

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

**MINUTES OF REGULAR MEETING,
March 1, 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, Dale Nelson, Alan Baker, Linda Sinsigallo,
Vincent Bologna, Elyse Spielberg, Catherine Cabral, and others
Press: J. Mason (Patch.com), K. Loucks (Journal Inquirer)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:01 p.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

A. Approval of Regular Meeting Minutes

Minutes of February 15, 2011 Regular Meeting

An error was noted in the February 15, 2011 Regular Meeting Minutes. An amendment to the minutes in Section VI, Subsection e, Paragraph 1 is noted. The following is the noted amendment:

“Mr. Pippin **indicted** to that person...”

to

“Mr. Pippin **indicated** to that person...”

An error was noted in the February 15, 2011 Regular Meeting Minutes. An amendment to the minutes in Section VI, Subsection e, Paragraph 1 is noted. The following is the noted amendment:

“...given by **Jay Mercier** regarding saving...”

to

“...given by **June Muir** regarding saving...”

An error was noted in the February 15, 2011 Regular Meeting Minutes. An amendment to the minutes in Section XI., Paragraph 4 is noted. The following is the noted amendment:

“...located at 4 Prospect Hill Road by 12.01” for the Grand List...”

to

“...located at 4 Prospect Hill Road by 12.01 % for the Grand List...”

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the minutes of February 15, 2011 Regular Meeting, as amended.

B. Approval of Budget Workshop Meeting Minutes

1. Minutes of February 17, 2011

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (3-0) (D. Menard/J. Burnham abstain) that the Board of Selectmen approves the minutes of February 17, 2011 Special Meeting Budget Workshop, as presented.

2. Minutes of February 19, 2011

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (4-0) (J. Burnham abstain) that the Board of Selectmen approves the minutes of February 19 2011 Special Meeting Budget Workshop, as presented.

3. Minutes of February 23, 2011

An error was noted in the February 23, 2011 Special Meeting – Budget Workshop Minutes. An amendment to the minutes in Section I, Paragraph 1 is noted. The following is the noted amendment:

“...to Order at **9:05 a.m.**, in the...”

to

“...to Order at **6:05 p.m.**, in the...”

It was noted a misspelling of Warehouse Point Fire Chief James **Barton** is listed as James **Burton**.

It was noted a misspelling of Acting **Lt.** Stephen Andrusko is listed as Acting **Let.** Stephen Andrusko.

An error was noted in the February 23, 2011 Special Meeting – Budget Workshop Minutes. An amendment to the minutes in Section III, Subsection Volunteer Incentive Committee, Paragraph 1 is noted. The following is the noted amendment:

“...however, the money was needed and was given ...”
to

“...however, the money was **not** needed and was given...”

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of February 23, 2011 Special Meeting Budget Workshop, as amended.

IV. Public Participation

None.

V. Communications

a. Thank You Letter from Jennifer DiMauro, Director of EW Housing Authority

Ms. Menard indicated to the Board Members that in their packets is a letter from the Ms. Jennifer DiMauro, Executive Director of East Windsor Housing Authority dated February 18, 2011. Ms. Menard read from the letter thanking Ms. Menard for arranging for additional help, in the form of the inmates from Willard-Cybulski Correctional Facility. Approximately ten of the roofs have been cleared.

b. Thank You Letter regarding Rand Stanley

Ms. Menard commented that she received a letter from Attorney Walter E. Bass, Jr., dated February 8, 2011. Ms. Menard read from the letter expressing his appreciation for the work performed by Mr. Rand Stanley as the Town's Building Inspector. During the roof collapse of family owned property, Mr Stanley was available for advice and direction. Tenants were advised as to all safety issues. Mr. Stanley is a credit to the East Windsor Community.

Mr. Pippin and Mr. Hayes requested a copy of that letter go to Mr. Stanley. Ms. Menard indicated she would do same.

VI. Selectmen's Reports

a. Denise Menard, First Selectwoman

Ms. Menard gave a copy of her report to all Board Members for their review. She first remarked about the Town's snow removal bill, which will be under \$25,000. She should have a final accounting during the next regular meeting. Records are being kept in anticipation of applying for any aid. The two barns which collapsed due to the snow are covered by insurance and claims have been filed.

Ms. Menard remarked that on Thursday, March 3, 2011, the North Central Chamber of Commerce will be having their annual Economic Development Breakfast. Selectmen and Mayors are usually asked to speak about their towns. Ms. Menard will be speaking at that meeting and members of the Economic Development Commission will also be in attendance.

Ms. Menard commented on the Dog Park which will be opening in late spring. She also commented about a War Dog Presentation which was held on Sunday, February 27, 2011 at the American Legion. It was a very touching event.

Ms. Menard indicated that she has attended a couple of meetings which discussed the Proposed State Budget. Although changes will probably be made, she still has concerns and is waiting for the dust to settle to see what exactly is going to change. She has volunteered to speak to the legislature on behalf of small towns. She has information from those meetings, and if any of the Selectmen would like to review that information, they can contact her for that information.

Lastly, she indicated she has been working with the HR consultant regarding changing policies and those changes will be presented to the Board at the next meeting.

b. Mark Simmons, Deputy First Selectmen

Mr. Simmons indicated the Veteran's Commission did not meet; however, the Traveling Vietnam Veterans Memorial and Museum will be on display at East Windsor Park and Pavilion, Reservoir Road from May 19 through May 22, 2011. The Veteran's Commission is currently looking for sponsors for the event. Sponsors can donate from \$25.00 to \$1,000.

Mr. Simmons commented on the recent Economic Development Commission's meeting. The discussion at the meeting was how to promote the Route 140 Sewer Project to incoming businesses.

Mr. Simmons remarked about the Panther Plunge which is scheduled for Saturday, March 5, 2011 at 1:00 p.m. This fundraiser is the raise money for the fuel bank in town. He wishes all the participants well.

Mr. Simmons spoke about the upcoming fundraising events which the BMX Skate Park Committee has been planning. Those events include a chocolate and wine fest and a duck race. He also mentioned the new website that they are in the process of developing

He indicated the Planning and Zoning Commission Meeting on February 22, 2011 which two special permits were being requested regarding a large retail development on Prospect Hill Road and Newbury Road. The presentation was done very well. The Planning and Zoning Commission were very receptive to the proposal

c. John L. Burnham, Selectmen

Mr. Burnham indicated he had missed the last American Heritage River Commission Meeting and two budget workshop meetings because he was out of town. He has reviewed the minutes of the budget workshops and is up to date on the requests.

d. Gilbert Hayes, Selectmen

Mr. Hayes spoke about the presentation that he and Ms. Menard attended entitled War Dogs. He indicated it was very heartwarming. He indicated dogs were used in World War II and the soldiers were able to take the dogs home after the war. However, during the Vietnam War, dogs were also used but the soldiers were unable to take the dogs home approximately 10,000 dogs were used during that war. The presentation featured some true stories told by the actual handlers of the dogs and was narrated by Mr. Martin Sheen. He commented that the stories told were very sad. There are six war memorials around the country to honor those war dogs and a memorial is being considered in Connecticut. He suggested maybe a plaque of some sort can be displayed at the new Dog Park in town.

e. Richard P. Pippin, Selectmen

Mr. Pippin indicated the recent WPCA meeting discussed the budget. He also commented about the historical district of Melrose. He indicated it is very interesting reading about the history of Melrose and Ms. Barbara Simigel did a great job and he recommends it to everyone.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen agree to move the discussion of Agenda Item VIII. New Business Subsection A. Approval of Girl Scout Week Proclamation before VII. Board and Commission Appointments.

VII. New Business

a. Approval of Girl Scout Week Proclamation

Ms. Menard introduced to the Board Ms. Michele Hess, Miss Rebecca Hess, Ms. Marian Rolocutt, and Miss Brianna Rolocott from Girl Scout Troop No. 1117. Ms. Menard read from the “Town of East Windsor Proclamation Girl Scout Week, March 6 – 12”. March 12, 2011 marks the 99th anniversary of the Girl Scouts of the USA, founded by Juliette Gordon Law in 1912 in Savannah, Georgia; and, throughout its distinguished history, Girl Scouting has inspired millions of girls and women with the highest ideals of courage, confidence, and character; and, through the Girl Scout leadership experience girls develop the skills and lessons that will serve them in a lifetime so that they may contribute to their communities; and, Girl Scouting takes an active role in increasing girls’ awareness of the opportunities available to them today in math, science, sports, and technology and other fields that can expand their horizons; and, more than 3 million current Girl Scout members nationwide will be celebrating 99 years of this American tradition, with nearly 50 million women who are former Girl Scouts and living proof of the impact of this amazing movement. Therefore, by virtue of the authority vested in Denise Menard the First Selectman of the Town of East Windsor, Connecticut, do hereby applaud the commitment Girl Scouting has made to support the leadership development of America’s girls and proudly proclaim the week of March 6, 2011, as Girl Scout Week.

