

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

**MINUTES OF REGULAR MEETING,
March 15, 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, Karen Boutin, Melissa Maltese, Catherine Cabral, and others
Press: L. Smith (Patch.com), K. Loucks (Journal Inquirer)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:06 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 March 1, 2011**

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the minutes of March 1, 2011 Regular Meeting, as presented.

B. Approval of Budget Workshop Meeting Minutes

1. March 5, 2011

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the minutes of March 5, 2011 Special Meeting Budget Workshop, as presented.

2. March 9, 2011

An error was noted in the March 9, 2011 Special Meeting Budget Workshop Minutes. An amendment to the minutes in Section III, Paragraph 14 is noted. The following is the noted amendment:

“...Warehouse Point and **Board** Brook have been...”

to

“...Warehouse Point and **Broad** Brook have been...”

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of March 19, 2011 Special Meeting Budget Workshop, as amended.

IV. Public Participation

None.

V. Communications

a. Elderly Commission Invite

Ms. Menard indicated she has received a letter from the East Windsor Elderly Commission inviting all of the Selectmen to their March 28, 2011 meeting at 5:30 p.m. in the Town Hall Meeting Room. A guest speaker, Attorney Mimi Peck-Llewellyn of the Aging Services Division of the Connecticut Department of Social Services, will be speaking to the Commission regarding the Connecticut Triad Program.

b. Economic Development Commission Business Roundtable Discussion

Ms. Menard commented that she received a notice from the EDC of a meeting they are hosting entitled “Business Roundtable Discussion” which will be held on March 31, 2011 at 6:00 p.m. – 7:30 p.m. Ms. Menard indicated the last meeting she attended there was a good discussion with local businessmen. She encouraged all Selectmen to attend.

c. WPCA Correspondence

Ms. Menard remarked she had received an Inter Office Memorandum dated February 28, 2011 from E. Arthur Enderle III, Superintendent of WPCA which was also distributed to the Board of Finance, WPCA Commissioners and Ms. Catherine Cabral, Treasurer regarding Facility connection charges. The memorandum indicates that there was an agreement drafted by the former Superintendent of WPCA, Kevin Leslie, and the former First Selectwoman, Linda Roberts in regard to the Facility

connection charges that are collected by the WPCA. The agreement spelled out that each year the Town of East Windsor was able to withdraw \$350,000 from the WPCA Facility connection charge to account to be used by the Town of East Windsor. Once the Town removes the \$350,000 from the account this year, this practice will cease. However, he has been unable to locate said agreement and he wanted to give the Board of Selectmen and Board of Finance notice of this agreement and it will no longer be in effect after this year. Ms. Menard indicated she will be trying to locate this agreement.

Ms. Menard also commented that she received an email from Mr. Paul Anderson, Chairman of the WPCA regarding Capital Assets Policy. She indicated she agreed with the policy put in place by the Board of Finance, which was recommended by the auditor and complies with Gaspe; however, it is improperly stored and she will be locate the document and make sure it is stored properly.

d. CRRA Correspondence

Ms. Menard remarked that recently the Town of East Windsor received \$4,380.00 rebate for all recyclables delivered to the Mid-Connecticut Project recycling facility by Mid-Connecticut cities and towns in the year ended June 30, 2010.

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 Small Cities Block Grants and a pre-bid meeting for Phase 2 of Prospect Hill. Bids will be opened March 25 and it is expected to start the project shortly thereafter. The water company will continue their water line rehab and expect to start in the beginning of April.

The grant administrator, Larry Wagner, received the architectural plans for the Park Hill project recently. A Public Hearing has been scheduled for April 19, 2011 and then the application goes to the State.

The Dog Park will be opening in mid-May.

Ms. Menard indicated she recently met with the HR consultant to review new workplace policies, including updating Sexual and Other Unlawful Harassment Policy, Policy for Donating Sick Time, Town Cell Phone Use Policy, and a Workers' Compensation Employee Guide. She is also helping Becky organize the employee files and is looking for possible cost savings that can be recommended for both budget and contract negotiations.

