

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

**MINUTES OF REGULAR MEETING,
April 19, 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: Dale Nelson, Laurie Whitten, Alan Baker, E. Arthur Enderle, III, Patrick Mulkern, Edward Alibozek, Tom Davis, Carol Madore, Elizabeth Burns, Larry Wagner, James Richards, Richard Covill, Karen Boutin, and others

Press: K. Loucks (Journal Inquirer)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:00 p.m., in the East Windsor Town Hall.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen recess the Regular Meeting in order for the Small Cities Block Grant Public Hearing can take place.

Board Recessed at 7:01 p.m.
Board Reconvened at 7:17 p.m.

II. Attendance

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

III. Approval of Minutes

Approval of Special Meeting Minutes of April 4, 2011

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (3-0) (M. Simmons and J. Burnham abstained) that the Board of Selectmen approves the minutes of April 4, 2011 Special Meeting, as presented.

IV. Public Participation

None.

V. Communications**a. April 5, 2011 Public Hearing Minutes**

Ms. Menard told the Board Members a copy of the Public Hearing Minutes were in their folder for their review. She commented the meeting was quick and only three speakers addressed the Board of Finance.

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

Ms. Menard gave a copy of her report to all Board Members for their review and is attached hereto entitled "Exhibit A".

b. Mark Simmons, Deputy First Selectmen

Mr. Simmons first wanted to thank the Board for holding a moment of silence in honor of his mother. He commented that she would have been proud.

Mr. Simmons remarked about the EDC Roundtable discussion which recently took place. Mr. Simmons inquired with Mr. Richard Covill, Co-Chair of the EDC who was in attendance, if this type of meeting would be taking place monthly. Mr. Covill responded that this particular meeting was a special meeting that was located at the Holiday Inn Express on Route 5; however, at the next meeting of the EDC, he will discuss having a similar type of meeting in the future. Mr. Simmons commented the meeting was well attended by local businessmen.

Mr. Simmons also commented about the recent fundraiser of the BMX Park Committee, which was very successful. He was unsure of how much money was raised, but he indicated approximately 90 tickets were sold. The BMX Park Committee is hoping to have a park opening by the end of the year.

He indicated the Planning and Zoning are still in the process of working on the new farm regulations. Two public hearing have already taken place and the next step is sending the regulations to the attorney for further review. He also mentioned at the Parks and Recreation recent meeting it was decided to temporarily open the parks for Memorial Day Weekend, and officially open the parks full time on July 4, 2011.

Mr. Simmons indicated that he and the First Selectwoman had a discussion regarding sprucing up the hallways of the Town Hall. It was suggested that artwork made by children of East Windsor Public Schools. Ms. Menard indicated that her office is looking into ways to hang such artwork and are looking forward to having the artwork decorate the Town Hall.

He reminded the Board of upcoming meetings on May 4, 2011 Community Conversations at Jimmy Chen's at 7:00 p.m. and on May 7, 2011 is Community Day in East Windsor.

c. John L. Burnham, Selectmen

Mr. Burnham spoke about a recent meeting of the CIP Committee regarding the requests for the upcoming budget. Originally, the requests were approximately 2% of the total budget or approximately \$600,000 in requests, but those figures were reduced to 1.5% of the total budget or approximately \$450,000 in requests.

He commented about the Scott Hall which is having solar panels installed on the roof, progress should be made within two weeks. The new kitchen was inspected and it met the current standards, all grease traps are above-ground.

He indicated the American River Heritage Commission had two clean-up days and another one is scheduled for May 15, 2011.

d. Gilbert Hayes, Selectmen

Mr. Hayes reported sadly to the Board that Lt. Col. Ronald Hwalek passed away today. He was the Treasurer of the Veteran's Commission for the past eleven years, and he never missed a meeting. He did a tremendous service to his country and town. Mr. Hayes discussed the Veteran's Commission Memorial Day Service on May 29, 2011 at the Melrose School placing flags. The ceremony will take place at 2:30 p.m. Mr. Hayes also mentioned the Wall Memorial which is taking place on Memorial Day Weekend. The planning of this event is in full swing and meetings are scheduled with Parks and Recreation, Police, Public Works, to discuss parking and driving routes.

Mr. Hayes discussed Community Conversation meetings and wanted to thank Ms. Linda Nolan for keeping these meetings running after Mr. Tim Howes left his post as the Superintendent of Schools. The last meeting was held Jimmy Chen's which was well attended and he thinks it is a good idea of having local meetings and local restaurants. He also mentioned the Chamber of Commerce has agreed to host the upcoming meeting in order the meetings can be covered under liability insurance which is held by the Chamber.

e. Richard P. Pippin, Selectmen

Mr. Pippin indicated his report would be short. He indicated that Mr. Burnham already reported on the recent CIP meeting and he indicated he has attended a few of the Board of Finance Budget Workshop Meetings.

He commented on the recent Inland/Wetland which held two public meetings on April 6, 2011 which were well presented. The applications were for construction of a box store on Route 5.

VII. Board and Commission Resignations and Appointments

a. Resignations: None

Board of Assessment Appeals

1. Marilyn Butenkoff

2. Muriel Wells

Ms. Butenkoff in a letter dated April 1, 2011, she indicated she would resign from the Board of Assessment Appeals effective September 30, 2011. She has been a member of the Board since 1988.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Marilyn Butenkoff , Board of Assessment Appeals, with deep regret.

Ms. Wells in a letter received on April 14, 2011, she indicated she would resign from the Board of Assessment Appeals effective September 30, 2011 for personal reasons.

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Muriel Wells , Board of Assessment Appeals, with deep regret.

b. Re-Appointments: None

Parks and Recreation Commission

Cheryl A. Balch (R) regular, term expiring 05/01/2015

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Cheryl A. Balch (R), to serve a five year term to expire May 1, 2015 as Regular Member.

**c. New Appointments:
Economic Development Commission
Mary Morgan (R) alternate, term expiring 05/01/2015**

Mr. Burnham indicated that before the meeting he had spoken to Ms. Morgan regarding the new appointment. She would prefer the Veteran's Commission vacancy. Ms. Menard asked if she would like this tabled or postponed. Ms. Morgan has asked if she could withdraw this request at the present time. It was agreed.

**Veterans Commission
Mary Morgan (R) alternate, term expiring 05/01/2015**

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the new appointment of Mary Morgan (R) to serve a term to expire May 1, 2015 as an Alternate Member.

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.

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen agree to move the discussion of Agenda Item VIII. New Business b. Approval of Tax Refunds and IX. Unfinished Business a. Funding for Facilitator for Route 140 Rezoning Workshop/Transfer Funds before VIII. New Business a. Approval of Policies.

VIII. New Business

b. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated April 13, 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 \$11,924.90.

Ms. Carol Madore, Assessor, was in attendance of the meeting and indicated to the Board the reason for such a high refund is due to an audit which was performed on two businesses netted the businesses with the refunds.

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$11,924.90 pursuant to the tax collector's request of April 13, 2011.

IX. Unfinished Business

a. Funding for Facilitator for Rt. 140 Rezoning Workshop/Transfers Funds

Ms. Menard informed the Board Members additional information was given to them in their packets regarding this agenda item. She indicated two letters were received in her office from Mr. Paul Anderson, Chairman of WPCA and Mr. Eric Moffett, Co-Chairman of the Economic and Development Commission supporting the request for funding for facilitator for Route 140 Rezoning. Ms. Laurie Whitten, Town Planner, addressed the Board. She indicated the sewer expansion along Route 140 is in the works. It is now in the best interest for the Town to continue in a collaborative fashion regarding development of this business corridor. Professional Planners are consistently taught that the best process in moving forward is one that informs and involves all concerned stakeholders. In this case, the stakeholders are not only the property owners along this new sewer extension area, but all citizens of East Windsor, as everyone can ultimately benefit from smart growth along this corridor. She is proposing to hire a facilitator in order to hold visioning/brainstorming workshop. The facilitator can then work with the PZC, EDC, and staff to develop regulations that meet the determined goals. This process will enable all citizens to voice their opinions, and views, to help guide the PZC in creating a smart growth plan. A facilitator can run a non-biased workshop which will present options for development to the public, allow the public to express their concerns, and provide consensus building to formulate a direction for the PZC to follow. The process is similar to the workshops held by consultants from Milone and MacBroom for the Incentive Housing Zone Study, and Parks and Recreation Department for their Boundless Playground. She indicated this request is not for additional funding. This is only a request to re-appropriate funds within the existing approved Planning budget.

Audience members, Mr. Edward Alibozek (WPCA), Mr. Richard Covill (EDC), Ms. Carol Madore (Assessor), Mr. Patrick Mulkern (PZC), Mr. Jim Richards (EDC), and Elizabeth Burns (Human Services) all stood up and addressed the Board in favor of funding the facilitator.

A brief discussion took place among Mr. Burnham, Mr. Simmons and Ms. Whitten regarding the cost of the facilitator and where the funding was been allocated from.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the transfer of \$4,400 from the Planning Part Time Salary Line Item 1-01-10-1124-1-101 to Professional Line Item 1-01-10-1124-3-330 and recommend to the Board of Finance and to a Town Meeting, if necessary.

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen agree to continue with the order of the Agenda Item VIII. New Business, a. Approval of Policies.

VIII. New Business

a. Approval of Policies

1. Policy for Donating Sick Leave

Ms. Menard commented that all of the Board Members are aware that she has hired a human resources consultant. Recently, that consultant has been reviewing the town's policies which are in place for the employees. The first policy which has been reviewed is the Policy for Donating Sick Leave. An issue regarding donating sick leave has come up and the town's policy was not too thorough regarding the actual process. The new policy has been drafted and given to all Board Members for their review. The policy goes through the process. There are two forms of the policy, one for the person who is donating and one for the person who is receiving the sick leave.

Ms. Menard read through the policy. A discussion was held in regards to how many days can be donated and who is keeping track of the days used. The way the policy reads as presented up to two days can be donated, but after the discussion it was decided to make it up to three days. Ms. Menard reminded the Board anyone requesting for donated sick leave must have exhausted all of their sick leave and vacation time.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (3-1)(J. Burnham dissenting) that the Board of Selectmen adopts the Policy for Donating Sick Leave with corrections noted.

2. Sexual and Other Unlawful Harassment Policy

Ms. Menard indicated the next policy for the Board Members to review is the Sexual and Other Unlawful Harassment Policy. She indicated the last time this policy was updated was back in the 1960s. CIRMA has suggested the policy be updated. The human resources consultant has gotten information from CIRMA and other surrounding towns and has compiled all of the information to create this policy. They reviewed the

policy. Mr. Burnham questioned who is considered to be the appropriate individual to investigate the complaint. Ms. Menard commented that it could be the First Selectman, and if the First Selectmen feels it is a serious violation, it could be referred to the Police Department. Mr. Burnham questioned what if the violation is against the First Selectman; maybe the policy should read First Selectman and/or Chief of Police.

A short discussion was held.

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adopts the Sexual and Other Unlawful Harassment Policy with the additions with the East Windsor Chief of Police be a supplemental appropriate individual to investigate a complaint.

Ms. Menard indicated at the next meeting, she will have a few more policies for the Board to review regarding personal use of town cell phones, use of personal cell phones during business hours, and use of cell phones in town vehicles.

IX. Unfinished Business

b. Discussion of Upcoming Referendums

Ms. Menard commented that during the budget discussions, it was discussed the possibility of combining polling places for the upcoming referendums to one central location. She would like to find out how the Board feels about this idea. Mr. Simmons indicated that it should be up to the Registrar of Voters and the moderators and he believes they want two polling places. Mr. Simmons also inquired if one polling place is decided upon, where will that polling place be located, in Broad Brook or Warehouse Point? Ms. Menard indicated she had some concerns about combining the polling places due to the confusion it may cause. She indicated that she would like to discuss in the future moving the Broad Brook polling place of the Town Hall. She also indicated the Democrats recently have appointed a new Registrar of Voters and it would be unfair to that person to change the rules on the first referendum. Mr. Pippin suggested having both Registrars come to a meeting to discuss this matter at a later date. Mr. Burnham suggested maybe a five year plan to change the locations. It was suggested having the polling places at the Annex or at the Intermediate School or High School. After the discussion, it was the general consensus not to take any action on this subject.

Ms. Menard mentioned that the referendums are scheduled from 12:00 p.m. to 8:00 p.m. Mr. Hayes indicated he would like the polls open at 6:00 a.m. and close at 8:00 p.m. in hopes of getting potential votes before they got to work for the day.

A brief discussion was held.

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (3-1)(R. Pippin dissenting) to change the policy which was set on April 15, 2009 pursuant to Connecticut General Statutes 7-9b that municipalities may change the hours to open earlier, to set a policy beginning April 2011 all Town referenda will be from 6:00 a.m. to 8:00 p.m.

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

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

e. *East Windsor Storm Water Management Committee

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

X. Budget Matters

a. 2010-2011 & 2011-2012 Budget Discussion

Ms. Menard gave to the Board Members copies of email from Kim Scavotto, the Assistant Treasurer indicating a expenditure account needs to be set-up for the State in order to have the funds reimbursed for the Industrial Park Roads Improvement Project.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen set up an expenditure account (1-42-55-9445-7-700-0170-0) in the Capital projects section of the budget for the spending of the \$600,000 to be reimbursed through a grant for the East Windsor Industrial Park Roadway Improvement Project.

b. Budget Transfers

Ms. Menard indicated there is only one transfer on the agenda this evening. The transfer is being requested from the Building Department to make needed repairs to a truck that is available from the Highway Department prior to being used by the Building Inspector.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$3,000 to the Building Department/Vehicle Maintenance (1125/430) from

Section 8-5 (b) (4) (8410/899), as presented, and recommend to a town meeting if necessary.

c. Revised Recommendations from CIP Committee

Ms. Menard gave to all Board Members handouts which were entitled "CIP 2012 Projects Worksheet" and "town of East Windsor FY 2011-2012 Proposed Budget". She indicated a meeting was recently held wherein the Committee revised the original request for the upcoming budget. The revised request is in the amount of \$495,667 or approximately 1.5% of the total town budget. She discussed each and every project listed on the sheets for the Board Members.

A brief discussion was held.

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen recommends the proposal of \$485,667 for Capital Improvements to the 2011-2012 proposed budget, as are listed in Exhibit B.

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

It was **MOVED** (Pippin) and **SECONDED** (Hayes) **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 9:12 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 9:55 p.m.

XII. Adjournment

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen adjourns the April 19, 2011 Regular Meeting at 9:56 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

April 19, 2011

My report to the Board of Selectmen

Small Cities Block Grants:

2011 Prospect Hill Road Phase II: We held a preconstruction meeting on the project. Official start date for the project is May 1 and must be completed within 120 days but the contractor felt it will be done in much less time than that. The water company's water line rehab piece of this is pretty far along. My guess is they will be done by the time the road/drainage work begins.

2012 Park Hill: With tonight's Public Hearing completed we are one step closer to completion of the application to be filed for the \$600,000 grant for the Park Hill renovations.

2011 State Industrial Park Roads Grant: We are moving forward with this project. We have received approval to use a contractor from the State's "preferred vendor" list rather than go out to bid. It will save time and money. We do have to incur legal costs, mandated by the State, to represent us in the closing needed for getting this money in place. Although I am keeping an extremely close watch on our legal expenses, this is needed to get the \$600,000 in place to do the work.

2011 North Road Sewer project: You have all probably seen the electronic signs on North Road saying the project will be starting April 28. Superintendent Enderle has begun visiting businesses and houses that will be impacted by the construction to let them know what is planned and give them contact information if they have an issue during the project.

Becky and Len met with a representative from FEMA regarding reimbursement for costs associated with the January 11-13 snow storm. They have submitted documentation for reimbursement of \$36,000+. The FEMA representative said it may take a while to get the money but we are definitely eligible for reimbursement of those costs.

The Building Committee met last week to approve the form for requesting Task Labor Bids for our plumbing, electrical, HVAC and general repair contractors. We will be requesting those in the near future and the bids will come to the Selectmen for approval.

Last Tuesday, the Building Inspector, Fire Marshall and I met with the project manager and architect for the renovation project for STR. Their goal is to be in East Windsor by June 1. Everyone agreed to work toward that goal. Construction of the road connecting Craftmen to Newberry Road is progressing and STR has received the permit needed to begin the interior renovations needed to move in.

Mary Kellogg and Karl Von Eisengrein have been hired as drivers for the Senior Center and we are working to fill the part-time program coordinator position that was approved by the Board of Selectmen earlier this year.

The Building Inspector's blue car needed over \$3,000 in repairs. After consulting with Rand, Len and Bosco, it was decided no more money should be spent on the vehicle. Everything of value was removed including the horn which was put in one of our police cars and the car will be disposed of at no cost to the Town. Rand was offered use of the white car while we looked for the best "next" vehicle for him. He preferred using his own truck until a replacement is ready. Public Works has a pickup that needs work (there is a transfer for that expense on tonight's agenda) that Len and Rand agreed would work well for his type of work.

Reminder of some upcoming events:

April 21 EW Citizen of the Year Dick Sherman

April 30 Bulk waste dropoff

Walk for Abby

Fishing Derby at Reservoir Park

May 7 Community Day - are we marching?

May 14 Dog Park opening

Denise Menard

