

**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, December 16, 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 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 November 18, 2014**

**MOTION** was made (Nelson) and **SECONDED** (Bowsza) that the Board of Selectmen approve the Meeting Minutes of December 2, 2014.

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

**5. COMMUNICATIONS**

First Selectman Menard read a letter from Mr. Hayes commending a Human Services Staff Member. Hereto attached as Attachment A.

**6. SELECTMEN'S REPORTS**

**A. Jason E. Bowsza**

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

**B. Denise Menard**

First Selectman Menard read her report - hereto attached as Attachment C.

**C. Steve Dearborn**

Selectman Dearborn wished everyone a Merry Christmas and Happy New Year. He then expressed his concerns with the court case between Donny Wagner and the Planning and Zoning Department. Selectman Dearborn stated that he is unhappy with the Planning and Zoning Department and he believes that they should not have allowed the bubble building to reopen next door to Mr. Wagner's property. Selectman Dearborn feels that the Planning and Zoning Department put the Town in a very bad situation by allowing this to happen.

**D. Dale A. Nelson**

Selectman Nelson read her report – hereto attached as Attachment D.

**E. James C. Richards**

Selectman Richards had nothing to report.

**7. PUBLIC PARTICIPATION**

Police Chief Ed Demarco – East Windsor Police Department made efforts to enter into Social Media including Facebook and Twitter to keep the public updated. These social media sites include information crime prevention tips, road closures, and other news. Chief Demarco also reported that the robberies that happened over the last few days are going to be solved by tonight.

**Recessed to Town Meeting at 7:28 p.m.**

**First Selectman Menard called the meeting back to order at 7:44 p.m.**

**8. BOARD AND COMMISSIONS APPOINTMENTS**

**Resignations:**

**MOTION** was made (Bowsza) and **SECONDED** (Richards) for the resignation of Cliff Nelson from the Building Committee.

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

**Re-Appointments:**

**MOTION** was made (Richards) and **SECONDED** (Nelson) to reappoint Scott Tripp to serve until November 1, 2018 on the American Heritage River Commission as a regular member.

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

**MOTION** was made (Nelson) and **SECONDED** (Richards) to reappoint Peter Larese to serve until December 1, 2018 on the Conservation Commission as an alternate member.

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

**New Appointments:**

**MOTION** was made (Richards) and **SECONDED** (Bowsza) to appoint Richard Pippin Jr. to serve until December 1, 2018 on the Inland Wetland and Watercourses Agency as a regular member.

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

**9. UNFINISHED BUSINESS**

**A. Discussion of updated Firefighter Incentive Program**

**MOTION** made (Bowsza) and **SECONDED** (Richards) to postpone discussion of Firefighter Incentive Program until January 6, 2014 Board of Selectmen Meeting. No action taken.

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

**B. Discussion of Senior Property Tax Relief**

Patricia Kratochvil Tax Collector provided the Board of Selectmen with a packet of information which included the current Property Tax Relief Ordinance. She and Treasurer Kim Lord looked it over and made some corrections and suggestions. First Selectmen Menard, Selectman Bowsza, and Selectman Dearborn are going to meet on January 6, 2015 to discuss this further and come up with something clearer to present to Board of Selectmen at the January 20, 2015 meeting.

**MOTION** made (Bowsza) and **SECONDED** (Nelson) to postpone further discussion until the Board of Selectmen meeting of January 20, 2015.

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

**10. NEW BUSINESS**

**A. Review and Discuss Board of Selectmen priorities**

1. Fast Track Permitting Process is being worked on and Selectman Bowsza suggested that a checklist for the permitting process should be created.
2. Preservation of Road Maintenance/CIP in the budget process: Selectman Bowsza believes we should make a stronger commitment to invest in Infrastructure and capital improvements. First Selectman Menard and Selectman Bowsza stated that a certain percentage of the budget should go to Capital Improvement Projects.
3. Acquisition of Children's Place: This is now called Solnit's Children's Center.
4. Revive Broad Brook Center: Selectman Dearborn would like to see the process of the Broad Brook Mill Center moved along and keep money going towards road maintenance.
5. Economic Growth: Selectman Richards reported that the EDC has been moving forward and Richards is hoping that more money can be added to the Economic Development Consultant.

**B. Discuss Revised Economic Development Consultant Request for Proposal (RFP)**

Selectman Bowsza requested that under "Desired Scope of Work", #1 to add: "Promoting opportunities to the town, regionally, and statewide." Selectman Bowsza also requested that the word "measured" be replaced with "measurable" in #5. He believes that under "Proposals" the word "promoted" in the last sentence of the first paragraph should be replaced with "encouraged". First Selectman Menard asked Selectman Richards (a member of the Economic Development Commission) why financial support for the consultant is mentioned at \$10,000 rather than not specifying an amount in the RFP. Selectman Richards clarified that the \$10,000 amount is there so that we do not waste our time and the applicant's time, the applicant will know exactly what is being offered before they

apply. Economic Development Consultant Request for Proposal hereto attached as Attachment E.