Ms. Menard and Mr. Len Norton met with a representative from CT DECD regarding the \$600,000 grant for the industrial park roads. There is a resolution on the agenda

tonight to finalize the process and the project will be able to begin as soon as the asphalt plants open.

A meeting was held earlier in the day with the cinema building owners. The owners are requesting limited access to the property to lower the potential for vandalism and have signed on with a new company to market the property. The Planner and Ms. Menard offered any assistance if needed to help get the property occupied.

Ms. Menard indicated interviews are being scheduled for the Parks and Recreation part-time clerical position and advertising is presently being done for the senior center clerical and driver positions. A full-time driver has given her notice.

b. Mark Simmons, Deputy First Selectmen

Mr. Simmons reminded the Board of the 23rd Annual East Windsor Community Day on May 7, 2010 at East Windsor Middle School. He also commented about a Town Hall Meeting with State Representative Chris Davis on March 21, 2011 at the Warehouse Point Library.

Mr. Simmons commented about 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 spoke about the upcoming fundraiser event which the BMX Skate Park Committee is hosting on April 9, 2011 at 7:00 p.m. The event will be held at the Golden Gavel on North Road.

Mr. Simmons commented on the recent Economic Development Commission's meeting of February 28, 2011. The discussion at the meeting was how to promote the Route 140 Sewer Project to incoming businesses and to secure bonding.

He indicated the Planning and Zoning Commission Meeting on March 8, 2011 discussed the farm regulations. A map was used to show approximately 90% of the land in town is eligible to have farms. Concerns regarding temporary farm stands and permanent farm stands were discussed. Once the farm regulations are in final draft, it will be presented to the Board of Selectmen and then to a Town Meeting for approval.

c. John L. Burnham, Selectmen

Mr. Burnham indicated on March 5, 2011 the Boy Scout Awards took place. Pack 89 received several awards and service pins were given to two recipients for fifty years and sixty years of service. On the same day, the Panther Plunge took place, which he attended but did not participate. The event was a huge success.

Mr. Burnham commented on the recent Planning and Zoning Meeting which was held on March 7, 2011. Two of the newest members were in attendance. One application was heard, presented very well; however, it was denied. The Police Commission's recent meeting was very short, and it was business as usual.

On March 14, 2011, Mr. Burnham attended the Capital Improvement Committee Meeting wherein it was agreed to fund its budget at 2% or \$600,000.

Mr. Burnham mentioned the Blue and Gold Banquet which took place on March 13, 2011 which was a lot of fun.

d. Gilbert Hayes, Selectmen

Mr. Hayes wanted to announce that the East Windsor Board of Education Spelling Bee is scheduled for March 24, 2011. He invited all to attend and mentioned last year's event was well done and hopes this year will be the same.

Mr. Hayes mentioned that the month of April is considered Donate Life Month and in honor of that, a flag has been given to the Town of East Windsor to fly. Mr. Hayes brought the flag with him and showed it to all of the Board Members. The flag will be flown in the month of April. A contest for high school students was held to design the flag, and the winner was announced at the Capital.

e. Richard P. Pippin, Selectmen

Mr. Pippin was happy to report the East Windsor Scout Hall pond/skating ring was approved by the Wetland's Commission on March 2, 2011. He also mentioned two applications which were presented to the Board, the Kogut Property and KOSEW, LLC/Prospect Hill, LLC to construct a retail facility. Also discussed were the application fees which the town charges. A survey of four surrounding towns indicated that the Town of East Windsor is in line with what other towns are charging.

Mr. Pippin commented about the WPCA North Road Sewer Project bids which were recently opened. The bids ranged from one million dollars to five million dollars. He indicated the lowest bid had a calculation error, and the actual lowest bid was \$3,447,450. Those bids are still being reviewed by the engineer and will be awarded shortly.

Mr. Pippin briefly mentioned the Farm Regulations Workshop and the Capital Improvement Committee Meetings.

VII. Board and Commission Resignations and Appointments

a. Resignations: None

- b. Re-Appointments: None**
- c. New Appointments: None**
- 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.

