

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

**MINUTES OF REGULAR MEETING,
June 7, 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, Samantha Lee, Dale Nelson, Deb Donovan,
Jerilyn Corso, Jeff Johnson, and Len Norton
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 7:00 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

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen agree to move the discussion of Agenda Item VII. Board and Commission Appointments before III. Approval of Minutes.

VII. Board and Commission Resignations and Appointments

a. Resignations:

Thomas J. Baker, (R) Board of Finance Alternate

Mr. Baker in a letter dated May 19, 2011 indicated he would resign from the Board of Finance effective immediately.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Thomas J. Baker, of the Board of Finance, with deep regret and best of luck in the future.

b. Re-Appointments: None

c. New Appointments:

Board of Finance

Jerilyn Corso, (R) as an Alternate Member to serve a term expiring November 22, 2011.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the appointment of Jerilyn Corso, (R) as an Alternate Member to serve a term to expire November 22, 2011.

Planning & Zoning Commission

Craig L. Wentworth, (R) as a Regular Member to served a term expiring January 1, 2015.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the appointment of Craig L. Wentworth, (R) as a Regular Member to serve a term to expire January 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.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen agree to continue with the order of the Agenda Item III. Approval of Minutes.

III. Approval of Minutes

Approval of Regular Meeting Minutes of May 17, 2011

An error was noted in the May 17, 2011 Regular Meeting Minutes. An amendment to the minutes in Section VI, Subsection d, Paragraph 3 is noted. The following is the noted amendment:

“The grant **recently received** totaling \$20,000 was ...”
to
“The grant **given out** totaling \$20,000 was...”

An error was noted in the May 17, 2011 Regular Meeting Minutes. An amendment to the minutes in Section VI, Subsection e, Paragraph 1 is noted. The following is the noted amendment:

“...meeting two applications **was** heard.”

to

“...meeting two applications **were** heard.”

and

“...and the project was **approved.**”

to

“...and the project was **accepted.**”

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of May 17, 2011 Regular Meeting, as amended.

IV. Public Participation

None.

V. Communications

a. **Summer Food Service Program**

Ms. Menard told the Board Members that in their packets is a flyer regarding the Summer Food Service Program. Last year, it was suggested having this program but was never implemented. However, this year the program will be up and running for children who qualified for reduced or free lunches, would also qualify for the Summer Food Service Program. The Board Members reviewed the flyer and made one minor change adding which children qualify for the program. Ms. Menard indicated she would discuss the changes with Ms. Melissa Maltese.

b. **Certification of Zoning Enforcement Official Robin Newton**

Ms. Menard indicated the Board Members that Ms. Robin Newton has earned the designation of Certified Zoning Enforcement Official. It was awarded to Ms. Newton at the Connecticut Association of Zoning Enforcement Officials Luncheon on June 1, 2011. Congratulations to Ms. Newton!

c. **Correspondence from Small Town Repair, LLC**

Ms. Menard indicated to the Board Members that in their packets is a letter from Small Town Auto Repair, LLC dated May 26, 2011 regarding the fire that took place in November of 2010. She gave a copy of this letter to the Board Members for their review.

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

Ms. Menard gave a copy of her report dated June 7, 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 been away for the past two weeks and his report will be brief. He 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.

He indicated the Planning and Zoning is having a special meeting to interview a facilitator for the Route 140 Sewer Project. The meeting is taking place this evening at the Board Brook Elementary School.

Mr. Simmons also inquired with Ms. Menard regarding the artwork which is to be displayed at the Town Hall. Ms. Menard indicated the hanging rails have been ordered and will be installed in a few days.

c. John L. Burnham, Selectmen

Mr. Burnham spoke about recent activities of the American River Heritage Commission. A meeting was held on May 19, 2011 and a clean-up day was held on June 4, 2011. A lot of people volunteered for the clean-up day and a lot of progress was made. He mentioned that this Saturday, June 11, 2011, is Connecticut Water Trails Day and it is anticipated that approximately 60 boats will be participating. The American River Heritage Commission will be helping the BMX Park Committee in their fundraiser, Rubber Duck Race on June 18, 2011. He also commented about a river survey which the American River Heritage Commission will be participating in. The survey was last done about six years ago.

Mr. Burnham commented about the recent Wall that Heals event which was held a few weeks ago. He indicated the event was wonderful and very moving; approximately 58,000 men and women lost their lives during the Vietnam War. Mr. Burnham remarked about the Memorial Day Parade, although short due to the weather, but a great job nonetheless.

Mr. Burnham remarked about the North Central Connecticut Chamber of Commerce Breakfast which was recently held. He and Mr. Hayes attended

the breakfast. Ms. Kara Walters of Women's UCONN Basketball fame was the guest speaker along with the youngest driver winner of the Stafford Motor Speedway. It was a good time.

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 to the meter from CL&P.

d. Gilbert Hayes, Selectmen

Mr. Hayes mentioned the Memorial Day Parade. It originally was going to be cancelled due to the rain, but it was decided to march to the green and have the ceremony. He indicated the soldiers fought in inclement weather, and having the parade and ceremony in the rain would be appropriate. The guest speaker scheduled cancelled and State Representative Chris Davis substituted.

Mr. Hayes commented on the recent Elderly Commission Meeting wherein a guest speaker from Manchester Police Department gave a presentation regarding a program of calling seniors every day to confirm their wellbeing. The service has to be approved by the Police Commission and it would be no cost to the town. The presenter will return in the fall to discuss the program with the Police Commission.

Mr. Hayes indicated the railroad crossings which were discussed at a previous meeting have been clearly marked. He also commented about speaking with Ms. Elizabeth Burns regarding bus driver's schedules being flexible for the Senior Center. During the summer months, there are summer events, such as, concerts which the seniors may be interested in attending.

e. Richard P. Pippin, Selectmen

Mr. Pippin commented on the recent Board of Finance Meeting wherein the latest overruns policy was discussed and passed.

Mr. Pippin discussed the recent WPCA Meeting wherein J.R. Russo and Associates gave a presentation regarding the North Road Sewer Project. He also indicated that the request from Walter Bass was denied and he can reapply. The reason for the denial was more information was needed. He also mentioned the sewer usage fees.

The Inland/Wetland meeting was held on June 1, 2011. There was an added agenda item regarding two items Wilcox and Dearborn. The plans were quite well presented and the applications items were continued until the next meeting. The condominium project proposed by Walter Bass was approved.

VII. New Business**a. Discussion of DCS Sample Contract regarding solar opportunities for Town buildings to include Deb Donovan from ECHO**

Ms. Menard introduced to the Board Ms. Deb Donovan. Ms. Donovan gave a presentation to the Board regarding solar opportunities for Town buildings. She gave to the Board documents which were entitled “Solar 5 Year Lease – At No Cost”, a sample contract from DCS Energy, and a document listing all of the Town buildings which could be used for solar panels. She indicated the program is part of the Federal Stimulus Package designed to assist governmental and non-profit agencies to receive solar equipment. The program provides the equipment and installation. DCS Energy and Datacam Services, LLC receives all tax credits, REC’s, utility and environmental credits. The process to receive the solar energy panels is as follows. First the Town must identify locations that are in the initial criteria, which are: southerly exposure, no obstructions, newer roof, ground mounts are available. Those sites are presented to the DCS for satellite review. If the sites meet the criteria, all entities are requested to review the terms of the lease. Once all decision makers approve, progress is made to the next steps. A project manager and electrician will evaluate, measure, and submit proposals for the size and location of the solar units. Contracts are reviewed and signed. The process takes between 60 – 90 days for the application and funding to be completed. She indicated Mr. Rand Stanley and Mr. Roger Baker have met on May 20, 2011 to review the criteria for possible sites and have come up with possibilities. Those possibilities have been given to the Board Members for their review.

A lengthy discussion was held. Mr. Pippin voiced his concerns regarding who is responsible if damage is done to a roof, in particular, a rubber roof. Mr. Simmons agreed. After the discussion, it was determined that Ms. Menard would research this issue further before this program could take place.

b. Tax Collector Online System Upgrade presentation to include Jeff Johnson from QDS and the Tax Collector

Ms. Samantha Lee, Tax Collector and Mr. Jeff Johnson, consultant, introduced themselves to the Board. Ms. Lee gave to the Board Members a flyer which was entitled “Tax FAQ’s” along with a copy of a sample tax bill and the enclosures which would come with the tax bills. They gave the Board Members a presentation on how tax information can be accessed online and how payments can be made online. Accepted forms of payments online are: credit cards, debit cards and electronic checks. All of this information can be found at www.eastwindsorct.com.

A brief question and answer discussion was held among the Board Members, Ms. Lee, and Mr. Johnson.

c. Discussion with the Director of Public Works regarding major purchases

Mr. Len Norton, Director of Public Works, introduced himself to the Board. He would like to address the Public Works equipment which is aging and is starting to fall apart. He is proposing financing the new equipment his department needs by bonding. He indicated that he knows that there are other major projects the Town will be considering, such as, major road construction and HVAC for the Town Hall. He indicated with the Town's bond rating being good and the interest rates on these bonds being low at the present time, it might be a good idea to start looking into purchasing such equipment. He gave to the Board Members a document entitled "Proposed Vehicle Purchase". On this document was listed New Vehicles which he would like to purchase. Those vehicles are: a 2012 International Terrastar SFA 4x2 Landscape dump truck in the amount of \$79,610.70; two 2012 International 7400 SBA 4X2 construction dump truck in the amount of \$317,589.52; and, a 2012 International 7500 SBA 6x4 construction dump truck, fully equipped in the amount of \$180,587.57. The total cost of the four vehicles he is requesting is in the amount of \$577,787.79. The trade-in vehicles which are: 1988 International dump truck, 1997 Ford 6 wheel dump truck, 1998 Ford 6 wheel dump truck, and 1999 Ford F-450 dump truck. The estimated trade-in value on those vehicles is approximately \$23,000.00. Thus the cost of the four trucks which he wishes to purchase is approximately \$554,787.79. He indicated all of the prices he has received for the purchases of the trucks are the State prices.

A lengthy discussion was held among Mr. Len Norton and the Board Members regarding bonding and the immediate need for the vehicles. It was the general consensus that Ms. Denise Menard and Mr. Len Norton would discuss the finance options which representatives from Webster Bank and would bring that information back to the Board to discuss this issue further.

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen agree to move the discussion of Agenda Item IX. Unfinished Business a. Update regarding the East Windsor Storm Water Management Committee out of order.

IX. Unfinished Business

a. Update regarding the East Windsor Storm Water Management Committee

Mr. Len Norton addressed the Board regarding the East Windsor Storm Water Management Committee. He indicated that as part of the plan, samples of the water need to be taken by environmental groups at six locations throughout the town. The committee members are staff members of town departments including Planning and Zoning and Inland/Wetlands. The advisory committee will meet during the day rather than evening meetings. He asked the Board Members if they had any questions regarding the committee. No questions were entertained but Mr. Norton was thanked for all of his hard work.

d. Discussion of Blight Complaint

Ms. Menard indicated to the Board Members that in their packets are two emails from Ms. Dorothy Crossen dated May 26, 2011 and June 7, 2011. In both emails, Ms. Crossen is complaining about her neighbor and a potential blight problem. She is presently attempting to sell her house and believes the neighbor's property which is messy and the grass is not being mowed.

A discussion was held among the Board Members regarding Ms. Crossen's email and her concerns. It was the general consensus that Ms. Menard would correspond with Ms. Crossen indicating that her issues were addressed by the Board; however, there are no ordinances which are presently being violated. If the dog barking is constant and happening during evening hours, it would be suggested she contact the police department.

e. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated May 26, 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 \$127.42.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$127.42 pursuant to the tax collector's request of May 26, 2011.

X. Budget Matters

a. 2010-2011 Budgets

Copies given to all Board Members for their review.

b. Budget Transfers

Ms. Menard indicated that there is only one transfer being requested. The transfer is being requested to Town Government/Life Insurance Premium in the amount of \$18,500.00. The line inadvertently was under budgeted.

A discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$18,500.00 to the Town Government/Life Insurance Premium (1195/200) from P. Safety Pension Plan (2195/203), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

Board Recessed at 9:20 p.m.

Board Reconvened at 9:25 p.m.

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

It was **MOVED** (Burnham) 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 9:26 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 10:12 p.m.

XII. Adjournment

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the June 7, 2011 Regular Meeting at 10:14 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

June 7, 2011

My report to the Board of Selectmen

The Wall that Heals was wonderful. Thank you to all that worked so hard to make the Wall such a wonderful experience for East Windsor.

Although rainy, Memorial Day's celebration went well, great emceeing Gil. The sun was shining for the Melrose ceremony, always a great ceremony with that "small town" feel. Anyone who has not experienced it should go next year.

The Treasurer and I have worked with our health insurance consultant to provide a high deductible health plan option for all Town employees that we can. Currently it is an option in the teachers' contract and the police contract. We also had the option of providing this plan to the clerical employees which we did and also provided the option to unaffiliated employees. This new option can save both the employee and the Town money.

Grants updates:

Prospect Hill Road Phase II drainage is completed, the project is about 1/3 complete. We can all see the North Road Sewer project progress. The contractor has said it has been slow going but expects it will start going a little faster. The work should start being more off the road shortly which should making traffic a little easier. The Industrial Park Roads rehab started today and should be completed by the end of the month. And finally, the 2012 application for \$700,000 for Park Hill was submitted last week.

Although we have been successful in getting a good amount of state and federal money for the Town, I have to comment here that there are many other grant opportunities that we just can't get to because we don't have the time or staff to go through the very time consuming process for many of these. Food for thought for the future.

We have not had many contractors submit bids for the plumbing, hvac, electrical and general maintenance contracts for the Town. Bids are due by Friday when we will be opening them in the meeting room at 10 am, open to the public. The Board of Selectmen will be making decisions on the bids at our June 21 meeting.

The Board of Finance adopted a revised budget overrun policy that will make the budget process a little more manageable and reduce the number of transfers needed throughout the year. I've attached a copy for you all. They also appointed

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EXHIBIT A CONTINUED

a new auditor as a result of their request for proposals. The name of the new auditing firm is CCR.

Some year end projects -

- We budget \$20,000 per year for building maintenance and still have much of that left so we will be replacing the lights and painting the Tax Collector's office. The lights in most of the offices are original to when the building was built and terribly discolored so we are replacing them when we can.
- We are also looking at panels to divide the space at the Senior Center office similar to those we have in the offices here. They will provide more private space for each of the functions at the Center and address noise and privacy issues the staff has complained about for quite a long time. People that apply for certain senior services are asked personal/private information and Theresa has asked for some way of making her space more private. This looks like a good affordable solution.
- Our Safety Committee has recommended installing something that will prevent cars from accidentally hitting the antennae in the back of this building. Roger Baker is looking at prices for installing bollards similar to those in front to the Police Department doors.
- Since we are going to continue using our dog kennel, we need to do some repairs including replacement of the texture 111 that has rotted, some of the kennel doors and filling some cracks in the cement floors of the kennels. Roger Baker is helping the Animal Control Officer with getting people and material needed. That is expected to be completed within the next couple of weeks.
- Also we will be chip sealing some roads before the end of the month. Len can tell us which roads.

Finally remember that next Tuesday, June 14 we will be holding a Citizen's Hour at the Trolley Museum (it's Flag Day).