**MOTION** made (Bowsza) to accept the proposal as amended and **SECONDED** (Richards).

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

**C. Discussion of what we would like State Delegation to advocate for East Windsor in the next legislative session**

First Selectman Menard would like the State Legislators to advocate for the \$250,000 for the study of the Route 5 corridor and funding for the EBC households that had funding for filters cut last year. Selectman Richards would like to have public transportation to the center of Broad Brook to make it easier for people to get to work. Selectman Dearborn would like more money for an addition on Broad Brook Elementary School. Selectman Bowsza would like more special education funding, a surcharge to the State and Town for auction vehicles that currently provide no taxable income and he would like to see legality of required steps to expand the fire district. Bowsza also would like East Windsor to have an increased presence for bonding opportunities.

**D. Discussion of Town Property Leases**

There was discussion of the attachments that were provided from Assistant Town Planner Robin Newton. There was discussion of Item #2 "Term" in the attachment. The following are recommendations for same: Selectman Dearborn expressed concern with the term dates, November 1-December 1. Ultimately, the Board decided that the current term was acceptable. Selectman Richards would like the phrase "good standing" to be defined to avoid any confusion. Selectman Bowsza recommended that the words "walk thru" be spelled out. Selectman Bowsza also suggested that the walk through be completed by the Town rather than the Landlord.

Under Item #4 "Tenant's Use and Occupancy", there was discussion of changing the term "LEGAL CROPS" since there are crops that are legal that the Town of East Windsor would not condone in the community. The Board of Selectmen suggested that the Agricultural Commission revisit Item #4 for clarification on the type of crops that can be grown, the cost per acre, and to specify that plastic to keep down weeds are not permissible.

**E. To recommend acceptance of Saxton Lane to go to Town Meeting**

First Selectman Menard informed the Board that Saxton Lane had erosion control issues that the owner did not address. The bond was pulled and the Town had the work done. In the meantime, the property owner was not paying the electric bill and Connecticut Light and Power took street lights out, including the underground wiring. The road is now acceptable for the Town to own.

**MOTION** made (Richards) and **SECONDED** (Nelson) to accept Saxton Lane as a town road and to forward to Town Meeting.

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

**F. Nutmeg Network Performance Grant Resolution**

The Nutmeg Network Performance Grant Resolution is hereto attached as Attachment F.

**MOTION** made (Bowsza) and SECONDED (Richards).

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

**G. Approval of Tax Refunds**

**MOTION** was made (Richards) and SECONDED (Nelson) to approve tax refunds dated 12/10/2014 in the amount of \$207.79.

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 8:40 p.m.

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

**The Board came out of Executive Session at 9:32 p.m.**

**12. ADJOURNMENT**

**MOTION** to adjourn made (Nelson) and SECONDED (Dearborn). Unanimous. The meeting was adjourned at 9:05 p.m.

Respectfully Submitted,



Amanda Schroll  
Recording Secretary

**THRALL ROAD PROPERTIES**  
**1471 PLEASANT VALLEY ROAD**  
**MANCHESTER, CONNECTICUT 06042**  
**(860) 646-0131 ~ (860) 644-9073 fax**

December 3, 2014

Ms. Denise Menard  
First Selectwoman  
Town of East Windsor  
11 Rye Street  
Broad Brook, CT 06016-9553

**RECEIVED BY**

**DEC 04 2014**

**FIRST SELECTMANS OFFICE**

Dear Ms. Menard:

For the past two years our company has owned property located at 99 Thrall Road in Broad Brook. The home for many years has been occupied by Mr. Donald Gozemba and his incapacitated wife. For the past year we have tried to gain access to the house but were unsuccessful until Mrs. Jane Simpkins became involved in finding a suitable rental for Mr. Gozemba. She was successful in locating another rental for him and she also physically assisted him by removing furniture and other items due to Mr. Gozemba's limited financial situation. Her intercession in this matter not only helped Mr. Gozemba but also eliminated an eviction process which was our only alternative. For that alone, we are appreciative of her efforts and wanted you to know that we found her to be a kind, dedicated public servant.

Very truly yours,



Richard P. Hayes, Sr.  
RPH/cr

On December 9, 2014, a request was made of the Planning and Zoning Commission for an extension of a permit for the development of a 20 unit condominium complex at the intersection of Winkler Rd and North Road. The 1 year period expired in November. Since the initial application was approved, our town regulations have been rewritten.

The PZC approved another new business to come into town. This one is a vocational center for people with special abilities. The initial application was originally received on 11/14/14, less than a month before approval by the PZC. This is another example of Planning Office staff and the commission working in a timely fashion to welcome new businesses into our community.

The PZC revisited the temporary business sign regulations. They were scheduled to sunset at the end of the calendar year. The commission voted to eliminate the sunset provision of the regulation, making the temporary sign ordinance permanent.

The commission also moved to change their meeting time for regular meetings to 6:30pm

I will say that the new alternate, Mike Kowalski, was very impressive in his first meeting. He was willing to step right into discussions and had some very constructive and insightful contributions

Dale and I met with the Volunteer Incentive Committee and representatives of the two fire departments regarding the implementation of the part time positions. I'm sure Dale will have more on that in her report.

The AHRC has asked that we mention the New Years Day hike along the Scantic River on 1/1/15 at 1pm. This was a great event last year and I'm sure it will be again.

Respectfully submitted,

Jason E. Bowsza  
Deputy First Selectman

Sent from my iPad

December 16, 2014

My report to the Board of Selectmen

Wreaths Across America was celebrated last Saturday at noon at the Veteran's Cemetery. It is a great brief ceremony that reminds all those attending to recognize the contributions and sacrifices our veterans have made to preserve the quality of life we enjoy in this country and to teach our children about those contributions and sacrifices.

We are looking into having an ATM installed in Town Hall. It will help with all offices that have fees that someone may need to pay in cash.

Presentations to the Capital Improvement Planning Committee began earlier this evening with the Public Safety requests. Town Departments are presenting this Thursday, December 18 and the Board of Education is expected to present their requests on Monday, December 22.

The Town Audit is being presented to the Board of Finance tomorrow night December 17. It would be beneficial for all the Selectmen to hear what the auditors have to report. Remember the joint meeting, also tomorrow night, regarding the budget guidelines letter that will be sent along with the budget forms this year. The meeting is at 7:00 prior to the Board of Finance meeting.

Public Works Director Len Norton, Planner Laurie Whitten, Police Chief Ed DeMarco and I met with representatives of the CRCOG Transportation Committee regarding our request for a study of the traffic problems along the Route 5 corridor. We have been told that our request will be recommended to the State as their number one project with Federal and State funding of \$250,000. More to follow.

Finally, the Town Attorney is reviewing the documents related to the \$3.7 Million modular classroom project. The review was prompted by a request at the joint Building Committee-Board of Education meeting. The question asked at the meeting was whether adding folding doors to four classrooms of the ten proposed modulares on the north side of the Broad Brook School and eliminating the original proposed 4 classrooms on the south side of the school was in compliance with what was approved by a referendum vote for the funding of the project. The Town Attorney has asked that the Building Committee, the Board of Education and the Board of Selectmen meet jointly to discuss his findings. That meeting is scheduled for January 6 at Town Hall at 5:30 p.m.

Have a great holiday.

Respectfully submitted,

Denise Menard



**Dale Nelson**

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**Subject:** BOS 12/16/14

12/6 Wal-Mart with Chris Davis 1100- 100

This event was set up with the Salvation Army and Human Services director Kristen Bouchard. East Windsor residents realized 90% of the donations that day. Amanda Schroll was there from 900 – 1100, and then our turn, Kristen and her 2 daughters relived us

12/8 CIP at 530

Meetings have been scheduled for 12/16, 12/18 and 12/22 at 530 for presentations

Volunteer Incentive 700

BBFD called out to a fire (home). We were called back at 800

Jerry Bancroft and Jim Barton wanted to have a conversation with out town attorney to make sure they were on the same page. Presentation this evening by the fire departments

12/10 Police Commission 700

Remove the dispatch units from the budget as this will go to a town meeting (this evening). Craftsman Rd to Thompson will put up "No Parking" signs and will petition the state to make the speed limit 30 MPH. Lincoln tech has opened a coffee/snack area to reduce the number of students from leaving the building to get a coffee (reduces traffic and speeding). Meeting dates were confirmed for 2015. Chief DeMarco will be at the CIP meeting on Tuesday 12/16. Reduction in the cost of the dispatch units. \$250,000 in grant money to study the Route 5 traffic from Sophia's Plaza to the SW line.

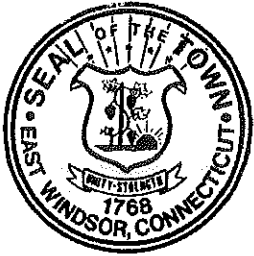
12/16 EDC 600

Quorum established – no Jim Richards. Election of officers Eric Moffett, Chairperson. Josh Kapelner, Vice Chair, and Maria Rumore, Secretary. Eric explained he does not have the time to spend and make all the meetings. If you want a chair that will keep meetings organized and not expect much more he would accept the position. The Meetings were scheduled for 2015 and January 2016. Discussion of signs at Newberry Road and Thompson will require state permits. It was again mentioned the EDC will not pay for the signs. A discussion began about how the EDC should proceed (like a 5 year plan) this discussion took place for 2-3 minutes when Josh Kapelner adjourned the meeting seconded by Maria Rumore.

