

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

**MINUTES OF REGULAR MEETING,
May 17, 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: Elizabeth Burns, Patrick Mulkern, and Kathleen Pippin
Press: K. Loucks (Journal Inquirer)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:04 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 May 3, 2011

An error was noted in the May 3, 2011 Regular Meeting Minutes. An amendment to the minutes in Section VI, Subsection e, Paragraph 1 is noted. The following is the noted amendment:

“...to serve liquor at **Mellow** on the Water.”
to
“...to serve liquor at **Merlot** on the Water.”

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the minutes of May 3, 2011 Regular Meeting, as amended.

IV. Public Participation

Mr. Patrick Mulkern of 17 Emily Road addressed the Board. He informed the Board that he has handed his resignation to the Planning and Zoning Commission. The reason he is resigning from the Commission is due to the fact that he will be leaving Connecticut and going to law school in California. He wanted to express his appreciation to Mr. John Burnham for encouraging him to get involved and he would encourage others to do the same.

V. Communications**a. Thank you from Donate Life**

Ms. Menard told the Board Members that in their packets is a letter from Donate Life dated April 2011 thanking the Town of East Windsor for participating in the national initiative Flags Across American with a Donate Life community in Connecticut. The program was created to honor organ and tissue donors.

b. Traveling Vietnam Veterans Memorial Wall that Heals booklet

Ms. Menard gave to all Board Members a booklet which is being distributed during the time the Traveling Vietnam Veterans Memorial Wall that Heals. She indicated Deputy Selectman Mark Simmons will be the Mayor of Ceremonies.

c. Memorial Day Parade and Ceremonies Invitation

Ms. Menard indicated the Board has been invited to the Memorial Day Ceremony at Melrose School on Sunday, May 29, 2011 at 2:30 p.m. She also mentioned the Memorial Day Parade which is scheduled for Monday, May 30, 2011 at 10:00 a.m. She is requesting participants of the parade to line-up at the Town Hall Annex no later than 9:15 a.m.

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

Ms. Menard gave a copy of her report dated May 17, 2011 to all Board Members and is attached hereto as Exhibit A. She discussed her report.

b. Mark Simmons, Deputy First Selectmen

Mr. Simmons indicated he has received an email from Jim Richards regarding recent grant award of \$20,000. Mr. Simmons remarked that Selectman Gilbert Hayes will be giving more detail regarding the grant.

Mr. Simmons commented on the Wall that Heals which will be arriving in town on Wednesday, May 18, 2011. The Wall is escorted by motorcycles and extensive planning with the police department has been done. He attended a meeting at the American Legion Hall regarding preparations for the Wall. The Wall viewing is scheduled twenty-four hours a day until Sunday. Closing ceremonies are scheduled for 4:00 p.m. All residents have been advised of the activities planned over the five days the Wall will be in town. Ms. Menard indicated flyers have been developed giving information for parking and shuttle bus services. She gave the flyers to all of the Selectmen.

Mr. Simmons indicated the EDC have been busy promoting economic growth in the town. On April 19, 2011, the EDC held a roundtable meeting with local businessmen at the Holiday Inn Express. It was hoped more people would have attended the event. Issues concerning sign ordinances, Route 140 sewer project, and listing of commercial real estate were discussed.

He indicated the Planning and Zoning Meeting of May 24, 2011 is cancelled but the Commission 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 latest fundraising event of the BMX Park Committee, which is another duck race. The event will take place on June 18, 2011. The cost of purchasing a duck is \$10.00 and there is a list of nice prizes which can be won. The last duck race sponsored by the BMX was very successful.

c. John L. Burnham, Selectmen

Mr. Burnham spoke about Community Day which was held on May 7, 2011 and it was a great day. He also commented about the donation that Trolley Museum received from the Windsor Locks Preservation Commission. The American River Heritage had another successful clean-up on May 14, 2011 and he gave great accolades to Dick and Barb Sherman for all of their efforts.

He commented about the Scout Hall which is having solar panels installed on the roof of the tobacco shed. The only thing left is to receive the meter from CL&P. He proudly mentioned that this is the first municipal building in the town to have solar panels. He remarked about the recent kitchen

renovations, which are in the process of getting approved. He indicated Mr. Ron Masters has been following the progress and is presently dealing with North Central Health to obtain the proper permits.

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.

Mr. Hayes commented on the donation to the Trolley Museum and indicated it was the first visit he has ever had at the Trolley Museum. He indicated he caught the tail end of the EDC meeting wherein it was being discussed extending the trolley tracks into Broad Brook Village but using enhancement grants as did Windsor Locks when developing the canal path.

