

Town of East Windsor
Board of Selectmen Meeting
August 4, 2009

I. TIME AND PLACE OF MEETING

Ms. Menard called the meeting to order on Tuesday, August 4, 2009 at 7:30 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
Gilbert Hayes, Deputy First Selectman (scheduled)

III. ADDED AGENDA ITEMS - None

IV. PREVIOUS MINUTES

A. Approval of Regular Meeting Minutes of July 21, 2009

MOTION: To approve the regular meeting minutes of July 21, 2009, as submitted.

Made by Ms. Nelson, Seconded by Mr. Pippin

Abstained: Hayes

MEMBERS IN FAVOR (Nelson, Simmons, Pippin)

MOTION CARRIED

V. PUBLIC PARTICIPATION - None

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

A. WPCA/Notice of Joint meeting/August 18th

B. Correspondence/FOI Complaint – (7/22; 7/27; and 7/

Ms. Nelson noted that one letter notes 2009/2010 unplanned salary increases awarded in June by Board of Selectmen and she noted there were no “unplanned” salary increases awarded by the Selectmen – they were planned increases – not unplanned.

VII. SELECTMEN’S REPORTS

A. Denise Menard, First Selectman

Ms. Menard introduced Samantha Lee the new Tax Collector. Ms. Menard also provided the Board with an example of the Employee Handbook to view.

B. Gilbert Hayes, Deputy First Selectman – No report

C. Dale Nelson, Selectman

ZBA – detailed a pending application before the Appeals board

D. Mark Simmons, Selectman

PZC – overviewed plan on Route 140 for dog training facility which is exciting which would bring many opportunities to town.

BMX – This committee continues to do fundraising for their initiative

Veterans will meet August 13; race day is November 7.

E. Richard Pippin, Jr., Selectman

WPCA – the same officers as last year were appointed and, as noted previously in the meeting, there will be a meeting with Boards on August 18.

VIII. BOARD AND COMMISSION RESIGNATIONS & APPOINTMENTS

A. **Resignations:** None

B. **Re-Appointments:** None

C. **New Appointments:**

American Heritage River Commission

Albert Grant, (U) as an alternate member for a four-year term to
expire 08/01/2013

**MOTION: To appoint Albert Grant to the American Heritage River Commission
as an alternate member for the four year term to expire 08/01/2013**

Made by Mr. Simmons, Seconded by Mr. Pippin

ALL MEMBERS IN FAVOR. MOTION CARRIED

Water Pollution Control Authority

Philip J. Godeck, (R) as an alternate member to a four-year term to
expire 2/1/2010

**MOTION: To appoint Philip J. Godeck to the Water Pollution Control Authority
as an alternate to a four year term to expire 2/1/2010.**

Made by Ms. Nelson, seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED

D. **Board and Commission Current Vacancies (See Attached)**

IX. UNFINISHED BUSINESS

A. Reappoint: Natural Resource Preservation Committee

Albert Grant, (U) as a full member for a four-year term to expire 8/1/2013

James O'Donnell, (D) as a full member for a four-year term to expire 8/1/2013

MOTION: To reappoint to the Natural Resource Preservation Committee Albert Grant and James O'Donnell as a full members for a four (4) year term to expire 08/1/2013.
Made by Mr. Pippin, Seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED

B. Reappoint: 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 2/1/2011

Ms. Menard attached minutes from October 19, 1999 which references the study committee. It was discussed if the Committee should be reappointed or a permanent committee created and Ms. Menard recommends the 18 month appoint until 2/1/2011; and at that time make it a permanent appointment. It was noted a representative from the Board of Finance and Selectmen are part of the make up, as well as the two fire chiefs need to be added to the committee. It was suggested that this be made as a permanent committee with a firm set of members at the next meeting.

MOTION: To postpone reappointment of Volunteer Incentive committee to next meeting.
Discussion: Ms. Menard will draft the language for the make up of this permanent committee; including two fire chiefs, representatives of Board of finance and board of Selectmen; and members at large.
Made by Mr. Pippin, seconded by Mr. Hayes
ALL MEMBERS IN FAVOR. MOTION CARRIED.

C. Employee Manual – Ms. Menard showed the board the example copy at the time of her report.

D. Resident's Request/Municipal Tax Amnesty

Jason Bowza came before the board to discuss the various ideas on this subject. He presented a summary of the programs available to the town which provided a snapshot of what the Town could do. In his research it is clear that it can be fine tuned for the given community. He offered his help in any way he could to get this off the ground for the residents. The Elderly Commissions efforts and the Assessor's efforts on gathering information to date were commended. Concerns were expressed on the concept of relief to one populace, the seniors, and the tax burden is then spread to the remaining taxpayers. Mr. Bowsza noted 20 towns out of 29 in Hartford county that are doing something along these lines. He is looking to ease part of the tax burden when people are struggling to pay prescriptions and get food on the table. It was noted that income limits could be

considered. Mr. Bowsza noted deferral programs have income parameters; and those income limits can be tailored to East Windsor; he also referenced Statutes that don't seem to hinder the Town from working within their towns needs. The new Tax Collector was present in the audience as well during this discussion. It was thought to be something of assistance to those in need; not a discount on taxes. Mr. Bowsza detailed past towns stats for age in town; and the number of households that receive exemptions (i.e. circuit breaker; veteran exemptions). It was noted that several programs can be created and used; not just one – again this can be ready made and tailored a program to fit the needs of the Town (example to model this concept would be Portland and what they have put in place). Previously concerns regarding administration and oversight of this program were also raised; this is something that would need to be addressed while the potential programs are put in place; and this is a continued concern due to recent staff reductions. Mr. Bowsza felt this could be shared by several departments, the assessor, the human services and the tax collector. Mr. Bowsza stated the administrative piece is something to think about, but more than half the towns in the state are doing something, so there should be guidance available how to make it work. Ms. Menard could make calls to local communities who have programs to gain details as to limits of the programs, what the tax impact result is; as well as the administrative piece and how it is accomplished and the timing to do create and maintain these programs. If some of the programs piggy back on the current circuit breaker, then it might not be that over burdensome to add another piece.

