

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN MINUTES
APRIL 7, 2009

I. TIME AND PLACE OF MEETING

Ms. Menard called the meeting to order on Tuesday, April 7, 2009 at 7:30 p.m. at the East Windsor Town Hall

II. ATTENDANCE

Denise Menard, First Selectman
Gilbert Hayes, Deputy First Selectman
Dale Nelson, Selectman
Mark Simmons, Selectman

Unable to attend: Edward Farrell, Selectman (scheduled)

III. ADDED AGENDA ITEMS - None

IV. PREVIOUS MINUTES

A. Approval of Regular Meeting Minutes of March 17, 2009

MOTION: To approve the regular meeting minutes of March 17, 2009, as submitted.

Made by Ms. Nelson, Seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED.

V. PUBLIC PARTICIPATION

Ernie Texiera – Chairman of Veterans Commission spoke and stated that Freddy McDermott, a member of the Veterans Commission, died and also member, Bill Abbe lost a grandson. A moment of silence was observed at the meeting.

VI. COMMUNICATIONS – The following were for the board's information:

- A. Connecticut Labor Force Data/January 2009
- B. March Financial Reports
- C. CCM/Proposed Budget Impact on East Windsor
- D. Status of Appeals on the Grand List of 10/1/2007
- E. Notice of CCM Training Workshops

VII. SELECTMEN'S REPORTS

A. Denise Menard, First Selectman – No report tonight due to heavy agenda.

B. Gilbert Hayes, Deputy First Selectman

- School Curriculum Director was awarded a Grant of \$2500 for the Community Conversation project. A meeting will be held April 28.
- Mr. Hayes went to the Capitol for National Donate Life Month and presented Ms. Menard with the flag to be flown at Town Hall.

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN MINUTES
APRIL 7, 2009

- Wetlands Commission – as members are aware that there will be a freeze on conferences and training a few commissioners have signed up for informational conferences the should attend before the end of the fiscal year.

C. Edward P. Farrell, Selectman – None

D. Dale Nelson, Selectman

- ZBA meeting held and the variance went through.
- Housing Authority will host a meet and greet of new director on April 8. Also the goals and initiatives of the person funded through a grant who assists the programs was discussed. Karen Boutin was commended for efforts recently in activities related to the housing authority.

E. Mark Simmons, Selectman

EDC will sponsor meet and greet public officials on April 29 at 5:30 to 7:00 La Notte. Park and Recreation received the \$25,000 grant for the Boundless Playground and they are seeking assistance from local businesses to help fund that playground project. The summer program registration has begun.

Veterans commission – Memorial Day parade will be on May 25. Annual scholarships \$500 each one for a boy and one for a girl will be awarded at the end of the school year. The Commission voted to help Women's Fellowship at First Congregational Church Veterans by donating the postage needed to send care packages to troops in Iraq which will go on for nine months.

VIII. BOARD AND COMMISSION RESIGNATIONS & APPOINTMENTS

A. Resignations:

David Tyler, Planning & Zoning Commission Alternate

Ms. Menard noted this resignation was dated February in the Zoning office and had not been forwarded to the Selectmen or the Town Clerk, therefore, it is on the agenda this evening.

MOTION: To accept, with regret, the resignation of David Tyler as an alternate from the Planning and Zoning Commission

Made by Mr. Simmons, Seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED

B. Re-Appointments:

Adam Mehan (D), Board of Finance Alternate, term to expire 11/17/2009

Mr. Mehan was appointed as an unaffiliated voter to BOF, even though endorsed by Democrats the town clerk stated he could not serve if he was not a Democrat. Because it was an elected position it has to be replaced with someone of the same party. A new voter registration card was filled out by Mr. Mehan.

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN MINUTES
APRIL 7, 2009

MOTION: To reappoint Adam Mehan as an alternate to the Board of Finance for a term to expire 11/17/2009.

Made by Ms. Nelson, Seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED

C. New Appointments: None

D. Board and Commission Current Vacancies (See Attached)

MOTION: To take item 10C out of order

Made by Mr. Hayes, seconded by Ms. Nelson

ALL MEMBERS IN FAVOR. MOTION CARRIED.

C. Charter Revision Presentation

Bonnie Yosky came before the Selectmen and briefly discussed the Draft Charter. After the public hearing the Commission changed a few items on the draft. The Commission is now seeking the comments of the Board of Selectmen. Ms. Yosky will be the liaison between the Charter and the Selectmen. If there are any questions the next Charter Revision Commission meeting (4/23) would be a great time to hold a joint workshop. Ms. Yosky indicated that the Charter was turned into the Selectmen on April 6, so the Selectmen have 45 days to hold a public hearing and then the Selectmen give the Charter Revision Commission their recommendation and then the Charter Revision Commission has 30 days to respond. Ms. Yosky indicated the goal in drafting this document was to incorporate voter interest, town employee interests and town interests. A lot of the micromanaging was removed and it was made more general as a guideline making the ordinances be the driving force for managing. Ms. Menard applauded the committee and the success of the public hearing. Ms. Yosky indicated the Commission had two recommendations for the Board of Selectmen:

1. It was felt the BOS needs to look over the Cemetery Association. The money goes directly to the Cemetery Association and it is felt it should go thru the town; who owns the land. This is a complex issue that is not part of the charter revision document, but it was felt the Selectmen should receive the information.
2. It was suggested the Selectmen form an ordinance review committee to see that the ordinances are in agreement with the Charter and up to date. According to the attorney there are several ordinances that do not agree with the Charter.

MOTION: To return to agenda order

Made by Mr. Hayes, seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED.

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN MINUTES
APRIL 7, 2009

IX. UNFINISHED BUSINESS

A. DEP/Television & Computer Equipment Recycling Program/
Presentation by Brian Watson, NLR Representative

Brian Watson of NLR came before the Board. There is not much info to share from State of Connecticut DEP. They are looking at different options from different states for E-waste. While originally it was thought this would be in place by 2009, it looks like in June the DEP have an idea of what to do starting in 2010. Right now there is a state contract price can offer to town. There will be more information once DEP decides what to do – the various potential options were briefly overviewed.

Rhode Island, Maine, California, Minnesota and Wisconsin have state programs in place for E-waste. Ms. Menard mentioned that CRRA is doing programs as well. Mr. Watson detailed that residents will call NLR for information but NLR who works with businesses or municipalities, not much in the private sector. Mr. Watson offered for East Windsor to hold collection days at the NLR facility on Main Street – it is at \$0.17 per pound, but it can save town staff from working the e-waste collection days. It was thought this could help the town out and maybe be done quarterly, whatever the Town and NLR can agree to. The variety of recyclable electronics was discussed.

NLR is universal waste recycler – Mr. Watson detailed what the wastes are and how the items are broken down and recycled, as well as some brief examples of how this is done. Recycling of light bulbs was discussed, including the collection sites at Home Depot and Whole Foods. The recycling of mercury was discussed, as well as the dangers associated with mercury.

The Selectmen thanked Mr. Watson for coming in and sharing the information.

B. Resident's Request/Municipal Tax Amnesty

The Board was waiting to hear back from the Tax Collector on this item. Ms. Regina went to a seminar which included 17 other Tax collectors who advised that their towns all voted No for this concept. The board discussed the great concept but acknowledged the administrative piece of this would be very tricky. The work done to date in comparing East Windsor to other towns was discussed about 50% of those towns had some sort of amnesty program. East Windsor's tax breaks/rebates were discussed. The burden to oversee, for example, a \$500 amnesty until repaid to town is a huge task for the oversight. The concept of deferring payments was discussed. If the Board approached this, it would need to adopt a specific policy in this regard. It was mentioned that this is a tough time of year to discuss this issue with the budget in motion. It was suggested that this item be tabled to July, 2009.

MOTION: To postpone discussion on the Resident's Request/Municipal Tax Amnesty until July, 2009, after the budget season.

Made by Ms. Nelson, seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED.

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN MINUTES
APRIL 7, 2009

C. WHPFD & BBFD Request for Funding

Deputy Chief Gerald Bancroft of BBFD, Chief James Barton and Tony DeMastroantonio of WHPFD came before the board to discuss again the need for a recorder on the incident channels as well as the quote from Marcus. They were before the Board of Selectmen previously on this item.

As requested, they investigated working with the police department to gain the recorded incident channel. To tie into the police department system turned out to be too expensive – the equipment there was more than what the fire department needs which is only the ability to record for liability and training. The recorder would be located at Station One in Warehouse Point and BBFD would have access to it and log in remotely. The cost to do so at the police department was discussed, including the upgrades to that system to add the fire departments.

