

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
MINUTES OF JULY 21, 2009

I. TIME AND PLACE OF MEETING

Ms. Menard called the meeting to order on Tuesday, July 21, 2009 at 7:34 p.m. at the East Windsor Town Hall

II. ATTENDANCE

Denise Menard, First Selectman
Dale Nelson, Selectman
Mark Simmons, Selectman
Richard P. Pippin, Jr., Selectman

Unable to attend: Gilbert Hayes, Deputy First Selectman (scheduled)

III. ADDED AGENDA ITEMS - None

IV. PREVIOUS MINUTES

A. Approval of Regular Meeting Minutes of July 7, 2009

MOTION: To approve the regular meeting minutes of July 7, 2009, as submitted

Made by Ms. Nelson, Seconded by Mr. Pippin

ALL MEMBERS IN FAVOR. MOTION CARRIED

V. PUBLIC PARTICIPATION - None

VI. COMMUNICATIONS – the following was for the Board’s information
A. Connecticut Labor Force Data/June 2009

VII. SELECTMEN’S REPORTS

A. Denise Menard, First Selectman – Ms. Menard read her report of the day to day happenings to keep the Board informed. A copy of the report is attached electronically to these minutes.

B. Gilbert Hayes, Deputy First Selectman – No report

C. Dale Nelson, Selectman

Housing Authority – Damage at a building at Park Hill going to cost about \$25,000 to be fixed; the new Director is doing a fine job.

D. Mark Simmons, Selectman
PZC – Reported standard activities with applications
Veterans Committee – Special Meeting August 13 to discuss upcoming Race Event – November 7.

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E. Richard Pippin, Jr., Selectman

American Heritage River – cleaned the Scantic River from filter beds to Omeila/Woolam Bridge and now they plan to schedule a kayak/canoe tour of rivers; want to see if there is liability coverage with this tour. As a commission they are covered, as was established last year with the clearing project. The canoe tour is covered as this is a recreation as with other town recreations.

VIII. BOARD AND COMMISSION RESIGNATIONS & APPOINTMENTS

A. **Resignations:** None

B. **Re-Appointments:**

Natural Resource Preservation Committee

Albert Grant, (U) as a full member for a four-year term to expire 8/1/2011

James O'Donnell, (D) as a full member for a four-year term to expire 8/1/2011

As the terms on the agenda are incorrect and it was unclear how long the term should be, these two reappointments are postponed to the next meeting.

Volunteer Incentive Committee ,

Ron Masters (D), Cal Myers (R), Daniel Schnobrich (U), Michael Balf (D), Gilbert Hayes (D), Marie DeSousa (D) as full members for an 18-month term to expire 1/1/2011

MOTION: To reappoint Ron Masters, Cal Myers, Daniel Schnobrich, Michael Balf, Gilbert Hayes and Marie DeSousa to the Volunteer Incentive Committee as full members for an 18 month term to expire 1/1/2011

Made by Ms. Nelson, Seconded by Mr. Simmons

Discussion: There was a question if the Board of Finance chairman should sit on the commission. The Committee make up includes a member from the Board of Finance and Board of Selectmen, it was noted that a representative and full member are two different things. Ms. Nelson noted the work the Board of Finance member did to get this committee on same fiscal year. Mr. Pippin wondered if people should be full voting members on a Committee they administer funds to. It was noted that the fire departments have vote too. At this time it was noted that the Fire Department Chiefs were not part of this reappointment and that was questioned. Due to these issues this item is postponed to the next meeting.

Ms. Nelson withdrew her Motion and Mr. Simmons withdrew his second.

C. **New Appointments:**

BMX Skate Park Study Committee

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Jen Ragaglia, (D) as a full member to fill an 18-month vacancy to expire 6/30/2010

MOTION: To appoint Jen Ragaglia to the BMX Skate Park Study Committee as a full member to an 18 month vacancy set to expire 06/30/2010
Made by Mr. Simmons, Seconded by Mr. Pippin
ALL MEMBERS IN FAVOR. MOTION CARRIED.

D. Board and Commission Current Vacancies (See Attached)

IX. UNFINISHED BUSINESS

A Donald Arcari, Property Maintenance Code Official, a two-year term to expire 8/1/2011

This item was postponed from the last meeting due to question of the term; after research on this item and conferring with the Town clerk it was felt there no reason why cannot set a term, so a two year term was set for this appointment.

MOTION: To appoint Donald Arcari, Property Maintenance Code Official for a two year term to expire 8/1/2011
Made by Ms. Nelson, seconded by Mr. Pippin
ALL MEMBERS IN FAVOR. MOTION CARRIED

B. Ron Master/Volunteer Incentive Program Request

Ronald Masters, Co-Chair; Chief James Barton and Mr. Michael Balf came before the board to discuss this item; Ms. Menard provided the board with backup paperwork which detailed the history of the proposals for this Committee (2000 to current year) for the Volunteer Incentive Committee. Mr. Masters indicated the pages provided are the form the program runs on. It is a program and it is the Board of Selectmen's program administered by the Volunteer Incentive Group. The Committee meets quarterly and reviews the expenses so they are aware of where the program is within what is budgeted. Mr. Masters commented on the hard work done to get the information submitted in a timely manner to the Treasurer. Ms. Menard also stated there was a question if this was an increase in budget and it is not. In the past they have returned money; this is not an increase in budget, this is projected to work within their budget. Ms. Menard stated she received an email from the Broad Brook Chief who indicated he is behind this proposal and hopes to see it pass. This is no more money; working within money budgeted they are just paying at a higher rate working within their budget.

There was concern that there is no ceiling and no language if they go over on calls and bust the budget - what will happen when there is no money; hypothetically will volunteers not show up as they are not going to get paid, knowing the budget is spent? Mr. Pippin felt the cause was great, volunteers are doing great, but timing for this is terrible. He detailed the new fire apparatus in recent budgets and that current budget does not provide for raises in Town and these officers and volunteers are getting raises; he commended the job the

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volunteers do; but again everyone else has gone without raises. He made it clear he was not against it, but the timing is poor. Mr. Masters indicated that the history of the program they have turned back money; so it is adequately funded. The Volunteer Incentive managing within their budget historically was discussed in detail. The history of coming back for added appropriations was detailed by Mr. Masters who indicated that was once, in the first year and all was done on estimate; the second time was due to fiscal calendaring. The Board did feel they do a great job and volunteer incentive is important, but this increasing of payouts comes with a warning, if the money runs out, it's gone. Mr. Barton indicated the funding is for the coverage of the one call; whether the call is 12 minutes or 12 hours; it's the same amount. The Board indicated the money is budgeted for the incentive program; if this is how it is allocated; as long as they recall at the end of the fourth quarter if the bucket is dry, there will not be anything there for anyone.

MOTION: To approve the Volunteer Firefighter Incentive Program current proposal of July, 2009, which will be effective January 1, 2010, as discussed.

Made by Ms. Nelson, seconded by Mr. Simmons

Discussion: The selectmen's office will type up this proposal; a copy can be found in the Selectmen's office.

ALL MEMBERS IN FAVOR. MOTION CARRIED

C. Employee Manual

The employee manual will be bound in notebooks recycled from the Assessor's office. Ms. Menard provided the Board with a tentative list of items to be in the manual; Policies and Procedures and Forms, etc that will be in the employee manual. Ms. Menard distributed a Memo dated July 22, 2009 Compensatory Time which will be distributed to the appropriate employees who report to her. This will be provided in hard copy as well as electronically; including that it will be in a shared folder if an employee needs to reference it. The Board also reviewed a Time Off Request Form for Fiscal Year 2009-2010 and Ms. Menard detailed the current practice and the Treasurer's office role; this form will put the burden of tracking on the employee. Ms. Menard worked with the Treasurer's office on creating the form and it will save the Treasurer's office time. The Board discussed briefly the challenges associated with change, but the overall benefit for uniform employee practices.

D. *Public Safety Communications Committee

E. *Resident's Request/Municipal Tax Amnesty (Postpone until August 18th meeting)

F. *Pilot Plan for Park Hill (postponed until September)

G. *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

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X. NEW BUSINESS

- A. Recommendations by the Board of Finance to adopt:
1. Capital Assets Policy

MOTION: To adopt the Town of East Windsor Capital Assets Policy and Town of East Windsor Investment Policy, as previously approved by the Board of Finance, effective July 21, 2009.

**Made by Ms. Nelson, seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

2. Investment Policy

- B. Approval of Corporate Resolution needed for Justice Assistance Grant

Ms. Menard detailed the email from the Police Department regarding this Grant. The function of this car for traffic patrol, as directed by the Grant, was discussed.

MOTION: To authorize the First Selectman to submit on Behalf of the Town of East Windsor, a Grant Application to the State of Connecticut, Office of Policy and Management for financial assistance from the CT Local JAG, to provide such additional information, and to execute such other documents as may be required, and to act as the authorized representative of the Town of East Windsor.

**Made by Ms. Nelson, Seconded by Mr. Pippin
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

- C. Approval of Tax Refunds

MOTION: To approve the tax refunds submitted by Tax Collector in the amount of \$2,680.04 dated July 15, 2009.

**Made by Mr. Simmons, Seconded by Ms. Nelson
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

XI. BUDGET MATTERS

Ms. Menard presented the new budget for the Board's review.

XII. EXECUTIVE SESSION

- A. Pursuant to C.G.S. section 1-200 (6) regarding contract matters

MOTION: To enter into Executive Session at 8:40 p.m. pursuant to C.G.S. Section 1-200 (6) regarding contract matters and personnel matters to include the Selectmen only.

**Made by Mr. Simmons, Seconded by Mr. Pippin.
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

MOTION: To come out of executive session at 10:29 p.m.

**Made by Ms. Nelson, seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED**

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XIII. ADJOURNMENT

MOTION: To adjourn at 10:31 p.m.

Made by Mr. Simmons, seconded by Mr. Pippin

ALL MEMBERS IN FAVOR. MOTION CARRIED

Respectfully submitted

Cynthia D. Croxford

Recording Secretary

Attachment; Denise Menard July 21, 2009 Report (electronically attached)

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