

**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, July 19, 2016 at 7:00 p.m.

Board Members

Bob Maynard – First Selectman
Richard P. Pippin, Jr. – Deputy First Selectman
Jason Bowsza, Selectman
Steve Dearborn – Selectman
Dale A. Nelson – Selectman

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

1. CALL TO ORDER

First Selectman Bob Maynard called the Regular Meeting to Order at 7:03 p.m. at Town Hall.

2. ATTENDANCE

Present:

Bob Maynard, First Selectman
Richard P. Pippin, Jr. Deputy First Selectman
Jason Bowsza, Selectman
Dale A. Nelson, Selectman

Absent: Steve Dearborn, Selectman

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. ADDED AGENDA ITEMS

None.

5. APPROVAL OF MEETING MINUTES

MOTION made (Nelson) and **SECONDED** (Pippin) to approve the meeting minutes of July 5, 2016 with a correction on Page 4 under Public Participation and Denise Menard, the word "empower", should read "employer".

In favor: Bowsza, Nelson, and Pippin. Opposed: None.

6. COMMUNICATIONS

A. Broad Brook Library Letters

First Selectman Maynard read a letter regarding the Broad Brook Library from a young girl named "Cece" hereto attached as Attachment A.

MOTION made (Nelson) and **SECONDED** (Bowsza) to add Broad Brook Library under new business as 10C.

In favor: Bowsza, Nelson, and Pippin. Opposed: None.

B. Small Cities Grant Award Letter

First Selectman Maynard read the first paragraph of the award letter sent to the Town for receiving funding for Park Hill hereto attached as Attachment B.

C. Route 5 Study Email Update

First Selectman Maynard read from an email he received regarding the Route 5 study hereto attached as Attachment C.

7. PUBLIC PARTICIPATION

Marie DeSousa, 10 Rice Road, thanked the previous and current Board of Selectmen for their help in receiving the Small Cities grant. She was able to thank all residents that came to town meetings to express their concern to Wagner associates

8. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS

A. Resignations: None.

B. Reappointments: None.

C. New Appointments: None.

9. UNFINISHED BUSINESS

A. Parliamentary Procedures

Not discussed at this meeting.

B. Barber Hill School Update

Selectman Bowsza provided the Board with an update. He said there are 16 homes in the sub development plus the developer. He added that 15 of 17 necessary signatures were received which is enough to approach the title insurance company.

First Selectman Maynard said the next step is for the lawyer to contact the title insurance company.

Laurie Whitten Town Planner asked if there were still plans on keeping the parcel open space. There were some different answers. The Board said they would like to have a conversation with the Historical Society for clarification.

C. Discussion of Plan of Conservation and Development (POCD)

Laurie Whitten, Town Planner was present to discuss the Plan of Conservation and Development that she has been working on. She explained to the Board that this is something that has to be done every 10 years and added that the State can hold discretionary funding from the Town if this is not completed. She added that the Board of Selectmen is required to weigh-in on the POCD deciding whether or not they think it is a good plan. She said her process involved taking the previous POCD and then went to every board and commission, staff members, and referred to State and Regional Plans to create this POCD. Ultimately, once this POCD is adopted, she would like to create a POCD Implementation Committee. She went through and summarized each chapter for the Board of Selectmen. She added that this is something we can change with the times and needs of the community if we need to do so.

MOTION made (Pippin) and **SECONDED** (Bowsza) to accept the Plan of Conservation and Development 2016 dated 6/1/2016 and forward it onto CRCOG.

Discussion: Selectman Bowsza said it is a great POCD and Ms. Whitten did a fantastic job and thanked her. He added that the meetings were so inclusive and anyone who wanted to participate was welcome. He also said the Planning and Zoning Commission did a great job.

In favor: Bowsza, Nelson, Pippin. Opposed: None.

D. East Windsor Fire Protection Committee Appointments and Discussion

MOTION made (Pippin) and **SECONDED** (Bowsza) to appoint:

Robert Maynard

Steve Smith

Dale A. Nelson

John Burnham

Nicholas Macsata

Thomas Arcari

Charles H. Miller

Michael Balf

as regular members to the Fire Protection Services Committee with terms expiring on 11/1/2016.

In favor: Bowsza, Nelson, Pippin. Opposed: None.

With one member at large vacancy

E. East Windsor's 250th Anniversary Commission Appointments and Discussion

MOTION made (Pippin) and **SECONDED** (Nelson) to appoint Jason Bowsza to the 250th Anniversary Committee as a regular member for a term expiring 12/19/2017.

In favor: Nelson and Pippin. Opposed: None. Abstained: Bowsza.

MOTION made (Pippin) and **SECONDED** (Bowsza) to appoint Rebecca Talamini to the 250th Anniversary Committee as a regular member for a term expiring 12/19/2017.

Discussion: Selectman Bowsza said she's great and will bring youth and excitement to the committee.

In favor: Bowsza, Nelson, and Pippin. Opposed: None.

MOTION made (Pippin) and **SECONDED** (Nelson) to appoint Peg Hoffman to the 250th Anniversary Committee as a regular member for a term expiring 12/19/2017.

In favor: Bowsza, Nelson, and Pippin. Opposed: None.

MOTION made (Maynard) and **SECONDED** (Bowsza) to appoint Bill Thimm to the 250th Anniversary Committee as a regular member for a term expiring 12/19/2017.

In favor: Bowsza, Nelson, and Pippin. Opposed: None.

MOTION made (Bowsza) and **SECONDED** (Pippin) to appoint Paul Anderson to the 250th Anniversary Committee as a regular member for a term expiring 12/19/2017.

In favor: Bowsza, Nelson, and Pippin. Opposed: None.

MOTION made (Bowsza) and **SECONDED** (Pippin) to appoint Diane Lajoie to the 250th Anniversary Committee as a regular member for a term expiring 12/19/2017.

In favor: Bowsza, Nelson, and Pippin. Opposed: None.

***G. Veteran's Memorial Project**

Not discussed but remains on the agenda pending receipt of additional information.

***H. Broad Brook Site Remediation**

Not discussed but remains on the agenda pending receipt of additional information.

***I. Discussion of Sign Policy**

Not discussed but remains on the agenda pending receipt of additional information.

***J. South Road**

Not discussed but remains on the agenda pending receipt of additional information.

10. NEW BUSINESS

A. Approval of Supplemental Appropriations for:

1. Broad Brook Fire Department

Len Norton, Town Engineer and Joseph Sauerhoefer, Facilities Maintainer were present to update the Board on the failing of the generator at Broad Brook Fire Department and informed the Board that it was crucial that the generator be replaced as soon as possible. A brief discussion was held.

MOTION made (Pippin) and **SECONDED** (Nelson) to recommend to the Board of Finance to budget \$175,000 for the generator replacement, installation of the gas line and paving project at the Broad Brook Fire Department and forward to Town Meeting if necessary.

In favor: Bowsza, Nelson, and Pippin. Opposed: None.

2. Digital Signs

First Selectman Maynard explained that these signs would be posted in front of the Town Hall and Town Hall Annex as a way to increase communications with the public, keep people informed about all events in Town and the budget process.

Selectman Nelson indicated that she would like to be able to see more options. The Board of Selectmen agreed. Selectman Bowsza wondered if that counts as a sign on town property look at that court decision.

3. Meeting Room Video Equipment

First Selectman Maynard explained that this video equipment will increase communications to the public by taking video recordings of meetings and even live streaming some meetings also.

MOTION made (Nelson) and **SECONDED** (Bowsza) to recommend to the Board of Finance the approval of the meeting room video equipment budgeted at \$10,000 and forward to town meeting.

In favor: Bowsza and Nelson. Opposed: Pippin.

4. 250th Anniversary Seed Money

This supplemental appropriation is to allow the planning and fundraising to begin for the 250th anniversary planning of East Windsor.

MOTION made (Bowsza) and **SECONDED** (Pippin) to recommend to Board of Finance and forward to Town Meeting an added appropriation in the amount of \$10,000 for the 250th Anniversary Celebration Committee as a contribution from the Town towards their goal.

In favor: Bowsza, Nelson, and Pippin. Opposed: None.

B. Approval of Tax Refunds

MOTION made (Nelson) and **SECONDED** (Pippin) to approve the tax refunds in the amount of \$741.49 dated 7/15/2016.

In favor: Bowsza, Nelson, and Pippin. Opposed: None.

C. Broad Brook Library

There is concern about the library not being able to make it much longer without funding from the Town. This year they were looking for \$10,000 (their initial request). Selectman Nelson said she is willing to look at a \$5,000 contribution to the library to keep them at their previous status. There was discussion about keeping the library open longer on Saturdays so more residents could enjoy it.

MOTION made (Nelson) to contribute to the Broad Brook Library in the amount of \$5,000 with the caveat that their hours are extended on Saturdays.

MOTION RESCINDED BY NELSON.

MOTION made (Pippin) and **SECONDED** (Nelson) to request that the Board of Finance fund the Broad Brook library in the amount of \$2,600 and send to Town meeting if necessary with the request that their Saturday hours be longer.

In favor: Nelson and Pippin. Opposed: Bowsza.

Paul Anderson said he has been asked by two people from the library to get on their board, so he will keep this in mind as they make that decision.

Marie DeSousa expressed her concern with the reaction the Board of Selectmen may get when the East Windsor Youth Center hears about this and the Board did not try to contribute funds to them, she's worried that the Board may get some resentment down the road for that.

