

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

**MINUTES OF REGULAR MEETING,
May 3, 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, E. Arthur Enderle, III, Edward Alibozek, Larry Wagner, Ron Masters, Kathleen Pippin, and others
Press: K. Loucks (Journal Inquirer) and L. Smith (Patch.com)

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

III. Approval of Minutes

Approval of Regular Meeting Minutes of April 19, 2011

An error was noted in the April 19, 2011 Regular Meeting Minutes. An amendment to the minutes in Section IV, Subsection c, Paragraph 2 is noted. The following is the noted amendment:

“...about the Scott Hall which is...”
to
“...about the Scout Hall which is...”

An error was noted in the April 19, 2011 Regular Meeting Minutes. An amendment to the minutes in Section IV, Subsection c, Paragraph 2 is noted. The following is the noted amendment:

“The new kitchen was inspected and it met the current standards, all grease traps are above-ground.”

to

“The new kitchen was inspected and it has been noted that to meet the current health codes, new grease traps must be installed above-ground.”

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the minutes of April 19, 2011 Regular Meeting, as amended.

IV. Public Participation

None.

V. Communications

a. Correspondence regarding Public Participation on Meeting Agendas

Ms. Menard told the Board Members that she has spoken to all of the Boards and Commissions regarding public participation on meeting agendas pursuant to the Charter, Section 3-2(B) that meetings shall be held in accordance with Roberts Rules of Order that all regular meetings shall have time allotted for public participation.

VI. Selectmen's Reports

a. Denise Menard, First Selectwoman

Ms. Menard informed the Board that on Thursday, May 5, 2011 the Lt. Governor Nancy Wyman will be speaking at the North Central Chamber of Commerce breakfast. The cost of the breakfast is \$15.00.

Ms. Menard indicated that she has a meeting scheduled with the health insurance representatives to finalize figures of the cost of the insurance. They will be reviewing figures from an additional month and this will determine if the rates will increase, decrease, or stay the same.

Ms. Menard commented the dog park will be opening on May 14, 2011 at 10:00 a.m.

She commented about the Millbrook Remediation. Her office has received the binder approved by the Department of Environmental Protection and the project will be moving forward this month.

She reminded everyone that the first referendum is scheduled for May 10, 2011. She has asked Ms. Melissa Maltese of Parks and Recreation to display the signs to give the public awareness of the May 10, 2011 referendum

Ms. Menard commented about the Vietnam Memorial Wall which is scheduled to be on display. Organizational meeting have taken place and there is a plan in place. Opening day for the memorial is May 19, 2011, which was originally scheduled for 8:00 a.m., but has been changed to 5:00 p.m.

She remarked about the recent Pension Committee Meeting and Building Committee Meeting. It was decided by the Building Committee to go out to bid for the HVAC/electrical/plumbing/handyman. The Building Committee will first review the applications and then it will be forwarded to the Board of Selectmen. She reminded everyone the process of reviewing all applications is fair and all names are blacked out while reviewing those applications. She also mentioned the Building Committee discussed the Broad Brook Fire Department has found a furnace which is not being used at the Annex. This furnace is in better condition than the one that is presently being used at the Broad Brook Firehouse and is being considered for the Broad Brook Firehouse. Also discussed was the mechanicals at the Town Hall and the possibility of converting to natural gas, leasing the unit for five years and at the end of the five years, the town will purchase for \$1.00.

b. Mark Simmons, Deputy First Selectmen

Mr. Simmons indicated the Planning and Zoning is 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.

Mr. Simmons also commented about the wine tasting fundraiser of the BMX Park Committee, which was very successful.

He reminded the Board of the 23rd Annual Community Day which will take place at the Broad Brook School on May 7, 2011. Also on that day at 2:00 p.m. at the Trolley Museum, a substantial monetary contribution from the Windsor Locks Preservation will be given to the Trolley Museum. The Preservation has dissolved and will be donating whatever funds are remaining from that preservation to the museum.

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 and of local artists.

c. John L. Burnham, Selectmen

Mr. Burnham spoke about Community Day on May 7, 2011 and inquired if the Board will be marching in the parade. Ms. Menard indicated that the parade steps off at 10:00 a.m., and is requesting the Board Members to meet at the Town Hall at 9:30 a.m.

Mr. Burnham commented on the recent Pension Committee meeting which took place on April 26, 2011. At that meeting, Mass Mutual gave the committee a presentation of their services.

He commented about the Scout Hall which is having solar panels installed on the roof, progress should be made within two weeks.

d. Gilbert Hayes, Selectmen

Mr. Hayes mentioned the Wall Memorial which is taking place on May 19, 2011. He indicated the Board will be donating coffee and donuts to the volunteers on the opening day of the memorial. A meeting is scheduled for May 9, 2011 for the planning of this event with Parks and Recreation, Police, Public Works, to discuss parking and driving routes. The opening ceremony is scheduled for Thursday, May 19, 2011 at 5:00 p.m. and other ceremony is scheduled on Saturday, May 21, 2011 at 10:00 a.m., a flyover is scheduled for Saturday, May 21, 2011 at 4:00 p.m., and closing ceremony will be Sunday, May 22, 2011 at 4:00 p.m.

Mr. Hayes discussed Community Conversation meeting is scheduled for Wednesday, May 4, 2011 at Jimmy Chen's Restaurant.

e. Richard P. Pippin, Selectmen

Mr. Pippin indicated at the recent Planning and Zoning Commission Meeting on April 26, 2011, two applications were heard. The first hearing was in regards to a dog training facility on North Road. It was requested that more details be given to the Commission before a decision could be made. The second application heard for a special permit to serve liquor at Mellow on the Water. It was granted due to the fact the facility has scheduled events planned. He mentioned that public participation was on that meeting's agenda.

Mr. Pippin also commented about the recent WPCA Meeting. At that meeting, two applications were heard. The first one was from Mr. Walter Bass regarding a small condominium project. It was requested more details regarding the project. The second application was regarding stables. HE also commented that the sewer user fee for next year will be lower.

VII. Board and Commission Resignations and Appointments**a. Resignations:****Travis O'Brien, Planning and Zoning Commission**

Mr. O'Brien in a letter dated April 21, 2011 he indicated he would resign from the Planning and Zoning Commission effective May 11, 2011.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Travis O'Brien, Planning and Zoning Commission, with deep regret.

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. Approval of Kitchen Improvements at Scout Hall**

Mr. Ron Masters addressed the Board to discuss the proposed kitchen improvements at Scout Hall. He had copies of the blueprints which helped him explain the improvements they are proposing. The blueprints were entitled "Scout Hall Kitchen Renovation dated May 3, 2011". Mr. Masters explained Scout Hall was built approximately 11 years ago and the grease traps were placed underground, however, this practice is no longer accepted and all grease traps must above-ground. Changes have to be made and the plans presented to the Board explain those changes. Presently, the sinks have cabinets underneath which make it difficult to access the plumbing. It is being proposed those sinks to be replaced with three, free standing sinks along with above-ground grease traps to bring the kitchen up to current code. He is asking permission from the Board to make those modifications. If the modifications are approved, it is hoped the work will be done by the fall.

A brief discussion was held.

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (3-0)(J. Burnham and G. Hayes abstained) that the Board of Selectmen approves the

plans entitled “Scout Hall Kitchen Renovations dated May 3, 2011” as presented.

The Board Recess at 7:32 p.m. for the purposes of a Town Meeting.
The Board Reconvened at 7:45 p.m.

b. Discussion of the Senior Center Transportation Program

Ms. Menard indicated it was requested by Mr. Richard Pippin that the Board receive an update as to the buses being disposed off. Ms. Menard indicated one van which was going to be disposed of is going to Southern Auto Auction on Thursday or Friday of this week. The second van is still in service and will be disposed of once the new van arrives. She has asked the Senior Center to establish a Transportation Plan for the Senior Center. It has been discussed the past about using cars or mini-vans rather than vans for transporting smaller groups to doctor appointments or to other appointments, wherein a larger vehicle would not be necessary to save on gasoline expenses. She has been instructed a plan is in the process of being developed and at the next meeting, it is anticipated that plan will be presented to the Board.

A brief discussion was held and it was noted that this subject will be tabled until the next meeting to discuss further.

c. Approval of DECD Resolution related to Park Hill

Ms. Menard indicated the Small Cities Block Grant which has been awarded to the Town of East Windsor for general improvements to the housing authority properties, including Park Hill. Those improvements include, but not limited to, roofs, windows, and ADA compliance. The next step is to have the Resolution passed.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen authorizes Ms. Denise Menard, First Selectmen to sign and certify the attached Resolution marked as Exhibit A.

d. Discussion of Budget Overruns and Added Appropriations General Rules

Ms. Menard indicated that the current Budget Overruns and Added Appropriations General Rules Policy has been questioned by Mr. Pippin. He has indicated the current policy has created more town meetings and it is an expensive process to the Town. He wanted to stress the changing of the policy. Ms. Menard indicated the policy is being reviewed again by the Board of Finance and Ms. Danelle Godeck has been checking with someone from

the Town of Plainville to make sure the policy complies with the law. Ms. Menard indicated she will speak to Ms. Godeck and indicate to her that the Board has discussed the policy and would like to recommend the Board of Finance to loosen up a little, so transfers can go a little smoother, less timely and less costly.

e. Discussion of General Meeting in accordance with the Town Charter, Chapter IV, Section 4-2, b

Ms. Menard indicated that the Charter calls for a general meeting every year. The last three years, meetings have been held as roundtable meetings for all departments and staff members. The meetings have become more of a complaining session rather than a general meeting. Presently, the Selectmen's office is trying to build a calendar for the upcoming months and she would like to schedule a general meeting sometime early in the fall. Mr. Pippin suggested having the meeting after the elections in November. Ms. Menard indicated the Charter indicates the meeting has to be done by December and doing the meeting after the election may be too late and the newcomers may have so much to learn and do, it may be difficult for them to attend such a meeting.

A brief discussion was held regarding subjects of such meetings, such as, mission statement review, budget processes, and ethics.

f. Schedule of next Citizen Hour

Ms. Menard inquired with the Board if they were interested in scheduling a Citizen Hour. Mr. Burnham suggested having the Citizen Hour take place at the Trolley Museum. She indicated she would discuss it with Galvin at the Trolley Museum. The next Citizen Hour is scheduled for Tuesday, June 14, 2011 at 6:00 p.m. Ms. Menard will confirm the location with Galvin.

g. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated April 27, 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 \$3,029.93.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$3,029.93 pursuant to the tax collector's request of April 27, 2011.

IX. Unfinished Business**a. Request for “Exempt Signs” at Railroad Crossings**

Ms. Menard indicated that the Board was waiting for something. Mr. Pippin commented he was waiting for the exact list for the crossings and indicated he would talk to Mr. Len Norton regarding this subject and get back to Ms. Menard. Mr. Norton is in possession of the signs and is waiting for the list of where the signs need to be placed.

b. *Review of the January 10, 2011 Proposed Blight Ordinance**c. *East Windsor Storm Water Management Committee**

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

X. Budget Matters

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen agree to move the discussion of Agenda Item X. Budget Matters b. Budget Transfers before X. Budget Matters a. 2010-2011 & 2011-2012 Budget Discussion.

b. Budget Transfers

Ms. Menard indicated there are three transfers on the agenda this evening. The first transfer is being requested to WPCA/Pump Station from CNR/North Road in the amount of \$1,731.31 for existing pump station repairs. The second transfer is to WPCA/Pump Station from CNR/WPCA Pump Station in the amount of \$4,868.95 for existing pump repairs.

Mr. Edward Alibozek and Mr. E. Arthur Enderle, III of the WPCA were there to discuss this transfer request. They both indicated the funds which were being requested for transfers would be placed into the WPCA/Pump Station Account so the funds can be used if and when there is an emergency which needs to be addressed. Ms. Menard explained to the Board regarding the extra funds which are left in CNR due to projects which have been completed and the extra money budgeted has been left in CNR unassigned. After a brief discussion, Ms. Menard commented that she will be working with the Ms. Catherine Cabral, Treasurer, to implement a policy regarding the unused funds in the CNR account.

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$1,731.31 to the WPCA/Pump Station (0210/438) from CNR/North Road (55/0718), as presented, and recommends to the Board of Finance the transfer of \$4,868.95 to the WPCA/Pump Station (0210/438) from CNR/WPCA Pump Station (55/0719), as presented, and recommend to a town meeting if necessary.

The third transfer request is from the fire departments for physicals and immunizations. Ms. Menard inquired with both fire departments as to an estimate of what the cost of the remaining physicals for the firemen until the end of the fiscal year. She has received a letter from the Chief of the Warehouse Point Fire Department estimating the costs at \$2,339. She has not received a response from the Chief of the Broad Brook Fire Department. She did indicate she has asked both departments to hold off doing any further physicals until the new fiscal year due to the billing complications and wanting to close the books at the end of the fiscal year in anticipation of the audit. She has requested physicals to take place between July 1 and December 31.

A brief discussion was held.

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (3-0)(R. Pippin abstained) that the Board of Selectmen recommends to the Board of Finance the transfer of \$4,759.00 to the FD/Physicals & Immunizations from Section 8-5(B)(4) (8410/899), as presented, and recommend to a town meeting if necessary.

a. 2010-2011 & 2011-2012 Budget Discussion

Ms. Menard gave to all Board Members handouts which were entitled "Detailed Budget for Town of East Windsor 2011-2012 Preliminary for 5/10/11 Referendum" for their review. She indicated that the referendum scheduled for May 10, 2011, the proposed budget is in the amount of \$33,141,666 or an 1.97% spending total spending increase. Last year's budget was in the amount of \$32,501,741. Ms. Menard explained what changes the Board of Finance made during their budget workshops, cutting \$35,000 from the police department request of overtime variable account and various cuts from other departments, small in nature. She also commented that the CIP revised their request cutting it by \$164,000.

A brief discussion was held.

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

It was **MOVED** (Hayes) 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.

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

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 9:10 p.m.

XII. Adjournment

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the May 3, 2011 Regular Meeting at 9:11 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 Municipality)

at a meeting of its Board of Selectmen
 (Governing Body)

duly convened on 5/3/11 and which has not been rescinded or modified in
 (Meeting Date)

any way whatsoever and is at present in full force and effect.

5/10/11
 (Date)

Joanne m. Slater.
 (Signature and Title of Official) Town Clerk

SEAL

WHEREAS, federal monies are available under the Title I of the Housing and Community Development Act of 1974, 42 U.S.C § 5301, et. seq., as amended, also known as Public Law 93-383, and administered by the State of Connecticut, Department of Economic and Community Development as the Connecticut Small Cities Development Block Grant Program; and

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of the State of Connecticut Department of Economic and Community Development is authorized disburse such federal monies to local municipalities; and

WHEREAS, it is desirable and in the public interest that the Town of East Windsor make an application to the State for
 (Municipality)
\$700,000 in order to undertake and carryout a Small Cities Community Development Program and to execute an Assistance Agreement.

Exhibit A Continued

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
Part VI of Chapter 130 of the CGS
(State Statutory Reference)

- 2. That the filing of an application for State financial assistance by
Town of East Windsor
(Municipality)

in an amount not to exceed \$700,000 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, to carryout approved activities and to act as the authorized representative of

Town of East Windsor

(Municipality)