

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

**MINUTES OF REGULAR MEETING,  
August 16, 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, Lois Noble, Melissa Maltese, Alan Baker, Dick Sherman, Robin Newton, Lori Gabriel, Eve Arre, Laura Harney, and others  
Press: C. Garfman (Journal Inquirer) and a reporter (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 Selectman  
Mark Simmons, Deputy Selectman  
John L. Burnham, Selectman  
Gilbert Hayes, Selectman  
Richard P. Pippin, Jr., Selectman

**III. Added Agenda Item**

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen adds an item to the agenda IX. New Business E. To Authorize Denise Menard, First Selectmen to sign "Acceptance Certification, Section 5310 Grant, Federal Fiscal Year 2011".

**IV. Approval of Minutes**

**Minutes of August 2, 2011 Regular Meeting**

An error was noted in the August 2, 2011 Regular Meeting Minutes. An amendment to the minutes in Section IX, Subparagraph e, Paragraph 2 is noted. The following is the noted amendment:

“...and how Mr. Len Norton and Mr. **Ralph** Baker would help...”

to

“...and how Mr. Len Norton and Mr. **Roger** Baker would help...”

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of August 2, 2011 Regular Meeting, as amended.

## V. **Public Participation**

None.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen agree to move the discussion of Agenda Items IX. New Business A. Request for Temporary Increases of Permanent Part Time Parks & Recreation and B. Request for a letter of support regarding Recreational Trails Program Grant Application.

### IX. **New Business**

#### a. **Request for Temporary Increases of Permanent Part Time Parks & Recreation**

Ms. Denise Menard introduced to the Board Ms. Melissa Maltese, Director of Parks and Recreation to discuss a request for temporary increase of permanent part time employee hours for Parks and Recreation. Ms. Maltese will be on maternity leave and during that time she is requesting increasing hours for both of the permanent part time employees. One employee will be increased to nineteen hours per week and the other to seventeen hours per week. Currently, both employees hold other employment which restricts their scheduling. She is proposing a temporary schedule that will not require any new funding, as dollars have been set aside in part time salaries to cover the increases.

Mr. Simmons and Mr. Pippin confirmed the request will require no new money to the budget and it will only be temporary. Ms. Maltese confirmed those facts.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approve the Parks and Recreation request for the temporary increase of permanent part time hours as outlined in the interoffice memorandum dated August 8, 2011 from Ms. Melissa Maltese.

**b. Request for a letter of support regarding Recreational Trails Program Grant Application**

Ms. Menard introduced to the Board Ms. Robin Newton, Assistant Town Planner to discuss the Recreational Trails Program Application. She is currently working on a grant application to rehabilitate the Melrose Bridge over the Scantic River, to provide handicapped accessibility to the Bridge for fishing purposes and establish parking which is to include a handicap accessible parking area next to Melrose Bridge to facilitate in linking a greenway trail from the Enfield/East Windsor border to Route 140. She gave copies of the plans which have been drawn up by JR Russo Engineers for the Board to review during her presentation. The grant application is to include:

1. Rehabilitating the Melrose Bridge by placing a deck on the bridge for pedestrian use only. The bridge will be handicap accessible and would be available to the public for fishing. The rehabilitation of the bridge would further the ability of hikers to use the Greenway Trail being currently constructed in Enfield through East Windsor. The Town has received Greenway status and the rehabilitation of the bridge will help to facilitate the connection of the Greenway Trails as the property east of the bridge is privately owned.
2. A canoe launch point is being proposed at the base of the Melrose Bridge.
3. The project is mentioned in the Scantic River Watershed Association's introductory booklet as being an area where there is considerable wildlife and canoeing/kayaking opportunities if the area was made passable and has been mentioned as one of the SRWA's projects from 2006.
4. The CT DEP on their Official Connecticut Greenways website list the Scantic River Greenway Extension of Enfield in 2009 as one of the "most important natural resources". They continue by stating that this area provides natural resource protection, recreational opportunities and the protection of unique geological and historical features.
5. The DEP in the 1989 Scantic River State Park Master Plan includes this area as an area for trails, picnicking areas, and canoe launches.
6. The American Heritage River Commission keeps the Scantic River open for canoeing and kayaking making this a blueway trail for many to enjoy. The establishment of this parking area and canoe launch will provide more opportunities for people to use the river.

