

**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 19, 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 Menard called the Meeting to order at 7:00 p.m.

**2. ATTENDANCE:**

**Present:**

Denise Menard, First Selectman

Jason E. Bowsza, Deputy First Selectman

Steve Dearborn, Selectman (arrived at 7:01 p.m.)

Dale A. Nelson, Selectman

James C. Richards, Selectman

**Absent:** All Selectmen were present this evening.

**3. ADDED AGENDA ITEMS:**

It was MOVED (Nelson) and SECONDED (Bowsza) to ADD as an additional discussion item under NEW BUSINESS "B. Approve "A Resolution Authorizing A Master Lease Agreement". Discussion: None. Motion PASSED. In Favor: Bowsza, Dearborn, Nelson, and Richards. Opposed: No one. Abstained: No one.

**4. APPROVAL OF MINUTES:**

**Regular Meeting Minutes of August 5 2014:**

It was MOVED (Nelson) and SECONDED (Bowsza) to APPROVE the Minutes of the August 5, 2014 Regular Meeting of the Board of Selectmen as presented. Discussion: None. Motion PASSED. In Favor: Bowsza, Dearborn, Nelson, and Richards. Opposed: No one. Abstained: No one.

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5. **COMMUNICATIONS:** None.

6. **SELECTMEN'S REPORT:**

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:**

Selectman Dearborn reported on the following:

- He and a couple of other Selectmen attended the Meeting of the Housing Authority last evening. He attended in response to an article which appeared in the newspaper which reflected comments he felt were unfair. Selectman Dearborn felt the discussion which followed was open and clarified the situation.
- He attended the recent American Legion Pig Roast; he enjoyed talking with the Veterans.
- He noted, with interest, a recent article in the newspaper regarding local security alarm systems.

D. **Dale A. Nelson:**

Selectman Nelson read her report – See Attachment C.

E. **James C. Richards:**

Selectman Richards read his report – See Attachment D.

7. **PUBLIC PARTICIPATION:**

**Richard Ferrence:** Mr. Ferrence discussed the drop-box outside the Town Hall entrance which enables residents to make payments without going to the Tax Collector's Office or using the postal system. Discussion followed regarding the current process; First Selectman Menard offered to discuss the issue further with Mr. Ferrence personally.

**Kathy Pippin, Woolam Road:** Mrs. Pippin referenced an article in the newspaper today; she felt the Selectmen are doing a good job.

8. **BOARD AND COMMISSIONS APPOINTMENTS:**

A. **Resignations:**

**Mark Simmons, East Windsor Housing Authority:**

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First Selectman Menard reported Mr. Simmons is leaving for personal reasons.

It was MOVED (Richards) and SECONDED (Nelson) to ACCEPT Mark Simmons's resignation from the Housing Authority with regrets. Discussion: Deputy Selectmen Bowsza noted Mr. Simmons has always conducted himself as a gentleman, and he has been an asset to the Town. Motion PASSED. In Favor: Bowsza, Dearborn, Nelson, and Richards. Opposed: No one. Abstained: No one.

**B. Re-Appointments:** None.

**C. New Appointments:** None.

**9. UNFINISHED BUSINESS:**

**A. Charter Revision Update:**

No formal discussion this evening. See comment under First Selectman Menard's report.

**B. Update on Barber Hill Schoolhouse:** No discussion this evening.

**C. Update regarding Farm Leases:** No discussion this evening.

**D. Discussion Four Town Fair:**

First Selectman Menard, Deputy Selectman Bowsza, and Selectmen Nelson reported they have other personal commitments out of state on the same day as the Four Town Fair; they will be unable to participate in the parade. Selectmen Dearborn and Richards indicated they plan to participate.

**10. NEW BUSINESS:**

**A. Approval of Tax Refunds:**

It was MOVED (Nelson), and SECONDED (Richards), that the Selectman APPROVE the tax refunds totaling \$4,871.23 as presented in the Tax Collector's Report dated 8/14/2014. Discussion: None. Motion PASSED. In Favor: Bowsza, Dearborn, Nelson, Richards. Opposed: No one. Abstained: No one.

**B. Approve "A Resolution Authorizing A Master Lease Agreement":**

First Selectman Menard presented the Board with the following documents: "A Resolution Authorizing a Master Lease Purchase Agreement", proposal for financing from First Niagara Bank Leasing, and a "Lease-Purchase Financing Fact Sheet" regarding two projects which will go out to bid shortly. The two projects are: 1) HVAC Replacement Town Hall, and 2). Two (2) Kenworth model T470 Trucks with Plow. First Selectman Menard reviewed the summarization of the

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projects, their potential costs, the financial institutions to which the Requests for Proposals were sent, and the specifics of the proposal made by First Niagra Bank. Discussion followed regarding specifics of the lease-purchase proposal.

It was MOVED (Bowsza), and SECONDED (Richards), that the Selectman APPROVE the “Resolution Authorizing a Master Lease Agreement” for the HVAC Replacement at Town Hall, and purchase of two Kenworth model Trucks with Plows. Discussion: None. Motion PASSED. In Favor: Bowsza, Dearborn, Nelson, Richards. Opposed: No one. Abstained: No one.

See Attachment E for document noted above.

**11. EXECUTIVE SESSIONS:**

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

It was MOVED (Nelson) and SECONDED (Richards) to GO INTO EXECUTIVE SESSION pursuant to C.G.S. section 1-200 (6) (a) Personnel & (b) Litigation at 7:35 p.m. DISCUSSION: Attending were First Selectman Menard, Deputy Selectman Bowsza, Selectman Dearborn, Selectman Nelson, and Selectmen Richards, and Edward DeMarco, Chief of the East Windsor Police Department, Roger Hart, Deputy Chief of the East Windsor Police Department, Thomas Stremper, Chairman of the Police Commission, and Ray Mancuso, member of the Police Commission. The Motion PASSED. In Favor: Bowsza, Dearborn, Nelson, Richards. Opposed: No one. Abstained: No one.

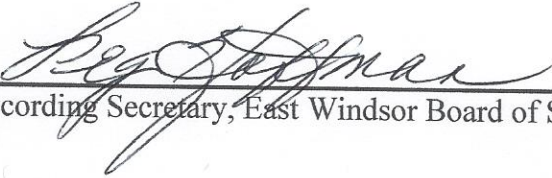
**The Board came out of Executive Session at 8:55 p.m.**

It was MOVED (Bowsza) and SECONDED (Richards) to APPROVE the “Employment Agreement of Edward J. DeMarco, Jr. as Chief of Police, Town of East Windsor, Connecticut” and the “Employment Agreement of Roger T. Hart as Deputy Chief of Police, Town of East Windsor, Connecticut”. The Motion PASSED. In Favor: Bowsza, Dearborn, Nelson, Richards. Opposed: No one. Abstained: No one.

**12. ADJOURNMENT:**

It was MOVED (Bowsza) and SECONDED (Nelson) to ADJOURN at 8:57 p.m. The Motion passed unanimously.

Respectfully submitted,

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

*Attachment A - 8/19/2014*

August 19, 2014

My report to the Board of Selectmen

2 companies have requested information needed to bid on the Town Hall HVAC project, 5 have come in for the Public Works trucks specs. Bids for both projects will be opened on August 28 at 10 and 11 a.m. The resolution that I've added to tonight's agenda will allow us to continue the financing process.

The Capital Improvement Planning Committee met last week to finalize the 2014-2015 Capital Improvement Plan. We will be starting the process for the 2015-2016 project requests shortly. The beginning of next year's budget is already here!

Last night I attended the Economic Development Commission's meeting. I'm sure Jim will be reporting on the entire meeting, I attended only to ask that the EDC attend the Selectmen's September 16 meeting so that both boards can discuss everyone's thoughts on use of the \$10,000 budgeted for Economic Development consulting in this year's budget. As we are heading toward the 2<sup>nd</sup> quarter of our fiscal year, it will be time to start thinking about how much we want to budget for economic development consulting for 2015-2016 so getting this year's consulting needs defined and addressed would be extremely helpful in deciding our next steps.

The Treasurer and I have begun to talk about the Annual Report. We are looking at some formatting changes. I'll let you know once the Board of Finance has discussed this year's format.

Attached are copies of the board and commission lists that show vacancies or soon to expire terms. This will be sent to the Chairmen and Secretaries of the Democratic and Republican Town Committees.

A proposal has been made for the donation of some land on Scantic Road. We may be asked to act on accepting the parcel after it is acted on by the Conservation and the Planning and Zoning Commissions.

I received a redlined copy of the Charter Revisions about a half hour ago. I will send you all a copy tomorrow.

Respectfully submitted,

Denise Menard

On Thursday, 8/7, I attended the Veteran's Commissioner meeting. While they didn't have an official meeting, they did discuss potential future projects. The Talamini family was there and advocated for the inclusion of a memorial for people who fought, or died in the line of duty, in World War 2. There was some solid reception to the idea, but details will need to be worked out over time. This would be a great project for the town to complete.

On 8/12, I attended the PZC meeting. They are still hoping to secure some additional funding for work on the POCD.

Respectfully submitted,

Jason E. Bowsza  
Deputy First Selectman

*Attachment B - 8/19/2014*

*Attachment C - 8/19/2014*

8/12 Capital Improvement – home sick

8/13 Police Commission – at Police Department at 700PM

Returning back to the town \$30,591.91

Recruiting practice start hiring process now to fill 1 position in the Academy in October.

(1 or 2 retirements within a few months)

6<sup>th</sup> dispatcher should be added to the roster in September

Chief and DC gave us a tour of the building – looks great. Waiting on the dispatch area as the equipment is 10 – 15 years old and could not take the move at this time.

Open house should be in October

8/18 Housing Authority – Park Hill at 700PM

No quorum (Mark resigned, missing Betsy and Pauline)

There was discussion regarding the article in the JI

Regards,  
Dale Nelson

*Attachment D - 8/19/2014*

Board of Selectman Liaison report Jim Richards 8/19/14

Board of Education -  
Meeting cancelled

Economic Development Commission-

Special August meeting most items were tabled/ "Celebrate New & Expanded Businesses" event presented by EDC on Sept. 25-Merlot on the Water 530pm-730pm Refreshments (cash bar) RSVP Requested to 860 623 6030 Planning Dept. Over 40 businesses to be honored .

26<sup>th</sup> Annual East Windsor Community Day Committee

East Windsor Community Spirit Awards Nominations Forms are available. (2 categories Youth and Adult)

Gold Sponsor is Windsor Federal Savings

NFL Punt, Kick & Pass presented by EW Lions

.Booths are free to Non Profit Community Groups and Business/Food Vendors \$30

Date 9/20/14 -Parade 10am/Opening Ceremonies 11am

Veterans Commission

Met most of discussion about November road race.

A Concern expressed by Tom Talamini that Soldiers from WWII & Beyond that gave their lives for the country have a Memorial-a short discussion how, where etc. ensued. This will be part of The Veterans Commissions agenda at future meetings.



**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

**A RESOLUTION AUTHORIZING  
A MASTER LEASE PURCHASE AGREEMENT**

WHEREAS, the Town Treasurer issued a request for proposals for a lease purchase financing for the replacement of the Town Hall HVAC and the purchase of two trucks with snow plows (collectively the "Equipment"); and

WHEREAS, First Niagara Leasing Inc., Buffalo, N.Y. (the "Lessor") submitted the lowest responsible bid to lease the Equipment; and

WHEREAS, the Town of East Windsor (the "Town") desires to acquire the Equipment and enter into a master lease purchase agreement to finance the Equipment with the Lessor; and

WHEREAS, all rental payments which may be due to be paid by the Lessee pursuant to the Lease for fiscal year ending June 30, 2015, if any, are within an available, unexhausted and unencumbered appropriation.

NOW THEREFOR,

BE IT RESOLVED: that (i) the acquisition of the Equipment is hereby approved, (ii) the bid of the Lessor to finance the Equipment is hereby accepted, and (iii) the First Selectman is hereby authorized to (a) negotiate and enter into a master lease purchase agreement together with any schedules thereto (the "Lease") with the Lessor for the lease of the Equipment, (b) to secure the Lease and (c) to determine the principal amount, date, terms and other details of the Lease for each piece of Equipment subject to the following limitations. The amount of the Lease shall be no greater than \$1,100,000 payable in semiannual installments at an interest rate no greater than 2.75%. At the end of the lease term, provided all the payments required under the Lease, including the payment of rent, have been made, the Town may purchase the Equipment for an amount not more than \$1.00. The Lease will include a "nonappropriation of funds" clause allowing for termination of the Lease in the event that sufficient funds are not appropriated to make the payments of rent each year.

BE IT FURTHER RESOLVED: that the First Selectman, Treasurer, and other officers or employees of the Town, or any one of them as appropriate, are hereby authorized to appoint a bank or trust company to act as escrow agent and to take such action, to make such representations and covenants and to execute and deliver such contracts, financing statements, agreements and documents, including but not limited to, an escrow agreement and a tax regulatory agreement as is determined to be necessary or desirable to enter into and secure its obligations pursuant to the Lease, to insure that interest paid on the Lease is not included in the calculation of gross income under the Internal Revenue Code of 1986, as amended, and to purchase the Equipment and that the execution of such contracts, financing statements,

*Attachment E - 8/19/2014*  
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agreements and documents shall be conclusive evidence of the approval of this Board of Selectmen.

BE IT FURTHER RESOLVED: that the Town reasonably expects to incur expenditures (the "Expenditures") in connection with the acquisition of the Equipment for which a general functional description is provided above. The Town reasonably expects to reimburse itself for the costs of the expenditures with the proceeds of the Lease described above. The maximum principal amount of such Lease is not expected to exceed \$1,100,000. This declaration of official intent is a declaration of official intent made pursuant to Treasury Regulation Section 1.150-2.