

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
11 Rye Street
Broad Brook, CT. 06016
First Selectmen's Office – (860) – 623-8122**

Regular Meeting Minutes

Tuesday, August 5, 2014 at 7:00 p.m.

BOARD MEMBERS

Denise Menard – First Selectman

Dale A. Nelson - Selectman

Jason E. Bowsza – Deputy First Selectman

James C. Richards - Selectman

Steve Dearborn - Selectman

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

1. CALL TO ORDER:

First Selectman Menard called the Meeting to order at 7:05 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

2. ATTENDANCE:

Present:

Denise Menard, First Selectman

Jason E. Bowsza, Deputy First Selectman

Steve Dearborn, Selectman

Dale A. Nelson, Selectman

James C. Richards, Selectman

Absent: All Selectmen were present.

3. ADDED AGENDA ITEMS: None.

**4. APPROVAL OF MINUTES:
Regular Meeting Minutes of July 15, 2014:**

It was MOVED (Nelson) and SECONDED (Richards) to APPROVE the Minutes of the July 15, 2014 Regular Meeting of the Board of Selectmen. Discussion: None. Motion PASSED. In Favor: Bowsza/Dearborn/Nelson/Richards. Opposed: No one. Abstained: No one.

**Board of Selectmen
Minutes – Regular Meeting August 5, 2014**

5. COMMUNICATIONS:

A. CCM Annual 2014 Convention on October 21st. 2014:

First Selectman Menard presented the Selectmen with correspondence from the Connecticut Conference of Municipalities regarding annual 2014 convention scheduled for October 21st, 2014 at the Connecticut Convention Center in Hartford. First Selectmen Menard requested that any of the Selectmen who would like to attend this convention contact the First Selectmen's Office by August 19th.

6. SELECTMEN'S REPORTS:

A. Denise Menard:

First Selectman Menard read her report – See Attachment A.

B. Jason E. Bowsza:

Deputy Selectman Bowsza read his report – See Attachment B .

C. Steve Dearborn:

Selectmen Dearborn reported he attended last evening's Zoning Board of Appeals Meeting at which the Commissioners approved a variance for a front yard setback to allow a resident to construct an overhang over the front door of their dwelling.

D. Dale Nelson:

Selectman Nelson presented her report – See Attachment C.

E. Jim Richards:

Selectman Richards delivered his report – See Attachment D.

In addition to his written report Selectman Richards noted the Economic Development Commission will hold a Meet and Greet on September 25th from 5:00 to 7:00 p.m. to acknowledge new and expanded businesses. The location is still being firmed up.

7. PUBLIC PARTICIPATION:

Dick Pippin, 37 Woolam Road: the presentation which was delivered with the assistance of Joshua Hawks-Ladds to the South Road residents was excellent. Mr. Pippin felt the people got a lot of good information which didn't cost them any money; they all got the same information at the same time.

**Board of Selectmen
Minutes – Regular Meeting August 5, 2014**

Dale Nelson, President of the East Windsor Rotary Club: presented the Town of East Windsor with a check in the amount of \$500.00 for the East Windsor Youth Association.
Kathy Pippin: Mrs. Pippin also felt the South Road presentation went over well; the Selectmen showed how deeply they care for this town and its residents. The Selectmen are dedicated to the Town.

Mrs. Pippin also noted she attends the meetings held by the Water Pollution Control Authority (WPCA) and they have been having IT issues. Mrs. Pippin also noted she has not seen a Selectmen attend the WPCA meetings; Selectman Dearborn reported he is the Board's liaison

Scott Morgan, 106 South Main Street: Mr. Morgan reported he is a member of the Board of Education. He referenced the comment made by Selectman Richards in his report regarding the extension of Superintendent Kane's contract. Mr. Morgan reported the vote approving the contract extension was six members in favor, while three members abstained. Mr. Morgan reported Dr. Kane's initial contract was for a three year period, with the option for annual renewals thereafter.

8. BOARD AND COMMISSIONS APPOINTMENTS:

- A. Resignations:** None
- B. Re-Appointments:** None
- C. New Appointments:** None

9. UNFINISHED BUSINESS:

A. Charter Revision Update:

First Selectman Menard noted that each Selectman received an electronic copy of the Charter revisions from Charter Revision Commission Member Alan Baker. A copy of that electronic document, a copy of the ordinance establishing the Charter Revision Commission, and other associated material was forwarded to Town Attorney Joshua Hawks-Ladd. The Charter Revision Commission was not able to provide a red-line revision copy, or a written summary of the document revisions. Discussion occurred at a previous Board of Selectmen's Meeting regarding the Board's ability to respond within the anticipated timeframe. The Board was also concerned that the submission of the charter revisions meets the legal requirements necessary for a charter. First Selectman Menard provided the Selectmen with a response from Town Attorney Joshua Hawks-Ladd regarding the Board's options. Discussion followed regarding the options summarized.

The Selectmen noted that in the document presented to the Board it's difficult to determine the changes proposed without a red-lined or side by side comparison of the current charter vs. the proposed changes. It was felt that it would be difficult to answer resident's questions under the document submitted. Attorney Hawks-Ladd is presently on vacation; review of the changes, including any revisions or recommendations he may make, will occur upon his return. Discussion continued regarding the requirement for the Board of Selectmen to hold a Public

Board of Selectmen

Minutes – Regular Meeting August 5, 2014

Hearing as part of their revision review. The proposed charter revisions are made available to the public prior to the Public Hearing. The Board felt publication of the current charter revisions, prior to input from Attorney Hawks-Ladd, may be confusing for the public if subsequent recommendations are made after the Town Attorney's review. Discussion continued regarding options to enable a November 2014 vote on the charter revisions.

It was MOVED (Nelson), and SECONDED (Richards), for the Selectmen to wait until they get a legal updated review from Attorney Hawks-Ladd to present a document for review by the residents. Discussion: None. Motion PASSED. In Favor: Bowsza/Dearborn/Nelson/Richards. Opposed: No one. Abstained: No one.

B. Update on Barber Hill Schoolhouse:

First Selectman Menard reported she has received documentation regarding the Historical Society's approval of taking ownership of the schoolhouse; she is starting the process for transferring the building. Approval of the transfer would also go to Town Meeting.

C. Update regarding Farm Leases:

First Selectmen Menard referenced Minutes from the Agricultural Commission's April Meeting regarding recommendations for future Town leases. She will follow up with the Agricultural Commission regarding their suggestions. Discussion followed regarding past agreements on the town level vs. lease of State farmland.

D. Discussion of Four Town Fair:

Selectman Dearborn reported he believes he will be able to find a group who would be willing to provide a hay wagon and tractor for use by the Selectmen during the Four Town Fair parade. Selectman Dearborn indicated he will put liability coverage on the wagon and tractor for the day of the fair.

10. NEW BUSINESS:

A. Approve and re-adopt the following documents regarding Fair Housing:

First Selectman Menard noted the Board is considering approval and re-adoption of documents which enable various departments and agencies to apply for Small Cities Block grants for various projects. Discussion followed regarding the purpose of, and criteria for, the grants.

1. Fair Housing Policy Statement:

**Board of Selectmen
Minutes – Regular Meeting August 5, 2014**

It was MOVED (Bowsza), and SECONDED (Nelson), that the First Selectman sign and date the Fair Housing Policy Statement presented to the Board.
Discussion: It was noted this is the same document signed in previous years.
Motion PASSED. In Favor: Bowsza/Dearborn/Nelson/Richards. Opposed: No one. Abstained: No one.

2. Affirmative Action Policy Statement:

It was MOVED (Richards), and SECONDED (Bowsza), that the First Selectman sign and date the Affirmative Action Statement presented to the Board.
Discussion: None. Motion PASSED. In Favor:
Bowsza/Dearborn/Nelson/Richards. Opposed: No one. Abstained: No one.

B. Discussion and approval of Bid Procedures:

First Selectmen Menard provided the Board with a proposed town-wide Bid Procedures – Town of East Windsor Purchasing Policy dated June 18, 2014 (See Attachment E) which would be implemented for various departments and other organizations representing the Town with regard to capital items for purchases costing between \$5,000 to \$20,000 (three written quotations), and purchases over \$20,000 (sealed bids). Discussion followed regarding various entities for which this procedure would be implemented, review of document language, and notation that the procedure would be implemented for any project subject to the stated amounts – including Capital Improvement Projects - in which Town funds would be expended.

It was MOVED (Nelson), and SECONDED (Richards), that the Board of Selectman APPROVE the Bid Procedures – Town of East Windsor Purchasing Policy dated June 18, 2014. Discussion: None. Motion PASSED. In Favor: Bowsza/Nelson/Richards. Opposed: Dearborn. Abstained: No one.

C. Approval of Tax Refunds

It was MOVED (Nelson), and SECONDED (Bowsza), that the Selectman APPROVE the tax refunds totaling \$4,409.24 as presented in the Tax Collector's Report dated 7/29/2014. Discussion: None. Motion PASSED. In Favor: Bowsza/Dearborn/Nelson/Richards. Opposed: No one. Abstained: No one.

11. EXECUTIVE SESSIONS:

Pursuant to C.G.S. section 1-200 (6) (a) Personnel & (b) Litigation

It was MOVED (Bowsza) and SECONDED (Richards) to GO INTO EXECUTIVE SESSION pursuant to C.G.S. section 1-200 (6) (a) Personnel & (b) Litigation at 8:30 p.m. DISCUSSION: None. The Motion PASSED. In Favor: Bowsza/Dearborn/Nelson/Richards. Opposed: No one. Abstained: No one.

**Board of Selectmen
Minutes – Regular Meeting August 5, 2014**

The Board came out of Executive Session at 9:17 p.m.

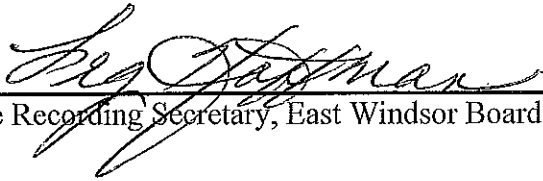
It was MOVED (J. Bowsza), and SECONDED (J. Richards) to adjust the salaries for part time employees Mary Higgins, Margaret Hoffman, Mary Ann Simmons, Mark Liljedahl, Mary Lou Morell, and Lori Titus to \$15.45 per hour for Fiscal Year 2014/2015. The motion PASSED unanimously.

It was MOVED (S. Dearborn), and SECONDED (D. Nelson) to approve the settlement agreement for South Prospect Hill Road, LLC & Cantina Hospitality 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 41 Prospect Hill Road by 30.75% for the Grand List of October 1, 2012 and 2013. The motion PASSED unanimously.

12. ADJOURNMENT:

The Meeting ADJOURNED at 9:22 p.m.

Respectfully submitted,



Peg Hoffman, Substitute Recording Secretary, East Windsor Board of Selectmen

Attachment 9

August 5, 2014

My report to the Board of Selectmen

I met with a representative from the Capital WorkForce Partners. They provide assistance to people looking for jobs and employers looking for workers. I've attached information that describes some of their services. If you know of anyone in either category, please refer them to the agency's services.

An emergency Connecticut River access located off South Water Street, south of the I91 overpass, has been approved by the Town and is in process. This long needed access by the Fire Departments will significantly increase the response time for any river related emergencies.

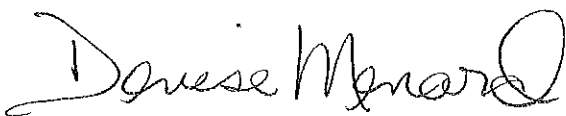
Rehab of the Human Services office is close to complete. They have significantly downsized the number of paper files that will be stored in the office and the space for the staff looks great, designed for better management of the tasks performed by Kristen, Lori and Jane and an added workstation in anticipation of interns working there in the future. Don't hesitate to stop by, they are pretty happy with the results of their hard work!

Kim Lord, Len Norton and Joe Sauerhoefer continue to move forward on the lease purchases for the HVAC and Public Works trucks. Requests for proposals are out to financial institutions and the RFPs for the HVAC and trucks will be advertised beginning August 8.

I met with Andy Hoffman, a member of the Economic Development Commission ("EDC") about results of business interviews he has been doing on behalf of the EDC. He also shared EDC's ideas on the money budgeted this year for some professional economic development assistance. Andy suggested that I attend the next EDC meeting which is the 3rd Monday of the month, August 18. Anyone else interested is welcome to attend I am sure. I would like to have the EDC at either the next Selectmen's meeting or the first meeting in September to be sure we are all heading in the same direction for the Town's economic development and to discuss research I have been doing on a Business Enterprise Zone I would like to propose for the North Road corridor.

Finally, I have confirmed that UTC will be attending our August 19 meeting to report the status of the MillBrook superfund site cleanup.

Respectfully submitted,



Denise Menard

Attachment B

Selectmen's Report - August 5

On July 22, the Planning and Zoning Commission met. The PZC would consider reserving LADA for the commercial aspect of the POCD, as they've done for the housing piece. This would be contingent on additional funding being available. \$8,000 would be a help.

Is there anything that can be done to adjust the meeting table so that it is slightly bowed - Joe Ouellette was asking. Also wanted to know about consolidating post offices

Conservation and Ag commissions did not have a quorum.

No other boards or commissions of mine met since our last meeting. We did have a nice citizen's hour at Mill Pond last week

Respectfully Submitted,

Jason E. Bowsza
Deputy First Selectman

Attachment C

7/21 Housing Authority Park Hill 700 PM

South Road meeting tomorrow night here at 630 PM

Open communication – want 2nd public comments after old business. Start tonight
Executive Director -Auditors will be coming in October. Holding tank has to be drained every 10 years. No vacancies at this time and power washing will continue thru the summer until all have been completed saved \$4000.00 by doing this in house. Looking into getting a grant for security cameras (10,000.00). The PILOT has been paid to the town. On 6/21 Linda and Marissa attended the Emergency Management exercise. Police department is donating a computer; guess we will have to put a time limit on usage, IT department is coming by to install Wi-Fi. Ray did a nice job on the suggestion box. John Burnham's brother made the beautiful puzzle cabinet. Linda checked it is OK to put an eye hook on the back door. 7/21 Linda attended a training class regarding complicated tier of funding. CL&P upgrades still an on-going issue. Monitor fire controls and exit signs for compliance.

Pet Policy change one word to fee vs. deposit. Majority voted yes. Only 1 paid – all other people are grandfathered. Non refundable fee of \$200.00

Old Business – start pursuit of non profit status (tax exempt thru municipality?)

Incorporated??

New business – move executive assistant position into executive session

7/22 South Road held at Park Hill Community Room 630 PM

Thank you to our Atty Joshua Hawks-Ladd and Denise for taking the time to educate all that came to listen.

7/29 Citizen Hour held at Millpond Community Hall

Respectfully submitted
Dale Nelson

*Attachment D
Page 1*

Board of Selectman Liaison report Jim Richards 8/5/14

Board of Education –

To fill two resignations from the BOE – Elected were Cathy Simonelli Vice Chair & Randi Reichle Secretary / New members were also voted in Patti Nelson & Nick Macsata.

Nurses Suite Business was tabled due to CIP not meeting due th that meeting not being posted.

School Lunches will increase to \$2.75 at both Broad Brook Elementary & EW Middle School.

Went into Executive session and according to the mInutes the following motion occurred after wards:

To extend Supt. Kane's contract till June 30 2017 with a pay increase of 3.68%(included in the package is 20,000 for insurance,5,000 travel stipend & 2,000 Doctorial stipend.

Economic Development Commission-

Discussion was had in regards to EDC Representative to meet the following requirements:

- 1) Attend CERC,DECD, Metro Alliance, East Windsor Chamber etc. events.
 - 2) Market the Town
 - 3) Assist with the EDC's 5 Year Strategic plan which includes creating incentives abatements and the like for RTE 5 & Rte 140
 - 4) Provide measured results
 - 5) Attend EDC monthly meetings with updates etc.
- * An RPF is being formulated by the Town Planner
** Discussion was had do we retain a active representative or retired- Most of EDC felt that a Vibrant all ready active individual in the EDC world would be better suited.

ZBA-

Attended meeting to approve an roof over steps inside 50 foot buffer zone, apparently Steps , hatchways and the like are accepted but not roofs) Variance granted.

26th Annual East Windsor Community Day Committee-9/20/14

Update Chili Cook Off cancelled due to Health Codes difficulties.

Possible Giant Twister to played town wide.

East Windsor Spirit Awards Nominations Forms will be out shortly (2 categories Youth and Adult)

Gold Sponsor is Windsor Federal Savings

Some booth sign ups include Bacher Corp., EW Historical Society,

Attachment D
page 2

NFL Punt, Kick & Pass presented by EW Lions
.Booths are free to Non Profit Community Groups and Business/Food
Vendors \$30
Parade 10am/Opening Ceremonies 11am

Upcoming event with East Windsor Chamber of Commerce-

9/17/14
~~9/20/14~~-Tobacco Valley Chamber Alliance Business After Hour event
hosted by East Windsor Chamber of Commerce at CT Trolley Museum.
5pm - Regional event with area Chambers invited, Free Refreshments
provided.

(The TVCA consists of Bloomfield, Bradley Regional, East Windsor,
Granby, Suffield & Windsor Chambers of Commerce)

BID PROCEDURES

Town of East Windsor Purchasing Policy

June 18, 2014

1. PURPOSE

This policy will be in effect for all purchases for capital items or services by departments, boards, commissions and other organizations receiving funds from the Town for specific purchases. The use of CRCOG or State bid results will be allowed as an alternative to this policy.

2. PURCHASE AMOUNTS

2.1 Purchases between \$5,000 and \$20,000. Three written quotations are required prior to purchase.

2.2 Purchases over \$20,000. Purchases over \$20,000 must follow the sealed bid procedure.

3. SEALED BID PROCEDURE

3.1 Qualification of Vendors/Bidders. Vendors that have been found to be delinquent to the Town of East Windsor for personal, motor vehicle or real property taxes shall be disqualified to bid until such delinquency is resolved.

No attempt is made to designate bidders with regard to their capabilities. Pre-qualifications are not done because no provision has been made in either the Charter or the Ordinances to permit such disqualification of a potential vendor. Where pre-qualifications are to be done, they would include such factors as the vendor's credit rating, solvency, supply capacity, a review and analysis of the applicant's place of business, number of people working for the supplier, etc.

3.2 Bids.

Sealed bids are publicly opened and read aloud at the time specified in the bid package. Vendors are invited to attend bid openings and may inspect all bids in the First Selectman's Office following the opening. *Under no circumstances will the town accept bids after the date and time specified in the Invitation to Bid.*

3.3 Bid Awards. In making a bid award, the following procedural guidelines shall govern all related activities:

- A. **Determination of the lowest responsible bidder.** The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the town and whose bid documents comply with the procedural requirements stated within the town's bid specification package. It is the town's intent to award contracts to the lowest responsible and qualified bidder. The town reserves the right, for any reason or for no reason, to reject any bid or all bids, to negotiate with any or all bidders, to waive any informalities, irregularities or omissions in any bids received or to afford any bidder an opportunity to remedy any informality or irregularity if in the opinion of the town it is in the best interest of the town to do so.
- B. **Consideration of local bidder option.** Consideration must be afforded to any local bidders having submitted a bid that is not more than ten (10) percent higher than the lowest responsible bidder.
- C. **Recommendation for contract award.** Recommendations for award are stated by the department head. If a vendor other than the lowest bidder is selected, a detailed explanation for selecting such vendor must be included. This documentation shall become part of the permanent purchase order file.
- D. **Board of Selectmen review and action.** Said action may involve either an acceptance or a rejection of the bid in question. Rejections may result from an insufficient number of bid responses. In the event that a bid is rejected, the goods/services involved will be subject to a re-bid.
- E. **Vendor notification of award.** Following Board of Selectmen approval, a letter of notification will be generated by the Department Head and sent to the awardee, with instructions to forward all necessary documentation to the Treasurer's Office (e.g. certificates of insurance, bonds, etc.) Once said materials are received, an enabling Purchase Order will be issued. Work shall not commence until a P.O. has been issued.

APPROVED

TOWN OF EAST WINDSOR, BOARD OF SELECTMEN

Attest:

First Selectman

Deputy First Selectman