

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
BROAD BROOK, CT 06016**

Minutes of Regular Meeting

Tuesday, January 7, 2014 at 7:00 p.m.

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

I. Call to Order

First Selectman Denise Menard called the Regular Meeting to Order at 7:00 p.m. in the Town Hall Conference Room.

II. Attendance

Present:

Denise Menard, First Selectman

Jason E. Bowsza, Deputy First Selectman

Steve Dearborn, Selectman

Dale A. Nelson, Selectman

James C. Richards, Selectman

III. Added Agenda Items

None

IV. Approval of Minutes

Regular Meeting of December 17, 2013

It was MOVED (Nelson) and SECONDED (Bowsza) that the Board of Selectmen approve the Regular Meeting Minutes of December 17, 2013. Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

V. Communications

Letter from American Red Cross

Selectman Menard discussed a letter from the American Red Cross. They are seeking nominations for local heroes who will be honored at three Heroes Breakfasts' throughout the state. If the Board of Selectmen know of a local hero, they should call Heidi in the First Selectman's office. Nominations are due by January 10, 2014.

VI. Selectmen's Reports

A. Denise Menard

First Selectman Menard's report is hereto attached as Exhibit A.

B. Jason E. Bowsza

Deputy First Selectman Bowsza attended the American River Heritage Commissions New Year's Day Hike. He said 135 people attended and it was great to be outside.

Mr. Bowsza attended the Warehouse Point Fire District meeting on January 6, 2014 and said it was a productive meeting, hopefully a step in the right direction.

Mr. Bowsza made an effort to call the references that were included on the applications for Boards and Commission members. He will continue this practice because he had a good time with it and learned a lot.

Mr. Bowsza has nothing to report as liaison since none of the boards or commissions he is appointed to have met since the last Board of Selectmen's meeting due to the holidays.

As Selectman Nelson pointed out, the Plan of Conservation and Development have scheduled their January workshops and they are scheduled for:
January 13, 2014 at 6:00 p.m. at East Windsor High School
January 23, 2014 at 6:00 p.m. at Park Hill Community Room
January 28, 2014 at 6:00 p.m. at East Windsor Town Hall

Mr. Bowsza said this is an important opportunity for people to weigh in on the future direction of the town and it is important for the Selectmen to attend.

C. Steven Dearborn

Mr. Dearborn did not have anything to report. He said the Zoning Board of Appeals meeting was cancelled. Mr. Dearborn said he was sorry he missed the last Board of Selectmen's meeting but as previously stated, he cannot attend meetings when there is a snow event, due to his business.

D. Dale A. Nelson

Ms. Nelson wished everyone a Happy New Year! It is nice to be here and to see everyone.

The Capital Improvement Planning Committee met on January 6, 2014 and appointed Joseph Sauerhoefer as Chairman.

Ms. Nelson attended the Warehouse Point Fire District meeting on January 6, 2014. She reported that Victor DeCapua will be unavailable for some time and Mike Balf will be the acting Chairman. A sprinkler pipeline broke and there was concern because it is a dry system and there was water in it. The alarm did not go off but Tony D went to the building on Sunday and found and fixed the problem.

Ms. Nelson reported that the sprinkler system at La Renaissance has been shut off and the water must now be turned on from outside the building. It is a fire code trade off. Because the building is not heated and it is empty, there are bursting pipes throughout the building causing a big mess. The bank is taking over the property.

The Assistant Fire Marshal has inspected 14 of 18 apartment complexes.

Assistant Chief Daniels has retired. There are two Lieutenant positions open. Selectman Nelson said the self contained breathing apparatus bottles and the thermal imaging cameras have been purchased.

Ms. Nelson said it was a good meeting with good exchange.

Jim Barton Sr. informed the Board of Selectmen that Deputy Chief Austin was promoted to Assistant Chief and the Deputy Chief position will be posted.

E. James C. Richards

Mr. Richards wished all a Happy New Year! He was off the grid from January 1 – January 4, 2014 - something he has not done in many years. He did not have any meetings to attend so there is nothing to report.

There will be an Economic Development Commission and Board of Selectman joint meet and greet and business assistance forum on January 30, 2014 at Merlot on the River. Mr. Richards said it would great if all of the Selectmen could be there.

The Rotary Club is accepting nominations for Citizen of the Year. Ms. Nelson said the information is posted on Patch and the deadline for applications is March 6, 2014. The event will be held on April 10, 2014.

VII. Public Participation

Jerry Rudolph, 11 South Road, stated that he read through the Board of Selectmen meeting minutes from December 17, 2013 and there were a number of alternatives presented by the Housing Authority regarding South Road. Mr. Rudolph recently found out there is more information available now that would help solve the problem instead of staying in this stalemate for ten years.

VIII. Board and Commissions Appointments

Resignations: None

Re-appointments: None

New Appointments:

1. East Windsor Historical Preservation Commission

Jessica Bottomley (D), regular member

It was MOVED (Richards) and SECONDED (Bowsza) to appoint Jessica Bottomley as a regular member to the East Windsor Historical Preservation Commission for a term expiring 2/1/2015.

Selectman Richards stated that Jessica has done an awesome job as Recording Secretary and the members have really come together in part due to her communication taking the minutes and putting the agendas together.

Selectman Bowsza has known Jessica for 11 years and she is on the ball. He is happy to have her on the Historical Preservation Commission.

In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

2. Economic Development Commission

Andrew Hoffman (U), regular member

It was MOVED (Bowsza) and SECONDED (Richards) to appoint Andrew Hoffman as a regular member to the Economic Development Commission for a term expiring 1/1/2018.

Selectman Richards stated that Mr. Hoffman has attended Economic Development Commission meetings and he is a volunteer that will do the drudgery work and will be an excellent addition.

Selectman Menard worked with Mr. Hoffman on the North Road Sewer project and he was instrumental in getting a presentation together that worked for everyone. He is so well qualified and Selectman Menard is excited to have him on the Economic Development Commission.

In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

IX. Unfinished Business

None

X. New Business

Motion was made to postpone item X. A to further down on the agenda. It was MOVED (Richards) and SECONDED (Bowsza). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

B. Discussion of Selectmen's priorities

Selectman Menard has had discussions in the past with the previous Board of Selectmen regarding goals for their two year terms, what they would like to work on and stand for. Ms. Menard provided a list of priorities from a past Board of Selectmen as an example. Ms. Menard asked the Selectmen if they wanted to hash it out now or discuss it at the next meeting?

Ms. Nelson said this is a new board with a different mindset. They can come up with their own ideas and priorities and be prepared to discuss them at the next meeting.

Mr. Dearborn asked if the items listed in the past were listed in order of importance? Selectman Menard said they were not, they were divided by each Selectman's priorities grouped together and she defaults to listing names alphabetically.

Motion was made to postpone discussion of Selectmen's priorities until the next meeting. It was MOVED (Bowsza) and SECONDED (Nelson). Motion PASSED. In favor - J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

C. Discussion of Chairmen's meetings

Selectman Menard stated this item came out of the Annual Town Meeting regarding Economic Development. One of the things brought up was that it is good practice to share information with the chairmen of Boards and Commissions to offer better communication throughout. Ms. Menard suggested quarterly, informal meetings with the chairmen in round table discussions.

Selectman Nelson said they could change the venue to encourage involvement and it is not as formal as sitting at a meeting table.

Selectman Bowsza said it would be beneficial to touch base quarterly with the chairman of each Board and Commission to find out what is going on with their boards, to see if they have any questions or concerns that the Board of Selectmen can be helpful with and it is an opportunity for the Board of Selectmen to share what they would like to see happen in the next quarter and review what has happened in the previous quarter.

Mr. Bowsza said he thinks reinstatement of the Citizen's Hour is a great idea and Selectman Richards agreed.

Ms. Menard stated the Selectmen's priorities may be something that would be shared at the chairmen's meetings. Things that could be worked on with the Board of Selectmen to accomplish together. The goal being to move the town forward.

There was discussion among the Board of Selectmen to determine the start time of the meetings and 6:30 p.m. was the agreed upon start time.

D. Update regarding Town Treasurer

Selectman Menard stated Cathy Cabral's last day will be January 17, 2014. The staff will be holding a breakfast held to send her off and thank her for her service. All are welcome to stop by to say goodbye.

The Treasurer's position was advertised in the Journal Inquirer, Connecticut Conference Municipalities website and the Government Financial Officers Association website.

Ms. Menard is concerned with bonding and it is budget season coming up so she wants to be sure there is coverage in the Treasurer's office. The staff is great and willing to chip in 110%. Kim and Gayle are the support staff for the Treasurer and they are totally on board.

There was a proposal sent to CIP for changes to the Tax Collector and Treasurer's office. A door will be installed between the two offices, the Treasurer and Tax Collector will be put in the smaller office which will provide privacy. In the proposed setup, there will be a small table in the office for the auditor to use. The support staff will be in the larger office and it will be more efficient.

Applications for the Treasurer's position will be accepted until January 24, 2014. Things are rolling pretty quickly with budget season coming.

Selectman Bowsza was asked to bring up a question. Is it customary for the town to try to retain an employee when they resign? Selectman Menard said Cathy was offered a position in Windsor Locks with a sizeable increase in salary and the town could not compete with that offer.

Selectman Dearborn asked if the Board of Selectmen vote on new hires? Selectman Menard responded they do not. The hiring process is unbiased. The department head and human resources consultant look at the applications and determine who are the most qualified candidates. The candidates are interviewed by a panel and scored based on standard questions. Those with the highest scores are called for a second interview with Denise Menard and the Department Head to make sure they are a good fit. Ms. Menard invited Mr. Dearborn to watch the process.

E. Storm Closure/Closing Policy

Selectman Menard said the storm season is here and there is no official storm closing policy. The previous Board of Selectmen discussed the issue but no plan was implemented. On Thursday, January 2, 2014 the President and Vice President of one of the bargaining units visited Ms. Menard about the policy. It is not a union matter and there is no policy in place.

If the State shuts down due to a big blizzard or storm, then Town Hall will be closed. There would be notification on TV and the town's website if there was a closing and the department heads would also be notified.

Ms. Menard asked the Board of Selectmen if they agreed that the town hall offices should remain open unless the State is shut down? The Selectmen agreed with the current process in place.

XI. Budget Matters

A. Tax Refunds

Motion was made to approve tax refunds of December 30, 2013 in the amount of \$3,971.82. It was MOVED (Nelson) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

Selectman Nelson asked if the software pricing error was fixed and Selectman Menard said yes, it was fixed.

B. Discuss Schedule for Budget Meetings

Selectman Menard reported that only one budget was received by Jennifer in the First Selectman's office. She suggested that Jennifer call and request the budgets as opposed to sending reminder emails.

Ms. Menard asked the Board of Selectmen how they wanted to handle the budget meeting schedule? Selectman Nelson said last year they held meetings on the opposite Tuesday's of Board of Selectmen meetings and on Saturday's. She said the Saturday morning meetings were very productive.

There was discussion over dates and times for the budget meetings. Selectman Bowsza suggested following last year's schedule. It will be discussed at the next Board of Selectmen's meeting.

X. New Business

A. Discussion of Barber Hill Schoolhouse to include John Burnham

Mr. Burnham distributed packets to the Board of Selectmen with proposals for the Barber Hill Schoolhouse, hereto attached as Exhibit B. The schoolhouse was built in 1861 and is an original structure - the clapboards, the trim, the wainscoting and the siding. Mr. Burnham stated the Historical Society wants the building on their site at 113 Scantic Road. The objective is to save the Barber Hill Schoolhouse.

Selectman Menard said there are neighbors on both sides of that property that have called a couple times per year to request something be done because it is an eyesore, dangerous and falling apart. Ms. Menard brought it to the attention of the Building Committee around the same time Mr. Burnham came to her about possibly moving it to another property. She told the Building Committee it either has to be torn down or moved to another property because it is a mess.

Mr. Burnham discussed his proposals. Selectman Richards thinks this fits in with what has been going on with the Historical Society. They are building East Windsor Village into an excellent tourism draw, the whole complex is good vision. Between that and the Trolley Museum it will bring tourism to East Windsor. Mr. Richards said he spoke to some neighbors of the Barber Hill Schoolhouse and they are concerned about the history being lost but prefer it is not in their neighborhood. Moving the building is a win win.

Mr. Burnham is working with Planning & Zoning. This is a difficult task and there is a lot of work to be done that will require public hearings and town meetings. Selectman Menard said she cautioned Mr. Burnham that selling of town property needs to be done at a town meeting and it will require an appraisal and surveying to determine fair market value. She also said Mr. Burnham may not be the only person interested in buying the property.

Ms. Menard said this is preliminary information but to have the Barber Hill Schoolhouse go to the Historical Society property is a great idea.

XII. Executive Session

Pursuant to C.G.S. Section 1-200 (6) (a) Personnel & (b) Litigation. Motion was made to enter Executive Session to include Carol Madore. MOVED (Bowsza) and SECONDED

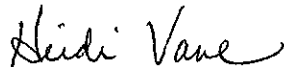
(Richards). The Board of Selectman entered into Executive Session at 8:53 p.m.; came out of Executive Session at 9:37 p.m.

Motion was made to approve the settlement agreement for MLS Ventures LLC vs. Town of East Windsor in accordance with the Town Assessor's recommendation to reduce the fair market value of real property located at 260 Main Street by 21.31% for the Grand List of October 1, 2012. It was MOVED (Nelson) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

XIII. Adjournment

Motion to adjourn, made by (Bowsza) and seconded by (Richards). The meeting was adjourned at 9:38 p.m.

Respectfully Submitted,



Heidi Vane
Recording Secretary

January 7, 2014

My report to the Board of Selectmen

As you are aware, Town Treasurer Catherine Cabral is leaving East Windsor to take the position of Finance Director for Windsor Locks. It is a great opportunity for her and we all wish her well. We have advertised for the Treasurer's position and are getting plans together to deal with the vacancy during the extremely busy budget season.

Applications for the Facilities Maintainer/Inspector position will be accepted until January 15. We have approximately 25 applicants so far.

I am providing you all with statistics relating to East Windsor that were given to me by the Planner . . . just interesting information I thought you might like to see. Also just for your information, I am providing a copy of the Collection Enforcement Timeline used by the Tax Collector. A Selectman requested the information and as is the practice, anything received by one selectman is given to all.

We have received notice that the Supervisor's bargaining unit contract expires June 2014 and expect to receive similar notice from the Police and the Public Works unions.

Some Selectmen attended the meeting that the Board was invited to by the Warehouse Point Fire District. Discussion was focused on funding for their annual budget and for repairs of the buildings they own. It was agreed that written documentation on how their funding will be handled by the Town would be helpful. They will be working on a proposal to discuss with the Selectmen. I think everyone agreed that the meeting was a successful step toward better communication between the Town and the District.

You are all probably aware that the Housing Authority Executive Director resigned. The Commission members are meeting this evening to review applicants for that position.

The Town Attorney has joined the complicated tax action against Creative Housing that involves the South Road property owners. We are all working to resolve this rather complex matter.

Once again the new year started with a great hike organized by the American Heritage River Committee. Thank you to the committee for a great beginning to the year.

Wishing you all a happy and healthy 2014. Denise

Barber Hill Schoolhouse Proposal**Proposal #1**

I will buy Barber Hill property- roughly 4 acres with the schoolhouse- for \$50,000. I will dismantle the school house board by board and move it to 113 Scantic Road (East Windsor Historical Society). The approximate cost for relocation is \$50,000. I will then sell the 4 acres for \$100,000 +/- . In the event that I can generate additional revenue after selling the property, the funds will be donated to the EW Historical Society.

Proposal #2

We could exchange the Barber Hill Schoolhouse property evenly for the same acreage adjacent to the Broad Brook Grammar School (2 Rye Street) to be used as open space and possibly additional parking. I will move the schoolhouse as described above.

Proposal #3

We could exchange the Barber Hill Schoolhouse property evenly for approximately 3 acres on the Scantic River at the intersection of North Road and Harrington Road. This could be used as river access and open space. The North Road parcel includes the land occupied by the WPCA pump station.

Stipulations:

The Town of East Windsor will convey the Barber Hill Schoolhouse property free and clear of any encumbrances so that it could be sold as a building lot.