

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

**MINUTES OF REGULAR MEETING,
July 5, 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, Catherine Cabral, Becky MacDonald, Lois
Noble, Marie DeSousa, Len Norton, Chris Martin and others
Press: L. Smith (Patch.com)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:02 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 June 21, 2011

An error was noted in the June 21, 2011 Regular Meeting Minutes. An amendment to the minutes in Section VIII, Subsection a, Paragraph 1 is noted. The following is the noted amendment:

“...along with other volunteers under adult supervision, would clean up this area one or two times per month. All volunteers and/or parents/guardians would sign liability waivers for the town before they begin any type of work.”

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (3-0) (G. Hayes abstained) that the Board of Selectmen approves the minutes of June 21, 2011 Regular Meeting, as amended.

IV. Public Participation

None.

V. Communications

None.

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

Ms. Menard gave a brief update on the progress of the North Road Sewer Project.

b. Mark Simmons, Deputy First Selectmen

Mr. Simmons commented that the Veteran's Commission have not met and will not meet during the summer months. The BMX Park Committee is moving along. He also remarked about a new program the Economic Development Commission and East Windsor Chamber of Commerce have been working on. The program is a "Welcome to East Windsor" packet which will be given to new businesses and residents. The packet will consist of materials of businesses in the Town. This will be a free service. If anyone has any questions or would like to request such a packet, they can contact Mr. Jim Richards.

c. John L. Burnham, Selectmen

Mr. Burnham spoke about recent activities of the American River Heritage Commission. A clean-up day is scheduled for Saturday, July 19, 2011 at 9:00 a.m.

d. Gilbert Hayes, Selectmen

Mr. Hayes mentioned he has been out of the country in Sweden to participate in a golf tournament for the National Kidney Foundation. Mr. Hayes indicated that Team USA came in second to the British team. He also noted that he won a bronze medal for individual accomplishments.

e. Richard P. Pippin, Selectmen

Mr. Pippin commented on the recent Planning and Zoning Meeting of June 28, 2011. He indicated Coleman Farms recent request for an extension on their special use permit was granted. He also mentioned Annette Fortune's

application for a Dog Training Area on North Road, which was also passed. Newbury Road, LLC recent application was continued and KROS LLC project on Route 5 site plan was approved and will be moving forward obtaining the appropriate permits to begin building.

Mr. Pippin discussed the recent WPCA Meeting wherein STR Craftman Road permit was discussed and the Commission would like to review the proposed plans before it will act upon the permit request. Sewer easements were also discussed which was holding up the North Road Sewer Project, which have been resolved. At that meeting, a discussion was held regarding damage to a vehicle from a manhole cover and if the damage would be paid for by the WPCA, but liability would be denied.

VII. Board and Commission Resignations and Appointments

a. Resignations:

Ernie Teixeira, Veterans Commission

Mr. Ernie Teixeira in a letter dated June 23, 2011, resigned from the Veterans Commission due to health reasons.

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Ernie Teixeira with regret and recommend he be made an honorary member of the Veterans Commission.

b. Re-Appointments:

Cable Advisory Committee, term expiring 07/01/2013.

- 1. Elizabeth Burns (D)**
- 2. Scott Riach (R)**

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Elizabeth Burns (D) and Scott Riach (R) to serve a term to expire July 1, 2013 as regular members.

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 and how the list is maintained.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen agree to move the discussion of Agenda Item IX. Unfinished Business B. Discussion regarding major purchases to include Len Norton, Director of Public Works and Catherine Cabral, Town Treasurer.

IX. Unfinished Business

b. Discussion regarding major purchases to include Len Norton, Director of Public Works and Catherine Cabral, Town Treasurer

Ms. Catherine Cabral, Town Treasurer, Mr. Len Norton, Director of Public Works and Mr. Chris Martin of Webster Bank all addressed the Board regarding the request of the Public Works Department of purchasing new equipment. As previously discussed, the Public Works equipment is aging and is starting to fall apart. Mr. Chris Martin gave to all the Board Members a sheet entitled “Options for Financing Public Works Vehicles”. The sheet describes three options the Town has in financing the vehicles. Option 1: BANS, no disclosure, assumed 1.5% on the first year BAN, and an average interest rate of 3% for two to five years; Option 2: 5-year Serial Note, limited disclosure, no rating, interest rate assumed at 3.75%; and, Option 3: 5-year lease, \$6,000 for legal review. Mr. Martin explained each option in detail to the Board. It was also discussed the future debt level of the Town and what affects thereof the debt level has when it comes to the Town’s rating. It was explained how debt is an important player when the Town is reviewed for its bond rating. Agencies look at debt ratios and if the Town is maintaining or upgrading its infrastructure.

Mr. Norton gave a brief update of what vehicles have been ordered presently and when those vehicles are expected to be available for use.

A lengthy discussion was held among the Board Members, Ms. Cabral, Mr. Norton, and Mr. Martin regarding the funding of the vehicles and all options available to the Town. The discussion of the CIP budget and the role the Board of Selectmen and Board of Finance has in making a decision of the major purchase of vehicles. Mr. Martin reminded the Board that the figures given this evening can change due to the changes in the marketplace.

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (3-1) (R. Pippin dissented) that the Board of Selectmen recommends to the Board of Finance Option No. 3: 5-Year Lease in the amount of \$340,000 for the purchase of two Public Works vehicles.

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen agree to move the discussion of Agenda Item X. Budget Matters B. Transfers.

X. Budget Matters**a. 2010-2011 Budgets**

Copies given to all Board Members for their review.

b. Budget Transfers

Ms. Menard indicated that there are quite a few transfers being requested. She gave a sheet entitled "Town of East Windsor 2010-2011 Budget Transfers" to all of the Board Members for their review.

The first transfer is being requested to Fire Department Physicals and Immunizations in the amount of \$500.00 from Physicals and Immunizations. The line 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 \$500.00 to the Fire Department Physicals & Immunizations (2150/330) from Physicals & Immunizations (5245/330), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The next transfer discussed was CNR-WPCA Roof Replacement in the amount of \$25,000 from CIP-WPCA Roof Replacement. This project is ongoing and funded by CIP.

A brief 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 \$25,000.00 to the CNR-WPCA Roof Replacement (08/1025/0720) from CIP-WPCA Roof Replacement (9447/0912), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The transfer discussed next was to Assessor Postage in the amount of \$700.00 from Public Safety/Pension Plan. This line was under budgeted.

A brief discussion was held and it was ascertained that the Assessor's postage line was funded by last year's budget and therefore, under budget.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$700.00 to the Assessor Postage (1035/545) from Public Safety

Employee/Pension Plan (2195/203), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The next transfer discussed was to CNR-PW Heating Units T. Garage in the amount of \$10,034.00 from CIP Reserve/PW Heating T. Garage. This is an ongoing project.

A brief discussion was held.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$10,034.00 to CNR-PW Heating Units T. Garage (108/1025/0480) from CIP Reserve/PW Heating T. Garage (9447/0634), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The next requested transfer was to CNR-WPCA Sinking Fund in the amount of \$5,000 from the Op Trans-WPCA. This transfer is to allocate monies for the sewer plant maintenance. This agreement has been ongoing with between the Town and WPCA; however, this transfer for FY 2010-2011 will be the last of its kind.

A brief discussion was held.

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$5,000.00 to CNR-WPCA Sinking Fund (08/1025/0480) from OP Trans-WPCA (4220/960), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The next transfer discussed was to CNR-Unassigned in the amount of \$25,000 from CNR-Ambulance. This transfer is part of the year end transfers.

A brief 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 \$25,000.00 to CNR-Unassigned (08/1025/0658) from CNR-Ambulance (08/1025/0105), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The transfer discussed next was to CNR-Unassigned in the amount of \$1,280.23 from CNR-BOE BB School. This is a year end transfer and the project has been completed.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$1,280.23 to CNR-Unassigned (08/1025/0658) from CNR-BOE BB School (08/1025/0126), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The next transfer discussed was to CNR-Unassigned in the amount of \$14,400 from CNR-HS Outdoor Track. This is a year end transfer and the project has been completed.

A brief 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 \$14,400.00 to CNR-Unassigned (08/1025/0658) from CNR-HS Outdoor Track (08/1025/0128), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The next transfer discussed was to CNR-Unassigned in the amount of \$710.00 from CNR-BOE BBS Refurbish Parking Lots. This also is a year end transfer and the project has been completed.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$710.00 to CNR-Unassigned (08/1025/0658) from CNR-BOE BBS Refurbish Parking Lots (08/1025/0129), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The next transfer discussed was to CNR-Unassigned in the amount of \$39.77 from CNR-BBFD Replace Service 239. This is a year end transfer and the project has been completed.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$39.77 to CNR-Unassigned (08/1025/0658) from CNR-BBFD Replace Service 239 (08/1025/0138), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The next transfer discussed was to CNR-PW Truck Replacement in the amount of \$68,879.46 from CNR-Windsorville Bridge. The transfer is being requested due to the critical need of the truck replacement.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$68,879.46 to CNR-PW Truck Replacement (08/1025/0494) from CNR-Windsorville Bridge (08/1025/0491), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The next transfer discussed was to CNR-PW Truck Replacement in the amount of \$4,176.62 from East Road Bridge. The transfer is being requested due to the critical need of the truck replacement.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$4,176.62 to CNR-PW Truck Replacement (08/1025/0494) from East Road Bridge (9445/0646), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

The last transfer discussed was to 2011-2012 Vehicle Maintenance in the amount of \$20,000 from 2010-2011 Vehicle Maintenance. The transfer is the FEMA money to repair the trucks from the storms this past winter. The monies were received in June.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$20,000.00 to 2011-2012 Vehicle Maintenance (3180/430) from 2010-2011 Vehicle Maintenance (3180/430), as presented, and recommends to the Board of Finance, and recommend to a town meeting if necessary.