This grant is similar to the one that was applied for two years ago, which was not received by the Town. She reminded the Board that this grant is very competitive and is a shovel ready project. The structure has been inspected by engineers and it is sound enough for pedestrian traffic and no additional supports will be needed.

A brief discussion was held among Mr. Burnham and Ms. Newton regarding which Boards in the Town have been asked to support such a project and the history of Melrose Bridge. Ms. Newton is asking for a letter in support from the Board of Selectmen to move forward and try to obtain funding for this project.

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen to draft a letter to support the Assistant Town Planner to move forward in obtaining the grant application for the Recreational Trails Program with enthusiasm.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen agree to move the discussion of Agenda Item X. Unfinished Business: BMX/Skateboard Park Study Committee Update.

**X. Unfinished Business**  
**BMX/Skateboard Park Study Committee Update**

Ms. Menard wanted to give the BMX/Skateboard Park Study Committee Members, who were in attendance that she has met with Ms. Lori Gabriel and she is not trying to nix the project; however, she would like to satisfy all concerns with CIRMA. She has contacted CIRMA and they have told her that they will look into their records regarding this issue. Ms. Menard pointed out to CIRMA that originally CIRMA indicated the project was not an issue. The representative from CIRMA wanted to know who from CIRMA had given that information. Ms. Menard indicated she received emails from Ms. Gabriel concerning the funding of this project and Ms. Menard wanted to reassure the committee there are no issues regarding the funding and she has confirmed so with the Treasurer. Ms. Menard's main concern is the timing of this issue given the season for BMX/Skateboarding short and fall is approaching. She reassured the Committee Members she is doing everything she can and attempting to move as fast as possible, but due to vacation schedules, it is moving slower than she would like. One of the Committee members inquired what exactly CIRMA wants. Ms. Menard remarked that CIRMA is looking for a name of the person whom was spoken to originally when the insurance liability issue was talked about. The Committee Members indicated they would look through their records to see if they could come up with a name of a person who told them so. One Committee Member, Ms. Laura Harney, became very upset with this process and voiced her opinion that the Committee has worked very hard for the past three years and it is very disappointing that the insurance carrier has now stated they won't insure the park. She wished the Committee was aware of this problem before they started raising money and only when they are prepared to start construction of the park, that the issue was raised. Ms. Menard commented if the Committee had come to the Board of Selectmen earlier than August, this issue may have been resolved earlier; however, the Board was not notified until August and it is not an easy process when working with

insurance carriers and it takes time. She will work very hard to attempt to get this issue resolved and if a special meeting of the Board of Selectmen is necessary, along with a meeting with representatives from CIRMA, it will be scheduled.

Mr. Simmons commented that he has been assigned as a liaison to the BMX/Skateboard for the past three years. He has seen the Committee work very hard in raising money for their cause. He has watched TV shows and seen the accidents kids have on skateboards and his first concern was the liability issue. He remembers a discussion at the first meeting he attended and he was told that CIRMA covers the skateboard park as they cover other Town parks, such as, softball fields and swimming pools/ponds. He did not think this would come to this with CIRMA and they have changed the rules. He hopes the Committee and/or the Town will be able to come up with the name of the individual they spoke to so this issue can be resolved.

The discussion continued regarding the timing of starting the construction of the park and having to do it before the beginning of October. Ms. Menard indicated the issue will be placed on the agenda again and Ms. Jennifer Browne of her office will be in contact with the Committee with any materials they will need for the upcoming meetings while this issue is ongoing.