The fire departments currently have nothing that records the incident channels. While this was just recently discovered, this has been the situation for five years, since completion of the radio project. The dispatch channel thru RN is recorded – the fire action stations (a/k/a incident channels) are not currently recorded. The recorder would be used for all incidents, barring items such as water basements pump outs, which use the dispatch channel as they do not switch to an incident channel. Any time more than one apparatus responds an incident channel is used – currently the incident channels are not recorded.

It was explained that incident channels break it up so everything is not on one channel. There was no problem with the former communication system as the channels used on the old system were all recorded by TN. That is not so with the new communications system, and it was an item that was overlooked in the communications project. TN cannot record as TN does not monitor the incident channels. TN is involved in the dispatch channel which requests for help and chatter back and forth – TN does not even have the town incidents channels as they do not need to hear “we are pulling a line to the second floor.” TN just needs to hear “we are on scene”.

They are before the Board now because they just realized this situation. Before the communication system was in place, five years ago, the departments only operated on one channel, now there are four additional lines, with the new communication project. The discussion regarding liabilities in not having these recorded channels was discussed and the importance of having recorded channels. The training component for the recorded incidents was discussed as well.

Additional quotes have been received since the last time the gentlemen were before the Selectmen and the quotes are lower now. It was thought there should not be any maintenance upkeep. This request is not for an added appropriation, but it was thought this could be purchased with approval of the Selectmen using the communication line. Review of the communication line and the 08/09 budget amount and expenditures was discussed. Chief Barton suggested if the Selectmen would authorize \$4500 from the communication line then the two departments could work together and split the remaining due to some shared equipment opportunities. Chief Barton and Deputy Chief Bancroft stressed this is something

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN MINUTES
APRIL 7, 2009

that has to get done, there is a need for it and the departments do not have the money to go the whole item, but are willing to help meet this goal, with assistance from the communications line. Timing of the payments to Marcus was discussed. The concern with using the communication line for this is that it is a town wide communication line not a fire department line. Deputy Chief Bancroft spoke with the police department and they will not have a problem with this. Chief Barton inquired if in the new fiscal year the departments could both get the money back as their thought was to rearrange fiscal items now to pay for the recorder in a timely fashion, but if they could be reimbursed in the new fiscal year using the 09/10 communication line. The fire departments pitch in the money now and then the communications line for 09/10 be returned. After much discussion it was thought that any money left in June in communication line, it be returned to the fire departments.

MOTION: To Authorize \$4500 from communications line be designated toward the Marcus Communications Recorder Project for the Warehouse Point Fire Department and Broad Brook Fire Department, with the understanding that the fire departments will work together to split the remainder of the bill.

Made by Mr. Hayes, Seconded by Mr. Simmons

Discussion: It is expressly understood that any money that is left in the communication line at the end of fiscal year 08/09 in the communications line will be returned to the fire departments to cover the portion they contributed.

If there are no funds left in that communications line there will be no reimbursement to the fire departments.

ALL MEMBERS IN FAVOR. MOTION CARRIED

- D. *Discussion and Action regarding Snow Removal Ordinances
 - 1. Ordinance 68-2 Concerning the Removal of Snow and Ice
 - 2. Ordinance 74-4 Concerning Night Time Parking and Also Snow Removal in the Town of East Windsor
- E. *Public Safety Communications Committee

X. NEW BUSINESS

- A. Ken Crouch, Veterans Commission/Request Regarding Outdoor P.A. System

Ken Crouch came before the Board. For town wide events, the Veterans Commission has been borrowing a PA system for many years from Bob Yosky and they need to get their own system now. Discussion of the unusable PA system in the meeting room, as well as the smart board abilities for a speaker system in the meeting room was discussed. If the smart board is adapted for use in the meeting room and the Veterans would like to use the system that is located behind the Board of Selectmen table. The Veterans have donations of the speakers. There will also be wire, stands and microphones would be added. The Veterans would have this whole system in their possession and let the town use it at any time and it would probably be stored at the town garage, as is done often. If the Veterans Commission has the PA system, they will be responsible for it – call them to set it up. Rand Stanley was present in the room for the conversation and offered an amplifier to the Veterans Commission free of charge - prior to Memorial Day - as the amplifier in the meeting room would not work.

