

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
MEETING APRIL 21, 2009

I. TIME AND PLACE OF MEETING

Ms. Menard called the meeting to order on Tuesday, April 21, 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 April 7, 2009

**MOTION: To approve the regular meeting minutes of April 7, 2009, as submitted.
Made by Ms. Nelson, Seconded by Mr. Hayes
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

B. Approval of Special Meeting Minutes of April 14, 2009

**MOTION: To approve the special meeting minutes of April 14, 2009, as submitted.
Made by Mr. Hayes, Seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

V. PUBLIC PARTICIPATION - None

VI. COMMUNICATIONS – the following were for the Board's information

- A. CCM/Proposed Budget Impact on East Windsor
- B. Connecticut Labor Force Data/February
- C. Budget Referendum Petition
- D. Spring Yard Clean up Notice

VII. SELECTMEN'S REPORTS

A. Denise Menard, First Selectman – No report

B. Gilbert Hayes, Deputy First Selectman

- BOE – There is a student going to University of Hartford for graphic design and his Keep It Green thesis and the booklet was distributed. The student agreed to come a Selectmen meeting to make a brief presentation.
- Mr. Hayes attended the Donate Life event at the Capital and he read the thank you note received from attending the event.

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
MEETING APRIL 21, 2009

- East Windsor Community Conversation will be next Tuesday night (4/28) at 5:00 p.m. at the East Windsor High School cafeteria – no charge to attend, it is grand money – Sam Buccas providing dinner and desert from another entity.

C. Edward P. Farrell, Selectman – No report

D. Dale Nelson, Selectman

- Housing Authority meeting attended and Ms. Nelson distributed a thank you to the Selectmen which was signed by the residents at Park Hill. They also gave a token of appreciation to Karen Boutin. There are some great new programs in place.
- Building Committee discussed the animal control building, which will host discussion tonight. The list of maintenance projects will be reviewed.

E. Mark Simmons, Selectman

- Veterans Commission – getting ready to review scholarship applications; Memorial Day activities are in full swing (the events are held rain or shine); flags will be put up this week.
- Planning and Zoning – residents from Coleman Farms showed up and were intensely worried about situation as development is not progressing as fast as they would like. The residents had questions and views to express. Recycled Concrete Products is applying for change of hours of operation and looking for a special permit.
- Parks and Recreation meeting expressed concern over budget issues.
- EDC has a meet and greet April 29 for East Windsor officials; Community Day is May 9; Chamber of commerce is seeking people for the East Windsor website video.

VIII. BOARD AND COMMISSION RESIGNATIONS & APPOINTMENTS

A. Resignations: None

B. Re-Appointments: None

C. New Appointments:

Planning & Zoning Commission Alternate Vacancy (D), 4-year term to expire 12/1/2010

In the meeting packet was an item from the Republican town committee for John Burnham. Ms. Menard directed the Selectmen to the Commission membership sheet, there is an unaffiliated and republican alternate already. Denise spoke with the Town Clerk, the Planner and Chairman of the board and they prefer to have a democrat in the spot to balance the commission out. Denise spoke with Linda Sinsigallo of the Republican Town Committee. The dynamics of the Commission and party representation was discussed. Linda Sinsigallo understood this should be a democrat. Mr. Simmons indicated he heard from John Burnham, who knew of the party issue, but Mr. Burnham still expressed he would like to be on the committee. The Selectmen discussed the dynamic of this committee and the consensus that there is a need for balance, as well as taking into consideration the preference of the Town Clerk, the Planner and the Chairman

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
MEETING APRIL 21, 2009

of the Board. It was made clear this is not about Mr. Burnham, but about party representation. No action taken for this nomination.

D. Board and Commission Current Vacancies (See Attached)

MOTION: To take Item 12A out of order
Made by Ms. Nelson, seconded by Mr. Simmons
All members in favor. Motion carried.

XII. EXECUTIVE SESSION

A. Pursuant to C.G.S. Section 1-200 (6)
To Include Town Assessor

MOTION: To enter into Executive Session at 8:05 p.m. pursuant to C.G.S Section 1-200(6), to include the Selectmen and the Assessor, Carol Madore
Made by Mr. Hayes, seconded by Ms. Nelson
ALL MEMBERS IN FAVOR. MOTION CARRIED

MOTION: To come out of Executive Session at 8:37 p.m.
Made by Ms. Nelson, Seconded by Mr. Hayes
ALL MEMBERS IN FAVOR. MOTION CARRIED.

ACTION

MOTION: To approve the settlement agreement for 60 Bridge Street LLC vs. Town of East Windsor in accordance with the Town Assessor's recommendation to reduce the fair market value of real property located at 60 Bridge St. by 12.71% for the Grand List of October 1, 2007
Made by Mr. Hayes, seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED.

