

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

**MINUTES OF SPECIAL MEETING – BUDGET WORKSHOP
February 19, 2011 at 9:00 a.m.**

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

Members Present: Denise Menard, Mark Simmons, Richard P. Pippin, Jr.,
and Gilbert Hayes
Members Absent: John L. Burnham
Others: Kathleen Pippin, Jason Bowsza, Richard Sherman, Alan Baker,
Lois Noble, Barbara Smigiel, Craig Arnold, Daniel Burnham,
Linda Sinsigallo, David Rajala, Carol Sargent, and others
Press: None

I. Call to Order

First Selectwoman Denise Menard called the Special Meeting to Order at 9:05 a.m., in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectwoman
Mark Simmons, Deputy Selectman
Gilbert Hayes, Selectman
Richard P. Pippin, Jr., Selectman

III. Budget Presentations

- **American Heritage River Commission (8440)**

Mr. Richard Sherman, Chairman of the American Heritage River Commission, and Board Members Alan Baker and Lois Noble along with two others addressed the Board. Ms. Denise Menard read from a letter dated January 21, 2011 to Board of Selectmen and Board of Finance from the Chairman of the American Heritage River Commission regarding the budget. The letter gives a brief history of the Commission and its budgets. It also discusses the requirement by State Statute that the Commission is required to keep minutes and send out agenda to the Town and Commission members. Therefore, it is requested the budget be increased to \$1,450. The increase is approximately \$1,200 to the current budget. The Commission currently has 11 active members and 3 alternates and a volunteer call list of over 60 town residents and some out of towners who can also help in the projects. The Commission provides free,

outdoor recreation for residents to kayak or canoe on the river. In conjunction with Scantic River Watershed Association, the Commission has obtained Greenway status for the Town's entire portion of Scantic River. The Commission has worked on making a Greenway trail. A New Year's Day hike was planned and executed; this hike drew 69 participants and was a tremendous success. Two parking lots have been cleared for safe parking of vehicles for those participating in river activities.

A brief discussion was held regarding the projects of the American Heritage River Commission and how those projects will benefit East Windsor in the future.

- **East Windsor Historical Preservation Commission (8440)**

Ms. Barbara Smigiel, Chairwoman of the East Windsor Historical Preservation Commission addressed the Board. Ms. Menard indicated the Commission is requesting an additional \$1,500 to its budget of \$500. Ms. Smigiel began explaining her budget. She indicated the Commission budget has been \$500.00 for many years. The \$500.00 has been for resources and supplies. Members in organizations to help the Commission with its work through consulting, workshops and materials, as well as sending notification of grant money available locally and nationally. Also included are postage for mailings and general supplies, such as, tapes, disks, cartridges for computer work and revamping stationary or producing brochures. The additional \$1,500 requested is for Commission projects. One project is District 12 Schoolhouse. This project request was not funded last year and any request for monies will be deferred this year in order to bring closure to the Commission historic district project. The other project is East Windsor's First National Register District. When the Commission was established in 2001 one of its primary goals was the establishment of efforts of a nucleus of local citizens in Melrose, State agencies, and the Commission. The Town's first National Register District was established. Because of the National, State, and Local significance of the District, the commission would like to erect a sign to denote the entry to the district. A sign maker who produced signs at entries of East Windsor has been consulted. The minimum cost would be \$1,500. The Town is being asked to provide money to help cover the expense of the sign. A diagram of the sign proposed was given to all Board Members for their review.

A brief discussion was held regarding the sign and the projects of the Historical Commission.

- **Cemeteries (8415)**

Mr. Daniel Burnham and Mr. Craig Arnold, Directors of the East Windsor Cemetery Association addressed the Board. They indicated their request is the same as last year \$18,000. They both indicated they understand the budget

constraints, and do not believe they will be able to provide the services they provide if their request is decreased. Last year, they requested \$24,000 and it was reduced to \$18,000 and the year before that, they requested \$30,000.

A brief discussion was held regarding the value of the property owned by the East Windsor Cemetery Association. Along with this discussion, it was mentioned about the audit of the Associations accounting records. It was noted that an accountant has audited the accounting records and a copy of that audit was given to the Board for their review. The discussion continued regarding audit rules and costs of said audits.

- **Ethics Commission (1144)**

Ms. Denise Menard indicated the Ethics Commission has requested a minimum budget of \$100. There was no one from the Commission to present this request.

- **Registrar of Voters (1050)**

Ms. Linda Sinsigallo, Registrar, and Mr. David Rajala, Deputy Registrar, addressed the Board. Ms. Sinsigallo indicated her request would have been a zero increase; however, she is attempting to be prepared for the referendums, if three are needed for the budget process. Due to that increase and the contractual obligation for the maintenance of the machines in the amount of \$1,146.00, there is a slight increase for the Registrar's budget. It was asked by Mr. Jason Bowsza if the registrar has budgeted for the possibility of a primary in March of 2012.

A brief discussion was held regarding the budget requests and the machine maintenance and ballots. Also discussed were the hours of the registrar's office, payments and lunch allowances for the election workers.

- **Visiting Nurses Association (5225)**

Ms. Carol Sargent, President of the East Windsor Visiting Nurses Association, addressed the Board. She indicated the Visiting Nurses Association has been serving East Windsor for approximately 90 years and has a relationship with Vernon Visiting Nurses Association. The budget she is presenting to the Board is approximately \$467.25 less than last year's budget. Ms. Menard indicated if the Association would like to save a little more money, they could cancel their post office box and have their mail sent to the Town Hall.

A brief discussion was held regarding insurance reimbursement for services.

Board Recessed at 10:36 a.m.

Board Reconvened at 10:46 a.m.

- **Broad Brook Library (6305)**

Representatives from the Broad Brook Library presented their budget to the Board. Last year's budget was \$2,500 and the proposal requested is approximately \$4,850 to cover expenses. It was explained that historically the budget was approximately \$12,000 in 2007 and has been cut in the past three years to \$2,500.

A brief discussion was held regarding budget funding, the hours of the Broad Brook Library, and how many citizens utilize the library.

- **Warehouse Point Library (6305)**

Representatives from the Warehouse Point Library were unable to attend the meeting. The Warehouse Point Library will present their budget at a future meeting.

IV. Adjournment

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the February 19, 2011 Special Meeting at 11:04 a.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary