

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
11 RYE STREET
BROAD BROOK, CT 06016
First Selectman's Office – (860) 623-8122**

Regular Meeting Minutes

Tuesday, May 20, 2014 at 7:00 p.m.

Board Members

Denise Menard – First Selectman
Jason E. Bowsza – Deputy First Selectman
Steve Dearborn – Selectman

Dale A. Nelson – Selectman
James C. Richards – Selectman

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

1. CALL TO ORDER

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

2. ATTENDANCE

Present:

Denise Menard, First Selectman
Jason E. Bowsza, Deputy First Selectman
Steve Dearborn, Selectman
Dale A. Nelson, Selectman
James C. Richards, Selectman

3. ADDED AGENDA ITEMS

None

4. APPROVAL OF MINUTES

Regular Meeting Minutes of May 6, 2014

It was MOVED (Nelson) and SECONDED (Bowsza) that the Board of Selectmen approve the Regular Meeting Minutes of May 6, 2014. Motion PASSED. In favor – J. Bowsza, D. Nelson and J. Richards. Opposed – S. Dearborn.

Mr. Dearborn does not approve of the minutes because he thinks they are not a word for word transcript of what he says. First Selectman Menard explained the legal requirements for filing meeting minutes. They are not a dictation or transcript of every word stated during the meeting. The minutes are an overall review of the meeting content and include all motions made.

5. COMMUNICATIONS

1. National Public Works Week – May 18th through May 24, 2014
2. Real Estate Lease Agreement Correspondence
3. Pond Street Correspondence

6. SELECTMEN'S REPORTS

A. Denise Menard

Ms. Menard's report is hereto attached as Attachment A.

B. Jason E. Bowsza

Mr. Bowsza's report is hereto attached as Attachment B.

C. Steve Dearborn

Mr. Dearborn said the roads being paved throughout Town are well done. He asked why certain roads are chosen and Ms. Menard stated it is based on the grade and condition of the roads.

D. Dale A. Nelson

Ms. Nelson's report is hereto attached as Attachment C.

E. James C. Richards

Mr. Richards attended the Economic Development Commission meeting on May 19, 2014. Andy Hoffman has been interviewing local businesses to get input on how businesses feel about the Town.

Mr. Richards said the grand list is down and the town needs to entice business and larger homes into East Windsor and promote quality of life. He said the school system has made progress and the test scores have improved. The EDC is looking at plans to move forward and hire an Economic Town Coordinator to partner with another town.

The EDC meet and greet has been moved from January to September.

7. PUBLIC PARTICIPATION

Kathy Pippin, 37 Woolam Road, attended the Housing Authority meeting and said it was spectacular.

8. BOARD AND COMMISSIONS APPOINTMENTS

Resignations:

Joseph Pellegrini (R), Board of Finance

Motion was made to accept with regret the resignation of Joseph Pellegrini from the Board of Finance. It was MOVED (Nelson) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards. Opposed – None.

Ms. Nelson said the Pellegrini's are a wonderful family and their departure will leave a hole in the Town.

Joseph Pellegrini (R), Capital Improvements and Planning Committee

Motion was made to accept with regret the resignation of Joseph Pellegrini from the Capital Improvements and Planning Committee. It was MOVED (Nelson) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards. Opposed - None

Joseph Pellegrini (R), Building Committee

Motion was made to accept with regret the resignation of Joseph Pellegrini from the Building Committee. It was MOVED (Nelson) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards. Opposed – None.

Re-appointments:

Edward Bowsza (R), Pension & Retirement Board

Motion was made to re-appoint Edward Bowsza to the Pension & Retirement Board for a term expiring 6/1/2018. It was MOVED (Nelson) and SECONDED (Bowsza). Motion PASSED. In favor – J. Bowsza, S. Dearborn and D. Nelson. Opposed – None. Abstained – J. Richards.

David King (D), Pension & Retirement Board

Motion was made to re-appoint David King to the Pension & Retirement Board for a term expiring 6/1/2018. It was MOVED (Bowsza) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards. Opposed – None.

Nancy Thurston (R), Elderly Commission

Motion was made to re-appoint Nancy Thurston to the Elderly Commission for a term expiring 12/31/2014. It was MOVED (Nelson) and SECONDED (Bowsza).

Ms. Menard explained that the Board & Commissions appointments are being reviewed and updated to bring all the boards back on track to the proper terms.

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

New Appointments: None

9. UNFINISHED BUSINESS

A. *Update on Barber Hill Schoolhouse

B. *Update regarding Farm Leases

10. NEW BUSINESS

A. Warehouse Point Fire District Added Appropriation Request

There was no one present from the Warehouse Point Fire District.

A motion was made to postpone agenda item 10. A. until the Fire Department can join the Board of Selectmen for discussion. It was MOVED (Bowsza) and SECONDED (Richards).

Ms. Nelson said the fire district should be here to discuss the added appropriation request and the underground tanks being removed.

Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards. Opposed – D. Nelson.

B. Report from Charter Revision Commission

Chairman Rick LeBorious, Alan Baker and Richard Pippin Jr. were present at the meeting. Mr. LeBorious discussed the Charter Revision Commission's preliminary report. He said they began meeting months ago, twice a month or more, and solicited input from boards and commissions and outside experts to come up with the recommendations in this report.

The recommendations were thoroughly reviewed by the Charter Revision Commission. The preliminary report will go to Public Hearing on May 29th at 7:30 p.m. at the East Windsor Town Hall. The Commission will then meet and consider the input received.

The broad recommendations so far are as follows:

1. Modernize East Windsor's government structure
2. Expand the Board of Selectmen from 5 to 7 members
3. Eliminate the Board of Finance and Police Commission
4. Hire a full time Town Administrator
5. Maintain First Selectman but change position to part time

Changes to the finance section:

1. Two referendums instead of three; if two referendums fail then go to default system of 2% plus any increase that occurs in intergovernmental revenues or the social security cost of living increase – whichever is higher. If restricted to 2% it cannot support inflation, salaries and insurance costs.

There was discussion about the need to change the Charter if these recommendations are adopted. The Charter specifically says East Windsor is a First Selectman, town meeting form of government so it has to be changed to allow for a Town Administrator. The Charter Revision Commission can specify a time frame to make this change and allow for a transition period.

Mr. LeBorious said having a Town Administrator would free up the First Selectman, an elected official, to allow that position to do what they do best; involvement with regional agencies, networking, discussion with legislators, secure funding. The Town Administrator would oversee the day to day functions of the town. Mr. Baker said the Charter would clearly define job positions and leave no question about responsibilities.

Mr. Dearborn asked if the First Selectman would remain a paid position as part time and would the person receive benefits and a pension? Mr. LeBorious said it would be a paid part time position and it would be up to the Board of Selectmen to decide the benefits. Mr. Dearborn said people would be pretty ticked off to pay for two people and the 7 selectmen are all volunteers. He said this town is very old, with very old people, and they like that word "selectmen". Mr. LeBorious said the residents also like their money well spent.

Mr. Dearborn said the people would go for keeping the Board of Selectmen with a Town Manager, eliminating the First Selectman. Mr. LeBorious asked who would then be the ceremonial head of government? Mr. Dearborn said a lot of towns have a mayor, but East Windsor doesn't so he guesses we could have a First Selectman. He asked if mayor's get paid? Mr. LeBorious said some do and some don't. Mr. Dearborn asked what a mayor does and Mr. LeBorious said they handle day to day administration. Mr. Dearborn said they are basically like he has always said "a hired prick", they sit down and they go and fight for these hired unions and negotiate with them.

Mr. Baker said the Town Administrator and First Selectmen would be equal.

The Town Administrator would bring forth recommendations to the Board of Selectmen for hiring/firing. Mr. Dearborn said in different town's that he has worked for it seems like they are terrified of the Town Manager, he's the ultimate, like their always "shaking in their boots". Mr. LeBoriosis said that has not been his experience. Town Managers are responsible for putting together a team that works well together and very often they are people who work through cooperation.

Ms. Menard asked for an example of a town that has a similar form of government as is being proposed. Mr. Baker said Columbia, CT has this form of government. Mr. LeBoriosis said the Board of Selectmen would clearly be responsible to the voters of the community. The Town Administrator administers the policies set by the Board of Selectmen. Mr. Baker said with a wider Board of Selectmen you get more representation from the community.

Mr. LeBoriosis explained the process going forward:

Public Hearing on May 29th.

The Charter Revision Commission will meet.

Present recommendations to the Board of Selectmen for review – Board of Selectmen can send it back to the Charter Revision Commission with any recommendations.

The Charter Revision Commission will then present their final report to the Board of Selectmen.

The Board of Selectmen will set the questions on the November ballot.

There was further discussion of the 2% and whether or not it should go to referendum. Mr. LeBoriosis said the Charter Revision Commission had considerable discussion and this is the consensus proposal and a fair document.

C. Discussion and Approval of Pension Plan Funding Policy

Deputy First Selectman Bowsza explained the incorporation of GASB 67-68. This policy was unanimously approved by the Pension Board.

Motion was made to approve the Pension Funding Policy dated March 25, 2014. It was MOVED (Nelson) and SECONDED (Bowsza). Motion PASSED. In favor – D. Nelson and J. Bowsza. Opposed – None. Abstained – S. Dearborn and J. Richards.

Motion was made (Bowsza) to take item 12. Executive Session out of order.

12. EXECUTIVE SESSION

Pursuant to C.G.S. Section 1-200 (6) (a) Personnel & (b) Litigation. Motion was made to enter Executive Session. MOVED (Bowsza) and SECONDED (Nelson). The Board of Selectmen entered into Executive Session at 8:39 p.m.; came out of Executive Session at 9:04p.m.

Motion was made to go back in order at 9:05 p.m. It was MOVED (Richards) and SECONDED (Bowsza). Motion PASSED. In favor- J. Bowsza, S. Dearborn, D. Nelson and J. Richards.

D. Resolution of Historic Documents Preservation Program Grant

A motion was made to adopt the following:

RESOLVED: That Denise Menard, 1st Selectman, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

It was MOVED (Richards) and SECONDED (Nelson). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards. Opposed – None.

E. Appointment of Tax Collector

I hereby make a motion to appoint Patricia Kratochvil as Tax Collector commencing with a salary of \$52,659.00 effective May 19, 2014. It was MOVED (Nelson) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards. Opposed – None.

F. Approval of Tax Refunds

Motion was made to approve the tax refunds of May 16, 2014 in the amount of \$793.72. It was MOVED (Nelson) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards. Opposed – None.

11. BUDGET MATTERS

A. Budget Transfers

Motion was made to approve transfer #2014-86 in the amount of \$20,150.00 from IT Services to Salary – Public Works. It was MOVED (Richards) and SECONDED (Nelson). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

13. ADJOURNMENT

Motion to adjourn made by (Bowsza) and seconded by (Richards). The meeting was adjourned at 9:14 p.m.

Respectfully Submitted,



Heidi Vane
Recording Secretary

May 20, 2014

My report to the Board of Selectmen

I wanted to publicly thank Joe and Christine Pellegrini for their many contributions to our community. The entire family will be missed by many in East Windsor. Best wishes to them all.

I participated in a South Windsor Regional Economic Development Forum at the South Windsor Town Hall with Town Managers and Mayors from neighboring communities. With over 70 in attendance and numerous tuning in to watch on cable, the current and future challenges and opportunities of economic development, work force development, transportation and quality of life were discussed. All participants in the panel have received very positive comments from those that saw the forum. The panel members will continue to work toward strengthening our towns' opportunities for regional collaboration, especially focusing on economic development and growth.

Attached is a letter that the Building Official has been giving in person to property owners with property maintenance issues. Also attached is a May 15 memorandum to me from the Town Planner and Assistant Town Planner with their clarifications to statements that were made at the May 6 Board of Selectmen's meeting.

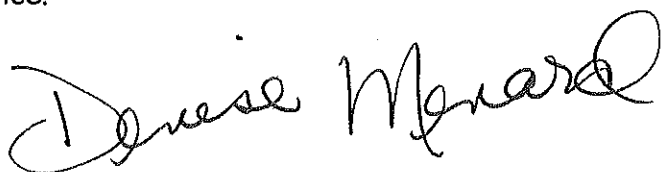
The long awaited computer software upgrade that will integrate planning, zoning, building, assessing, fire marshal, sewer and health department permitting has been populated with East Windsor specific information and will be ready for staff to begin learning within a couple of weeks. I have requested a meeting of everyone involved next week to get a better idea on how the next steps will get done and when.

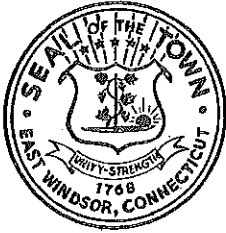
The Treasurer and I are working on the last steps of the bond refunding that will result in a net savings to the Town of approximately \$173,000. The way payments are being structured, we will see higher savings in the 2014-2015 and 2015-2016, and less savings once we have reached the date that our debt reduces significantly.

Heidi Vane and Melissa Maltese are working on updating the Town's website. It will have a very different look and the goal is to make it easier for everyone to navigate. I've seen some great beginnings. We will have a presentation when we can show some of the ideas on screen.

Reminders: May 25 Melrose Memorial Day Parade at 2:30
May 26 Town Memorial Day Parade stepping off at the Town Hall Annex at 10
May 27-June 10-June 12-June 18 and June 24 Plan of Conservation and Development workshops - check the Town website for time and location

Enjoy this Memorial Day weekend and remember to take the time to thank a veteran for his or her service.





TOWN OF EAST WINDSOR

Building Department (860) 623-2439
11 Rye Street Broad Brook, CT 06016

May , 2014

Dear Property Owner/Resident,

After a seemingly endless winter, **SPRING** is here! With it comes our annual spring cleaning. This property has been identified by the **Building Official and/or Zoning Officer of East Windsor** as an "at risk" property regarding the **East Windsor Property Maintenance Code, State of Connecticut Building Code, and East Windsor Zoning Regulations.**

It is a perfect time to discard your bulky waste and unwanted items. Go to www.Eastwindsorct.com for information. Or call us at Town Hall @ 860-623-6030/2439. We will provide you with information to recycle your electronics, how to properly dispose of your unwanted items, and generally clean up, etc. Our website and offices are a wonderful community resource. Please take advantage of them.

Please do **YOUR** part in maintaining your property, be considerate of your neighborhood, and help in making **OUR** town, East Windsor, the nicest community in North Central Connecticut.
Clean Up East Windsor!

Thank you for your anticipated cooperation.

Rand D. Stanley Building Official/Property Maintenance Officer

Robin Newton Zoning Officer

File Address: _____

Progress Date: / /2014 (An inspection from the street to gauge progress *before* citation)

Complaint: Yes / No

To: Denise Menard, First Selectman

From: Laurie Whitten, Town Planner

Robin Newton, Asst. Town Planner ,IWO and ZEO

Date: May 15, 2014

This memo is to clarify misleading and inflammatory statements made by Selectman Steve Dearborn at the May 6, 2014 Board of Selectman meeting. Mr. Dearborn gave a report concerning the Zoning Board of Appeals (ZBA) and an application for variances on property located between Winkler and North Road. He suggested that the "Zoning Board" and "Planning and Zoning Department " were not streamlining the development process, that the town should "take a hard look at who is on the payroll here" and "maybe it is time to outsource". It appears that Mr. Dearborn may be not aware of the complexity of development, the pre-development collaboration with developers, and the necessary compliance with regulatory and statutory requirements. The Planning and Zoning Staff puts in many hours with a developer BEFORE they make application, and spend money on engineering plans. Through this collaborative process with an applicant, their consultant and staff, the path is clear and the applicant and staff are on the same page as to process. Thus when they present to the Planning and Zoning Commission (PZC), most of the details have been previously addressed. We work extremely hard before the public meeting so the developer may receive an approval within one or two nights before a commission. Most developers seem very appreciative of our process.

The following is a synopsis of what transpired with this applicant, which was encumbered by the complexity of timing with new regulations and unusual configuration of the lot. We started discussion with this applicant on November 8, 2013. The path was clear with a simple variance before the ZBA and many waivers from the PZC. This was all previous to a 2014 CT Supreme Court case known as "MacKenzie" which states that Planning and Zoning Commissions do not have the statutory authority to "waive or modify" the Zoning Regulations. This function is exclusive to the ZBA.

The first variance granted by the ZBA in March 2014 was to reduce the frontage requirement, as this particular property is double fronted and narrow, which drastically reduces the remaining portion of the lot for development in any zone. Variances for frontage and to increase the size of a non-conforming structure were granted. If it were not for the court case, the applicant would have gone next to the PZC requesting waivers for the remaining items.

Realizing the significance of the court case on all new development proposals, the developer's consultant in conjunction with the Planning Staff and PZC, started an extensive process of a text amendments to quantify waivers in the regulations. Due to the complexity of the statutory timing and extent of text amendments, and the unusual configuration of the applicants lot, it was realized that this process would not be complete for a few months.

Selectmen's Report - May 20th

The Inland Wetlands Committee was cancelled this month.

On May 12th, Laurie Whitten, Albert Grant and I met with Jay Dippel of the Department of Agriculture to discuss a future farmland preservation opportunity that may allow the town and state to partner in the purchase of development rights. This would be a strong step in putting words into action when talking about "preserving the town's rural character".

On May 13th I attended the dedication ceremony of the track at East Windsor High School in memory of George Croft. It was a very touching ceremony with about 100 people there in support.

Later that night I attended the Planning and Zoning Commission meeting. A public hearing was held to consider siting for the River Valley Fellowship church on property currently owned by Sofia's Plazas, Llc, at 12 North road, in the same building as Big Shot Billiards and Broad Brook Brewery, towards the back. The current fellowship typically has more than 55 attendees, and they are looking to grow. Using this site would utilize existing parking, etc. The church currently meets at the Windsor Locks Senior Center.

Also on the docket was discussion of zoning for the East Windsor Historical society. The application seeks approval for a special use permit to allow siting of additional historic buildings on the site as well as construction of sidewalks and additional parking

On the 14th, I attended the Board of Education meeting. There was discussion of the modular project. It now may not be completed by the start of the next school year. The project is scheduled to break ground on July 1 and the total project may not be completed until November.

They also discussed the potential to bond for roof replacement on the middle school roof. This will likely be a proposal for fy16.

They also noted that the Board of Education, as of the 14th, has a \$22k surplus for the fiscal year, annualized.

A school based health center was scheduled to open yesterday. A question was raised as to whether this will be open to the entire community, as well as whether town authorization is required

Respectfully submitted,

Jason E. Bowsza
Deputy First Selectman

Sent from my iPad

- 5/12 Rotary District Training
- 5/13 1st Referendum
800 PM waited on the outcome of the vote
- 5/14 Police Commission 700 PM
Christine Pellegrini will be moving – will need a replacement.
Fleet protocol for transfer to town needs to be looked over
DCF officer to EW (no expense to town) we have one already
Universal cops hiring grant for SRO officer – paperwork due June 1st
745 arrived at the BOF meeting; it was decided to cut the budget on the town side
to reduce the spending increase to 3.09.
- 5/19 Park Hill 700PM
Paid off the John Deere tractor, and still 7,000 under budget for the month. Paying
into Unemployment and putting 2,300 away monthly to cover PILOT.
Tenant association did not have a regular meeting. Meet and greet went well with
the new executive director Linda Collins. Special thank you to Mark Simmons,
and group, for the new flag pole in honor of Park Hill veterans. Dedication to be
Saturday, May 24th 200pm. Refreshments served after
Linda Collins had a brief report, 1 week on the job. She is going to review
contracts and look at electrician and plumber as well (bid process).
Old Business – Flag pole was donated by the Veterans Association and with the
assistance of a few people the old was removed and the new installed. EW Rotary
might want to look at the pavilion at the end of Park Hill – per Mr. Burnham it
could use new shingles. Will also get with the Lions Club regarding the benches.
Management plan is complete to send to Connecticut Housing Authority.
Pilot plan accepted by the board.
CL&P contract has to be revised; the new representative will meet with Linda
tomorrow. Work to be completed by _____ ok for Linda to make that call for the
cutoff date.
Commissioner Burnham asked the residents if they would like Chief Demarco
and DC Hart to come and speak to them. They liked the idea and would serve
refreshments

Respectfully submitted,
Dale Nelson