MOTION: To approve the settlement agreement for 42-44 Bridge Street LLC vs. Town of East Windsor in accordance with the Town Assessor's recommendation to reduce the fair market value of real property located at 42-44 Bridge St. by 8.84% for the Grand List of October 1, 2007.
Made by Mr. Simmons, seconded by Ms. Nelson
ALL MEMBERS IN FAVOR. MOTION CARRIED.

MOTION: To approve the settlement agreement for KGS Realty Inc. vs. Board of Assessment Appeals of the Town of East Windsor, Town Clerk of East Windsor & Town of East Windsor in accordance with the Town Assessor's recommendation to reduce the fair market value of real property located at 17 Thompson Rd. by 19.47% for the Grand List of October 1, 2007.
Made by Ms. Nelson, seconded by Mr. Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED.

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
MEETING APRIL 21, 2009

**MOTION: To approve the settlement agreement for Wyndwood Apartments Connecticut Limited Partnership vs. Town of East Windsor in accordance with the Town Assessor's recommendation to reduce the fair market value of real property located at 49 South Main Street by 11.4309% for the Grand List of October 1, 2007. Made by Ms. Nelson, seconded by Mr. Hayes
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

**MOTION: To take Item 10c out of order
Made by Mr. Hayes, seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

C. Proposal regarding Animal Control Facility

Jim Henzy part-time Animal Control Officer came before the Board. Ms. Menard indicated there have been discussions with the Building committee, the police department and the building inspector. Ms. Menard detailed there was a proposal from the Town of Windsor Locks with the regional cost sharing with Windsor Locks was at \$15/day. Ms. Menard provided the history of the East Windsor Facility which is in disrepair, including the Building Inspector's report, as well as the history of fuel costs. The building committee had a subcommittee that went to the existing animal control facility – which has been cleaned out significantly and there is not a lot to be done to the building to make it safe. There was discussion on using this East Windsor facility – the Board reviewed a historic account of the activities and animals cared for at the facility provided to them by the Jim Henzy.

When there is a dog, seven days after run in the newspaper the dog becomes property of East Windsor. In the interim there are efforts to get the pet adopted. This is regards to dumped or stray dogs. The \$15 a day proposal by W.L could cost a lot of money – the list provided shows that some dogs can be there for many days. If the facility in E.W. is kept, the town pays for the heat at the building when there is a dog there. There is no longer a person in the facility – the animal control officer is housed at the police department. The town will not buy food anymore as so much is donated by residents. The number of animals a month historically was discussed. There is no recoup for adopting a dog (\$5). The State of Connecticut program for neutering animals and the vouchers cost associated was discussed. If there is a town dog loose and it has to be brought to the pound – there is a \$15 fine. But if a dog is found, with a tag and it is delivered to the house, there is no fine.

It was felt the savings to go out to Windsor Locks would be minimal and as the facility is cleaned up and appropriate for animals, then it makes sense to keep the facility status quo. Mr. Henzy detailed where the dogs that cannot get adopted go.

**MOTION: To decline the proposal from Windsor Locks regarding use of the Windsor Locks animal control facility and to continue using the East Windsor animal control facility as recommended from the Building Committee and the Animal Control Officer.
Made by Ms. Nelson, seconded by Mr. Hayes
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
MEETING APRIL 21, 2009

MOTION: To return to agenda order
Made by Mr. Hayes, seconded by Ms. Nelson
ALL MEMBERS IN FAVOR. MOTION CARRIED.

IX. UNFINISHED BUSINESS

A. DEP/Television & Computer Equipment Recycling Program/Information
from CRRRA

Ms. Menard did some investigation on the CRRRA website; which East Windsor is a member. For the next year CRRRA has recycling of electronic equipment at a number of local sites. This is an interim solution, but it was stressed that a program needs to be put in place for next year if the State puts one in place. The board agreed that Ms. Menard should put the listing provided by CRRRA on the website for resident's information.

The gentleman who came to the board at the last meeting and made a presentation on this issue indicated that as they are local business they would do a local collection at their site when needed. He will be in touch with Ms. Menard after the budget season to discuss this proposal.

B. Public Safety Communications Committee

Membership would include fire department chiefs or representatives, a fire marshal representative, a police department member, an emergency management member. As the ambulance is a for profit organization it was felt it should not be a part of the committee. This is a group that can meet during the daytime – sort of as subcommittee of departments that meets quarterly to discuss equipment and needs, as well as budget recommendations.