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN MINUTES
APRIL 7, 2009

B. Adopt The Silver Star Banner Day Proclamation

MOTION: To Proclaim May 1, 2009 as Silver Star Banner Day and to authorize the First Selectmen to sign the Silver Star Banner Day Proclamation.
Made by Ms. Nelson, Seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED

C. Charter Revision Presentation – ADDRESSED ABOVE

D. Proposed Purchase Order Policy

Ms. Menard detailed that there has not been a consistent purchase order policy in place and the document presented was proposed by Cathy Cabral, the Treasurer. This will also address a concern expressed in the past years by the Town Auditor.

MOTION: To adopt the Purchase Order Policy (amended as of 4/3/09) as presented
Made by Ms. Nelson, Seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED.

E. Discussion of Employee Manual Suggestions

Ms. Menard wants to begin the process of drafting this document to enable consistent procedures in place. An example of that ongoing effort is the agenda item above. Ms. Menard was going to use as a guide the school side employee manual and provide the Board with a draft. The supervisors will be involved in this process. The Board concurred in Ms. Menard beginning the drafting process.

F. April/Fair Housing Month

1. Adopt Fair Housing Resolution

MOTION: To adopt the Town of East Windsor Fair Housing Resolution as presented and authorize the First Selectmen to sign the Fair Housing Resolution.
Made by Mr. Hayes, Seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED

2. Adopt Fair Housing Policy Statement

MOTION: To adopt the Fair Housing Policy Statement, as presented and to authorize the First Selectmen to sign the Fair Housing Policy Statement.
Made by Mr. Simmons, Seconded by Ms. Nelson
ALL MEMBERS IN FAVOR. MOTION CARRIED

3. Adopt Title VI Equal Opportunity Statement

MOTION: To adopt the Title VI Equal Opportunity Statement, as presented and to authorize the First Selectmen to sign the Title VI Equal Opportunity Statement.
Made by Ms. Nelson, Seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN MINUTES
APRIL 7, 2009

G. Approval of Tax Refunds

MOTION: To approve the tax refunds in the amount of \$4,121.20 as recommended by the Tax Collector

Made by Mr. Hayes, Seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED

XI. BUDGET MATTERS

A. Budget Discussion

Ms. Menard distributed the budget revenue projections. The treasurer updated her draft budget sheet for all to have. Also, the 12% shortfall from State of Connecticut is new figure, adjusted as a result of the CCM numbers which appeared better than originally thought. The revenue side was discussed in detail, including possibilities in how to meet the budget numbers.

Ms. Menard also discussed the example of the Town of Somers letter which is historically sent to the residents. It provides basic, specific proposed budget information and dates for residents regarding the budget process. The Selectmen felt it was important to make efforts to get information to the public regarding the budget. Ms. Menard will investigate the cost of this idea, to produce and mail out. It was suggested that the Honor Society at the high school is looking for projects to do and the coordinating of mailing (i.e. folding, envelopes, etc) would be ideal for them to do. The Selectmen have also discussed the idea of a public forum, but that is difficult as there are no hard State numbers to work with yet. It was thought that May 2 would be an opportunity to do hold a public forum, a few days before the public hearing, but it may get information to more people. Ms. Menard also distributed a survey that would help obtain public input and requested the Selectmen get in touch with her with any suggested additions or deletions. It was thought this survey could be distributed and collected at the public hearing.

XII. EXECUTIVE SESSION

A. Pursuant to C.G. S. Section 1-200 (6)

Budget Related Contract Matters

MOTION: To enter into Executive Session Pursuant to C.G.S. Section 1-200(6) Budget Related contract matters at 9:50 p.m.

Made by Ms. Nelson, Seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED

MOTION: To come out of Executive Session at 11:17 p.m.

Made by Mr. Hayes, seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN MINUTES
APRIL 7, 2009

XIII. ADJOURNMENT

MOTION: To adjourn at 11:18 p.m.
Made by Mr. Hayes, seconded by Ms. Nelson
ALL MEMBERS IN FAVOR. MOTION CARRIED

Respectfully submitted,

Cynthia D. Croxford
Recording Secretary

*Starred items will not be discussed, but will remain on agenda pending receipt of additional information.