

I. TIME AND PLACE OF MEETING

Ms. Menard called the meeting to order on Tuesday, January 19, 2010, at 7:00 p.m. at the East Windsor Town Hall.

II. ATTENDANCE

Denise Menard, First Selectman
Mark Simmons, Deputy First Selectman
John Burnham, Selectman
Gilbert Hayes, Selectman
Richard Pippin, Jr., Selectman

III. ADDED AGENDA ITEMS - None

IV. PREVIOUS MINUTES

A. Approval of Regular Meeting Minutes of January 5, 2010

MOTION: To approve the regular meeting minutes of January 5, 2010, with the following correction: Page 6; fifth paragraph sentence should read “Mr. Clynch also noted....10 calls in 2010;”

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

V. PUBLIC PARTICIPATION

Ms. Godek, 20 Lindsay Lane – She spoke regarding the nominations on behalf of Philip Godek. She read a letter he wrote as he is out of state on business. He requested to be appointed as regular member of WPCA and detailed that he is currently an alternate. He went over his career qualifications that would qualify him to serve in the position and his residency in town since 1996, as well as why he feels he would be a good candidate. He would work in the best interest of Town of East Windsor

Karen Gaudreau 167 Depot Street - Ms. Gaudreau (retiring Town Clerk) respectfully turned in her keys to the office.

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

- A. CCM Bulletin
- B. Correspondence from E.W. Lions Club
- C. Invitation to Economic Development Commission Event

VII. SELECTMEN’S REPORTS

A. Denise Menard, First Selectman

- She detailed an evening spent at the Society for the Protection Against Robbers and Horse Thieves.
- The office is busy with the budget preparation.
- January 20 she will be doing a presentation to the third grade class regarding trash; including a trash truck for demonstration.

B. Mark Simmons, Deputy First Selectman

- Veterans Commission – no meeting in January and February. At first meeting in March they will plan Memorial Day Service in Warehouse Point.
- EDC – as a reminder there will be a meet and greet at La Notte; reservations were suggested and it is a free event
- PZC – Routine business and briefly discussed farm regulations and still on drawing board and if public is interested they should attend meetings
- CIP next meeting is January 20 at 5:00 p.m.
- Park and Recreation Panther Plunge this Saturday at 1:00 at the park. Mark Simmons will be representing the Selectmen at this event.
- Tonight call from Lynn Stanley and wanted to mention the BOS campaign on issues of transparency and open communications and she noted that they are the only group who does not have group or individuals emails. Ms. Menard indicated that this will be occurring – as the Board of Finance and Board of Education have one group email. It was asked if there could be individual emails for each Selectman as well. Ms. Menard said this is a work in progress.

C. John L. Burnham, Selectman

- Police Commission had routine business and budget discussions
- He inquired if there could be a dedicated item on the agenda for suggestions by the Board
- BOE – He covered this meeting for Gil Hayes. Going as liaison helps get the feel for the various boards and commissions. That is the best way to get information. It was routine business
- He also visited Jim Barton, Chief of Warehouse Point and saw the Fire Station.

D. Gilbert R. Hayes, Selectman

- He received the Hartford Transit District letter regarding increase in dues and he passed it on to Ms. Menard.

E. Richard P. Pippin, Jr., Selectman

- Inland Wetlands - He did not attend due to illness. The minutes reflected routine business; a show cause hearing was tabled due to the attorney inability to attend.
- East Windsor Housing Authority meeting is going on at the same time as this meeting.
- Historical Preservation – no quorum.

VIII. BOARD AND COMMISSION RESIGNATIONS & APPOINTMENTS

A. Resignations: None

B. Re-Appointments: None

C. New Appointments:

American Heritage River Commission

Ken Francis, (R) as an alternate member, to serve a four-year term to expire 01/01/4014

MOTION: To appoint Ken Francis as an alternate member to the American Heritage River Commission to serve a four year term to expire 01/01/2014

Made by Mr. Hayes, seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED

Park and Recreation Commission

Grace A. Balula, (R) as a regular member to serve a four-year term to expire 10/1/2011

MOTION: To appoint Grace A. Balula as a regular member to the Parks and Recreation Commission for a four year term to expire 10/1/2011

Made by Mr. Pippin, seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED

Pension Board

Ms. Menard noted that the new charter says there are two at-large members and the treasurer recommended someone one with financial background. Mr. Bowsza does have the appropriate background. This is an oversight committee to check proper investing done, etc.

Edward M. Bowsza, (R) as a regular member to serve a four-year term to expire 7/1/2010

MOTION: To Appoint Edward M. Bowsza as a regular member on the Pension board to serve a four year term to expire 07/01/2010.

Made by Mr. Simmons, seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED

Water Pollution Control Authority

As a regular member, to serve a four-year term to expire 12/1/2013

1. Richard P. Pippin, (R)
2. George Butenkoff, (R)
3. Philip Godeck (R)

Mr. Pippin stepped down from the decision and discussion on this agenda item.

MOTION: To appoint Philip Godeck as a regular member to the Water Pollution Control Authority for a four year term to expire 12/1/2013.

Made by Mr. Hayes, seconded by Mr. Simmons

Discussion: Mr. Hayes noted Mr. Godeck is currently an alternate

IN FAVOR. Burnham, Simmons, Hayes

ABSTAINED: Pippin

MOTION CARRIED

D. Board and Commission Current Vacancies (See Attached)

It was noted there is still one opening on the Pension Board.

IX. NEW BUSINESS

A. Proposed Ordinance Establishing a Separate Conservation Commission and
Inland Wetland Watercourses Agency

Ms. Newton and Ms. Whitten came before the board. Ms. Newton provided a new copy of the Ordinance. Under statute the Conservation Commission is an advisory board and Inland Wetlands is a regulatory board. This ordinance is the technicality of splitting these two boards apart.

It was the intent when it was created that the Natural Resource Preservation Committee (NRPC) eventually becomes a conservation board. There are four currently on the NRPC. Ms. Whitten felt there may be volunteers to fill the vacancies.

Conservation is advisory and they will not see applications. They need to index opens space, research future open space, go after grants for projects like the greenway trail or recreation trails or farm grants in relation to farmland preservation. It was also noted, without the two commissions being split it prevents the town from going after certain grants.

With the two functions on one board, there is so much regulatory business for inland wetlands that the conservation piece is not a priority. Currently Inland Wetlands does not address conservation at all – the subcommittee (NRPC) does all the conservation work.

This has to go before the Town Attorney for review. The member number is based using the statute minimum and maximum as a guide. Conservation will have five regular, three alternate. Inland Wetlands is proposed over three years to be reduced to five regular, three alternates. Currently the Inland Wetlands has seven regular members and three alternates. Ms. Newton felt ten members is a lot for that Commission.

The reason for taking three years to get down to five members is because of staggered terms. It is thought that if vacancies occur prior to the three years, the vacancies won't be filled. The three years gives BOS a nice span of time to be able to work with process of reducing the members on the Inland Wetlands, whether through resignations or members who chose to be on Conservation. It was suggested that the current Commission be presented with the thought of reducing the members and the two boards and see if volunteers will divvy up the positions now and do a clean sweep. Ms. Whitten and/or Ms. Newton can certainly ask them.

Ms. Whitten noted there is no reason why a member could not be on both inland and conservation.

It was inquired if there would be an extra cost to splitting this group. NRCP does not have recording secretary currently. The Conservation Commission will typically meet once a month. Ms. Whitten can foresee in the future that the Conservation will request a recording secretary, but for the start they can get going without one. There will be no need for more staff in town hall, no permit fees; no authority to speak of. It was noted that postage will go up and it was suggested that these two commissions can pick up their packets – similar to Board of Finance and Selectmen who pick up the packets – that would actually cut the cost of postage. It was mentioned a challenge may be where and when the Conservation Commission meets. Ms. Menard noted that previously the housing authority was a location to use but she was informed last week that the Town will be charged \$75 to use the meeting.

By consensus the Board agreed to have this forward to the town attorney the Proposed Ordinance Establishing a Separate Conservation Commission and Inland Wetland Watercourses Agency.

B. Discussion of funding for Farmland Preservation Grant

Ms. Whitten provided an update for the Board. It was originally thought they might make the grant deadline in early February but they are not prepared enough. They will meet with NRPC and then come back to Boards of Selectmen and Finance in the future when they have more information. This will be some form of matching grant.

C. American Heart Association National Wear Red Day for Women Proclamation

MOTION: To Proclaim February 5, 2010 as American Heart Association National Wear Red Day for Women and authorize the First Selectmen to sign the Town of East Windsor Proclamation wear Red for Women Day as presented.

Made by Mr. Pippin, Seconded by Mr. Burnham

ALL MEMBERS IN FAVOR. MOTION CARRIED

D. Approval of Tax Refunds

MOION: To approve the tax refunds in the amount of \$750.79 as recommended by the Tax Collector

Made by Mr. Burnham, seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED

X. UNFINISHED BUSINESS

A. Additional discussion of Transition in Town Clerk's Office

Ms. Menard spoke with the staff in the Town Clerk's office regarding additional hours in light of the retirement of Ms. Gaudreau. The part time person is willing to take on more hours. There will be a team effort to get everything done. They are both certified town clerks, so they can do everything the town Clerk can do.

The part-time person willing to take up to 30 hours. The full time person (35 hours) will be the lead person. They will work together. If there are issues they can come to Ms. Menard. They did say it was not a super busy time of year so they can hang in for the time being. The part time person is paid for the additional hours and the full time person gets \$1 more an hour in accordance with union contract. There will be an agreement that the part-time person does not need, nor want, medical benefits.

It was the consensus of the Board that is an appropriate plan and should work out well for now. This is not a permanent situation.

Need to advertise for the position and getting board of town clerks to do interviewing – it will take time, but staff in office is aware of that.

In regard to filling the position of Town Clerk, the board is in charge of discussing the salary and the board needs to start thinking about the salary. The board should be advertising for position as the Town needs a full time Town Clerk. There was mention at this time that there is also a part time position in the public works department to advertise.

There was some mention for reducing salary for replacement permanent town clerk. Ms. Menard disagreed and felt salary range should be same as now or will get less qualified person. Mr. Pippin felt you start someone at lower rate, have a transition period and then put them in salary range. It will take a while to get someone acclimated and there should be a probationary period. In the real world you do not start at full rate. Qualifications are only on paper and doing the job is what counts. Mr. Pippin also felt it was an insult to the retiring clerk to start someone at the rate she earned after thirty (30) years.

For the next meeting Ms. Menard can bring the comparison of Town Clerk salaries in the surrounding towns. The salary should be a range and not a drop dead salary and she will do a proposal for the next meeting.

Mr. Simmons and Mr. Burnham also felt the incentive of step program in contract to convince the new hire to stay here with goal to obtain salary – with a probationary period.

B. *Discussion of the East Windsor Ambulance Contract, to include Thomas Clynch

For record the Board received a copy of an email from gentleman resident that said First Selectman was trying to remove the Town's ambulance service. It was noted that is not the intention and nor is it the First Selectmen, but the entire board, who is researching cost savings.

C. *Discussion of current Property Maintenance Code

D. *Discussion of Establishing Clean Energy Committee

Ms. Menard mentioned the piece of the OPM grant discussed at the last meeting in regarding to energy savings, including portion of that potential grant and the energy audit and possibilities

encompassed with that. Ms. Menard expects to bring forward a small group of names at the next meeting.

XI. BUDGET MATTERS

A. Transfer Recommendations related to the Retirement of the Town Clerk

Ms. Menard detailed the back up materials distributed to the Board. The total amount verified is \$27,185 that the retiring Town Clerk is entitled to. This is sick time and vacation time not used, but earned. It has been past practice that this is done and Ms. Menard advocates this payout. The BOS and BOF in past have said that these have to get under control. Ms. Menard met with HR consultant last week who is putting together a policy going forward – not for those who are long time employees – but new nonunion members that have a policy that is consistent.

Mr. Pippin would like to see accrued time paid at rate it was accrued at and not at current rate earned. If you earn \$100 it should be \$100 and not \$125. Ms. Menard indicated that will be addressed as well.

MOTION: To forward below referenced transfers to the Board of Finance and for recommendation to Town Meeting, if needed

TRANSFER FROM:

Contingency 2	1-01-50-8410-8-895-0000-0	\$17,000.00
Health Insurance	1-01-10-1195-2-200-0000-0	\$ 5,500.00
Full Time Salary	1-01-10-1030-1-100-0000-0	<u>\$ 4,685.00</u>
		\$27,185.00

TRANSFER TO:

Retirement Enhancement 1-01-10-1195-2-204-0000-0 in the amount of \$27,185.00
Made by Mr. Simmons, seconded by Mr. Pippin, seconded by Mr. Simmons

Discussion: The money is in Contingency 2 is where these types of transactions are taken from. This pay out consists of accrued hours and multiply by last hourly rate worked for. Ms. Menard again indicated she will working on a policy in regard to retirement payouts. Ms. Menard noted fairness those who have been here a number of years and have banked on past practice and the town needs to honor that. Going forward there will be other practices.

ALL MEMBERS IN FAVOR. MOTION CARRIED.

B. Discussion of Current Budget

All members have a copy of the current budget. Ms. Menard is keeping a close eye on it. Ms. Menard had looked at revenue side (which members did not have). Some items are on the low side but others are fine. It is anticipated there will be a big crunch for taxes is at the end of the month.

C. Discussion of 2010-2011 Budget Process

Ms. Menard noted that the February 19 meeting date does not work. She will research February 20 and get back to the Board.

Ms. Menard provided the Board with copy of minutes from the Public Hearing. Ms. Menard has the presentations made at the Public Hearing for any board members who would like to view it.

Ms. Menard provided figures for Disposal fees and Refuse & Recycling billing. Ms. Menard noted that she is still getting many comments on bulky waste and will bring before the Board cost figures of alternatives for bulky waste. It was also noted, upon inquiry, that if a wheel breaks on trash it will be replaced by the hauling company. Mr. Burnham suggested asking town residents to turn in extra cans if they don't need it and asked if it would save the town money.

D. 2009 Town Audit

The management letter was received by email from Mr. Mannette. Ms. Menard will note to the Chairman of the Board of Finance to send her the information and she will then distribute it to the Board of Selectmen. She went over the materials received. The letter is done to the Board of Finance as they hire the auditor. It discusses items that can be improved on. The letter has items that are already being implemented so the town is in good shape. Ms. Cabral has a draft letter in place to respond.

Mr. Simmons lead a discussion on budget in looking over the audit there are concerns of economy. In general contingency funds are lower than 08-09 and if it decreases anymore it will be critical. State funding is projected to be cut. He remembers from last year's budget preparation where they worked evenings and Saturday mornings. They thought it was a good budget but came up short after all done. He would like to make motion which gives them breathing space to work budgets without costs out of control

MOTION: To have the Town of East Windsor immediately institute a hiring freeze – no vacancies replaced and no new hires. Also, that the Town of East Windsor immediately institutes a policy of eliminating non-essential spending in all financial matters. Both of these items (1) Hiring Freeze and (2) elimination of non-essential spending are to be reviewed in 30 days.

Made by Mr. Simmons, seconded by Mr. Burnham

Discussion: It is understood that the process has begun for the public works part time position and the process to hire a new town clerk needs to start. Ms. Menard detailed the need for the board of finance to discuss revenues and concerns in that regard. The expenditures and revenues were discussed. It is anticipate this year projected revenues will not fully support budget and members of the Board think it is wise and prudent to be cautious and not spend money don't have. Nonessential spending includes training, conferences.

Ms. Menard noted \$13,000 encumbered for firefighter physicals as the money was not spent last year and it was known they would need the money this year but the BOF said no put in general fund. That line will be short because the money was there last year. Ms. Menard had asked fire departments to wait until after July 1 to get on new predictable system. The BOF was made aware and when the time to encumber the fund came instead it was sent to general fund. That is not criticism as the auditor noted it could not be encumbered, but that line will be short. Also the water was cut and that will be short too.

The Treasurer will be talking to the Board of Finance. It was noted again the exception to hiring freeze is secretary to public works as it is in the process; and the town clerk position – start doing the leg work for research of this position.

ALL MEMBERS IN FAVOR. MOTION CARRIED.

Mr. Simmons indicated a memo will be sent out to department heads stating the Motion so all know and he provided Ms. Menard with a draft.

Mr. Burnham encouraged town residents to come up with reasonable solutions. Ms. Menard noted the public hearing is an avenue for those suggestions as well. Ms. Menard also noted of residents who are looking for tax increases as the bare bones budgets are affecting the town in a negative manner.

XII. EXECUTIVE SESSION - None

Mr. Burnham asked if an executive session can be added – Ms. Menard noted if one is needed just contact her and it can be put on the agenda so all who are involved can be notified.

XIII. ADJOURNMENT

MOTION: To adjourn at 8:37 p.m.

Made by Mr. Burnham, seconded by Mr. Simmons

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.