It was thought an 18 month committee would get through next years budget. Based on the findings in the first 18 months it can be determined if it remains ad hoc or should become permanent. Ms. Menard will draft a motion for the next meeting, a motion to establish the committee for 18 months, the charge as established at the March 17 meeting, with additional language regarding grants and awards.

C. Discussion of Charter Revision Commission Proposals

Ms. Menard detailed that a public hearing needs to be held shortly on this item. Ms. Menard is meeting with Bonnie Yosky on Thursday at 430; Mr. Simmons and Mr. Hayes can be present. This will be posted.

MOTION: To postpone this item to a Special Meeting on Thursday, April 23, 2009.
Made by Ms. Nelson, seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED.

D.*Resident's Request/Municipal Tax Amnesty (Postpone until
July 2009)

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
MEETING APRIL 21, 2009

- E. *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
- F. *Employee Manual

X. NEW BUSINESS

- A. Adopt Department of Economic and Community Development Resolution

Prior to the meeting there was a public hearing where Denise Menard, Len Norton and Larry Wagner. No one was in attendance. The Prospect Hill project had a public hearing at the beginning which was well attended

MOTION: To authorize First Selectmen, Denise Menard, to sign the Department of Economic and Community Development, State of Connecticut, Certified Resolution of the Governing Body, as read and attached (electronically) as Attachment A.

Made by Ms. Nelson, seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED

- B. Municipal Town Clerks Week Proclamation

C.

MOTION: To authorize Denise Menard to sign the Proclamation Municipal Clerks Week Amy 3 through May 9, 2009.

Made by Ms. Nelson, seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED.

- C. Proposal regarding Animal Control Facility – Addressed above out of order

- D. Cancellation of Board of Selectmen's Meeting

- 1. May 5th due to Budget Public Hearing
- 2. May 19th due to Annual Town Budget Meeting

MOTION: To cancel the regular Board of Selectmen meetings on May 5 and May 19, 2009.

Made by Mr. Hayes, Seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED

- E. Set Special Board of Selectmen Meetings

This will be done at a later date when it can be determined what is needed. It was thought maybe the Selectmen could meet prior to the other events on the 5th and 19th.

- F. Approval of Tax Refunds

MOTION: To approve the tax refunds in the amount of \$4,985.03 as recommended by the Tax Collector

Made by Ms. Nelson, Seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED.

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
MEETING APRIL 21, 2009

XI. BUDGET MATTERS

A. Budget Discussion

The Board of Finance at their meeting last Wednesday decided there should be \$392,000 cuts from the town side of the budget and \$460,000 from the Board of Education. Ms. Menard met with the two biggest budgets, the police and public works and sent a mass email (which Selectmen were copied) regarding this directive as well. Ms. Menard distributed emails and information and recommendations in writing from departments regarding the budget items. Ms. Menard also distributed a spreadsheet from the Treasurer with proposal budgets and effect on the mill rate.

The request was for a no increase budget and when you add the fact there is a decrease in projected revenues it presents an issue. The board also needs to think about what is projected for decline in revenue. Ms. Menard met with federal leaders and it was said one frustration is there is stimulus money to be coming, however it cannot be used for programs in the now – as it is stimulus money it needs to be for new programs. The difficulties associated with that were discussed and are being investigated. Ms. Menard expressed her frustration with lack of help from the state level as far as information goes for the towns to work with and which proposal to use when figuring the town budgets.

At first CCM was saying 10% to 15% decrease in revenue; and the latest is 12% reduction. Extensive discussion took place regarding the stimulus money expected and how it will be used by the State and the frustrations it presents on the Town side.

Ms. Menard mentioned she has noted a discontent as it was requested for a zero budget proposal – those were given – and now there is request for cuts to those requests. The small business closures and the projected problems were discussed. More discussion regarding frustrations at the State level were expressed – the state of the budget was discussed and the expectation of frustration with any proposed tax increases.

The Supervisors union stated they wanted information and Ms. Menard will get what she can to them, but the letter also stated they want a guarantee of no lay offs, which Ms. Menard cannot do.

Ms. Menard provided a proposal to reduce part time staff, not eliminate it, but reduce hours across the town - at four hours per person for all part time staff would be \$38,000; five hours is \$52,000 and six hours is \$58,000 savings. **Mr. Simmons abstained from the discussion.**

Consensus (abstained Mr. Simmons): The Board of Selectmen recommended reduction of part time staff by five (5) hours across the board – which would present a \$52,358 savings.

As there is an office supply line in the Town Property budget; Office supply line of \$600 across the board as there is centralized purchasing now, except for Tax Collector, Town Clerk and Assessor for their specialized needs specific to the Department. There is a lot of oversight to maintain cost savings.

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
MEETING APRIL 21, 2009

The emails from the various departments with where cuts could be made were reviewed.