She gave a copy of the proclamation to the Ms. Hess and Ms. Rolocutt who indicated would have the proclamation framed and hung at the Scout Hall.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen agree to move the discussion of Agenda Item X. Budget Matters Subsection A. Budget Presentations (2.) Warehouse Point Library and (1) Treasurer before VII. Board and Commission Appointments.

X. Budget Matters

A. Budget Presentations

2. Warehouse Point Library (6305)

Ms. Menard introduced to the Board, Mr. Vincent Bologna, Director of the Library and Ms. Elyse Spielberg to discuss their budget

requests. Mr. Bologna indicated he is asking for no increase about last year's budget. However, he did indicate the parking lot of the library may be in need of some repair due to the harsh winter. His staff will not be receiving an increase for a second year and the children's librarian position will not be filled, it was vacated due to a retirement. He indicated he has cut the hours at the library in order to save on costs. He gave a copy of the scheduled events the library sponsored in January and indicated the library has been very busy and is considered the community center of the town.

A discussion was held among the Board Members, Mr. Bologna, and Ms. Spielberg regarding the decrease in projected revenue, ebook readers, grants, and annuities. Mr. Bologna was asked if a copy of the library's audit had been performed. He indicated it has and he will send a copy of that audit to the First Selectmen's Office.

1. Treasurer (1025)

Ms. Menard introduced Ms. Catherine Cabral, Treasurer to the Board to discuss her proposed budget. Ms. Cabral began speaking about the department's budget indicating overall her she is requesting an increase of approximately \$57.00. She had cut her part-time salary along with one less longevity cost. She indicated she tried to keep her budget trim.

Ms. Cabral discussed the Pension Fund budget (1065). She indicated this budget was cut approximately \$600 which represents the cost of the recording secretary. This cost is being funded by the pension expenditures and the only cost now this line is carrying is \$200 for office supplies.

The next budget discussed was Insurance and Benefits (7345). She indicated this account is used for heart and hypertension claims, liability, and tuition reimbursement. Ms. Cabral indicated she had given the Board Members background on heart and hypertension claims and she has spoken with the CIRMA representative and it is anticipated no jumps in this account. Currently, there are three or four individuals which are being covered under heart and hypertension and the claims are used for payment of medications. She indicated the tuition line is being held the same. Ms. Menard indicated she has spoken to CIRMA regarding liability policies. In the last five years, the town has settled significant claims. There might be a slight increase in those policies, however, meetings are still being held.

A brief discussion was held regarding the heart and hypertension claims and liability policies.

Then next budget discussed was Unemployment Taxes (7350). Ms. Cabral indicated originally budgeted was approximately \$12,000 and she has decreased that budget to \$10,000. It was higher last year due to the extensions that were given. Any decisions regarding people who are discharged and are looking for benefits, will be revisited.

Ms. Cabral commented about the projected revenues and indicated that subject will be discussed at future budget workshop meetings. She gave a handout to all of the Board Members as an overview of employee benefits. She indicated the departments have been split up to show what each department's benefits costs are. She indicated that overall health insurance benefits are increasing approximately 12%, however, this figure is not a final figure. Workers' Compensation insurance is being projected at the same rate as last year, and therefore no increase. Pension contribution is up slightly. Discussions were held regarding OPEB (Other Post Employment Benefits) and the increases in health insurance premiums.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen agree to continue with the order of the Agenda Item VII. Board and Commission Resignations and Appointments.

VII. Board and Commission Resignations and Appointments

a. Resignations: None

b. Re-Appointments:

Veteran's Commission

Ronald Hwalek, (R) as a Regular Member to serve a term expiring February 1, 2015.

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Ronald Hwalek (R) to serve a term to expire February 1, 2015 as a Regular Member.

c. New Appointments:

Veteran's Commission

Lorretta Christine Wentworth, (R) as a Regular Member to serve a term expiring February 1, 2015.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the appointment of Lorretta

Christine Wentworth, (R) as an Regular Member to serve a term to expire February 1, 2015.

d. Board and Commission Current Vacancy List

The list was given to all the Board Members for their review. A brief discussion was held regarding the list and how the list is maintained.

VIII. New Business

b. Discussion of Forming the East Windsor Storm Water Management Committee

Ms. Menard indicated to all Board Members that in their packets is the proposed “Storm Water Management Plan of the Town of East Windsor, Connecticut”. As part of the plan, a Storm Water Management Committee will need to be created. The Storm Water Management Plan is mandated by the Department of Environmental Protection. Ms. Menard and Mr. Len Norton have developed the plan and a committee will have to be created to manage the plan. She indicated the Committee shall consist of Director of Public Works/Town Engineer, Director of Planning and Development, Zoning Enforcement/Inland Wetland Official, one member of the Planning and Zoning Commission, one member of the Inland Wetlands Commission, one member of the Board of Selectmen, and one member from American Heritage River Commission.

A brief discussion was held regarding members of the new committee and Mr. Pippin volunteered for the Board of Selectmen.

Ms. Menard indicated it was her intention to send a request to all Commissions regarding the need to form a committee and to have members of those Commissions on that Committee.

It was the general consensus to authorize Ms. Menard to work with Mr. Norton to establish said Committee.

c. Review Proposed Ordinance “Rules of Procedure and Grounds for Removal of Appointive Board and Commission Members” with Town Attorney’s revisions, send to Town Meeting – Tuesday, March 29, 2011.

Ms. Menard indicated the Town Attorney, John F. McKenna has reviewed the proposed ordinance and has made some changes, adding some clarification. All of the Board Members have reviewed same and indicated the changes were okay.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen accepts the Proposed Ordinance entitled “Rules of Procedure and Grounds for Removal of Appointive Board and Commission Members” with the Town Attorney’s revisions dated February 10, 2011 and sends the Ordinance to a Town Meeting on March 29, 2011 for approval.

d. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated February 23, 2011 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 \$3,285.11.

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$3,285.11 pursuant to the tax collector’s request of February 23, 2011.

IX. Unfinished Business

a. *Review of the January 10, 2011 Proposed Blight Ordinance

b. *Request for “Exempt Signs” at Railroad Crossings (Pending further information regarding Wells Road cross from Mr. Smart)

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

X. Budget Matters

b. Budget Discussion

Ms. Menard inquired with the Board Members if they would like to start discussing the budget presentations this evening or if they would like to schedule a special meeting. After a brief discussion, it was agreed that a special meeting would be scheduled for Saturday, March 5, 2011 at 9:30 a.m. to discuss the proposed budget.

c. Budget Transfers

Ms. Menard introduced the Board, Ms. Linda Sinigallo, Registrar of Voters to discuss her transfer request in the amount of \$8,971.20. She indicated when she reviewed her budget; she did find a surplus in the amount of \$740.00. However, as an oversight, she did not budget for a referendum which is required by the Charter. That referendum will cost approximately \$4,000.

A discussion was held among the Board Members regarding the transfer request and the possibility of consolidating the polling place for the referendums.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the request and forwards to the Board of Finance the transfers in the amount of \$8,971.20 (Exhibit A) for appropriate funding from accounts recommended by the Treasurer's Office and hopes \$4,000 to be used for two referendums if polling places are consolidated into one.

XI. Executive Session (pursuant to Connecticut General Statutes Section 1-200(6) Contracts and Litigation

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

The Board entered into Executive Session at 8:50 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 9:57 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) **PASSED** (U) that the Board of Selectmen authorizes the First Selectman to finalize the settlement of the Pease v. Town of East Windsor, et al litigation and to consent if necessary to the settlement of the case by the insurance company for the Town and its former employees.

XII. Adjournment

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen adjourns the March 1, 2011 Regular Meeting at 10:03 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

**Board of Selectmen/
Accounts**

Transfer	Account Dept/line	Department	Amount	Reason
To				
From				

Other Accounts

To	1050/811	Reg. Of Voters/Local Primary	\$140.00	
From	1050/325	Reg of Voters/Conf & Training		
To	1050/811	Reg of Voters/Local Primary	\$500.00	
From	1050/545	Reg of Voters/Postage		
To	1050/811	Reg.of Voters/Local Primary	\$100.00	
From	1050/610	Reg. Of Voters/Office Supplies		
To	1050/811	Reg. of Voters/Local Primary	\$4,971.20	
From				
To	1050/811	Reg of Voters/Referendum	\$4,000.00	
From				