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

## **VI. Communications**

### **a. Thank You Letter regarding Department of Public Works**

Ms. Menard commented to the Board Members, that in their packets is a letter dated August 1, 2011 from a resident, Ms. Debra L. Payer, regarding two gentlemen who work for the Public Works Department in the Town of East Windsor. Ms. Menard read the letter. Ms. Payer wanted to thank the gentlemen for cleaning up the vegetation on the side of 291 Rye Street which was becoming hazardous.

### **b. Recognition letter Konrad Karolczuk, Laboratory Tech/Process Control Operator**

Ms. Menard indicated to the Board Members, that in their packets, is a Certification of Recognition of a Laboratory Tech-Process Control Operator, Konrad Karolczuk. Each year the East Windsor Water Pollution Control Authority must participate in EPA's QA Program. The samples are analyzed by an outside provider. Results are reported to the Connecticut Department of Environmental Protection. Correction action reports of "non acceptable" data must be reported to the Connecticut Department of Environmental Protection DMR-QA coordinator for further action. Mr. Konrad Karolczuk has wonderfully

handled the responsibilities of this program for fifteen seasons. A copy of the newest certificate has been given to all Board Members for their review.

**c. North Road/Route 140 Visual Preference Workshop is Scheduled for September 15, 2011**

Ms. Menard indicated an important notice was in the Board's packets regarding the North Road/Route 140 Visual Preference Workshop is scheduled for September 15, 2011 at 7:00 p.m. It will be held at the Scout Hall. This Workshop is to prepared for the future development of North Road/Route 140 corridor. The Planning and Zoning Commission is undertaking a student to determine the types of uses, level of development, and style of buildings that are appropriate for the area. Everyone is encouraged to attend.

**VII. Selectmen's Reports**

**a. Denise Menard, First Selectwoman**

Ms. Menard gave to the Board Members her report dated August 16, 2011. The first item on the report is regards to the transfer to fund the repaving project of the Annex Parking Lot which will be discussed at the Board of Finance Meeting on Wednesday, August 17, 2011. She encouraged to the Board Members to attend that meeting enable to answer any questions the Board of Finance may have.

Ms. Menard indicated that she met with the new Superintendent of Schools, Ms. Theresa M. Kane. At their meeting, they shared their visions of the Town of East Windsor. Ms. Menard has asked Ms. Kane to attend the Senior Staff meetings each month, and Ms. Kane expects to attend. Ms. Kane feels the Board of Education and Board of Selectmen should be able to work together to move the Town of East Windsor in the same direction.

Ms. Menard commented she has met with representatives from USA Hauling. They will be coming to a Board of Selectmen Meeting in September to discuss the next step in trash disposal and negotiating a contract for the Town. The discussions and decisions will have to continue until after the election.

**b. Mark Simmons, Deputy First Selectmen**

Mr. Simmons wanted to thank Patch.com and Ms. Jennifer Browne of the Selectmen's Office regarding the advertising for the art displays at the Town Hall. The response has been tremendous. He encouraged all to come to the Town Hall and view the artwork. He understands that there is an application and sign-up sheet for artists and photographs for their artwork along with the students from the school district.

**c. John L. Burnham, Selectmen**

Mr. Burnham commented on the American Heritage River Commission and their latest workdays of August 6 and August 7. On August 6, volunteers cleaned the trails from Melrose Bridge to Enfield. On August 7 after the rain, water quality was tested due to the fact the Scantic River had a brownish tint to it, almost coffee color. The waters were tested from Old Ellington Road all the way to Powder Hill Barn, where the water was clear. It was determined that the source of the color was coming north of Post Office Road. The information was given to Mr. Dick Sherman and Ms. Robin Newton for their

Mr. Burnham commented on the recent Police Commission Meeting of August 10, 2011. At that meeting, a discussion regarding dry cleaning and the promotion of a Officer Pollack to Lieutenant. The meeting was brief.

Mr. Burnham inquired about the edm contract and if the contract is over \$20,000 and if it has to go to Town Meeting to be approved. Ms. Menard indicated the services will be split, and therefore, the first piece will be performed and the cost will be less than \$20,000.

**d. Gilbert Hayes, Selectmen**

Mr. Hayes indicated he attended a Firemen's Incentive Committee Meeting two weeks ago and it was discussed the 2009-2010 funding for that program is under budget approximately \$1000. Chief Lockwood is supposed to speak to the representatives of the Incentive Program. Ms. Menard indicated Mr. Ron Masters followed up and he has suggested the firefighters purchase an annuity, but she will check on that.

Mr. Hayes commented on the Education Foundation which funds projects which teachers may have outside of the budget. Over the last three years, the Education Foundation has granted over \$25,000 in grants. The grants are given in the fall and spring. They will be sponsoring an art display/photo contest for all ages. The entry fee is \$5.00 or \$10.00; ribbons will be awarded to the winners and honorably mentioned.

Mr. Hayes remarked about the recent Veterans' Commission Meeting. Applications for the annual Veteran's Day Road Race will be available on September 1, 2011. He also mentioned at that meeting Mr. Ernie Teixeira was appointed an honorary lifetime member of the Commission.

**e. Richard P. Pippin, Selectmen**

Mr. Pippin indicated the recent Inland/Wetlands Commission Meeting the application from Wilcox was discussed. A drainage issue at 18 Craftsmen Road was discussed and an application from Newburry Village for a hiking

trail was approved with conditions. Mr. Ronald Savaria has been elected the new Chairman and the meeting ran very smoothly.

Mr. Pippin commented on the recent Planning and Zoning Meeting. He discussed how one applicant became very hostile during the meeting with the staff. He believes this type of behavior has to end and a policy needs to be set. The harassment of the staff is unacceptable. Ms. Menard commented that she has spoken with the Police Department and has indicated officers will be attending the meetings due to certain applicants actions and to keep everyone, including the staff, safe.

### **VIII. Board and Commission Resignations and Appointments**

#### **a. Resignations:**

##### **Elizabeth Lamb, East Windsor Housing Authority**

Ms. Pippin in a letter dated August 11, 2011, she indicated she would resign from the East Windsor Housing Authority as of October 1, 2011.

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Elizabeth Lamb, East Windsor Housing Authority, with deep regret.

#### **b. Re-Appointments: None**

#### **c. New Appointments:**

##### **Planning and Zoning Commission**

##### **Richard P. Sullivan, (U) Alternate Member to serve a term expiring September 1, 2014**

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the appointment of Richard P. Sullivan, (U) as an Alternate Member to serve a term expiring September 1, 2014.

#### **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.



**IX. New Business****c. Citizen's Hour**

Ms. Menard indicated that she would like to schedule a Citizen's Hour before the election. A brief discussion was held and it was decided it would be scheduled for October 12, 2011 at 6:00 p.m. to 7:00 p.m. at the Town Hall.

**d. Tax Refunds**

Ms. Menard discussed an Application for Refund request from the Tax Collector dated August 9, 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 \$856.64.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$856.64 pursuant to the tax collector's request of August 9, 2011.

**e. To Authorize Denise Menard, First Selectman to sign the "Acceptance Certification, Section 5310 Grant, Federal Fiscal Year 2011"**

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen authorizes Denise Menard, First Selectman to sign the "Acceptance Certification, Section 5310 Grant, Federal Fiscal Year 2011.

**X. Unfinished Business**

Discussed previously in the meeting.

**XI. Budget Matters**

Mr. Burnham mentioned the Police Commission will be getting \$75,000 from last year's budget to this year's budget. It is important to note that the Police are watching their budget very closely.

**XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200(6) Contracts and Litigation**

It was **MOVED** (Burnham) 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 8:25 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 8:55 p.m.

**XIII. Adjournment**

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the August 16, 2011 Regular Meeting at 8:56 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary