

**Board of Selectmen
Town of East Windsor
11 Rye Street
East Windsor, CT**

**MINUTES OF REGULAR MEETING,
January 4, 2011 at 7:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Mark Simmons, John L. Burnham, Gilbert Hayes,
and Richard P. Pippin, Jr.
Members Absent: None
Others: Kathleen Pippin, Dick Sherman, Lois Noble, Pauline Legassie,
Judy Hall and a few others
Press: K. Loucks (Journal Inquirer)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:03p.m., in the East Windsor Town Hall.

II. Attendance

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

III. Approval of Minutes

Minutes of December 21, 2010 Regular Meeting

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the minutes of December 21, 2010 Regular Meeting, as presented.

IV. Public Participation

Ms. Lois Noble, 189 Wells Road, Broad Brook, addressed the Board. She wanted to mention the hike sponsored by American Heritage River Commission on Saturday, January 1, 2011. It was well attended, approximately, 70 people. After the hike, a pot luck lunch was held. She has received many comments, particularly from non-residents of East Windsor, how they wish their towns had such community events.

V. Communications**a. Correspondence from Department of Emergency Management and Homeland Security**

Ms. Menard indicated to the Board Members that in their packets is a letter from the State of Connecticut Department of Emergency Management and Homeland Security dated December 15, 2010. Ms. Menard read from the letter indicating that East Windsor's Local Emergency Operations Plan has been reviewed and found to be in satisfactory compliance with Federal Emergency Management Agency and National Incident Management Systems Guidelines. As required by Title 28, Chapter 517 of the Connecticut General Statutes, the document has been approved. She thanked Mr. Blaine Simpkins, Emergency Management Director, and all others who contributed to the preparation of the Local Emergency Operations Plan.

b. Citizens Hour Forum (Scheduled for January 31)

Ms. Menard commented the Board of Selectmen will be hosting a Citizens Hour Forum on Monday, January 31, 2011 at East Windsor Housing Authority, 1-A Park Hill Road, Broad Brook, Connecticut. It will take place between 6:30 and 7:30 p.m. Notices have been posted around town and on the website. She hopes all can attend.

VI. Selectmen's Reports**a. Denise Menard, First Selectwoman**

Ms. Menard commented that her office has been busy getting ready for the budget season and resolving some labor issues.

Ms. Menard spoke of the holiday luncheon which was held on December 23, 2010. She also mentioned the winner of the Town Hall Most Decorated Door went to the Tax Collector's Office. Everyone involved in the holiday competition enjoyed themselves.

b. Mark Simmons, Deputy First Selectmen

Mr. Simmons commented on the Chamber of Commerce event to be held on January 6, 2010 at Jonathan Pasco's. The event is business friendly in an attempt to have local business network.

Mr. Simmons also mentioned the Economic Development Commission annual meet and greet event at LaNotte Restaurant which also presents awards to new and old businesses in the Town. The date is January 27, 2011. Town Officials and businessmen from the Town are encouraged to attend.

He also indicated the Parks and Recreation Department will be hosting a Panther Plunge on January 22, 2010 at 1:00 p.m. The cost to participate will be \$5.00 and \$10.00 if you want a t-shirt. The event is to raise money for the fuel bank.

He indicated the Planning and Zoning Commission met and discussed farm regulations and eventually what they decide upon will be presented to the Board of Selectmen in the near future.

c. John L. Burnham, Selectmen

Mr. Burnham commented on the Annual Meeting which was held last week. It was well attended and Mr. Richard Pippin was the moderator.

Mr. Burnham commented on the American Heritage River Commission public hike which took place on January 1, 2011. He brought in pictures of the event and shared them with the Board Members. He also brought in a wooden board which was signed by all who attended. He indicated the group is very enthusiastic about helping the Commission. The next work day, weather permitting, will be January 8, 2011 at 9:00 a.m. He introduced to the Board Mr. Dick Sherman, a member of the American Heritage River Commission, who wanted to thank the Board of Selectmen for all their support to the Commission. He indicated if there was anyone interested in volunteering, they could email their name and phone number to him and he will contact them. The Board thanked Mr. Sherman for all of his involvement.

d. Gilbert Hayes, Selectmen

Mr. Hayes commented that recently while he was transporting patients to the Parkway Pavilion, he saw Tony D who is recuperating there after the accident. He is healing very well and is hoping to be home in the next two weeks.

e. Richard P. Pippin, Selectmen

Mr. Pippin indicated he had nothing to report on the various meetings he usually attends due to the holiday, no meetings were held. He did attend the East Windsor Housing Authority meeting held last night. Weather stripping on 30 doors has been completed and single stream recycle has started. They are awaiting approval of the Small Cities Grant that they have applied for to complete other projects.

VII. Board and Commission Resignations and Appointments**a. Resignations:****1. James O'Donnell
Conservation Commission**

Mr. O'Donnell in a letter dated December 16, 2010, resigned from the Conservation Commission, for personal reasons.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen accepts the resignation of James O'Donnell, Conservation Commission, with deep regret.

**2. Travis O'Brien, Alternate Member
Planning and Zoning Commission**

Mr. O'Brien in a letter dated December 30, 2010, resigned from the Planning and Zoning, Alternate Member, to seek a Regular Member vacancy on the Planning and Zoning Commission.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Travis O'Brien, Alternate Member, Planning and Zoning Commission.

b. Re-Appointments:**1. East Windsor Housing Authority
Pauline Legassie, (D) to serve as a Regular Member five-year term expiring 02/01/2016.**

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Pauline Legassie (D), to serve a five year term to expire February 1, 2016 as regular member.

c. New Appointments:

**American Heritage River Commission
Joanne Drapeau, (D) as an alternate member to serve a term expiring
January 1, 2015**

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the appointment of Joanne Drapeau, (D) as an alternate member to serve a term expiring January 1, 2015.

