

**BOARD OF SELECTMEN  
TOWN OF EAST WINDSOR  
11 RYE STREET  
EAST WINDSOR, CONNECTICUT**

**MINUTES OF REGULAR MEETING**

**Tuesday, February 21, 2017 at 7:00 p.m.**

**1. CALL TO ORDER**

First Selectman Robert Maynard called the meeting to Order at 7:00 p.m., in the East Windsor Town Hall, 11 Rye Street, East Windsor, Connecticut.

**2. PLEDGE OF ALLEGIANCE**

Everyone present stood and recited the Pledge of Allegiance.

**3. AGENDA APPROVAL**

**MOTION** made by (Pippin) and **SECONDED** by (Bowsza) to approve the Agenda, as set for the February 21, 2017 Regular Meeting of the Board of Selectmen with the addition of 11E Sale of Town Property.

In Favor: J. Bowsza, D. Nelson, S. Dearborn and R. Pippin    Opposed: None    Motion: PASSED

**4. ATTENDANCE**

Robert Maynard, First Selectman  
Richard P. Pippin, Jr., Deputy First Selectman  
Jason E. Bowsza, Selectman  
Dale Nelson, Selectwoman  
Steve A. Dearborn, Selectman

**5. PARLIAMENTARY PROCEDURES**

Mr. Maynard reminded everyone not to interrupt people when they have the floor and only to speak when recognized. Mr. Maynard also reminded everyone that they should treat everyone civilly and respectfully.

**6. APPROVAL OF MEETING MINUTES**

**MOTION** made by (Pippin) and **SECONDED** by (Nelson) to accept the Regular Meeting Minutes from the February 7, 2017 meeting with the change of Mr. Pippin's name from Richard P. Pippin, II to Richard P. Pippin, Jr.

In Favor: J. Bowsza, D. Nelson, S. Dearborn and R. Pippin    Opposed: None    Motion: PASSED

**MOTION** made by (Nelson) and **SECONDED** by (Bowsza) to accept the Budget Public Hearing Minutes from the February 7, 2017 meeting with the change of Mr. Pippin's name from Richard P. Pippin, II to Richard P. Pippin, Jr. and under the section headed Sarah Andrews, anywhere it states NPR change it to MBR.

In Favor: J. Bowsza, D. Nelson, S. Dearborn and R. Pippin    Opposed: None    Motion: PASSED

**7. COMMUNICATIONS**

NONE

**8. PUBLIC PARTICIPATION**

**Kathy Pippin** – was wondering if there could be more reporting on the Broad Brook Mill. She was thinking every couple of weeks if possible. Mr. Maynard stated there would be something at the next meeting.

**Cathy Simonelli** – stated that there were a few things not correct in the Minutes under the Board of Education section. She stated that they weren't presenting their budget that night so that was why there was nothing to present not because it wasn't ready. She also wanted it corrected that the BOE budget was not a level-service budget but the first one they have their staff present to them starts at a level-service budget. It is just a draft and not a done deal. There was nothing presented to the public that night because they did not have any numbers to present.

**9. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS**

**A. Resignations:**

NONE

**B. Reappointments:**

**MOTION** made by (Pippin) and **SECONDED** by (Nelson) to accept the reappointments of, Gil Hayes (D) and Bruce Putinas (D), to the Veterans Commission, as regular members, for a term expiring 3/1/2021.

In Favor: J. Bowsza, D. Nelson, S. Dearborn and R. Pippin    Opposed: None    Motion: PASSED

**C. New Appointments:**

NONE

## **10. UNFINISHED BUSINESS**

### **A. East Windsor's 250<sup>th</sup> Anniversary Commission Report:**

Rebecca Talamini reported that the slogan contest has ended and they are reviewing the 19 submissions they received. They are hoping to pick the top 3 at their meeting on March 2, 2017. They are hoping to give out the checks to the winners on March 16<sup>th</sup>. They are hoping their hats come in next week. Mr. Pippin recommended that someone go to the Planning and Zoning Department to look into permits for a food truck. Miss Talamini stated she was going to look into that. The food truck festival is on June 16, 2018 at Scout Hall.

### **B. Discussion of the Casino:**

There will be an information forum and they are going to state that they are negotiating in good faith with both towns. Mr. Maynard stated that it was true that they are and that the Town is trying to work out a development agreement. The meeting will be on Thursday in Room 2E of the Legislative Building at 11 a.m. Mr. Maynard stated there is no actual date when they are going to make a decision by but, he thinks it will be soon, possibly within the next few weeks.

### **C. Broad Brook Mill Site Remediation:**

Nothing to report

## **11. New Business**

### **A. Discussion of Town Treasurer's Departure:**

Friday will be the Treasurer, Kimberly Lord's last day. A copy of the Treasurer's job description was handed out to be looked at along with a preliminary ad for the paper. After reviewing both items it was decided that Finance Director would be removed from the title of the ad and every other place it is in the ad. The Board has received 1 resume for the bridge position. Mr. Bowsza asked if anyone had asked Linda Sivitski, she filled in the last 2 times there were vacancies in this position. Mr. Maynard said he would look into it. To see the job description and the ad they are hereto attached as Attachment A (3 pages).

**B. Acceptance of Hayfield Lane and Forward to Town Meeting:**

**MOTION** made by (Nelson) and **SECONDED** by (Pippin) to approve the acceptance of Hayfield Lane, associated with Norton's Crossing Subdivision, to go to Town Meeting.

In Favor: J. Bowsza, D. Nelson, S. Dearborn and R. Pippin    Opposed: None    Motion: PASSED

**C. Discussion and Approval of Supplemental Appropriation for Senior Center Bus:**

Mr. Maynard stated that after looking into the CNR there is not enough money to fund a new Senior Center Bus. Mr. Maynard stated it would have to be a Supplemental Appropriation. Mr. Bowsza stated he could not support another Supplemental Appropriation at this time but felt it could come out of the Contingency Fund.

**MOTION** made by (Bowsza) and **SECONDED** by (Dearborn) to recommend to the Board of Finance that they spend \$13,600 from the Contingency Fund for the application of the Grant for a Senior Center bus.

In Favor: J. Bowsza, D. Nelson, S. Dearborn and R. Pippin    Opposed: None    Motion: PASSED

**D. Approval of Tax Refunds:**

**MOTION** made by (Pippin) and **SECONDED** by (Nelson) to approve all of the Tax Refunds in the amount of \$21,697.06.

In Favor: J. Bowsza, D. Nelson, S. Dearborn and R. Pippin    Opposed: None    Motion: PASSED

**E. Sale of Town Property:**

To see the potential Town Properties for sale they are hereto attached as Attachment B (2 pages).

**MOTION** made by (Bowsza) and **SECONDED** by (Nelson) to approve the sale of 5.1 acres on East Road (Map/Block/Lot: 110/77/022) to John Burnham in the amount of \$5,000 and to send to Town Meeting for approval.

In Favor: J. Bowsza, D. Nelson, and S. Dearborn    Opposed: None    Abstain: Pippin  
Motion: PASSED

Mr. Pippin stated he abstained because this property abuts his property.

**MOTION** made by (Bowsza) and **SECONDED** by (Nelson) to approve the sale of 2 North Main Street (Map/Block/Lot: 121/02/001A) to Peter and Cynthia Sanders in the amount of \$1,000 and to send to Town Meeting for approval.

In Favor: J. Bowsza, D. Nelson, S. Dearborn and R. Pippin    Opposed: None    Motion: PASSED

**MOTION** made by (Bowsza) and **SECONDED** by (Nelson) to approve the sale of 1.4 acres on Windsorville Road (Map/Block/Lot: 048/65/006) to Andre Charbonneau in the amount of \$1,000 and to send to Town Meeting for approval.

In Favor: J. Bowsza, D. Nelson, S. Dearborn and R. Pippin    Opposed: None    Motion: PASSED

## **12. SELECTMEN COMMENTS AND REPORT**

- A. **Richard Pippin, Jr.** – Mr. Pippin stated he has been attending all the budget workshop meetings. He also attended the Planning and Zoning Meeting where they approved \$8,000 and \$7,500 for erosion control bonds for Meadow Farms Step 1 and 2. They also approved various other permits. They are going to review the Open Space regulations and alcohol regulations and food trucks regulations. Mr. Pippin also wanted to address the \$4,000 in the budget for the 4 Town Fair. He feels that all 4 Towns should put \$1,000 in their budget every year for the expense and all the Towns can contribute every year instead of 1 Town getting hit every 4 years for \$4,000.
- B. **Steve A. Dearborn** - Has nothing to report.
- C. **Jason E. Bowsza** - Hereto attached as Attachment C.
- D. **Dale A. Nelson** – Budgets, budgets and budgets! The East Windsor Housing Authority is meeting tonight so she could not attend but they do seem to be in good standing financially. They are working on their Small City Grants and Matching Funds Grant, Critical Needs Funding and the water system.
- E. **Robert Maynard** – Has nothing to report.

## **13. PUBLIC PARTICIPATION (Another opportunity for the public to make comments)**

**Tom Talamini** – would like to know what is happening with South Road and the oil tanks. He is wondering if anything is going on with it or if the residents are paying their rents. Mr. Sauerhoefer stated that they are excavated out and there is still testing going on. They are in negotiations with the insurance companies to work it out. The hole is still somewhat open, it has been backfilled with stone and cloth. Mr. Bowsza asked if DEEP had been contacted and Mr. Sauerhoefer stated that when DEEP found out it was owned by the Town they walked away.

**Cathy Simonelli** – wanted to know what the timetable was for the Treasurer's position. Mr. Maynard stated the ad would be put out within a few days and about 3 weeks for replies. He stated depending on how many applicants about 1-2 months.

**14. SIGNATURES FOR APPROVAL OF CHECK REGISTERS**

Completed

**15. EXECUTIVE SESSION**

MOTION made by (Pippin) and SECONDED by (Dearborn) that the Board of Selectmen enter into Executive Session at 8:05 p.m. pursuant to C.G.S. Section 1-200 (6)(A), (E), and Section 1-210 subsection (b-1) negotiations.

In Favor: J. Bowsza, D. Nelson, S. Dearborn and R. Pippin   Opposed: None   Motion: PASSED

**16. ADJOURNMENT**

Respectfully Submitted,

Rebecca D'Amicol, Recording Secretary

Attachment A  
Page 1

**TOWN OF EAST WINDSOR**

**JOB DESCRIPTION**

**DEPARTMENT**    TREASURER

**POSITION**        TREASURER  
(Full time position appointed by the Board of Selectmen)

**POSITION GOAL**

Serves as Chief Financial Officer of the Town under the supervision of the First Selectman. Plans, organizes and administers the duties and responsibilities of the office of the Town Treasurer, as required by State Statutes, Town Charter and Ordinances.

**PRIMARY DUTIES**

- Receives, records and reconciles revenue received from fees, taxes, investments, and other sources of Town Income in accordance with Generally Accepted Accounting Principles (GAAP);
- Coordinates expenditure of Town Funds;
- Reviews purchase orders, invoices and other related documents for compliance with budget, local and State requirements;
- Advises and confers with First Selectman, Board of Finance on all fiscal issues;
- Plans, directs and manages cash management function in accordance with statutory authority, including short and long range investment programs;
- Prepares financial and tax information for Federal and State agencies;
- Administers the Town Pension Plans( Defined Benefit & Defined Contribution) for Town employees and eligible Education employees;
- Administers Long and Short term debt for Town and Board of Education;
- Works with independent CPA to prepare financial statements as required for annual audit.
- Supervises preparation of Town payroll and administration of all employee benefit plans;
- Prepares narrative and statistical reports for the Board of Finance and Town agencies as required;
- Assists in preparation of department budgets; prepares and administers annual Treasurer's office budget;
- Provides budgetary control information to department heads;
- Supervises, schedules, assigns, directs and evaluates support staff;
- Arranges training and development for staff members;

**ADDITIONAL DUTIES**

- Coordinates with the Board of Education with the receipt and disbursement of education funds;
- Administers grant receipts and expenditures;
- Provides staff support to the Board of Finance and Pension Board;
- Coordinates activities with Tax Collector, Assessor, Town Clerk, external consultants and others as needed in the planning and execution of the Town's fiscal activities;
- Maintains portion of Town personnel records;
- Other duties as may be assigned by the First Selectman.

Updated 1/9/2014

Attachment A  
page 2

**SUPERVISED BY**

The First Selectman

**QUALIFICATIONS PROFILE**

Qualifications include a Bachelor's Degree in Accounting, Business Administration, Public Administration or closely related field, and four years increasingly responsible experience in government financial management including supervisory experience.

Knowledge of:

- Best Practices in all areas of Govt. Financial Management;
- Government Accounting (GAAP)
- Personnel management and budget administration practices.
- Financial management computer applications;
- Microsoft Office

**LICENSE AND CERTIFICATION**

- CPFO, preferred
- Eligible for bonding
- Valid driver's license

**REQUIRED PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Ability to:

- work in an office setting subject to continuous interruptions and background noises,
- operate standard office equipment including: calculator, facsimile machine, copier, telephone, computer, printer and similar office equipment,
- work under stress from demanding deadlines and changing priorities and conditions,
- remember multiple tasks and assignments given to self and others over long periods of time,
- hear normal sounds with some background noise and to communicate effectively,
- perform gross body coordination and perform tasks that require hand-eye coordination,
- carry/lift documents and equipment weighing up to 20 pounds.

Updated 1/8/2014



Attachment A  
page 3

**Position: Finance Director/Treasurer**

The Town of East Windsor is seeking a full time experienced Finance Director/Treasurer to assume development and maintenance of the Town's fiscal responsibilities by supervising, overseeing, directing and administering the Town's financial affairs. The Finance Director/Treasurer and staff will administer municipal funds, accounting systems, accounting controls, purchasing controls, health benefits, risk management, payroll, pension, bonding and revenue. The Finance Director/Treasurer will also be responsible for the development and monitoring of the municipal budget. The Finance Director/Treasurer is required to exercise considerable independent judgment in administering and managing the Treasurer's Department; is the financial advisor to the First Selectman; works with the Board of Finance; and assists other department staff as needed to promote a team effort to serve the public.

**Education, Training and Experience:**

This position requires a Bachelor's Degree in Accounting, Finance or a closely related field with seven (7) years or more of increasingly responsible work experience in the financial and municipal arena. CPFO preferred.

**Salary and Benefits:**

The Town of East Windsor offers a competitive salary for this at-will position. Additionally, the selected candidate will enjoy excellent benefits including vacation, medical insurance, life insurance, paid holidays, and retirement benefits. See [www.eastwindsorct.com](http://www.eastwindsorct.com) > town resources > employment opportunities for a full job description.

**Application Process:**

Submit resume, cover letter and references to the Office of the First Selectman, 11 Rye Street, Broad Brook, CT 06106 or email same to [aschroll@eastwindsorct.com](mailto:aschroll@eastwindsorct.com).

Review of applications will begin on Friday, March 10, 2017. This vacancy is subject to closing on March 10, 2017 or when sufficient applications are received.

Attachment B  
Page 1

**Agenda Item 4C List of Recommended Motions:**

Motion to approve the sale of 5.1 acres on East Road (Map/Block/Lot: 110/77/022) to John Burnham in the amount of \$5,000 and to send to Town Meeting for approval.

