

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF REGULAR MEETING

Tuesday, May 15, 2012 at 7:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards
Members Absent: None
Others: Kathleen Pippin, Teresa Kane, Chris Mickey, Linda Sinsigallo, Dan Nadeau, Richard Labrie, John McKenna, Joanne Slater, Mary Higgins, and others
Press: None

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
Alan Baker, Deputy First Selectman
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Added Agenda Item

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen adds an agenda item, Section XI. New Business D. Discussion of Broad Brook School Modular's; E. Discussion of Future Referendum Hours and Section XI. Executive Session Pursuant to C.G.S. Section 1-200(6)(a) Personnel Matter to include the Town Clerk, Joanne Slater and Mary Higgins.

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. IX. New Business d. Discussion of Broad Brook School Modulares before continuing with IV. Approval of Minutes.

IX. New Business

d. Discussion of Broad Brook School Modulars

Ms. Menard introduced Dr. Teresa Kane, Superintendent of Schools, Mr. Richard Labrie of Futures Education, Mr. Chris Mickey, Chairman of the Board of Education, Mr. John McKenna, representative from CREC. Dr. Kane indicated to the Board that she was not there to ask for money. She wanted to discuss a bargain that she has come across and is available to the district. Most of the Board Members are aware that the Board Brook Elementary School has been renting modular classrooms for the past ten years. At the end of this fiscal year, the lease will be expiring. The Board of Education has voted to replace the old style trailer modular classrooms with new modular classrooms, which look as though they are part of the building. The structures will be permanent. There may be funding from the State of Connecticut to pay for all of the upgrades. She has brought with her, Mr. Richard Labrie of Futures Education and Mr. John McKenna from CREC to help explain to the Board the details of the proposed project.

Mr. Richard Labrie gave to the Board several documents detailing the project including photographs of the school from the air, building floor plans, proposed building plans, and other related documents. He indicated that the Board of Education currently pays approximately \$7800 per month for the rental of the modular classrooms. When the classrooms were originally leased, which was 10 years ago, they were used and the general life expectancy of those portable classrooms is about 20 to 22 years. In that lease agreement, it was agreed that when those classrooms are removed, the Board of Education would pay the cost of the removal of those classrooms and that cost is approximately \$287,000. He referred to the documents he gave to the Board as he discussed the proposal of the project. The project being proposed is ten classroom building and a four classroom building. He gave the general specifications of the buildings which are being proposed, including the exterior, interior, roof, windows, insulation and plumbing. Mr. Labrie indicated the modular classrooms have a life expectancy of 40 to 50 years versus 20 years with the portable modulars.

He began speaking of the possibilities of the Town of East Windsor receiving grant monies from the State of Connecticut which would reimburse the Town approximately 56% of the cost of the permanent modulars. Another packet of paperwork was given to the Board Members for their review. This packet contained the master budget numbers for the purchase of the permanent modular classrooms. The bottom line is approximately \$3.7 million dollars, which includes the \$287,000 removal fee of the portable classrooms. The next page of the packet discussed bonding for the project and the projected costs of same. He indicated that he has spoken to a representative from Webster Bank and she has

indicated that currently a 20 year bond is at a 2.79% interest rate. The Board of Education would be responsible for 44% of the cost if the State awards grant monies to the Town. The estimated cost per month for this project to the Board of Education would be approximately \$9,000 per month. He reminded the Board that currently, the Board of Education pays approximately \$8,000 for the lease on the portable classrooms which are presently being used. Mr. Labrie indicated that the grant application is due by June 30, 2012 and the Town has to be willing to bond for the project. Again, he reminded the Board that the Board of Education will pay for the cost of the project, but needs the Town to approve the project and bond. Ms. Menard indicated that the Board of Finance has a regular meeting scheduled tomorrow night and they should try to speak to that Board tomorrow night due to the time constraints. She also indicated that bond counsel would have to be notified and reminded everyone that the time line is very tight to have all of processes done by June 30, 2012.

A lengthy discussion was held regarding the capital improvement project of the oil tank removal which is scheduled for 2016. Mr. Labrie commented that within this project, the furnaces will be converted to natural gas, which will also have a savings in energy costs. A discussion was also held regarding the renovation of the bathrooms and the comparisons of the permanent modulars versus brick and mortar building.

Board Recessed to conduct a Town Meeting at 7:31 p.m.
Board Reconvened at 7:42 p.m.

Questions were asked by the Board Members regarding the modulars and answers were given to the best of Dr. Kane, Mr. Labrie and Mr. McKenna. Ms. Menard commented that the time line is very tight and inquired what the next plan of action was to be. She again suggested the group to talk to the Board of Finance tomorrow evening. Once they get the go ahead from the Board of Finance, the bond counsel has to be notified and the paperwork has to be drawn up. The resolution would have to be approved by the Board of Selectmen and Board of Finance. She suggested having a Special Meeting just for that purpose.

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the proposed permanent modular classrooms for the Broad Brook Elementary School.

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen returns back to order of Agenda Item No. IV. Approval of Minutes.

IV. Approval of Minutes

a. Regular Meeting of April 3, 2012

An error was noted in the April 3, 2012 Regular Meeting Minutes. An amendment to the minutes on Page 6, Section XI. New Business, sub-paragraph c, Paragraph l is noted. The following is the noted amendment:

“...for approximately three **yes** to see how it works out.”

to

“...for approximately three **years** to see how it works out.”

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of April 3, 2012 Regular Meeting, as amended.

b. Regular Meeting of April 17, 2012

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of April 17, 2012 Regular Meeting, as presented.

V. Public Participation

None.

VI. Communications

Ms. Menard mentioned that she has received an invitation addressed to the Board of Selectmen to attend the Route 140 Stakeholders Workshop. It will be held on June 13, 2012 at 6:00 p.m. at the Golden Gavel on North Road. The EDC has contracted with Heidi Samokar of Planimetrics to facilitate a workshop with the stakeholders within the new Route 140 business corridor. The workshop is designed to hear from only the property and business owners within the corridor to learn about their plans, goals, and concerns with development of the corridor. The invitation is from Ms. Laurie Whitten, Town Planner and the Economic Development Commission.

Ms. Menard also mentioned that the North Central Chamber of Commerce will be hosting a ceremony awarding scholarships to students and an East Windsor Student will be receiving one of those scholarships. The ceremony will be on June 7, 2012 at 7:30 p.m. It will take place at the Grassmere Country Club.

VII. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard gave to all the Board Members her report dated May 15, 2012. In that report, she indicated that the flags on Main Street have been put up and she was inquiring as to who is responsible.

She attended the CCM's legislative and Board of Director Meetings recently. She gave to all Board Members updates that she received relating to the legislative session that just ended. As members of the Connecticut Conference of Municipalities (CCM), a new prescription drug discount program is being investigated and expected to be available to member towns shortly. She also gave to the Board a description of the ProAct program and will update the Board when more information is available.

At the Senior Center Staff Meeting last week, the lunch program coordinator, Ms. Janet Vining announced that lunches served in the month of April were 795. The average monthly counts in 2009 was 622, 2010 was 645, and 2011 was 656.

There is puddling on the BMX asphalt pad, so therefore, she is not signing off on payment until the work is approved by the Town Engineer and the BMX Committee. Len, representatives from the BMX Committee, the contractor and she will be meeting next week and then it will be on to the Park and Recreation Commission to meet any requirements they may have.

Ms. Menard met with the Director of Technology last Friday to begin planning for the major work that we hope to begin in July. A meeting has been planned with Whalley Computers this coming week to start the assessment and planning but we have to shift priorities because the financial server finally breathed its last breath earlier today. This server has all of the budget information, payroll, accounts payable, and other financial information. The constant crashing and restarting of the last couple of weeks ended today with no option except replacement. Tyrone is working on a replacement server. It is hoped that the information will be retrievable either off the current drives or the latest backup tapes. She will keep the Board posted on any updates.

She has been told that the Town will be receiving a State grant for \$50,000 for sidewalks from Broad Brook Elementary School to the East Windsor Middle School. She does not have specifics, but once she receives the information she will advise the Board.

She reminded the Board that the second referendum is scheduled for May 22, 2012. The time has to be the Statute mandated times of noon to 8:00 p.m.

because there was not enough time to legally notice a Town Meeting to change the start time to 6:00 a.m.

b. Alan Baker, Deputy First Selectman

Mr. Baker indicated he attended the recent Planning and Zoning Meeting. The application by Wal-Mart was approved except the portion regarding the erosion, which will be continued. Norton Crossings five year extension was approved and the DND Realty Subdivision was continued. American Auto Wholesalers made an application for a business at the old Mobile Station on Route 140. It will be selling used cars. The application was approved.

The EDC Stakeholder's Meeting is scheduled for June 7, 2012 and he plans to attend that meeting. The American Heritage River Commission is on track of cleaning the Scantic Trail for the Connecticut Walk Day on June 2, 2012. Participation in the walk is usually very good. He reminded if anyone would like to volunteer during the cleanup days, please contact him or leave a message at the Town Hall. He was proud to announce that for the first time the Scantic Trail has been mentioned and is an official trail according to the Forest and Park Association of Connecticut.

Mr. Baker commented about Community Day which was recently held last Saturday. There was a great turnout and seemed like everyone had a good time. The Lions Club will be hosting a bike race "Ride for Sight" on September 30, 2012. This is an annual event in East Windsor. He will be riding in the race to support the cause. He has registration forms and if anyone is interested, they could contact him.

c. Dale Nelson, Selectwoman

Ms. Nelson indicated that she recently attended the Broad Brook Fire Department meeting. A discussion regarding a swift water rescue will be held on June 21, 2012. Ms. Nelson attended the Strategic Planning Meeting of the Board of Education which is very informative.

Ms. Nelson mentioned that on May 7, 2012, she attended the Warehouse Point Fire Department meeting. They indicated that their expenses have risen due to the generator use and security because locks had to be changed at the station. At their next meeting on Tuesday, June 6, they will discuss their annual report and elect officers. She commented about the recent Planning and Zoning meeting and the Police Commission Meeting.

A brief discussion was held between Ms. Menard and Ms. Nelson regarding the Broad Brook Fire Department's response to the inquiry of using the gym by the

Senior Center. Ms. Nelson commented that the Chief is working on regulations regarding the use of the gym and equipment.

d. Richard P. Pippin, Selectman

Mr. Pippin indicated he attended the Zoning Board of Appeals recent meeting. There was one item on the agenda, 157 North Road, car dealership license. It was approved. A driveway application on Wells Road was approved. He spoke about the American Auto Wholesalers application was approved and a notice of violation on 202 Main Street was discussed and the violation was upheld. New applications were discussed which included 111-115 South Main Street, 380 housing units; 60 Newberry Road in lieu of cash bond was approved.

Mr. Pippin also reminded the Board that the Southern Auto Auction is turning 65 years old this year and he would hope that the Town will do something to recognize 65 years in business in East Windsor.

e. James C. Richards, Selectman

Mr. Richards gave to all Board Members a copy of his report and attachments from the Board of Education Meeting. The Community Survey Results in regards to the school system were presented. Copies of those results were given to the Board Members. Technology update was given and the schools transition with some bumps is right on schedule. Strategic Planning sessions were held and information is being collected. The Board Brook Elementary School Bell Placement is being down with help from Mr. John Burnham. Shared Services Committee was discussed with Mr. Bill Raber and Dr. George Michna being chosen as the Board of Education representatives. The position of Director of Student Services created to assist those students with issues. Reorganization of resources, not more money will be done. Another position within the administration will be terminated.

Mr. Richards spoke about the Economic Development Commission. He indicated that the Route 140 Property Stakeholders Meeting being scheduled for June 13, 2012. The invitation is in the packets of the Board Members. The Beautification of Business Program, has had no responses to date. CERC Listings for Commercial Properties, the EDC will be focusing on empty Warehouse Space in Industrial Park.

A discussion was held regarding the East Windsor per pupil ratio cost is vastly different than Ellington which is \$10,716 and East Windsor is \$14,647. The concern being that Business would be concerned about locating here. A request is being made from the EDC to the Board of Education for a breakdown of the cost per pupil.

Mr. Richards indicated that the Historical Preservation Commission Meeting was cancelled, no quorum and the Housing Authority is scheduled to meet on May 21, 2012 at 4:00 p.m. Parks and Recreation was held on May 14, 2012, however, he was unable to attend this meeting due to a conflict with the EW Education Foundation Meeting. The annual fundraiser will be held on May 29, 2012 at 5:30 p.m. at LaNotte Restaurant.

A brief discussion was held regarding Community Day and how successful the event was.

It was **MOVED** (Baker) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. XII. Executive Session before continuing with VIII. Board and Commission Resignations and Appointments.

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

It was **MOVED** (Baker) and **SECONDED** (Nelson) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records to include the Town Clerk, Joanne Slater and Mary Higgins.

The Board entered into Executive Session at 8:41 p.m.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 8:54 p.m.

No action taken.

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen returns back to order of Agenda Item No. VIII. Board and Commission Resignations.

VIII. Board and Commission Resignations and Appointments

a. Resignations: None

b. Re-Appointments:

Building Committee

Cliff Nelson (D) 6-year term to expire June 1, 2018

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (3-0)(D. Nelson abstained) that the Board of Selectmen approves the re-appointment of Mr. Cliff Nelson (D), as a Regular Member of the Building Committee to serve a 6 year term expiring June 1, 2018.

c. New Appointments: None

d. Board and Commission Current Vacancy List

The list was given to all the Board Members for their review

IX. Unfinished Business

a. Condominium Owners Request

Ms. Menard indicated she gave the petitions to the Town Clerk to verify the signatures. Ms. Menard was told that the Town Clerk does not verify signatures and she will be getting that information in writing. Apparently, there are a lot of duplicate signatures. Ms. Nelson asked if the Condo Owners have forwarded any more information to her so it can be reviewed. Nothing has been received, but calls have been made to surrounding towns regarding this request and she has been told not to do it because of the cost which is incurred. Ms. Nelson asked if anyone has spoken to Ms. Madore about the assessment for condominiums. Ms. Menard indicated she has spoken to Ms. Madore and it was explained there is a different when assessing condominiums versus houses.

A brief discussion was held and it was agreed to wait until the signatures are verified, and to get copies of the zoning permits which were issued when the condominiums were constructed so they can be reviewed as well.

b. Cemetery Association Request

Mr. Richards commented that he has gone to the cemetery and has spoken to Mr. Craig Arnold regarding the request. He looked at the land and noticed someone was cleaning up the mess which has been left there. This will be discussed further at another meeting.

c. Request from Constables

Ms. Menard mentioned that she is waiting for the information she requested from the constables. This item will be discussed at another meeting.

d. Discussion of Blight Ordinance

Ms. Menard indicated she is waiting for additional information and this item will be discussed at another meeting.

e. Set Salaries for Part-Time and Unaffiliated Employees

This will be discussed at a future meeting.

X. Budget Matters

a. Budget Transfers

Ms. Menard gave to all the Board Members a document entitled “Town of EAST Windsor 2011/2012 Budget Transfers dated May 10, 2012”. She explained the document and each transfer listed within the document. The first transfer listed is to Communications/Phone/Fax from LAP/Employee Insurance in the amount of \$7,000. Ms. Menard explained this is to fund the line to the end of the fiscal year. The second transfer listed is to Building/Vehicle Maintenance from Town Government Health/Life Insurance Premiums in the amount of \$2,200. Repairs need to be done to the department vehicle. The third transfer is to Building – Other Purchase Public Safety from Town Government Health/Life Insurance Premium in the amount of \$27,500. This is to cover the costs of the demolition of a building on North Water Street. The appropriate requested listed is to Public Works Truck Replacement in the amount of \$13,960. This is to allocate funds which were received from auctioning a vehicle. All but the first transfer must go to a town meeting for approval.

A brief discussion was held.

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfers listed on Exhibit A attached hereto and recommend to a Town Meeting, if necessary

b. Discussion 2012-2013 Budgets

The referendum is scheduled for May 22, 2012.

XI. New Business

a. Award of the “Demolition of 47 North Water Street Structure” bid

Ms. Menard indicated that bids have been received for the demolition of 47 North Water Street Structure. Copies of those bids were in the Board Members packets for their review. Ms. Menard reminded everyone that in the specifications the Town of East Windsor can reject any and all bids. The Board can continue down the road with accepting the lowest bid or use the policy allowing local bidders within 10% match of the lowest bid. The Board Members reviewed all the bids.

A brief discussion was held.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen accepts Bid No. 2, a South Windsor Company in the amount of \$15,240.

b. Discussion of Board of Selectmen Priorities

Ms. Menard indicated that she has asked each Board Member for any priorities that they might want to focus on during their tenure on the Board of Selectmen. As of the present date, she had not received any information from any of the Board Members. If there is a subject or issue which the Board Members would like to focus on, they are asked to give that information to Jennifer in Ms. Menard’s Office so it can be discussed further at another meeting. This topic will be placed on the agenda at the next meeting for discussion.

c. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector wherein Ms. Kimberly Lord, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$188.83 dated May 15, 2012.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$188.83 pursuant to the tax collector’s request dated May 15, 2012.

d. Discussion of Broad Brook School Modular’s

Discussed earlier in the meeting.

e. Discussion of future Referendum Hours

Ms. Menard asked the Board Members on their thoughts of changing the referendum voting times. She gave a copy of the State Statute which mandates the referendum voting times noon to 8:00 p.m. She is asking the Board Members if they want to change the times for the third referendum, she has to be told as soon as possible because the process of getting the times changes includes a Town Meeting.

A lengthy discussion we held regarding changing the times for the budget referendum versus changing the times for other referendums. Also discussed was the fact that according to CCM staff, the law has changed and primaries can be held in one polling place. The Registrar of Voters does not agree with this and indicated that it is not a good idea. Primaries are scheduled 6:00 a.m. to 8:00 p.m. The last primary only had 400 voters and there were two polling places used. It was suggested that primaries be held at the Town Hall, however, elections for local, state and federal elections will have two polling places. The discussion continued about absentee ballots and when those ballots can be picked up. It was unclear if those ballots can be picked up on the day of voting, especially when a referendum is at noon to 8:00 p.m.

XII. Executive Session (pursuant to Connecticut General Statutes Section 1-210 (b) (9) Contract Matter

It was **MOVED** (Baker) 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 9:44 p.m.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 10:35 p.m.

No action taken.

XIII. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen adjourns the May 15, 2012 Regular Meeting at 10:36 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

**Board of
Selectmen/
Accounts**

Transfer	Account Dept/line	Department	Amount	Reason	Town Meeting
OTHER					
To From	8430/542 7345/520	Communications/Phone/Fax LAP/ Employee Insurance	\$7,000.00	To fund line to end fiscal Year	No
To From	1125/430 1195/200	Bldg- Vehicle Maintenance Town Govt Health/Life Ins. Premium	\$2,200.00	Repairs to Dept. vehicle	yes
To From	1125/396 1195/200	Bldg- Other Purchase Public Safety Town Govt Health/Life Ins. Premium	\$27,500.00	Demolition of Building	yes
Appropriation Request					
	08/1025/0494	P.W. Truck Replacement	\$13,960.00	To allocate funds that were received from auction	yes