11. SELECTMEN COMMENTS AND REPORTS

A. Steve Dearborn

Selectman Dearborn was absent.

B. Jason E. Bowsza

Selectman Bowsza read his report hereto attached as Attachment D.

C. Dale A. Nelson

- 7/17 – Board of Education met and they discussed their 16-17 budget and are complying with all to orders that Kim asked them to. They found interesting that this year there was an overrun in the special education. They ended up using that money for instructional supplies and athletics.
- They said that the four unit condo is done and they are starting up the units on the roof and are all up and running. They say we should get the seal by the end of the month. The Alliance grant project for bathroom and office started at Broad Brook Elementary which will take care of kitchen ceiling and floors. The windows are an issue because there is a bid out but it is not the time of year for that. The Board of Education did have one problem because out of the \$327,000 they were supposed to receive from City of Hartford they were short changed \$71,000. ATT grant application was also discussed at the meeting.
- She attended CIP at 5:30 today and she reported that they had come in compliance with what the voters chose for the budget amount. They have put up all recommendations.
- She then congratulated Bill Loos on his 60 years at the Broad Brook Fire Department! Selectmen Bowsza and Nelson thanked him for his service.
- 7/18 - East Windsor Housing Authority met and were thrilled about receiving the Small Cities Grant. The whole staff was grateful and humbled. She added that it will do a lot of great things for the citizens at Park Hill. They also received a grant for the RSC which is the 21 hours a week. Pilot will be paid this month to Town of East Windsor.

D. Richard Pippin, Jr.

He reported on the following:

- There was no IWWA meeting held.
- Went to ZBA on July 11 had two apps, on 54 Newberry Road for general repair and car sales which was approved. Another application was passed. 298 South Main Street, Route 5 between trailer park and town line was also approved.
- He attended the 250th Anniversary meeting, met interesting people with good ideas. He hopes we can get seed money so we can get started with advertising.

E. Robert Maynard

First Selectman Maynard reported that he attended Bill Loos' 60 years of service at the BBFD celebration and provided him with a proclamation from the town.

First Selectman Maynard also reported that he went to the Police Commission and talked to them about ATVs on Wapping Road. The Police Commission indicated that they would be looking into it much more especially in the spring and the fall. Selectman Bowsza asked First Selectman Maynard to mention to the chief questionable behavior on the Warehouse Point Green.

12. PUBLIC PARTICIPATION

Paul Anderson, Main Street, informed the Board that he is Vice President of the East Windsor Scout Hall Building Committee. He updated the Board that they have completed the replacement of the front doors. He added that the doors have been on the building for 16 years and that they spent \$10,400.50 to replace them.

Marie DeSousa, 10 Rice Road, suggested that someone reach out to Pete Larese to see if he is interested in becoming a member on the East Windsor Fire Services Protection Committee.

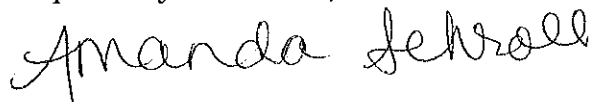
13. ADJOURNMENT

MOTION made (Pippin) and **SECONDED** (Nelson) to adjourn.

In favor: Dearborn, Nelson and Pippin. Opposed: None.

The meeting adjourned at 9:16 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda Schroll".

Amanda Schroll
Recording Secretary

attachment

A

I think we should go still ~~a~~ have a
Broad Brook library, many people go
not ~~just~~ just old people go kids
come too. I am 11 and reading is one
of the Biggest hooie 6th graders
Do. I just think that you should
~~add~~ Different and newer Books
for all ages. And technology is Bigger
these Days so ~~add~~ a computer
more people will come and have
fun! You must know Sophia muska
She is my great grandmother. So
Keep Reading at the library. Just
So you know your town is failing
awfully at education Because most
are none caring people who hate
learning. I am Cecelia Redford
Maxwell and I approve this message
Care NOW. -Cec



Dannel P. Malloy
Governor

Attachment B

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Evonne M. Klein
Commissioner

July 6, 2016

Honorable Robert L. Maynard
First Selectman
Town of East Windsor
East Windsor Town Hall
11 Rye Street
East Windsor, CT 06016

Subject: **AWARD LETTER - Small Cities Grant #SC1604701**
\$599,000.00 for Town of East Windsor/ADA Fire Safety & Emergency
Improvements at Park Hill Elderly Housing

Dear First Selectman Maynard:

Congratulations! Consistent with Governor Malloy's commitment to promote housing and economic opportunities for low and moderate-income residents throughout the state, the Town of East Windsor's application for Community Development Block Grant (CDBG) Small Cities funding has been approved. Grant funding is in the amount of **Five Hundred Ninety-Nine Thousand Dollars (\$599,000.00)** for a Park Hill Elderly Housing Public Housing Modernization.

This letter serves to outline certain basic provisions and conditions of this funding award. **This letter is not a contract by the State of Connecticut.** The State shall not be bound until an Assistance Agreement (the "Contract") has been fully executed in accordance with all applicable local, state and federal laws. Notwithstanding any other provisions of this letter, the Department of Housing (DOH) may elect to withdraw this award of funds if the municipality has made any material misrepresentation of the project data supporting this funding request in the application or in any supplemental materials or information it has furnished. DOH may also withdraw this award if the municipality abandons or terminates the project, or if it makes any change in the scope of the project or the project financing plan.

Enclosed are three (3) counterparts of the Contract and other documents that must be executed to accept this grant. Please sign, date, and return all of these documents within thirty (30) days of the date of this letter:

1. Project Schedule (Revised/Updated) - **Appendix 1**
2. Financing Plan & Budget - **Appendix 2**
3. Local Assurances - **Appendix 3**
4. Opinion of Counsel

Attachment
JEC

Robert Maynard

From: Jennifer Carrier <jcarrier@crcog.org>
Sent: Tuesday, July 12, 2016 4:20 PM
To: Robert Maynard
Subject: Route 5 Study
Attachments: Route-5-QBS-packet.pdf

Good afternoon. I am writing to update you on the Route 5 Corridor Study and apologize for not directly coordinating with you as it relates to the preliminary study work. My staff made me aware that they coordinated with East Windsor planning, public works and police departments but had not outreached to you directly. Again – I apologize for this and we will make every effort to keep you informed of progress as we move forward.

To give you some history, the study will look at transportation and land-use along Route 5 from its intersection with Route 140 to the South Windsor Town Line. Existing and future conditions will be evaluated and potential solutions to address traffic circulation, safety and growth will be developed. We will have a formal advisory committee guiding the process along with a public outreach effort.

The study was requested by the town in November of 2014 and reviewed by CRCOG and Connecticut Department of Transportation (CTDOT) officials. The study was selected to receive \$250,000 from federal and state sources and we are in the preliminary phase of hiring a consultant to preform the study through a Qualifications Based Selection (QBS) process. CRCOG's project manager, Tim Malone, coordinated with the Town Planner and Director of Public Works to develop a preliminary scope of work. I attached a general summary of the Request of Qualifications (RFQ) process for your information which also includes the preliminary scope of work.

The next step is to hold a scoping meeting with CTDOT to discuss some of the technical details of how the study will be conducted and refine the scope of work a bit - I welcome your participation. Following this meeting, CRCOG will enter into negotiations with the top rated firm from the RFQ process. Given summer schedules this process may take a few months to complete. We hope to start the study later this fall and will be outreaching to you for input on who you feel would be interested in serving on the Study Advisory Committee.

Please feel free to contact me if you would like to discuss any of this further. I am also available to meet you in town to discuss the general study process and / or the CRCOG Transportation Planning Department.

Looking forward to working with you and the town on this study and other initiatives-

Regards,



Jennifer M. Carrier, P.E.
Director of Transportation Planning



241 Main Street / Hartford / Connecticut / 06106
Phone 860 522-2217 x212 / Fax 860 724-1274

Attachment
①

Selectmen's Report - 7/19/16

On Tuesday, July 12, Planning and Zoning considered a text amendment change to section 802 of the town zoning regulations to allow for elderly housing.

That same night, Calamar Enterprises offered a presentation that outlined their elderly apartment complex proposal. They had some issues with the town's senior housing regulations, as well as the landscaping regulations. At this point in time, Calamar is not proposing an open space gift or a fee in lieu of open space.

Calamar has indicated that they may be flexible on the age restrictions, whether it be 55 or 62 years old. Commissioners expressed some concern about potential issues arising from traffic patterns on Rt. 140, as well as multiple access points.

The units would rent out somewhere between \$1,100 and \$1,400 per month.

On Wednesday, 7/13, I attended the Board of Education meeting with two asks. The first was to encourage the board and the school district to start thinking about how they can be included in the planning for the town's 250th celebration festivities to take place in 2018.

The second ask dealt with student retention. I've heard from parents who have decided to send their kids out of district that the decision dates for out of district schools precedes recruitment efforts by our own district. If we were to start recruiting students earlier in the school year, we could better market the great things happening in our district, keep more of our students here, and keep the money from the state from following the children out of the district.

The 250th anniversary celebration committee held a video screening on Friday, July 15, to view the video from the 200th Celebration. I'm hopeful that the Town can host those videos on the town website.

Respectfully submitted,

Jason E. Bowsza
Selectman