Planning and Zoning Commission

Travis O'Brien, (R) as a regular member to serve a term to expire January 1, 2015

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the appointment of Travis O'Brien, (R) as a regular member to serve a term to expire January 1, 2015.

c. Board and Commission Current Vacancy List

The list was given to all the Board Members for their review.

VIII. New Business

a. Approval of Ordinance Establishing Retirement System for Officers and Employees and to send to Town Meeting

Ms. Menard indicated to the Board Members that in their packet is the proposed ordinance and the Pension Committee Meeting Minutes dated March 29, 2010 wherein it is indicated the Committee approved the ordinance and to send the ordinance to the Board of Selectmen for approval before sending it to Town Meeting for approval. Ms. Menard indicated this was supposed to be done months ago, but it fell through the cracks and was never done. She is asking if the Board could review same at this time.

A brief discussion was held.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen adopts Ordinance 70-1 as presented and to send to Town Meeting for final approval.

b. Awarding the Proposal for Professional and Technical Services in connection with 2011 Small Cities Community Development Program to L. Wagner & Associates

Ms. Menard indicated that the Town of East Windsor and L. Wagner & Associates have had a long standing relationship. The Request for Proposal for professional and technical services in connection with the preparation and implementation of the Town's proposed 2011 Small Cities Community Development Program and Other Programs was responded to by L. Wagner &

Associates in a letter dated December 7, 2010. A copy of that proposal was given to all Board Members for their review.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen awards the Proposal for Professional and Technical Services in connection with 2011 Small Cities Community Development Program to L. Wagner & Associates.

c. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated December 29, 2010 wherein Ms. Samantha Lee, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$112.06.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$112.06 pursuant to the tax collector's request of December 29, 2010.

X. Unfinished Business

a. Discussion of Removal Process from Board and Commission, in accordance with E.W. Charter, Section 7.1

Ms. Menard discussed the Proposed Ordinance, a copy of which was given to all Board Members. She indicated the top of the draft is the actual language from the Town Charter Section 7.1 (H) Removal. She read that section. She also read from the proposed ordinance regarding the reasons in which a member can be removed. Research of similar ordinances from surrounding towns has been done and some of that language has been incorporated into the proposed ordinance.

A discussion was held among all Board Members reading the proposed ordinance paragraph by paragraph. Comments were made regarding wording changes in sixth paragraph. After a brief discussion, it was agreed to a sentence would be added that after the member requests a hearing, the hearing shall be held no later than fifteen (15) days from the request of the hearing. It was also decided the final decision with respect to such removal shall be no later than thirty (30) days following said hearing

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen recommends the ordinance, as amended, and sends to the Town Attorney for review, and will review same before

recommending to Town Meeting.

b. Discussion of questions regarding Voting Districts

Ms. Menard indicated that back in August, she received a memorandum from the Town Hall Staff regarding the use of the Meeting Rooms for Elections. The staff addressed concerns over the use of the Town Hall Meeting Room for the purpose of elections. Parking issues; staff kitchen area unable to use during elections; Commissions and Boards are required to schedule their meetings at different venues, which is an inconvenience; and, crowded hallways interferes with everyday Town Hall business. She gave a copy of the memorandum to all Board Members for their review. Unfortunately, the two Registrars could not attend the meeting.

A discussion was held among the Board Members regarding one district, other venues within the town where elections could be held, such as, schools, or Scout Hall. It was then decided that Ms. Menard would contact the Secretary of State's office to find out exactly what the statutory requirements are and she will report back to the Board with that information to discuss this issue further.

XI. Budget Matters

Ms. Menard indicated the public hearing which was originally scheduled for January 11, 2011 at Scout Hall has been rescheduled to Monday, January 10, 2011 at East Windsor High School. The Board of Education will also join the meeting to receive feedback of the public before the budget discussions begin. The meeting will take place at 7:00 p.m. She gave to all Board Members a copy of the memorandum dated December 21, 2010 from the Board of Selectmen and Board of Finance to all Departments, Boards, Commissions and Volunteer Organizations serving East Windsor regarding budget requests for fiscal year 2011-2012.

She also gave to all Board Members proposed dates of presentations to the Board of Selectmen from various departments. The dates are Thursday, February 17, 2011 at 5:30 p.m., Saturday, February 19, 2011 at 9:00 a.m., and Tuesday, February 23, 2011 at 6:00 p.m. The meetings will take place either at the Town Hall or Scout Hall. Once those dates, times and locations are confirmed, she will send an email to the Board Members.

XII. Executive Session Continued (pursuant to Connecticut General Statutes Section 1-200(6) (e) Pre-Litigation

It was **MOVED** (Burnham) and **SECONDED** (Pippin) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records and to include Ms. Judy Hall.

The Board entered into Executive Session at 8:20 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 9:15 p.m.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) to authorize the First Selectman to use Judy Hall for Human Resource advice. Funding to come for Capital Non-Recurring Human Resource line.

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) to approve the Transition, Separation Agreement and Release and authorize the First Selectman to sign said agreement on behalf of the Town of East Windsor.

XII. Adjournment

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the January 4, 2011 Regular Meeting at 9:25 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary