to help South Windsor residents in need. A total of 90 boxes, over 2,250 items and almost \$1,500 in monetary donations was collected.



*Pictures from the very successful food drives held this month*





### **Ireland Trip a Success!**

27 people recently returned from an 8-day trip to Ireland. This trip was scheduled by request! We had a few first time senior center attendees as well as some of our seasoned travelers attend. Everyone had a great time and are already asking when our next trip will be!



*Pictures from the senior trip to Ireland*

### **Adventure Club**

The Adventure Club is celebrating ONE year in July! Join us Tuesday, July 17 at 4:00 PM to learn about the adventures we have taken and to suggest future adventures! Meet people who have been on some of our trips before, too! There is no membership fee, there are no "club" rules, except to have fun and spread the word about what we offer! Learn what it's all

about and maybe you will want to sign up for one of our adventures too!

The Senior Center's Adventure Club recently took a trip to Rhode Island for the Rail Explorers experience! It was a blast! Recently advertised, we now have a group of 8 motorcycle riders that go out on bike rides together; we are offering bicycle trips, archery lessons, hikes, dragon boating, kayak trips, white water rafting, scavenger hunts and more!



*The Adventure Club takes on the Rail Explorers experience in Rhode Island*



### **Fitness Center Open House a Success!**

Almost 100 people attended the open house of the fitness center in June! In just two weeks of

being open, 25 residents are registered to use the fitness center and almost all volunteer slots are filled to man the fitness center! New people who have never come to the senior center before as well as regular customers are showing interest! People are saying that they like the small atmosphere and personalized service they receive; it's affordable and in their town! One man, who has Parkinson's Disease, has been using the treadmill and as a result, has gained strength to stand up in other exercise programs he is attending at the center. We are thrilled to be able to offer this service to meet the needs of residents in a different way.



*The Fitness Center open house event*



### **Girl Scouts Cheer Up Meals on Wheels Recipients**

Girl Scout Troop 10945 recently donated goodie bags to 30 older adults and people with disabilities who receive meals on wheels. Many people often don't have visitors other than meals on wheels volunteers, so when they receive a little treat from community groups, it cheers them up!



Lilly is pictured with a few of the goodie bags her fellow scouts helped make.

### **Outreach**

Caseworkers and Program Coordinators educated 50 residents who reside in senior housing, many of them new to South Windsor, about the services and programs that are available including financial assistance programs, transportation, trips and social events at the senior center, meal programs and much more! In addition, presentations at Wapping Community Church masses were also held. More outreach sessions will be scheduled for the fall.



### **Farmers' Market Nutrition Program**

Adult and Senior Services will be receiving Farmer's Market booklets from the Department of Agriculture in July for older adults (60 or over) whose gross monthly income is at or below \$1,860 for a single household or \$2,504 for a married couple. People who are on disability living in the Housing Authority are eligible to apply as well. The booklets which total \$18 can be used at the local farmer's markets for fresh fruit, vegetables and honey. Call Human Services for more info: 860-648-6361.

### **Youth and Family Services**



### **JUNE**

#### **Teen Center**

In June the Teen Center recognized its very own Youth Council, a group of high school students who do volunteer work throughout the year. The Youth Council helps out with various community events such as Senior Center events, park clean ups, Adopt a Road Program and the SW Farmers Market – just



to name a few. Helping Youth & Family Services with the Grandparent Grandchild Bingo Breakfast is always a favorite as well as teaming up with Parks & Recreation for the Annual Imperial Egg Hunt.

The Teen Center also hosted a Senior Day this month to celebrate our SWHS high school graduates! (A few graduates pictured here).



This year, Teen Center membership was at an all-time high with 172 high school members and over 150 middle school members, averaging 30-60 visits each day we were open for drop in hours after school. We are fortunate to have such a great space to run safe, supervised programming for South Windsor youth!

### **Parent Education and Support**



During the month of June we also have had a consistent group of families participate in the Monday Morning Playgroup. The children enjoyed bubble play, stamp markers and our roller coaster was a big hit with the littles. We look forward to doing some outside play this summer.

In June, we wrapped up our 5 week Mother/Daughter group. Group members learning

about building safety, healthy communication, such as how to communicate under stress, building and deepening trust, meeting expectations and needs, and self-care were among the topics that were discussed. Families enjoyed role playing and learning these skills through different activities.

### **Look what we have coming up this summer:**

#### **TEDDY BEAR PICNIC:**

Bring your lunch, blanket and a favorite stuffed animal to the Teddy Bear Picnic on 7/17 and/or 8/14. The event will be held from 11 am - noon and is scheduled to be outside at the Pavilion at Nevers's Park. If it rains, it will be moved to the S.W. Community Center. The event is free! Please register by calling Kelly McKenney at 860-648-6361, ext. 320.

#### **SUMMER CHEF IN TRAINING:**

This is an interactive cooking class series for children ages 7-11 years old and their caregiver. Join us as we create a meal and spend quality time together. Cooking with children teaches valuable life skills such as simple math, nutrition, following directions, measuring, sensory awareness, language skills and cultural awareness. The fee is \$20 a session or \$10 per class and the program will be held at the S.W. Community Center from 5-7 pm. 2nd Session: 7/11 & 7/18, 3rd Session 8/1 & 8/8. Please register by calling Kelly McKenney at 860-648-6361, ext. 320.

#### **DAD'S DINNER AND PLAYGROUP:**

This program, offered on Tuesday, July 31st from 5:30-6:30 pm, is for children up to 4 years old and a dad, grandparent or male

positive role model. Join us for interactive playtime with other dads like you! The evening will include dinner, crafts, music and interactive play. The event is free, but please call Kelly McKenney at 860-648-6361, ext. 320 to register.

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

At TEMS, School Outreach teamed up with students involved in Peer Mediation to plant our "Prevention Garden". Students helped get the soil ready and plant a wide selection of flowers to help represent our diversity and kindness to each other. We also enjoyed lunch outside on a beautiful June day.



We are proud to share that 9 senior members of the SWHS Students Against Destructive Decisions Club received scholarships during the Dollars for Scholars ceremony in June. Many of the recipients were involved in the club for 4 years and made incredible contributions, including creating new programs like the Liquor Store Prevention Campaign. They worked hard to encourage unity, promote prevention and create connections. We wish them all the best of luck in their future endeavors!

**Look what we have coming up this summer:**

**MAKE A DIFFERENCE PROGRAM:**

If you could make a difference in this world, would you? We invite middle and high school students to join us for the Make a Difference Program. We will learn about a local organization, and then we will DO something to help them. We will focus on projects that will help sick children, families in need and local soup kitchens. Middle School Session (entering 6th, 7th & 8th): July 17th, 18th and 19th. 5-8 pm. High School Session (entering 9th-12th): August 14th, 15th and 16th. 5-8 pm. \$30 each Session, dinner is included. Register on Eventbrite. Contact Kathy Reed at [kreed@swindsor.k12.ct.us](mailto:kreed@swindsor.k12.ct.us) for more information.

**MOVING ON UP:**

S.W. Youth and Family Services staff, Robin Lagasse and Kathy Reed, will offer a transition group for students entering 6th grade this fall. Come learn more about TEMS, meet new friends, go on a tour and have your questions answered before the start of 6th grade. You may register for one session on a day that works for you. The program is free and you can register today by going to EVENTBRITE.

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, LSMW*



## ***July 2018 Town Council Meetings and Events***

### ***Meetings***

**Monday, July 2, 2018**  
**7:00 pm Regular Meeting**  
*Council Chambers*

**Monday, July 16, 2018**  
**7:00 pm Regular Meeting**  
*Council Chambers*

### ***Holidays***

**Wednesday, July 4, 2018**  
*Town Offices Will Be Closed in Observance of Independence Day*

*Layout by Samara Haddock, Confidential Secretary*