Discussion after the close of the meeting is where will the EDC go or just disband (not pleasant)

Park Hill 700

Alex Chamenko was introduced audience, her credentials were impressive. The Tenant association discussed the by-laws schedule, 102/19 Boy and Girl Scouts will sing carols then off to Spring Village and on to Scout Hall. They should come back another time for hot chocolate. Pot Luck is scheduled for 1/30 and looking at a Valentine party. Executive director would like to schedule a meeting with the auditors and the board, date to be determined. Linda has been speaking with Denise Menard regarding the small city grant, Linda will also be taking a training course on the same subject. Supervisor attended a 2 day OSHA course, need to purchase a cabinet for flammable products. Need to develop a work plan (objective) and mission statement.



# REVISED DRAFT

## TOWN OF EAST WINDSOR

### REQUEST FOR PROPOSAL

#### Economic Development Consultant for the Town of East Windsor

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The Town of East Windsor is seeking the services of a qualified consultant to assist with promoting economic development in the Town of East Windsor. Financial support for the Economic Development Consultant is set at \$10,000. It is desired to have all work involved with this project completed no later than June 30, 2015.

#### DESIRED SCOPE OF WORK:

1. Promote East Windsor by attending meetings at MetroHartford Alliance (MHA), Connecticut Economic Resource Center (CERC) and Dept. of Economic & Community Development (DECD).
2. Recommend a marketing plan for East Windsor.
3. Assist the Town Selectmen, the Planning and Development Department and the Economic Development Commission's strategic planning
4. Attend Board of Selectmen and Economic Development Commission meetings as needed.
5. Provide monthly progress reports with measured results and recommendations.

#### SELECTION CRITERIA:

1. Qualification of the individual/firm and any proposed sub-consultants, including name, size, organizational structure under which the firm(s) conducts business and relevant experience. All proposed sub-consultants must be clearly identified. Include primary location of office to be used in the project. Regionally based project managers will be preferred.
2. Qualifications and resumes of individual/consultant to be assigned to the project, with a description of their responsibilities in conducting the assigned tasks. Firms must meet State and Federal affirmative action and equal opportunity employment practices.
3. Current workload and demonstrated ability to meet schedules and deadlines will be requested.
4. Description of experience with other similar economic development marketing and strategy initiatives, and/or other related projects conducted by the firm (include references).
5. Proof of Insurance (general liability/professionals liability coverage).

Page 2 of 2  
Request For Proposal  
Economic Development Consultant

DELIVERABLES:

1. Draft/guidelines for a new strategic plan and marketing for future economic development for East Windsor.
2. Overall review and collaboration with Town Selectmen, the Planning and Development Department and the Economic Development Commission's.
3. Final Report.

PROPOSALS:

The successful candidate will provide the Town a proposal that will maximize use of the allotted funding of \$10,000. This funding is available through June 30, 2015. Creative ideas/ thinking/techniques and utilizing Town staff as a resource is promoted.

This notice will be available on the Town of East Windsor website at <http://www.eastwindsorct.com> under BID NOTICES on the left hand column of the home page. GIS may be accessed through [www.eastwindsorgis.com](http://www.eastwindsorgis.com).

This project must be completed by June 30, 2015. Proposals should be submitted in triplicate by January \_\_\_\_, 2015 to Town of East Windsor, First Selectman's Office, 11 Rye Street, Broad Brook, CT 06016. Questions may be directed to the First Selectman's Office at 860.623.8122.

NOTE: Need an "out" for dissatisfaction in contract.

**Regional Performance Incentive (RPI) Program**

**Resolution of Endorsement and Authorization**

The Board of Selectmen of the Town of East Windsor convened on December 16, 2014 and adopted a resolution by unanimous vote of the 5 members of the Board of Selectmen which endorsed the **Regional Performance Incentive Program** proposal(s) listed below, referenced in Connecticut General Statutes Section 4-124s, (2014 Supplement).

**Nutmeg Network Grant Application**  
*Pursuant to CGS Section 4-124s, as amended by  
Section 253 of Public Act 13-247, and pursuant to  
Sections 87 and 328 of Public Act 13-247*

In addition, the Legislative Body\* has authorized First Selectman Denise Menard to act on this endorsement by signing all necessary agreements and take all necessary actions related to this proposal to enter into a binding agreement with the Office of Policy and Management according to terms of the RPI grant program.

Attested to by: Town Clerk Joanne Slater

Name: \_\_\_\_\_

*Joanne m Slater*

Title: \_\_\_\_\_

Town Clerk

Date: December 18, 2014

\*NOTE: For the purposes of the **Regional Performance Incentive (RPI) Program**, "legislative body" means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the mayor and burgesses of a municipality.