Consensus: Office supplies for all offices will be \$600 as already beyond that unless they require specialty office supplies (i.e. Tax Assessor, Town Clerk, Tax Collector).

Office supplies for Selectmen -\$350, Treasurer -\$600; Town Clerk -\$1,010; all together reduction was Assessor office reduced: supplies – 150; senior center supplies -\$400 (it was noted Ms. Clynch was out and Ms. Burns will be getting more information)

2145 police department Chief and Deputy Chief suggestions. As the board knows originally full time animal control and replaced with two part time animal control officers – it was felt Jim Henzy flexible enough and could reduce part time person by \$1600; also took away animal control officer overtime \$3,000 and to be consistent, part time salaries recommendation can cut \$2,000. Total reduction \$21,000.

Public works – trimmed the tree budget \$1,000, understanding if there is an emergency may have to come back for money; purchase services reduced \$2,000; because of combo park and recreation with public works they could make up difference in overtime trimmed \$2,305 off overtime; vehicle maintenance reduced \$2,000 and gas and oil \$1,000. Again cautioned this combo of personnel is new, but suggested reduction \$8,305 reduction.

Human Services reduced \$300 printing, also reduced office supplies by \$500. Total reduction \$800. Later in the meeting further discussion took place regarding mileage and conferences/training.

Warehouse Point Library – Vince Bolgogna called to ask what he can do to help but he needed to know about cuts now as they need to buy Summer books. There are concerns that the economy situation would make for people use the library more. A reduction of 3% is \$6975. It was the Selectmen recommendation to reduce this budget \$7,000.

Broad Brook Library was reduced 3% which is a \$150 reduction.

Park and Recreation -\$150; \$-2000 for electricity; -\$2000 site improvements. Ms. Green was present and indicated when irrigation systems put in electrical was over budgeted, so there is a savings. It was noted site improvements was reduced at the start of the budget season and Ms. Menard suggested reductions from this line. The chairman of Parks and Recreation was present and indicated a lot of site improvements are safety related and there was concern that reductions are made tonight and further reductions made by the Board of Finance. Ms. Menard indicated she has received more than one call to close parks and would prefer not to go that route and rather make budgets. Ms. Menard suggested the memo be drafted that reflects what the reductions would do to services. Total reductions to \$4150.

Ms. Menard indicated the Town is on the door step of lay offs and they are trying to avoid that prospect.

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
MEETING APRIL 21, 2009

Historic Society and Commission history of budgets were discussed. It was recommended to fund each \$500. (-\$500 from society and \$-1000 commission) Total \$-1500.

Ambulance made a presentation and Board of Finance had discussion about that and asked the Association to take a 10% cut which is 12.5% and then recommended the Selectmen ask. Original proposal was \$25,000. The Selectmen discussed the electric stretcher costs and the safety of the patients. It was understood at \$100K – state of the art ambulance, but the Town cannot afford \$40,000 stretchers. It was stated time and again that nobody questions the superior services. The idea of going out to bid was discussed as well. Ms. Menard will call the Chief Wednesday and explain the Boards are asking everyone to pitch in and seek 10% reduction in the proposed cost.

Cemetery Association will be reduced 10% (-\$2,000)

The recommended reduction by the Selectmen as discussed above amounts to \$112,273. Ms. Menard will email this to the Selectmen for tomorrow's Board of Finance meeting. Ms. Menard discussed that this is not the amount the Finance Board requested and discussed what the Board of Selectmen want to say to the Finance Board. The unions lack of concessions were discussed – including that the nonunion workers and public works unions have taken hits; now the part time has taken a cut.

XII. EXECUTIVE SESSION

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

To Include Town Assessor - **ADDRESSED ABOVE OUT OF ORDER**

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

Contract Matters

MOTION: To enter into Executive Session at 10:51 p.m. pursuant to C.G.S Section 1-200(6), to include the Selectmen only

Made by

Seconded by

ALL MEMBERS IN FAVOR. MOTION CARRIED

MOTION: To come out of Executive Session at 11:10 p.m.

Made by Mr. Simmons, Seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED.

MOTION: To approve all monetary proposals regarding Local 1303-192, AFSCME Council 4, AFL-CIO July 1, 2008 - June 30, 2012.

Made by Ms. Nelson, seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED

XIII. ADJOURNMENT

MOTION: To adjourn at 11:15 p.m.

Made by Mr. Hayes, Seconded by Ms. Nelson

ALL MEMBERS IN FAVOR. MOTION CARRIED.

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
MEETING APRIL 21, 2009

Respectfully submitted,

/cdc

Cynthia D. Croxford
Recording Secretary

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

Attachment A (.pdf electronic attachment submitted)