As of 2006 165 households that are on the circuit breaker program, a reimbursable program by the State, and Mr. Bowsza read the criteria for the Boards information. The idea of a study committee was presented and Mr. Bowsza stated he would be happy to continue to help. Ms. Menard and Mr. Bowsza can work with the Tax Collector, Assessor, the Treasurer Ms. Burns and other departments to glean ideas for this concept informally. Mr. Bowsza is volunteering for this and working on this project as a resident, not a member of the board of finance. Mr. Bowsza thanked the board for taking time to consider this.

- E. *Public Safety Communications Committee
- 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

X. NEW BUSINESS

- A. Robin Newton/ZWEO/Requests Approval of the Application for the Recreational Trails Grant

Ms. Newton came before the Board regarding a grant application to extend greenway trail from Enfield down to Route 140 (for now) and to clean up the water way for the Scantic River. This will connect with Enfield and she presented a map to detail the area. The Melrose Bridge proposed as a greenway pedestrian bridge is part of this grant application.

This project ties in nicely with the work being done on the Scantic Bridge and it ties in with a 1989 State plan. Ms. Newton wanted to present it to the board for a green light to proceed with the grant and a letter to accompany that recommendation. She felt the odds of getting the grant are very good and this is an exciting venture.

The Board of Selectmen are on board with this and commended Ms. Newton and those behind the scenes who made this possible and work toward this goal. Ms. Menard will do a letter from the Board.

B. Set Part Time Salary

Funding is in place for both of these positions. Tax collector – prior to now had an A next to it as the Town did not have a Collector. The Tax Collector will report to the Treasurer – so the Treasurer now has the responsibility of both offices – eventually the Treasurer will be a financial oversight supervisor. Offer \$50K for the position of the Tax Collector.

Treasurer's Reconciliation clerk – this was held in the past by a young man and was not on the previous salary chart – but it was in the budget under part time salaries; so there is no clear definition of the past, but there is enough money budgeted able to offer this position to a gentleman who is a CPA. This will be 15 hours; 2 days a week; no benefits. It is within Denise authority to hire people and set salary within budget, but she prefers to discuss it with the board. While the salary amount is higher per hour, the hours are less and it remains within the budgeted amount.

**MOTION: To set the Tax Collector salary for 2009/2010 at \$50,000 and the Treasurer's Reconciliation Clerk salary for 2009/2010 15 hours per week at \$17.00/hr Made by Ms. Nelson, seconded by Mr. Pippin
ALL MEMBERS IN FAVOR. MOTION CARRIED**

C. Charter Revision/Discussion on Questions for November Ballot

Ms. Menard indicated the board needs to tackle defining the questions for the ballot and acknowledged this can be a challenge to word. Ms. Menard presented a sheet of the potential questions previously provided and the challenge of wording these for Election Day. Ms. Menard noted the Board cannot change what the document says; as it was the Charter's recommendation to the board.

The following are comments on the questions as proposed in the June 17, 2009 memo;

Comments as to proposed 1. This should be a question if the "ambiguities" wording can be clarified; Ms. Menard will ask the attorney for clarification of that work.

Comments as to proposed 2 and 3: These should be together in one question, but more specific language "after failure of the third" . . the budget reverts

Comments as to proposed 4 and 5: It was inquired why ask these two questions when so many changes are present throughout the document. Would a generic question regarding specific chapters be more appropriate.

As to proposed 6: Mr. Simmons noted on page 56 of the proposed Charter an apparent mistake regarding the timeframe of employment contracts as it conflicts with the proposed question #6. The thought that it was advertised in the reminder as three years; so question #6 needs to reflect the three years.

Ms. Menard repeated her question if pieces of the revised charter fail; how does it fit with the old charter; as so many revisions have been changed. Should it reference Chapter 8 finance and taxation approved; if not it reverts back to the existing Charter – so that the fear that three pieces that pass and two that don't how does the document function. At this point Ms. Menard will present these concerns to the attorney and report back to the Selectmen on the result.

D. Tax Refunds

MOTION: To approve the tax refunds in the amount of 4,361.81 as recommended by the Tax Collector

Made by Ms. Nelson

Seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED

XI. BUDGET MATTERS - none

XII. EXECUTIVE SESSION

A. Pursuant to C.G.S. section 1-200 (6) Regarding Contract Matters

MOTION: To enter into Executive Session at 9:04 p.m. pursuant to C.G. S. Section 1-200 (6) Regarding Contract Matters

Made by Ms. Nelson

Seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED

To come out of Executive Session at 9:29 p.m.

Made by Mr. Hayes, seconded by Mr. Pippin

ALL MEMBERS IN FAVOR. MOTION CARRIED

No action taken

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XIII. ADJOURNMENT

MOTION: To adjourn at 9:30 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.