Mr. Hayes discussed the East Windsor Education Foundation wherein grants were received for projects which are not funded in the budget for special education. The grant recently received totaling \$20,000 was used to provide touch screen monitors for the computers, which are ADA compliant. In the past three and half years, \$20,000 has been received. A reception will be held at LaNotte Restaurant to honor those recipients on May 25, 2011 at 5:30 p.m.

e. Richard P. Pippin, Selectmen

Mr. Pippin indicated at the recent Wetland/Inlands Commission meeting two applications was heard. The first application was in regards to a development by Newberry Road LLC, however, the Commission is requiring more details regarding the project and it will be readdressed at the next hearing, which a decision will have to be made. The second application was in regards to a condominium complex developed by Walter Bass, and the project was approved.

Mr. Pippin commented about the East Windsor Housing Authority which approved plans for new ductless heating and cooling to be installed by the fall. He was going to comment on the Building Committee Meeting; however, it was already discussed previously by Ms. Menard in her report.

VII. Board and Commission Resignations and Appointments

a. Resignations:

Grace A. Viera (Balula), Parks and Recreation Commission

Ms. Viera in a letter dated May 3, 2011 indicated she would resign from the Parks and Recreation Commission effective May 3, 2011.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Grace A. Viera (Balula), Parks and Recreation Commission, with deep regret and best of luck in the future.

Patrick J. Mulkern, Planning and Zoning Commission

Mr. Mulkern in a letter dated May 11, 2011 indicated he would resign from the Planning and Zoning Commission effective July 1, 2011.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Patrick J. Mulkern, Planning and Zoning Commission, with deep regret and best of luck in the future.

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. Discussion of changes to Policies and Procedures regarding Purchase Orders and Bids

Ms. Menard gave a copy of a document entitled "Town of East Windsor Policies and Procedures Purchase Orders and Bid Items". She indicated the policy was reviewed and an additional paragraph was added to the policy. The added paragraph was read by Ms. Menard, which read as follows:

"Any purchase for the Town of East Windsor, with the exception of the Board of Education are made under such rules and regulations as may be established by the Board of Selectmen. This policy is therefore changed to add "vendor that has been found to be delinquent to the Town of East Windsor for personal, motor vehicle, or property taxes, will be disqualified until such time as the finding of delinquency has been cured"."

A motion was entertained by Mr. Pippin and seconded by Mr. Simmons to adopt the Policies and Procedures regarding Purchase Orders and Bids as presented.

A discussion was held regarding the posting of the bids once they have been opened. It was mentioned that once the bids are opened, those bids are public record. Mr. Burnham had a question regarding the delinquency clause in the policy. He would like the delinquency to be addressed before the bidder would be disqualified reason being the delinquency could be an ongoing issue regarding the delinquency that is being disputed, and he feels that the contractor/bidder should not be penalized if the delinquency is being disputed. Ms. Menard indicated the wording has been approved by the Town Attorney.

A vote was taken:

In Favor – Mark Simmons, Richard Pippin, and Denise Menard

Opposed – John Burnham

Abstained – Gilbert Hayes

Motion passes.

b. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated May 11, 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 \$104.47.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$104.47 pursuant to the tax collector's request of May 11, 2011.

IX. Unfinished Business

a. Discussion of Senior Center Transportation Program to Include Elizabeth Burns, Director of Human Services

Ms. Menard introduced Ms. Elizabeth Burns, Director of Human Services, to the Board. Ms. Burns indicated that Ms. Theresa Hill, Senior Transportation Coordinator was not available to attend this evenings meeting. Ms. Burns gave to all Board Members a document entitled "Transportation Statistics Number of Trips for Fiscal Year 2010-2011 (July 2010 through April 2011) for their review. Ms. Burns wanted to inform the Board that the bus which was up for auction was recently sold for the amount of \$3,300. She discussed the document she gave to the Board. The trips are broken down into categories: medical, nutrition, groceries, social, miscellaneous, elder wellness, and meals on wheels. The total trips thus far this fiscal year are 2921 one-way

and 5,842 total round trip. The information which has been gathered indicates the average age utilizing the transportation services is over 75 years old. The reason Ms. Burns believes is that most of the seniors under the age of 75 are still driving themselves. She discussed the trips that are taken and how seldom that more than one person has a medical appointment on the same day or around the same time, and those trips are usually one person trips. In those instances, she would recommend using a car rather than a bus to save on gas expenses. She also mentioned the possibility of having volunteers drive the vehicles which would save money in payroll for drivers; however, this would have to be researched further due to the possibility of liability issues to the town.

A lengthy discussion was held wherein it was suggested having a driver on a per diem schedule rather than having volunteers or a part-time driver. Ms. Menard indicated this policy is evolving and is in its developmental stages.

b. Review and Discuss a Blight Complaint

Ms. Menard indicated she has received a letter regarding a potential blight. The letter dated May 9, 2011 from a Ms. Sharon Tripp of Winkler Road has written the First Selectman's Office reporting that a dumping area as started to form on Winkler Road near the trolley tracks. She indicated that at a Board of Selectmen Meeting of January 18, 2011 it was the consensus that all complaints would be addressed by this Board. She asked if there were any suggestions in handling this complaint.

A discussion was held. Mr. Simmons indicated that it should be addressed by the Police Department due to the unlawful dumping of trash. He has driven by the site himself. It was the general consensus of all Board Members to refer the problem to the Police Department.

c. Request for "Exempt Signs" at Railroad Crossings

Ms. Menard indicated that the in the Board Member's packet there is an email from Mr. Len Norton indicating he is in possession of the signs and will be meeting with the railroad operator to have him pick them up. The railroad operator is responsible for installing the signs. Mr. Pippin indicated Mr. Gil Smart has faxed those exempt sign location. Mr. Hayes complimented Mr. Pippin for all of his hard work on this project.

d. *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 Budgets**

Copies given to all Board Members for their review.

b. 2011-2012 Budgets

Copies given to all Board Members for their review.

c. Budget Transfers

Ms. Menard indicated that there is only one transfer being requested. The transfer is being requested to Advertising and Printing from Contingency/Section 8-5(B) (4) in the amount of \$2,500. The line inadvertently was overspent

A discussion was held regarding the overspent line and due to the amount of transfers and town meetings to approve same, advertising expenses has increased.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$2,500.00 to the Advertising and Printing (1070/540) from Contingency/Section 8-5 (B) (4) , as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

Board Recessed at 8:24 p.m.

Board Reconvened at 8:33 p.m.

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 8:33 p.m.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 9:15 p.m.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (3-0)(M. Simmons abstained) to suspend consideration of raises for the Unaffiliated and Part Time Employees until October 4, 2011.

XII. Adjournment

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen adjourns the May 17, 2011 Regular Meeting at 9:17 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

May 17, 2011

My report to the Board of Selectmen

It is great to have a budget in early May. Thank you to those who came out to vote and thank you for passing this budget.

Small Cities Block Grants:

2011 Prospect Hill Road Phase II & 2012 Park Hill are moving forward, as is the North Road Sewer project. The DOT has given permission for construction to take place only between the hours of 6:30 and 2:30 to limit the traffic issues relating to the construction. There have been delays but it is what we will have to deal with as best we can.

2011 State Industrial Park Roads Grant: we are close to finalizing the process to get the funding in place for this project so that we can then engage the contractor and get the project completed.

No new information on the FEMA reimbursement for costs associated with the January 11-13 snow storm in the amount of \$36,000+.

Remediation of the Millbrook site will be beginning within the next month or so.

The Dog Park opening was great. Lots of dogs and smiles from their owners.

The Task Labor Bids for our plumbing, electrical, HVAC and general repair contractors will go out once we revise the policy under Item 8.A. on tonight's agenda. The Building Committee met last week to discuss a request by the Broad Brook Fire Department to replace the boiler at the fire department with one that had been taken out of service at the Annex. The Building Committee recommended to not use the Annex boiler and requested an explanation from the fire department for the reason the boiler needed replacement. I spoke with Chief Lockwood who explained that the Fire department's boiler is 32 years old and inefficient; that it had been suggested around 5 years ago that the Annex boiler might be a good

EXHIBIT A Continued

replacement. Money had been put in the Capital Improvement Plan (now in Capital Non-Recurring "CNR") for the project but the project was never done. The Building Committee felt that a new boiler would not cost much more than the proposed swap. After discussion with the Chief, we agreed that with some additional funding to the CNR funds, possibly through the Capital Improvement Plan in 2012-2013, the replacement could be made at the Broad Brook Firehouse in the near future.

The Wall that Heals arrives tomorrow some time between noon and 1 pm. Representatives from the Cambodian military will be erecting an arch that they would like to have a ribbon cutting at Thursday morning at 8 am. They asked for as many Selectmen as could be present to take part in the ribbon cutting. The rest of the schedule for the Wall events are listed in the program you all have.

Reminder of some upcoming events:

Memorial Day ceremonies - Sunday in Melrose - Monday in Warehouse Point