VIII. New Business

- a. Resolution Authorizing Connecticut Department of Economic and Community Development to Extend Financial Assistance to East Windsor**

Ms. Menard indicated to all Board Members that in their packets the proposed Resolution authorizing Connecticut Department of Economic and Community Development to extend assistance to the Town of East Windsor. She indicated the grant does not exceed \$600,000 and \$5,000 of those funds will be set aside for any legal fees regarding contracts. Mr. Norton has already contacted vendors for the project. The project is anticipated to start once the warmer weather arrives and the application has been approved.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approve the attached Resolution marked as Exhibit A.

- b. Tax Refunds**

Ms. Menard discussed an Application for Refund request from the Tax Collector dated March 9, 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 \$1,025.00.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$1,025.00 pursuant to the tax collector's request of March 9, 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)**
- c. *East Windsor Storm Water Management Committee**

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

Board Recessed at 8:48 p.m.
Board Reconvened at 8:51 p.m.

X. Budget Matters

b. Budget Transfers

Ms. Menard indicated there are two transfers which needed to be discussed. She gave a two page handout to all of the Board Members for their review. The handout gave a breakdown of the expenses for snow removal of the Town Hall, Town Hall Annex, and Garage. The total cost of the removal is in the amount of \$22,399.00. The second page of the handout reflects approximately thirty-seven properties within the town that had structural damage to the buildings. The list included the addresses, business and/or owner of the property, type of structure, and if it was agricultural property. The cost of the snow removal does not include the removal of snow from school roofs. Ms. Cabral indicated a line has been created within the budget entitled under Town Property entitled snow removal. The second transfer is from the Assessor's Office Equipment from Assessor's advertising line. This transfer is for an expense to repair a desktop. The charge was for delivery and installation, the desktop was under warranty.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the request and forwards to the Board of Finance the transfers in the amount of \$22,399.00 to Town Property Account No.: 1-01-10-1085-5-595-0000-0 from Public Safety/Pension Plan Account No.: 1-01-15-2195-2-203-0000-0; and, \$164.50 to Office Equipment Account No.: 1-01-10-1035-7-700-0000-0 from Advertising Account No.: 1-01-10-1035-5-540-0000-0.

b. CIP

Ms. Menard indicated that at the Capital Improvement Committee Meeting held on March 14, 2011, it was recommended to fund their budget at 2% of last year's total budget of \$32,501,000 or approximately \$650,035. Mr. Hayes questioned if any major projects are being considered for that money. Ms. Menard commented that the Committee has decided to request the funds and once the budget is set, they will consider which projects can be funded.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen recommends the proposal of \$650,035 for Capital Improvements to the 2011-2012 proposed budget.

c. Budget Discussion

Ms. Cabral gave to all Board Members an updated Preliminary Budget report dated March 15, 2011 for the budget discussion to continue. Ms. Menard began speaking of the Parks and Recreation (6315) and invited Ms. Melissa Maltese to join the discussion. Ms. Maltese indicated there was no increase in her proposal. Mr. Pippin and Mr. Hayes both commented that she did a good job with her requests. No changes were made.

The next departments discussed were Libraries (6305). The Board Brook Library was the first of the libraries reviewed. It was indicated last year the Broad Brook Library was funded at \$2,500 and this year they are requesting \$4,850. A discussion was held regarding what was funded last year and assets which the library has, including stocks and bank accounts. Eventually, it was agreed to keep the Broad Brook Library funding at \$2,500 as it was last year.

The Warehouse Point Library is requesting a zero increase and it was decided to leave that request as is.

The next department was discussed is Community Activities (6310) which funds the flags for Memorial Day. Mr. Hayes indicated the flags are paid by Veteran's Commission. They are funded through the Veteran's Day Road Race. It was agreed not to fund the flags, but maybe to hold the line open at \$10.00.

Cemeteries (8415) were the next topic of discussion. Their requested budget is the same from last year with no increases. Ms. Menard indicated that Mr. Craig Arnold has been given copies of auditors from other departments so he is aware of what the Town is looking for when it requests an audit. He indicated to Ms. Menard he would review those and will get back to the Board.