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

VIII. New Business

- a. Cancel the July 19, 2011 Regular Board of Selectmen's 7:00 p.m. Meeting and schedule a Special Meeting of the Board on July 19, 2011 at 7:30 p.m.**

Ms. Menard indicated that she will be unable to attend the Board of Selectmen's Regular Meeting at 7:00 p.m. and Mr. Gilbert Hayes will not be

attending that meeting also because he will be out of town. She would like to know how the Board would like to proceed by either canceling the meeting at 7:00 p.m. and noticing a Special Meeting at 7:30 p.m. or to keep the meeting as scheduled.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (3-1) (G. Hayes dissenting) that the Board of Selectmen agree to keep the Board of Selectmen's Regular Meeting on July 19, 2011 at 7:00 p.m. as scheduled.

b. Approval of Authorizing Resolution for the FFY 2010 Homeland Security Grant Program

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, THAT Denise Menard, as First Selectman of the Town of East Windsor, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

c. Approval of Resolution Authorizing Overtime Reimbursement for an Office of Domestic Preparedness Approved Training or Exercise

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (4-0) (R. Pippin abstained) that the Board of Selectmen adopt the following resolution to allow participation in the Capitol Region Emergency Planning Committee (CREPC) FY 2004/2005 Homeland Security Grant Program.

WHEREAS, the FY 2004/2005 State Homeland Security Grant Programs allow for reimbursement to volunteer firefighters participating in Office of Domestic Preparedness (ODP) approved training sessions or exercises; and

WHEREAS, municipalities may request such reimbursement from the Capitol Region Council of Governments (CRCOG) at such time when funding is available; and

WHEREAS, participants are paid \$25/hour or up to \$200 per day for all ODP training and exercises provided funding is available; and

NOW THEREFORE BE IT RESOLVED, that Denise Menard, First Selectman of the Town of East Windsor authorizes overtime reimbursement to volunteer firefighters for an ODP approved exercise or training.

d. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated June 30, 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 \$2,903.20.

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$2,903.20 pursuant to the tax collector's request of June 30, 2011.

IX. Unfinished Business

a. Discussion and Possible Awarding of the Electrical, Plumbing, Heating/HVAC Services and General Contracting for Town Facilities- Include All Bids, Specs, and Legal Ad

Ms. Menard indicated that she had sent to all via email after the last meeting a packet of information regarding the bids, specs, and legal ads.

A brief discussion was held.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (3-1) (J. Burnham dissenting and G. Hayes abstaining) that the Board of Selectmen awards the Electrical Contract to the lowest bidder, which is Bidder No. 1 for the Electrical Contract.

The next contract discussed was the Heating/HVAC Services. Mr. Pippin indicated there were two bids and the material mark-up was substantial. He also noted only two bids were received and believed a minimum of three bids should be reviewed and suggested re-bidding the contract. Mr. Burnham commented on the references and having at least three references, notation of license numbers, and certificate of liability insurance.

A brief discussion was held.

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen requests a re-bid for the mechanical contracts of Heating/HVAC Services, Plumbing, and General Contracting for the Town due to the fact less than three bids were received.

Board Recessed at 8:43 p.m.
Board Reconvened at 8:53 p.m.

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

It was **MOVED** (Hayes) and **SECONDED** (Burnham) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records and to include Ms. Becky MacDonald.

The Board entered into Executive Session at 8:53 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 9:37 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (3-0) (M. Simmons abstained) that the Board of Selectmen to postpone discussion of Item X.C. "Discussion of Salary Increases for Unaffiliated and Part Time Employees" to the first Board of Selectmen's meeting in October (October 4, 2011) and to set the health insurance benefits offered to unaffiliated employees as follows:

Option 1

Century Preferred - Premium cost sharing Employee-15%, Town-85%

Option 2

High Deductible Health Plan with Health Savings Account - Premium cost sharing Employee-12%, Town-88%

Deductible Levels - Single Coverage \$2,000, Two Person and Family \$4,000 to be funded in the HSA Employee 25%, Town 75%

XII. Adjournment

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen adjourns the July 5, 2011 Regular Meeting at 9:47 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary