

**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, November 18, 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. at Town Hall.

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

No added agenda items.

4. APPROVAL OF MINUTES

Regular Meeting Minutes of September 16, 2014

MOTION was made (Bowsza) and **SECONDED** (Richards) that the Board of Selectmen approve the Special Meeting Minutes of November 5, 2014.

In Favor: Bowsza, Dearborn, Nelson, Richards. Opposed - None.

MOTION was made (Richards) and **SECONDED** (Nelson) that the Board of Selectmen approve the Special Meeting Minutes of October 21, 2014.

In Favor: Bowsza, Dearborn, Nelson, Richards. Opposed - None.

5. COMMUNICATIONS

Broad Brook Mill Site Biweekly Progress Report

First Selectman Menard stated that not much has changed from the last progress report and she will call Hamilton Sunstrand to look into it.

6. SELECTMEN'S REPORTS

A. Denise Menard

First Selectmen Menard read her report - hereto attached as Attachment A.

B. Jason E. Bowsza

Deputy First Selectman Bowsza read his report - hereto attached as Attachment B.

C. Steve Dearborn

Selectman Dearborn reported on the following items:

- A company is coming to East Windsor and proposes to employ 150 people.
- The Fire Department put a new boat ramp in on South Water Street near the I91 bridge. Selectman Dearborn believes it should be paved and indicated that he hopes that Water Street and the boat ramp will be paved in the future.
- All the work on the ramp was done voluntarily. Herb Holden provided equipment and material, Gallasso, one of our contractors donated the rock, and firemen volunteered their time to help.
- Congratulated Herb Holden and others who put their time into this contribution to the community.

D. Dale A. Nelson

Selectman Nelson read her report - hereto attached as Attachment C.

E. James C. Richards

Selectman Richards reported on the following items:

- The Economic Development Commission met last night and discussed the properties in town that might be beneficial for the casino.
- He attended the Tobacco Valley Economic Regional Development Workshop. He said it was interesting because it discussed the train system in Enfield going into Windsor Locks.
- He went to the Airport Authority to get the Bradley Regional Tax area extended into Warehouse Point and he is awaiting the response.

7. PUBLIC PARTICIPATION

James Barton, 108 Main Street: Wanted to publicly thank Emergency Management, the First Selectman, all the parties who met regarding the issue, the American Heritage River Commission, the Department of Public Works, and both fire departments that helped the firefighters create a spot to be able to safely launch their rescue boat.

Dick Pippin, 37 Woolam Road: Informed the Board of Selectmen about the sidewalk liability issue in other towns. He suggested that we check our ordinances to make sure that East Windsor is covered.

8. BOARD AND COMMISSIONS APPOINTMENTS

Resignations:

None

Re-Appointments:

MOTION was made (Richards) and **SECONDED** (Bowsza) to reappoint Albert Grant to serve until November 1, 2018 on the American Heritage River Commission as an alternate member.

In Favor: J. Bowsza, S. Dearborn, D. Nelson, and J Richards. Opposed – None.

MOTION was made (Richards) and **SECONDED** (Bowsza) to reappoint Barbara Sherman to serve until November 1, 2018 on the American Heritage River Commission as an alternate member.

In Favor: J. Bowsza, S. Dearborn, D. Nelson, and J. Richards. Opposed – None.

New Appointments:

MOTION was made (Nelson) and **SECONDED** (Bowsza) to appoint Alexandra Chamenko to serve until October 1, 2018 on the Housing Authority as a regular member.

MOTION made Bowsza and **SECONDED** Nelson to close nomination.

In Favor: J. Bowsza, S. Dearborn, and D. Nelson. Opposed – J. Richards.

After a brief discussion, vote was taken on the original motion to appoint Alexandra Chamenko.

In Favor: J. Bowsza, S. Dearborn, and D. Nelson. Opposed – J. Richards.

9. UNFINISHED BUSINESS

A. Discussion of Part-time Firefighters Incentive Program

First Selectman Menard informed the Board that the firefighters have been conducting research on the incentive program. She and the firefighters have had a lot of discussion on whether the part-time firefighters can be considered volunteers or employees. First Selectman Menard said that she needs to get legal to weigh-in on how the part time firefighters should be classified. First Selectman Menard passed this information to Town Attorney Joshua Hawks-Ladd, he is going to look into the matter and report back to First Selectman Menard. Further discussion of this matter will be postponed until the next regular Board of Selectman meeting of December 2, 2014.

MOTION made (Bowsza) and **SECONDED** (Nelson) to postpone discussion of the Firefighter Incentive Program to the first regular meeting in December

In Favor: J. Bowsza, S. Dearborn, D. Nelson, and J Richards. Opposed – None.

MOTION made (Bowsza) and **SECONDED** (Richards) to take Agenda Item 10A regarding the Schank Road Property out of order.

In Favor: J. Bowsza, S. Dearborn, D. Nelson, and J Richards. Opposed – None.

10A. Presentation by JR Russo regarding Schank Road Property

Jay Ussery from JR Russo presented to the Board of Selectmen a proposal to dedicate about 20 acres of a 40 acre development to the Town of East Windsor, the Town of South Windsor, or the Connecticut DEEP. Mr. Ussery stated that he wanted to bring this before the Board of Selectmen to see if there was any interest in the Town owning this open space. There was discussion between Mr. Ussery and the Board of Selectmen about the size of the land and if there was enough space to put a baseball field or soccer field. The Board of Selectmen agreed that they wanted to wait two weeks before they made a final decision as to whether or not they wanted the land to be owned by the Town.

MOTION made (Bowsza) and **SECONDED** (Richards) to return to the call of the agenda and take up agenda Item 9B under Unfinished Business.

In Favor: J. Bowsza, S. Dearborn, D. Nelson, and J Richards. Opposed – None.

9B. Discussion of Plan of Conservation and Development (POCD)

First Selectman Menard discussed the questions the Board had from the previous meeting with Town Planner Laurie Whitten. The written number on the POCD attachment corresponds with the numbers on the attachment provided by First Selectman Menard, hereto attached as Attachment D.

10. NEW BUSINESS

B. Adoption of Resolution regarding Master Municipal Agreement for Rights of Way Projects

Resolved that Denise Menard, First Selectman is hereby authorized to sign the agreement entitled “Master Municipal Agreement for Rights of Way Projects” adopted by the East Windsor Board of Selectmen of the Town of East Windsor, Connecticut, this 18th day of November, 2014.

The foregoing resolution **MOVED** (Bowsza) and **SECONDED** (Richards).

In Favor: J. Bowsza, S. Dearborn, D. Nelson, and J Richards. Opposed - None.

C. Approval of Tax Refunds

MOTION was made (Richards) and **SECONDED** (Nelson) to approve tax refunds dated 11/13/2014 in the amount of \$2,929.26.

In Favor: J. Bowsza, S. Dearborn, D. Nelson, and J Richards. Opposed - None.

11. EXECUTIVE SESSION

MOTION was made (Bowsza) and **SECONDED** (Richards) to go into Executive Session at 8:42 p.m.

In Favor: J. Bowsza, S. Dearborn, D. Nelson, and J Richards. Opposed - None.

The Board came out of Executive Session at 9:30 p.m.

12. ADJOURNMENT

MOTION to adjourn made (Dearborn) and **SECONDED** by (Nelson). Unanimous. The meeting was adjourned at 9:30 p.m.

Respectfully Submitted,



Amanda Schroll
Recording Secretary

November 18, 2014

My report to the Board of Selectmen

Another new Town employee baby, our Senior Center Recreation and Senior Outreach Clerk Shawna Tustin had a little boy since we last met. Congrats to Shawna and family.

The new financial software has been in place for a little over a month now and the reports are taking shape. I expect something to be available for you all shortly.

The open house at the Police Station and Human Services was a great success. Everyone worked on making their offices part of a workplace to be proud of. It was great to see our employees proud to be employees of the Town and proud of their facilities. Attached is a letter from someone who attended the open house.

Congratulations and thank you to all that helped with this year's Veteran's Day Road Race. What a great day, what a great event, what a wonderful tribute to our veterans. Thank you all!

Also attached is a letter from the Town Attorney regarding the next steps of the Charter Revision process. The Town Clerk pointed out that the Charter Revision Commission's terms don't expire until April therefore, I asked for some guidance on where we go from here. I made the Chairman of the Charter Revision Commission aware that they can continue their process and will be providing the Commission with a copy of this letter. He said he will then schedule a meeting to act on the next steps stated in Attorney Hawks-Ladds letter. More to follow I'm sure.

You may have seen that the STR building has been sold. We expect news on the new owners shortly. Also, as we've all heard, there is speculation that a casino may be built between Hartford and Springfield. The Planner and I are doing research on the pros and cons of having a casino in a community so that we are prepared if the possibility becomes serious. Currently the pacts with the State, the Pequots and the Mohegans do not allow new casinos in the state. Nonetheless, we are doing research in case that should change.

I attended the Housing Authority meeting last night. The meeting was so different from the meetings of a year ago. What great progress they have all made, the Director, the Commissioners and the residents.

Since we are getting close to half way through this fiscal year, I would like to have a discussion on our next agenda regarding the Selectmen's vision for the \$10,000 budgeted for an Economic Development Consultant. The proposed RFP drafted by the Economic Development Commission is a tremendous help in working toward the next step.

Wishing you all a wonderful Thanksgiving.

Respectfully submitted,


Denise Menard

November 14, 2014

To the Board of Selectmen:

Last week, I attended the open house at the Police Station. I have been there in the past, working on an Emergency Management drill so I am familiar with the way it used to look. I was truly impressed with what has been done to improve the physical interior and totally change the atmosphere of the facility. Eleven years ago, when Chief Edward DeMarco was hired, "they" said he wouldn't last here; "they" said he was just using East Windsor as a stepping stone. Well, "they" were wrong, he stayed and he worked to improve what we had and I must say that I am so glad. I am glad for this town because with a very limited budget, under Chief DeMarco, we now have a facility to be proud of (when you consider its origins). From talking to the officers who were there that day, there was a pride in them for where they are working and that definitely has to impact on how they work. Many of the officers did some of the painting and upgrades which shows their feelings for the police department. There was a sense of real accomplishment in what they were doing, too. The Police Department stood tall on November 14 and I went home with a really good feeling. Please commend all of the department members. Thank you.

Sincerely,



Barbara Sherman

12 Allen Drive
Broad Brook Ct 06016
860 623 2081

**PULLMAN
& COMLEY, L.L.C.**
ATTORNEYS

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November 17, 2014

VIA email and U.S. Mail

First Selectman Denise Menard
Town of East Windsor
Town Hall
11 Rye Street, P.O. Box 213
Broad Brook, CT 06016

Re: Charter Revision Commission Time Line

Dear Denise:

This letter responds to your request for a supplement to my opinion of July 31, 2014 on the application of the time limits described in Connecticut General Statute Section 7-191 to the work of the East Windsor Charter Revision Commission ("CRC").

As described in my letter of July 31, 2014, although the statutory time line prescribes a 45 day time limit for action by the board of selectmen on the CRC's draft report proposing a revised charter, the time line can be regarded as directory rather than mandatory. This means that failure to comply with the time line does not have a negative consequence and does not invalidate the charter revision process. Since the appointment of the CRC does not expire until April 2015, the CRC can continue the process.

Since the Board of Selectmen has already discussed the draft report with the CRC, the next statutory step is for the Board of Selectmen to hold at least one formally noticed public hearing on the draft revised charter – we should discuss how to present both the CRC's original charter revision and the one that was discussed at the meeting with the CRC.

Within 15 days of the completion of the last public hearing, the Board of Selectmen should convey its recommendations to the CRC for changes in the draft report.

The CRC can then confer with the Board of Selectmen and/or then issue its final report for a revised charter within 30 days of its receipt of the Board of Selectmen's recommendations.

Finally, the Board of Selectmen then has 15 days in which to accept or reject the CRC's proposed revised charter.

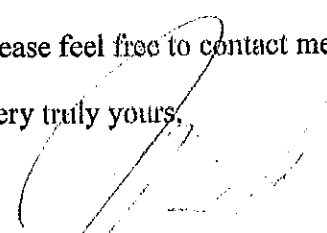
**PULLMAN
& COMLEY**
ATTORNEYS

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As indicated in my July 31, 2014 letter, the statute allows ample time for the board of selectmen to submit the proposed charter to the voters. This time limit is 15 months after approval of the proposed charter by the board of selectmen. Therefore the proposed charter can be placed on the ballot for the November, 2015 regular election.

Please feel free to contact me with any questions or comments.

Very truly yours,



Joshua A. Hawks-Ladds

JAH:bac

Selectmen's Report - November 18

Police department open house - great.

Interesting discussion about a special use permit for a live band at JR's Cafe. This was an issue pitting a small business owner in a residential neighborhood against residents in the neighborhood who have concerns about noise nuisance violations in the area.

The commission also took up an unfinished item from its previous meeting regarding a new gas station at the intersection of Thompson Rd and South Main St. The applicant spent the last two weeks addressing concerns of the PZC, and this is another great example of the PZC and Planning Office working in conjunction with prospective businesses in a productive and constructive manner. These folks really do work hard every day to make East Windsor a friendly community in which to do business.

The Inland Wetlands Commission meeting this month was cancelled. Pension board meeting is set for tomorrow night.

As a future agenda item, could we revisit the senior property tax relief program?

11/12 Police Commission 700 PM

Discussed the budget presentation - the union contract was ratified 2% increase (34,000) and the town radio communication system (47,000) will reflect an increase in request over 6%. Police Commission will present the radio system with the Board of Finance on 11/19.

December 1st signs go up at the cul-de-sac on Melrose Rd (trespassing)

11/15

Driving on South Water St – WHPFD was installing the emergency boat launch with the assistance of Herb Holden Trucking.

1300 the 5 Corner Cupboard had open house. They had to reinforce the floor and now have a scale to weight the food going in and out on a daily basis. Well done – Rev Calderon blessed the building and the mission.

1730 High School Booster Club Raffle – wonderful prizes and food

11/17 Housing Authority 700PM

Under Denise's report a discussion regarding a grant. Larry Wagner will need to be hired and the Housing Authority has to get together a wish list (fire alarm and security cameras, sidewalk, parking lot and benches). Director report - all AC units have been cleaned inside and out, auditors arrived today, and still working on the 501C3. The SRO contacted Park Hill about youth performing certain community service – 1 student at a time 5 – 15 hours a week. Director to check with other Housing Authority to see how they handle

11/18 Volunteer Incentive Committee 1830

Respectfully submitted
Dale Nelson

For Agenda Item 9 B Discussion of the Plan of Conservation and Development

After a discussion with the Planner, below are what we came up with to address the 13 items I promised to resubmit to the Board of Selectmen with recommendations from the Planner

1 Change "establish" to Supplement current

2 Change "adopt" to Strengthen

3 Yes - add Agriculture Commission to the "who" column

4 This action is a strategy because it can change and we may want to adopt some new or changed abatements

5 Planner recommended this remain as is - in some cases we have to there may be Ct General Statutes that we need to follow as an example new aquifer protection regs

6 It is appropriate to add the Boards of Selectmen and Finance to this action

7 Change "permit" to review - we currently have approximately 200 such units, up to 260 are currently allowed. Planner also suggested that the Board of Selectmen be added to the "who" column

8 Change "evaluate" to Reevaluate

9 Not done - change priority to High Priority "A"

10 Planner agrees - change "prepare" to update", also suggested add Board of Finance to "who"

11 Yes - add Board of Selectmen to "who", change priority to Immediate "1"

12 Yes - we will be going to Town Meeting with a change that will accomplish this

13 Planner would like to have a discussion with the Board of Education before talking about removing this action or considering it complete. She also suggested that we talk about our thoughts on the future use of the Kogut property. That was at one time considered a future site for a school campus

**Core Strategy: Conserving Community Resources
Strategies and Actions**

What	☼	☼	Who	Done
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Primary Strategy: Preserve More Open Space

Action - Develop an Open Space Preservation Program				
o Establish a separate Conservation Commission and assign it to implement open space program	☼	1	BOS	<input checked="" type="checkbox"/>
o Develop open space evaluation tools	☼	1	CC	<input type="checkbox"/>
o Recommend open space priorities for regulations and other open space efforts in East Windsor	☼	1	CC	<input type="checkbox"/>
① o Establish open space funding mechanisms	🔔	A	BOS, BOF, CC	
o Prepare, implement, and regularly update an Open Space Action Plan	☼	2	CC	<input type="checkbox"/>
o Maintain an inventory of existing open space	🔔	A	CC	

Strategy: Preserve Community Assets

④ Action - Continue 490 Tax Abatement for Farmland	🔔	A	BOS, BOF	
Action - Ensure Supportive Standards for Farming Activities	🔔	B	PZC, BOS	
③ Action - Provide Marketing Support for Local Farms	🔔	B	EDC, PW, BOS	
② Action - Adopt Policy for Agricultural Use of Municipal Land	☼	3	CC, BOS	<input type="checkbox"/>
Action - Protect Scenic Roads	☼	2	HC, BOS, PZC, PW	<input type="checkbox"/>
Action - Support Historic and Cultural Assets	🔔	A	HC, EDC, BOS	

Strategy: Protect Environmental Quality

Action - Separate Wetlands and Conservation Commissions	☼	1	BOS, IWWA/CC	<input checked="" type="checkbox"/>
Action - Adopt Aquifer Protection Regulations	☼	1	PZC, BOS	<input type="checkbox"/>
Action - Revise Earth Excavation Regulations	☼	2	PZC	<input type="checkbox"/>
Action - Revise Impervious Surface Standards	☼	2	PZC	<input type="checkbox"/>
⑤ Action - Consider Environmental Ordinances	☼	2	BOS, CC	<input type="checkbox"/>
Action - Monitor Existing and Potential Environmental Problems	🔔	A	CC	
Action - Continue Regional Environmental Program Participation	🔔	B	BOS, CC, IWWA	

BOS ✓
Farm ✓
Contaminated wells?

**Core Strategy: Guiding Development
Residential and Village Strategies and Actions.**

What			Who	Done
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Primary Strategy: Refine Residential Development Regulations

Action - Revise Residential Zoning Standards		1	PZC	<input type="checkbox"/>
Action - Strengthen Incentives for Conservation Subdivisions		2	PZC	<input type="checkbox"/>
Action - Refine Open Space Set-aside Regulations		1	PZC, CC	<input type="checkbox"/>
Action - Revise Street Design Regulations		2	PZC, PW	<input type="checkbox"/>

Strategy: Maintain Housing Diversity

Action - Reevaluate Multifamily Zoning		A	PZC	
Action - Permit Age-restricted Planned Residential Development		2	PZC	<input type="checkbox"/>

Strategy: Define Village Area Development

Action - Evaluate Village District Designation		1	PZC, HC, BOS	<input type="checkbox"/>
Action - Establish Rural Village Delineations and Standards		2	PZC, HC, BOS	<input type="checkbox"/>
Action - Maintain Residential Standards for Melrose		A	PZC	
Action - Ensure Protection of Historic Structures		A	PZC, HC	

**Core Strategy: Guiding Development
Economic Development Action Agenda**

What			Who	Done
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Primary Strategy: Capacity Building Initiatives

Action -- Economic Development Team Building and Training		2	All	<input type="checkbox"/>
Action -- Prepare Full Strategic Plan		1	EDC	<input type="checkbox"/>
Action -- Participate in Preparation of Regional Comprehensive Economic Development Strategy (CEDS)		B	EDC, PO	
Action -- Prepare Written Economic Development Incentive Policy		2	EDC, BOS, PO	<input type="checkbox"/>
Action -- Make Sewer Connection Charges More Reasonable		1	EDC, BOS, WPCA	<input type="checkbox"/>

10
12

Primary Strategy: Marketing Initiatives

Action -- Maintain Town Economic Development Website		A	EDC	
Action -- Include Available Sites in CBRC Site Finder Inventory		B	EDC	
Action -- Participate in MetroHartford Alliance (and other) Marketing and Promotions Programs		B	EDC	
Action -- Prepare Target Business Study		2	EDC	<input type="checkbox"/>
Action -- Improve Contact with Existing Businesses		B	EDC, ChC	

11

Primary Strategy: Planning Initiatives

Action -- Prepare Infrastructure Improvement Plan		1	All	<input type="checkbox"/>
Action -- Support Zoning District and Regulations Amendments		A	EDC, ChC	
Action -- Support Designation of Village Clusters		A	EDC, ChC	

Primary Strategy: Development Initiatives

Action -- Take Action to allow Craftsman Road Extension		2	EDC, BOS, Private	<input checked="" type="checkbox"/>
Action -- Assure Reuse of Broad Brook Mill		2	EDC, BOS	<input type="checkbox"/>
Action -- Speculative Building Development		B	BOS, EDC, PO	

**Core Strategy: Meeting Structural Needs
Strategies and Actions**

What			Who	Done
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Primary Strategy: Address Municipal Facility Needs

Action -- Develop Integrated Municipal Facilities Program <ul style="list-style-type: none"> Evaluate and Implement Improvements and Expansions of Existing Municipal Facilities 		1	BOS, PO, PW, PD, FD	<input type="checkbox"/>
13 Evaluate Reconfiguration of Rye Street Town Hall and Elementary School Campus		3	BOS, PO, BOE	<input type="checkbox"/>
Identify and Evaluate Potential Property Acquisitions		1	BOS, PO, BOE	<input type="checkbox"/>

Strategy: Address Other Public Facility Conditions

Action -- Evaluate the School Street Facility as a Satellite Town Office		2	BOS, PO	<input type="checkbox"/>
Action -- Analyze Current and Future Public Safety Facility Needs		2	PD, FD, BOS	<input type="checkbox"/>
Action: Provide Adequate Parks and Recreation Facilities		A	PRC, PO	
Action: Support East Windsor's Public Libraries		A	BOS, LA	

Strategy: Plan for Future School Facility Needs

Action -- Coordinate and Integrate School and Municipal Facility Planning		A	BOS, BOE, PO	
Action -- Evaluate Reconfiguration of Elementary School Campus		3	BOS, BOE	<input type="checkbox"/>
Action -- Evaluate Need for and Feasibility of New School Construction		1	BOE	<input type="checkbox"/>
Action -- Identify and Implement Short Term Steps to Provide Core Facilities		1	BOE	<input type="checkbox"/>

Strategy: Meet Infrastructure Needs

Action -- Manage the Town Road System		A	PW	
Action -- Evaluate Extension of the Wastewater Collection System		1	WPCA, BOS, PO, EDC	<input type="checkbox"/>
Action -- Monitor Public Utility Capabilities		B	PO	
Action -- Maintain Municipal Signage		B	PW	