Motion to approve the sale of 2 North Main Street (Map/Block/Lot: 121/02/001A) to Peter and Cynthia Sanders in the amount of \$1,000 and to send to Town Meeting for approval.

Motion to approve the sale of 1.4 acres on Windsorville Road (Map/Block/Lot: 048/65/006) to Andre Charbonneau in the amount of \$1,000 and to send to Town Meeting for approval.

Board of Selectman  
Regular Meeting 2/21/17

POTENTIAL PROPERTIES FOR SALE					
ADDRESS	UNIQUE ID	M/B/L	ACREAGE	ASSESSMENT	NOTES
FAST ROAD	469500	110 77 022	5.1	7,940	REAR LOT LAND LOCKED ACQUIRED TAX SALE
NORTH MAIN STREET	977502	121 02 001A	0.08	280	ACQUIRED TAX SALE
WINKLER ROAD	2021000	104 24 070	6.55	61,030	ACQUIRED TAX SALE
20 WOOLAM ROAD	2066500	044 34 007	2.67	93,720	ACQUIRED THROUGH FORECLOSURE
WINKLER ROAD	2022000	094 24 066	4.42	57,410	ACQUIRED THROUGH FORECLOSURE
WINDSORVILLE ROAD	1974000	048 65 006	1.4	46,960	
132 WELLS ROAD	1916000	095 24 054	0.52	42,860	LEGAL NON-CONFORMING BLDG LOT
SOUTH MAIN STREET	1616000	71 05 037B	0.97	44,480	S/B PART OF WOLCOTT LANDINGS COMMON AREA BUT DID NOT FOLLOW THROUGH WITH SUBDIVISION (DOUGLAS KING)
NORTH ROAD	1002500	113 17 004	0.04	600	WAS OWNED BY WPCA PUMP STATION BOB WAS CONTACTED BY USA TRASH TO ACQUIRE
MAIN STREET	761500	098 44 058	3.85	44,740	R.O.W TO BB POND ABUTTERS USING LAND KEEP TWO R.O.Ws and divide up with right of access in future - start taxing going forward A-1 AGRICULTURAL/RESIDENTIAL R-1 RESIDENTIAL SINGLE - MULTI FAMILY R-3 Single Family Residential MFDD ARHD Multi-Family Development District Age Restricted Housing District Business

Attachment B  
page 2



Board of Selectman  
Regular Meeting 2/21/17

Print

Page 1 of 1  
Attachment C  
page 1

**Subject:** Selectmen's Report - February 21, 2017  
**From:** Jason Bowsza (jason.bowsza@icloud.com)  
**To:** reblet@sbcglobal.net;  
**Date:** Tuesday, February 21, 2017 7:52 PM

On February 15, I had the opportunity to visit with some Webelos. They invited me in to talk about what town government does, and to ask what my role in it was. It was a nice night, and they spent more than a half an hour asking some really insightful and fun questions. I was thrilled to be invited.

Later that same night, I attended the latter half of the Board of Finance meeting. It was good to get a flavor for where their heads were as we started our budget process.

On Thursday evening and Saturday morning, the Board of Selectmen held budget workshops and discussed the budget proposals for the following groups:

Treasurer  
Tax Collector  
Town Clerk  
Town Assessor  
Human services  
Senior Center  
Parks and Recreation  
Communications  
First Selectman  
Registrars of Voters  
East Windsor Youth Center  
Broad Brook Library  
American Heritage River Commission  
Veterans Commission

Those were just in the first two budget workshops. The Board of Selectmen have at least three more workshops to go before we'll recommend a budget to the Board of Finance, for them to begin this public process. This process is a lot of time and a lot of work, and we hope that anyone who is interested in what next year's budget will (or won't) contain try and come to a budget workshop or public hearing.

Sent from my iPad