Information Technology (8425) department was discussed and it was indicated the department is requesting an increase of 13.9% over last year's budget. Ms. Menard inquired where the increases were. Mr. Pippin and Mr. Hayes commented it was in purchases services and remembers the presentation; however, they weren't too sure exactly what those services were but believed it was for upgrading software and service contracts. Ms. Menard indicated she would speak to the IT department to confirm those increases and have that information before the presentation of the proposed budget to the Board of Finance.

Communications/Phones (8430) are not requesting an increase but a decrease of approximately \$2,100. The Miscellaneous Other (8440) includes East Windsor Historical, Historical Commission, American Heritage, and Melrose. The Historical Commission is requesting an additional \$1,500 for a sign. Last year it was allotted \$500. It was briefly discussed and agreed to keep their request at \$500.

The next commission discussed was American Heritage. This commission is asking for an additional \$1,200 to fund the cost of a recording secretary for their meetings. This commission was funded at \$250 last year. A brief discussion was held regarding their request and it was agreed it is a legitimate request, but perhaps it should be funded for \$1,200 and not \$1,450.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen recommends the proposal of \$1,450 for American River Heritage Commission to the 2011-2012 proposed budget.

A brief discussion was held among Ms. Cabral and the Board Members regarding the handout she had given to the Board Members. She referred to the last page where she had handwritten the requests totals. The Board of Selectmen's Proposed Budget is at \$27,414.15 over last year's budget as of March 10, 2011 at a total of \$11,293,629, which does not include debt or CIP. If those departments are included, the totals will be approximately \$13,722,588, which would be approximately \$49,053.00 over last year's budget. Mr. Hayes indicated it is less than one percent increase on the town government side of the budget. Ms. Menard indicated the projected Board of Education budget is approximately \$19,726,451.

Ms. Cabral commented that she had figures regarding the 27th Payroll as requested previously and questioned if the Board would like to fund that line. She indicated there are five business days at approximately \$20,000 per day, the cost of funding that line will be approximately \$90,000 to \$100,000.

A discussion was held regarding if that line should be funded or not. The Board of Finance will make the ultimate decision and last year decided not to fund it. After that discussion, it was agreed to fund the 27th Payroll line and recommend that to the Board of Finance.

XI. Executive Session (pursuant to Connecticut General Statutes Section 1-200(6) Personnel Matter

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 8:47 p.m.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 10:05 p.m.

XII. Adjournment

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen adjourns the March 15, 2011 Regular Meeting at 10:06 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

Exhibit A

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT STATE OF CONNECTICUT (AN EQUAL OPPORTUNITY EMPLOYER) CERTIFIED RESOLUTION OF THE GOVERNING BODY
--

I, Joanne M. Slater , Town Clerk , certify that below is a true and correct copy of a
(Name of Official) (Title of Official)

resolution duly adopted by Town of East Windsor
(Name of the Applicant)
 at a meeting of its Board of Selectmen
(Governing Body)

duly convened on March 15, 2011 and which has not been rescinded or modified in
(Meeting Date)
 any way whatsoever and is at present in full force and effect.

(Date) (Signature and Title of Official)

SEAL

WHEREAS, pursuant to C.G.S. Section 4-66c
(State Statutory Reference)

the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and **WHEREAS**, it is desirable and in the public interest that the Town of East Windsor make an application to the State for
(Applicant)
 \$ 600,000 in order to undertake the East Windsor Industrial Park Roadway
(Name and Phase of Project)

Improvement Project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE
Board of Selectmen
(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by C.G. S. Section 4-66c
(State Statutory Reference)
2. That the filing of an application for State financial assistance by Town of East Windsor
(Applicant)

Exhibit A Continued

in an amount not to exceed \$ 600,000 is hereby approved and that

First Selectman, Denise Menard

(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of
Town of East Windsor

(Name of Applicant)

- 3. That it adopts or has adopted as its policy to support the following nondiscrimination agreements and warranties provided in subsection (a)(1) of Connecticut General Statutes sections 4a-60 and 4a-60a, respectively, as amended by Public Acts 07-142 and 07-245, and for which purposes the "contractor" is Town of East Windsor and "contract" is said Assistance Agreement:
(Name of Applicant)

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved.

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

