

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

REGULAR MEETING
Thursday, January 18, 2018
7:00 p.m.
Town Hall Meeting Room
11 Rye Street, Broad Brook, CT. 06016

Meeting Minutes

***** These Minutes are not official until approved at a subsequent meeting*****

Board of Selectmen:

Robert Maynard, First Selectman
Steve Dearborn., Deputy First Selectman
Jason Bowsza, Selectman
Andy Hoffman, Selectman
Charles J. Szymanski, Selectman

ATTENDANCE: Board of Selectmen: Robert Maynard, First Selectman; Selectmen: Jason Bowsza; Andy Hoffman; Charles J. Szymanski.

ABSENT: Steve Dearborn, Deputy First Selectman

GUESTS: Members of Boards or Commissions: Board of Finance: Sarah Muska, Kathy Pippin, Bill Syme; Veteran's Commission: D. James Barton, Chairman; 250th Anniversary Committee: Rebecca Talamini, Chairman.

Public: Paul Anderson, Marie DeSousa, Bill Loos; Tom Talamini.

Press: No one from the press was present.

TIME AND PLACE OF REGULAR MEETING:

First Seletman Maynard called the Meeting to Order at 7:00 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

PLEDGE OF ALLEGIANCE:

Everyone present stood to recite the Pledge of Allegiance.

AGENDA APPROVAL:

MOTION: To ADD under BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/C. New Appointments: Cher Balch to the Charter

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**Revision Study Committee, and, to ADD under NEW BUSINESS, Item C.
Recording Secretary for the Charter Revision Study Committee.**

Maynard moved/Szymanski seconded/DISCUSSION: None.

**VOTE: In Favor: Mayard/Hoffman/Szymanski
 Opposed: Bowsza
 Abstained: No one**

ATTENDANCE: See page 1.

PARLIAMENTARY PROCEDURES:

First Selectman Maynard requested everyone to identify themselves before they speak, to be respectful presenting their comments, and to not interrupt others during their comments..

APPROVAL OF MEETING MINUTES/January 9, 2018, Regular Meeting Minutes:

MOTION: To APPROVE the Minutes of the Regular Meeting of the Board of Selectmen dated January 9, 2018, as presented.

Maynard moved/Szymanski seconded/DISCUSSION: None.

**VOTE: In Favor: Mayard/Hoffman/Szymanski
 Opposed: No one
 Abstained: Bowsza**

COMMUNICATIONS: Nothing presented this evening.

PUBLIC PARTICIPATION:

Paul Anderson, 89 Main Street: Mr. Anderson reported the Charter Oak which had been on display in the Town Hall Meeting Room has been found. It is presently at the Osborn House and is intended to be used as a mantel for the fireplace. It's in an historic place.

Selectman Szymanski indicated he had hoped it would be returned to the Meeting Room where so many people can see it; Selectman Hoffman agreed that the Charter Oak should be returned to the Town Hall Meeting Room. In response to Selectman Hoffman's question Selectman Bowsza indicated the Charter Oak had been a significant symbol to him when he first became involved in Town government. He understands why it may have been given to the Osborn House but he questioned its use as a mantel piece, and also questioned how much it would be seen at the Osborn House in relation to the Town Hall?

MOTION: That the Charter Oak be brought back to the Town Hall and be installed in the Town Hall Meeting Room.

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Hoffman moved/Szymanski seconded/DISCUSSION: Nothing further.

**VOTE: In Favor: Maynard/Bowsza/Hoffman/Szymanski
(No one opposed/No abstentions)**

BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/A.

Resignations: None.

BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/B

Reappointments: .None.

BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/C. New

Appointments: Cher Balch, (R), for a term expiring 7/1/2018:

MOTION: To ADD/APPOINT Cher Balch as a member of the Charter Revision Study Committee for a term expiring 7/1/2018.

Maynard moved/Hoffman seconded/

DISCUSSION: Selectman Bowsza noticed that all but one of the members of the Charter Revision Study Committee are members of CREW (Concerned Residents of East Windsor). Selectman Bowsza suggested that as a relatively contentious group he questioned that it's doing a disservice to the Town to have only that body represented. Selectman Bowsza recalled that when Ms. Balch was a member of the Park and Recreation Commission her attendance was spotty; he wondered that the circumstances in her life have changed that would allow her to more fully participate. First Selectman Maynard indicated the Board could consider other applicants but she has good references and is a business owner in Town. Selectman Hoffman suggested he understands where Selectman Bowsza is coming from but this group is a study committee with no authority other than to point out changes they think should be made. Selectman Hoffman suggested he would also like to get a mix of people. He suggested the people from CREW have specific ideas and goals and, to give them credit, they go work for them. They are a very active group. Selectman Hoffman cited the need to get interest in Town for boards and commissions, but he didn't feel we should turn down Cher Balch because she's a member of CREW. If this was a group that was making decisions he might think differently. This group is really doing an analysis and the "business" group will start in July. He noted she's a hard worker; Selectman Hoffman felt she would be a useful and productive member of the Committee. Selectman Hoffman suggested he would like to urge the Board to acquire a larger population of people to pick from; he cited that's not easy to do. First Selectman Maynard cited the use of the Town's website and a pamphlet such as the one discussed at the previous BOS's meeting might be useful. He suggested we have more to do in the outreach areas.

**VOTE: In Favor: Maynard/Hoffman/Szymanski
Opposed: Bowsza
Abstained: No one.**

Paul Anderson, 89 Main Street, reported he understands the Charter Revision Study Committee has scheduled meetings out to June 26th.

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UNFINISHED BUSINESS/A. East Windsor's 250th Anniversary Committee Report:

Rebecca Talamini, Chairman of the 250th Anniversary Committee, joined the Board. Ms. Talamini reported on the following events:

- Last Saturday the Blood Drive was held. Twenty-nine donors participated; they will help and save lives in 87 hospitals.
- Kids Winterfest, February 24th, Scout Hall, 1:00 to 4:00 p.m.
- Home Show, March 10th and 11th, in the old Walmart Building – the 250th Anniversary Committee will have a table to sell merchandise.

Selectman Bowsza questioned how the Committee was doing on fund raising? Ms. Talamini reported it's been slow but money is starting to come in. Selectman Hoffman questioned how much money is in the bank for this Committee? Ms. Talamini suggested they have approximately a \$13,000 balance which will be used to hire groups for the events. Selectman Szymanski questioned what was anticipated to be the biggest event? Ms. Talamini felt that would be the final event, East Windsor Heritage Day, which will be held in September. In response to Selectman Hoffman's question, Ms. Talamini suggested the cost of Heritage Day is difficult to determine. Groups such as the Shriners and the Corvette organization request a donation of at least \$500; they are picking and choosing participants at this point.

UNFINISHED BUSINESS/B. Casino:

First Selectman Maynard reported he attended the Board of Finance (BOF) Meeting the previous evening; he had appeared to discuss the BOS's proposed ordinance. First Selectman Maynard reviewed the current draft (*See Attachment A*) and referenced an email from Michael VanDeventer, who offered comments/suggestions from the auditor's perspective.

First Selectman Maynard reviewed comments made at the BOF's Meeting. One of the members wasn't in favor of multiple ordinances; she felt it should be one ordinance which should be all inclusive. An audience member also suggested there should be one ordinance, the fund cap should be \$6 million, and the process should follow the Charter's budget process of approval by the BOS, the BOF, and Town Meeting.

Selectman Hoffman continued to favor the current simple ordinance which is easily understandable. He felt the Board was just putting the money in the bank by creating this ordinance. He suggested there will be more complexity with regard to the allocation of funds no matter how simple this ordinance is. He cited the need for review by the Town Attorney prior to proposing the ordinance to the voters. Selectman Szymanski concurred; he felt that with regard to the comments suggesting a \$6 million cap it was too early to consider the cap until the Board has a better feel for the demands associated with the casino. The Board doesn't know what will occur in years 4 or 5 that may accelerate the cost and if the Town doesn't have the money..... Selectman Szymanski felt the Board could change the ordinance when we they have a better feel and sense of what the demands will be. First Selectman Maynard agreed with Selectman Szymanski; he noted the Town's receipt of the \$3 million up-front fee and the \$3 million when it

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opens – which will be available for allocation. He felt the Town wouldn't need to consider a cap for some time.

Sarah Muska, 25 Maple Avenue, identified herself as the BOF member who was uncomfortable with multiple ordinances; it's confusing for the voters to keep calling Town Meetings. If one ordinance passes without the other you're back to square one.

Ms. Muska also indicated she didn't recall an audience member making the comment regarding the cap during the meeting. First Selectman Maynard concurred; he indicated the person came to him after the meeting. That person also said the ordinance was necessary because people don't trust what we'll do with the money.

Selectman Hoffman suggested the BOS needs to make it clear that the BOS can't do anything with the money until there is a methodology for how the money will be spent. He understood Ms. Muska's comments regarding a single ordinance but suggested there's nothing wrong with setting up a checking account first. He suggested we all do that in our lives; before you buy a car you better have the money in a check account.

Selectman Bowsza suggested if we pass this ordinance and then something else that sets parameters for the spending, and for whatever reason the enabling ordinance gets repealed by the BOS or the Town Meeting – Selectman Bowsza felt that could happen by doing this in two pieces. If you have things in a way that they're dependent and one gets removed the house of cards falls down. He's seen that happen in the legislature every year, where, for example, DOT passes one bill that must pass but load it with all kinds of things that may be more controversial, or politically heated; it's called the Christmas tree factor. They do it because it's successful. Selectman Bowsza feels it could happen here because this has become so contentious. Discussion continued regarding the dependency of multiple ordinances, and the difficulty created by repeal of one of the components.

Selectman Bowsza then referenced the second sentence of the draft ordinance – *“The monies in the Casino Impact Fund including any interest earned thereon shall be expended to ensure the casino has a positive impact on the Town of East Windsor.”* Selectman Bowsza questioned what “a positive impact on the Town of East Windsor” means? First Selectman Maynard suggested that funding requests should have a good/positive impact on the Town; the public would have the option to vote either for or against those approved requests. Selectman Bowsza questioned what would acceptable uses of the funding be? First Selectman Maynard suggested that for the casino to have a positive impact on the town the Board would have to eliminate the negative impacts – we might need more police officers for traffic and public safety, maybe some funding for impact on Human Services, maybe housing, maybe repair of roads. Selectman Bowsza questioned what would be an example of unacceptable impacts? Selectman Hoffman suggested to allow a commission or department to over-spend by adding too much manpower/staff, but he noted it's incumbent on the BOS and BOF to manage that. He felt an acceptable use would be hiring an Economic Development Director to manage growth in town which will come with the casino. Selectman Szymanski suggested If we had conducted an independent financial study done by an

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outside firm when the negotiations were occurring we could tell today what the impacts would be; we didn't do that, so it's guesswork now. He felt anything directly related to the casino, such as if we get more potholes in the road because of the traffic, could be a cost related to the Casino Impact Fund. Selectman Szymanski felt the Boards will use common sense when allocating the funding. Selectman Bowsza then questioned if the following would be acceptable or unacceptable funding requests: funding the Warehouse Point Fire District, siding the Melrose Schoolhouse, redesigning a park in Windsorville? He suggested he isn't trying to kill this ordinance but felt the language should be more clear. First Selectman Maynard reported the ordinance had previously been more specific regarding spending items; that language was opposed and this language substituted. First Selectman Maynard cited Selectman Bowsza's proficiency with language; he requested Selectman Bowsza offer suggested changes.

Discussion continued regarding funding options. Selectman Hoffman suggested the items unrelated to the casino suggested by Selectman Bowsza shouldn't be funded through the Casino Impact Fund; Selectman Szymanski suggested the funding requests should be for resources we don't have – like more staff for the Building Department to handle inspections, the zoning for additional development. Selectman Bowsza requested clarification from Selectman Szymanski that his intention is the expenditures should be made in circumstances directly resulting from the casino? Selectman Szymanski concurred. Selectman Bowsza agreed to suggest revised language.

Marie DeSousa, 10 Rice Road, regarding the last paragraph, if you set the fund and put money in there and you have the next ordinance for the spending and you go to Town Meeting and that gets turned down – now you have a \$3 million fund that's been pre-established – and she's not sure that's proper - sitting there. Now you have an ordinance sitting there that says the money will sit there until an ordinance passes that says what the money will be used for. Mrs. DeSousa felt the Board should check with the attorney. She would change the wording to say that if the next phase doesn't go through that the money would automatically go into the General Fund, or it will get locked into that fund forever and no one will be able to use it.

Sarah Muska, 25 Maple Avenue: the “positive impact” needs to be more defined. She questioned the people's ability and expertise to make those spending decisions; she felt it needs to be a group of people that are educated in these areas. – First Selectman Maynard suggested it will come down to the current budget process, which is working well. Selectman Hoffman would like to see individual line items for the people to consider; he felt you need to give the people something to vote on. He reiterated his continuing suggestion for an Economic Development Director; if the people don't want an Economic Development Director they wouldn't vote for it. He cited the current budget process includes the 2% increase; there's no 2% increase here.

Marie DeSousa, 10 Rice Road: questioned the connection of an Economic Development Director to the casino? She felt this was sold to the people on the impact to the schools, fire stations, and police; anything else will have to be proved. Mrs. DeSousa opposed the line item suggestion, citing it would cause a lot of accounting; she suggested the Selectmen might want to

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talk to the Treasurer about that. Selectman Hoffman concurred, but noted if someone signs up for something for “x” number of dollars they need to prove why they need additional funds.

Mrs. DeSousa suggested she liked the first ordinance, with the sub-committee deciding the disbursements. She felt this Board needs to build back trust with the people in regard to what they said at that meeting at the school.

First Selectman Maynard recalled there was so much negativity raised regarding the negative impact of the casino at the earlier meeting held at the High School. He suggested the Board will need to get rid of the negatives, and if we have to spend all of that \$3 million to do that it’s ok – then, if there’s money left over - the Economic Development Director would be a consideration if the casino has impact because it’s bringing in hotels. Mrs. DeSousa suggested she could see that example as an impact of the casino because that would drive up business in the Building Office. Discussion continued regarding “acceptable” vs. “non-acceptable” expenditures, their relationship to the impact generated by the casino, and their impact on existing resources.

Sarah Muska, 25 Maple Avenue: cited that we have a Selectman who isn’t here this evening that isn’t on board with the proposed ordinance; unfortunately he isn’t here tonight to engage in this discussion. She suggested he’ll stack the room.

Selectman Hoffman questioned how the Board can bring closure to this ordinance? Selectman Bowsza suggested combining Selectman Hoffman and Ms. Muska’s comments, and recognizing there are groups like CREW who misrepresent information he questioned if it would be in the Board’s interest to hold a Public Hearing to dispel the misrepresentations? Discussion followed regarding the Public Hearing being proposed for February 1st for the BOS/BOE regarding public input on the budget; the Board considered adding discussion of this ordinance at that Public Hearing as well. Selectman Szymanski agreed for the need to move forward. He reported he had met with Mr. Cappiello (of MMCT); he felt the wrecking ball would arrive shortly, the fence will go up and they’ll proceed quickly. Selectman Szymanski felt it’s critical that the Town has a fund dedicated for this money. Selectman Bowsza noted he won’t be present for the next BOS Meeting on February 1st; he would also like to see all five Board members present when we vote on this ordinance.

Paul Anderson, 89 Main Street: Mr. Anderson suggested that instead of passing a second ordinance the Board should get this ordinance passed, with the intention of amending it with the spending piece.

Bill Loos, Melrose Road: Mr. Loos felt if the fencing is going up soon MMCT needs to give us the \$3 million. First Selectman Maynard clarified that the Town would receive the first \$3 million 15 months before they open the doors. He suggested they have discussed the sequence of the application/permitting process and are proceeding. Mr. Loos suggested then we need to have a place to put that check; it can’t go into the General Fund. Selectman Hoffman reported he also had a conversation with Mr. Cappiello regarding appearing before the Board once a month to provide status reports. Mr. Cappiello indicated he would join the Board to present updates.

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Selectman Hoffman also liked Mr. Anderson's suggestion regarding the ordinance; he didn't care if there are one or two, he just wants to open the checking account. He felt we can decide who, and how, the checks will be written later.

Jim Barton, South Water Street: Mr. Barton felt the draft ordinance is a good start, although he thought the language regarding "a positive impact" is too general. Mr. Barton felt everyone is concerned with the segregation of the \$3 million. Mr. Barton felt the guiding principle should be that the taxpayers should pay for what's reasonable. He felt that if a business comes in they should expect a level of service for their tax dollars. He gave the example of police services, if the business comes in at a certain level that requires one police officer the overall tax money should provide that. But if a business comes in that requires one police officer plus one then they get stuck with the bill for the plus one. Mr. Barton felt that comes out of the \$3 million Impact Fund. Mr. Barton suggested that goes for everything else – the police, the fire protection, education. Selectman Hoffman agreed, suggesting that was what Selectman Szymanski was talking about; we don't know what those needs will be, but we should have the fund available to cover those expenses. Mr. Barton concurred; he felt the funds should be available and the BOS/BOF, following the Charter, will have to make intelligent decision about how to spend that money.

Mr. Barton noted there wasn't this hysteria when Walmart came in, and that's a big operation.

Selectman Bowsza agreed to work up alternative language for the Board's review at the next meeting. Selectman Bowsza had indicated earlier that he wouldn't be present for the next meeting; the Board agreed all members should be present for any vote on this ordinance.

NEW BUSINESS/A. Boards, Commissions, Committees and Counsels Vetting Process:

First Selectman Maynard turned discussion over to Selectman Hoffman. Selectman Hoffman suggested he feels the Town should have a standard process for bringing volunteers on board. He cited the need to involve good people as volunteers to help Town professionals get the work of the Town done. Selectman Hoffman reported he joined the Economic Development Commission, he believed, without the knowledge of the Commission chairman; he felt that was wrong. Selectman Hoffman reported he submitted an application, no one knew if he was qualified to serve on that Commission.

Selectman Hoffman felt the Town needs to advertise on the website that we're looking for volunteers, and take out an article in the JI. He'd like to have a standing army of people in town to help out rather than having commissions that don't have full membership.

Selectman Hoffman would also like to have a "job description" for each commission/committee, and a "charter" for each commission as well so volunteers will know what the commission is about. He cited, as an example, there is a charter for the Economic Development Commission. Selectman Hoffman would like to see a review committee under the BOS to review applicants' qualifications to see if they fit the Board they're applying for. He suggested the application

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should include a short resume listing the applicant’s qualifications for the commission being applied to. He also felt the applicants should be sent a courtesy letter regarding their appointment, or suggesting spots if they were declined. Selectman Hoffman indicated his intent was for the Town to have a list of people available so the Board can respond rapidly when spots come up on commissions.

Selectman Szymanski agreed. He indicated the purpose wasn’t to screen people out but to get people interested, because without volunteers it’s difficult to get things done. He felt the purpose of the committee should be defined for people to review, explain the potential duration of a meeting so people have an understanding of what they’ll be dealing with. Selectman Szymanski suggested this is about getting people interested in participating in government.

Discussion followed regarding implementation of the application process, visiting boards to discuss their purpose, researching the various charters, and advertising the search for volunteers on the website.

Selectman Bowsza agreed that advertisement on the Town website and the JI article was a good idea. Personally, he didn’t feel another committee was the answer. He suggested the Charter gives the sitting Selectmen the power to appoint new boards. When an application for appointment to a board comes before him Selectman Bowsza indicated he calls the applicant and screens them when the forms come through the packets and calls their references.

Selectman Bowsza felt appointment also goes back to character as a consideration as well. He cited CREW; he felt they’ve have spent a decade or more intentionally misleading people; he wouldn’t vote for them. Selectman Bowsza questioned the end result, unless it’s to solicit more applicants; he’s comfortable exercising his authority under the Charter.

Selectman Hoffman suggested the purpose is to get more qualified people in a pool that the Board can review regarding their qualifications/compatibility for service on the various boards or commissions . He agreed a committee is only as good as they function. Discussion continued regarding interest in a board’s function vs. career qualifications, harmony with a board’s purpose, and conflict or compatibility of personalities. Selectman Bowsza felt all Selectmen should reach out to people they know who are qualified. Selectman Hoffman agreed, but felt the need to advertise in the JI and on the website to improve outreach potential. Selectman Szymanski suggested he and Selectman Hoffman are trying to create spirit; he felt advertisement on the website would be key to developing interest.

NEW BUSINESS/B. Approval of Tax Refunds:

MOTION: To APPROVE Tax Refunds in the amount of \$8,782.15 as identified under Tax Refund Report dated January 16, 2018.

Maynard moved/Szymanski seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Maynard//Bowsza/Hoffman/Szymanski)

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NEW BUSINESS/C. Recording Secretary for the Charter Revision Study Committee:

MOTION: To APPROVE funding for a recording secretary for the Charter Revision Study Committee in an amount not to exceed \$1,250.

Maynard moved/Szymanski seconded/

DISCUSSION: Selectman Bowsza questioned the meeting rate? First Selectman Maynard suggested an anticipated 10 meetings at a TOP rate of \$125 per meeting. He suggested the minutes don't need to be as detailed as those submitted for the Board of Selectmen. Selectman Bowsza questioned why a member couldn't take the minutes and save the Town money? He cited several commissions, such as the 250th Anniversary Committee, the Veterans Commission for a number of years, whose members have taken minutes. Selectman Bowsza questioned the need for funding a recording secretary for this Committee?

**VOTE: In Favor: Maynard/Hoffman/Szymanski
Opposed: Bowsza
Abstained: No one**

SELECTMEN COMMENTS AND REPORTS/A. Steve Dearborn:

Deputy First Selectman Dearborn wasn't present this evening.

SELECTMEN COMMENTS AND REPORTS/B. Andy Hoffman:

Selectman Hoffman reported the next EDC Meeting is scheduled for the next Monday; he'll report back at the next BOS Meeting. Selectman Hoffman reported the EDC hasn't been able to meet since July.

SELECTMEN COMMENTS AND REPORTS/C. Jason E. Bowsza:

Selectman Bowsza reported on the following:

- He attended the 250th Anniversary Committee's Masquerade Ball; it was awesome. He did not attend the New Year's Day Hike.
- Abby's Helping Hand Winter Gala is scheduled for February 17th at Maneeley's.

SELECTMEN COMMENTS AND REPORTS/D. Charlex J. Szymanski:

Selectman Szymanski had nothing to report.

SELECTMEN COMMENTS AND REPORTS/E. Robert Maynard:

First Selectman Maynard reported on the following:

- See examples of budget requests for the Assessor and Town Clerk for members review for the next meeting.

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- See latest budget workshop schedule (*See Attachment B*). Five meetings have been scheduled for the BOS. First Selectman Maynard noted staff will begin scheduling departments for budget presentations; he requested the Board advise him if they have a preference as to which departments are scheduled for specific workshops. Selectman Bowsza reported he'll be unable to attend the workshops scheduled for February 6th and February 20th; he'll keep himself updated via the videos.
- During the BOF Meeting last evening the Town Auditor made a summary presentation of the annual budget (*See Attachment C*); First Selectman Maynard noted the detailed audit report is available on the Town website. Selectman Bowsza questioned the Unassigned Fund Balance; First Selectman Maynard suggested 21.6% or \$8.1 million – see page 9 of the summary.
- Staff continues to work on updating the Town website; First Selectman Maynard is requesting input.
- The repairs to the Broad Brook Dam is nearly completed; landscaping will done in the Spring.
- The contractor has advised the Town 5 more days work remain to complete the replacement of the Middle School Roof.

PUBLIC PARTICIPATION (Another opportunity for the public to make comments:

Sarah Muska, 25 Maple Avenue: Ms. Muska questioned where the money is coming from for the Charter Revision Study Committee recording secretary? First Selectman Maynard suggested the BOF would decide the funding source but he felt the salary would come from the First Selectmen's budget.

Marie DeSousa, 10 Rice Road: Mrs. DeSousa suggested she attended this evening's meeting because of the discussion of the vetting process for volunteers. With regard to adding credentials to the application, she felt people could learn about what a commission does. She cited she doesn't have a college degree but she feels she has done a good job. Regarding vetting someone for a reason, she would hate to see someone on the PZC (Planning and Zoning Commission) who has been in violation of the regulations. Mrs. DeSousa would suggest including criminal background checks as a vetting consideration.

Tom Talamini, 23 Rice Road: Mr. Talamini agreed with Mrs. DeSousa; he suggested it's tough to get volunteers. He referenced the 8 or 9 audience members, noting almost everyone is on a board or commission. Mr. Talamini recalled the meetings held on the POCD (Plan of Conservation and Development). He suggested Town Planner Whitten did a great job advertising the meetings; they were great presentations but only 11 or so people attended. Each person who attended represented 1,000 voters.

Town Planner Whitten suggested the piece she sees lacking is training for volunteers. There is training available; she felt it should be strongly suggested to volunteers to take the classes to get a good background of what they need to participate in a commission. Town Planner Whitten

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noted training is available for all Land Use Boards, although funding for that line item is often cut from the budget.

Paul Anderson, 89 Main Street: Mr. Anderson reported he's the Chairman of the WPCA (Water Pollution Control Authority); he felt almost anyone can be a member of a committee. Mr. Anderson felt qualifications are useless; he would prefer a broad group of people who are willing to think.

Jim Barton: Mr. Barton agreed with Mr. Anderson; he cited the disparity between supply and demand. Mr. Barton noted the Veterans Commission previously had 13 members and is now down to 9. Mr. Barton felt we should recruit first.

Selectman Szymanski suggested vetting maybe isn't the best description. It isn't about educational credentials; it's about getting people interested in volunteering for boards in which they have an interest. Selectman Szymanski suggested he and Selectman Hoffman want to put information out there to attract people whose interests match the boards and commissions purpose.

Bill Loos, Melrose Road: Mr. Loos questioned if we're getting a Treasurer? First Selectman Maynard reiterated that some applications have been received; interviews will be scheduled shortly. Mr. Loos reported that the Charter says we have to have a Treasurer. First Selectman Maynard noted Gayle Carolus is the Acting/Interim Treasurer; she will attend all budget workshops.

Mr. Loos reported that the (Broad Brook) Fire Department used to have 60 volunteers; now they're down to 22.

SIGNATURES FOR APPROVAL OF CHECK RESIGTERS:

The Selectmen reviewed the registers presented and took appropriate action.

**EXECUTIVE SESSION/Pursuant to C.G.S. Sec. 1-200 (6)(a) and Sec. 1-210 (b, 1, 4)
Employment, Negotiations to include Dave Rocha and Rich Cappeia:**

MOTION: To GO INTO EXECUTIVE SESSION at 9:03 p.m. Attending the Executive Session were First Selectman Maynard, Selectman Bowsza, Selectman Hoffman, Selectman Szymanski, Town Planner Laurie Whitten, Mr. Dave Rocha and Mr. Rich Cappeia.

Maynard moved/Szymanski seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman/Szymanski)

The Board came out of Executive Session at 10:18 p.m.

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MOTION: To APPROVE the amendment to the Pension Plan between the Town of East Windsor and CSEA SEIU Local 2001 (BOE – Cafeteria, BOE Classified and BOE – Para educator) unions as tentatively agreed to by Dan Livingston for the CSEA SEIU Local 2001 and Joshua Hawks-Ladds, Town of East Windsor on December 6, 2017.


**Bowsza moved/Szymanski seconded/
VOTE: In Favor: Unanimously**

ADJOURNMENT:

MOTION: To ADJOURN the Meeting at 10:22 p.m.

**Hoffman moved/Bowsza seconded/
VOTE: In Favor: Unanimous**

Respectfully submitted



Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

See Attachments A - C

BN - 1/18/2018 - Attachment A

Draft East Windsor Casino Impact Fund Ordinance

Town of East Windsor

The following ordinance was adopted at a Special Town Meeting duly warned and held on _____, 2018.

"ORDINANCE REGARDING THE CREATION OF THE TOWN OF EAST WINDSOR CASINO IMPACT FUND"

Pursuant to the Connecticut General Statutes, as amended, there shall be established a Casino Impact Fund ("CIF"). Such CIF shall be a non-lapsing, revolving fund of the Town of East Windsor outside of the General Fund. The \$3,000,000.00 up-front payment and the \$3,000,000.00 subsequent annual impact payments received from MMCT Venture, LLC as required by Section 1, a, and b of the Development Agreement between the Town of East Windsor and MMCT Venture, LLC dated February 28, 2017, shall be deposited 100% into the "Casino Impact Fund" not more than thirty (30) calendar days after receipt.

The monies in the Casino Impact Fund including any interest earned thereon shall be expended to ensure the casino has a positive impact on the Town of East Windsor.

The process by which funds from the CIF will be requested and approved will be specified in a subsequent ordinance or ordinances.

BOS 1/18/2018 - Attachment B

FY 2018-2019 Calendar

Charter date	Actual date		Times	Notes
9/15/2016	10/2/2016	CIP Budget requests due		
11/1/2016	TBD	Submit CIP recommendations to BOS		
12/1/2016	12/6/2017	Distribution of Budget Request Spreadsheets to Departments		
	1/3/2018	Budget Requests to First Selectman- Final Deadline		
Discretion of BOS & Treasurer	1/3/2018-1/16/2018	Bob to meet with Department Heads- Finalize budget requests		
	1/31/2018	Budget Packets ready for Board Members		
		BOS/BOE Public Hearing	6:00 p.m.	Budget available online and in Town Clerk's Office
At onset of deliberations	2/1/2018		Immediately following Public Hearing	
	2/1/2018	First Selectman submits budget to BOS at BOS mtg.		
	2/6, 2/8, 2/17, 2/20, 2/22 & 2/28	BOS to hold Budget Workshops	7:00 p.m.	Town Hall
	3/21/2018	BOS and BOE presents budget to BOF	7:00 p.m.	
	3/28/2018	BOF Public Hearing	7:00 p.m.	
	3/28, 3/29, 4/3, 4/11	BOF to hold Budget Workshops	TBD	Town Hall
	4/18/2018	BOF approve final budget for Referendum	7:00 p.m.	
	4/23/2018	Budget to Town Clerk for processing ballots		
2nd Tues. by Charter, sec. 8-5 a.	5/8/2018	1st Budget Referendum	6:00 a.m.-8:00 p.m.	Town Hall & Annex
Per Charter, sec. 8.5 b.1.	5/9/2018	Public Hearing, if needed, or BOF to set mill rate	Time and location to be posted	
	5/10/2018	Budget to Town Clerk for processing ballots		
4th Tues. by Charter, sec. 8-5 b.3.	5/22/2018	2nd Budget Referendum (if needed)	6:00 a.m.-8:00 p.m.	Town Hall & Annex
Per charter, sec. 8.5 b.2.	5/23/2018	Public Hearing, if needed, or BOF to set mill rate	Time and location to be posted	
	5/24/2018	Budget to Town Clerk for processing ballots		
Per charter, sec. 8.5 b.3.	6/12/2018	3rd Budget Referendum (if needed)	6:00 a.m.-8:00 p.m.	Town Hall & Annex
Per charter, sec. 8.5 b.4. budget & mil rate has to be adopted no later than 6/17.	6/12/2018	BOF to set mill rate	after Budget Referendum results	

BoA - 1/18/2018 - Attachment C



**Presentation to the
Board of Finance
Fiscal Year 2017 Audit Results**

**Town of East Windsor,
Connecticut**

**Presented by:
Michael J. VanDeventer, CPA, Partner**

January 17, 2018

Agenda

- Scope of Work
- Auditor's Reports
- Financial Highlights
- Required Communications
- Questions

Scope of Work

Audit of Financial Statements performed in accordance with the following:

- Auditing standards issued by the American Institute of Certified Public Accountants
- *Government Auditing Standards* issued by the Government Accountability Office

Federal and State Single Audit performed in accordance with the following:

- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- State of Connecticut, OPM Compliance Supplement to the State Single Audit Act
- Applicable grant and contract agreements

Agreed-Upon Procedures on End of Year School Reports (ED001):

- Procedures required by the State of Connecticut Department of Education

Auditor's Reports

Report on Financial Statements:

- Unmodified "clean" opinions on the following opinion units:
 - Governmental activities
 - Each Major Governmental Funds:
 - Capital and Nonrecurring Fund
 - Capital Projects Fund
 - Educational Grants Fund
 - Aggregate remaining fund information

Report on Compliance and on Internal Control over Financial Reporting:

- No material noncompliance of laws and regulations reported
- No significant deficiencies or material weaknesses over financial reporting reported

Auditor's Reports (Continued)

Federal Single Audit

- Report on Compliance and on Internal Control at the Federal Award Level
 - Fiscal Year 2017: \$896,055 expended
 - Fiscal Year 2016: \$859,761 expended
 - Major Program:
 - Community Development Block Grant - \$216,922
 - Unmodified “clean” opinion on compliance
 - No significant deficiencies or material weaknesses over compliance reported

Auditor's Reports (Continued)

State Single Audit:

- Report on Compliance and on Internal Control at the State Financial Assistance Level
 - Fiscal Year 2017: \$8,650,328 expended; \$2,586,123 nonexempt
 - Fiscal Year 2016: \$10,355,530 expended; \$2,213,984 nonexempt
 - Major Programs:
 - Alliance Capital Grant (\$1,166,266)
 - Town Aid Road Grant (\$267,266)
 - Unmodified “clean” opinion on compliance
 - No significant deficiencies or material weaknesses over compliance reported

Financial Highlights

Government-wide Financial Highlights:

	2017	2016	\$ Variance	% Variance
Current and other assets	\$ 20,784,649	\$ 21,381,463	\$ (596,814)	-3%
Capital assets	59,313,345	57,717,740	1,595,605	3%
Total assets	80,097,994	79,099,203		
Deferred outflows of resources	2,475,425	1,547,289	928,136	60%
Other liabilities	2,760,284	9,067,631	(6,307,347)	-70%
Long-term liabilities	20,736,415	13,625,561	7,110,854	52%
Total liabilities	23,496,699	22,693,192		
Deferred inflows of resources	104,321	74,942	29,379	39%
Net position:				
Net investment in capital asset	50,159,825	47,177,997	2,981,828	6%
Restricted	94,937	69,877	25,060	36%
Unrestricted	8,717,637	10,630,484	(1,912,847)	-18%
Total net position	\$ 58,972,399	\$ 57,878,358		

Financial Highlights (Continued)

Government-wide Financial Highlights (Continued):

- Increase in capital assets reflects continued costs incurred in connection with the modular classroom project in addition to other school improvements funded by the Alliance Capital Grant.
- Reduction in other liabilities includes the retirement of the \$4.9 million bond anticipation note combined with a reduction in payables associated with the modular classroom project.
- Long-term bonded debt increased by \$5.3 million due to the issuance of bonds in the amount of \$5.74 million, offset by scheduled principal repayments.
 - \$3 million used to retire a portion of the \$4.9 million bond anticipation note
 - \$2.74 million to be used for various public improvements, roads and the Broad Brook dam

Financial Highlights (Continued)

Government-wide Financial Highlights (Continued):

- The net pension liability for the Town's defined benefit pension plan is \$7 million, an increase of \$1.5 million over the prior year
 - Increase reflects a change in discount rate from 7.0% to 6.5%
 - 77% funded as of June 30, 2017
- The net pension liability for the State Teachers' Retirement System attributed to the Town totaled \$36.2 million as of June 30, 2016 (most recently available reporting by the Board). This liability is currently carried by the State. On-behalf payments totaled \$2.5 million.
- The Town is reporting an unfunded net other post-employment liability of \$3.2 million.
 - This reflects the liability associated with post-employment health benefits provided to Teachers, net of assets held in trust of \$907 thousand

Financial Highlights (Continued)

Governmental Funds Financial Highlights:

- Combined ending fund balances as of June 30, 2017 was \$16.4 million, an increase of \$2.9 million over the prior year. Total fund balances consisted of the following:
 - General Fund: \$9.4 million (\$8.1 million unassigned an available for new spending)
 - Capital and Nonrecurring: \$1.6 million, committed for capital purposes
 - Capital Projects Fund: \$2.6 million, unspent bond proceeds restricted for capital projects
 - Nonmajor Funds: \$2.8 million, restricted and committed for various purposes
- General Fund unassigned fund balance represents 21.6% of General Fund GAAP basis expenditures. This is sufficient to cover 2.6 months of General Fund operating expenditures (GAAP Basis).

Financial Highlights (Continued)

General Fund – Budgetary Highlights:

- Original budget included the use of fund balance of \$250,000 to balance revenues and expenditures
- Final budget included additional appropriations of \$906,200 primarily consisting of transfers to the Capital and Nonrecurring Fund for authorized capital purposes
- Actual change in fund balance was \$369,345, resulting in a favorable budgetary variance of \$1,525,545
- Revenues and other financing sources were \$549,860 more than budgeted
- Expenditures and other financing uses were \$975,685 less than budgeted

Required Communications

Auditor's Responsibility under U.S. Generally Accepted Auditing Standards:

- Management is responsible for the preparation of the financial statements
- Our responsibility is to express opinions on the financial statements

Planned Scope and Timing of the Audit:

- No changes were made to the planned scope or timing of the audit

Significant Audit Findings:

- Qualitative Aspects of Accounting Practices:
 - The Town was required to implement a number of new accounting standards, however, those standards did not have a significant impact on the financial statements
 - Disclosures included in the financial statements are neutral, consistent, and clear
 - Accounting estimates were deemed to be reasonable

Required Communications (Continued)

Significant Audit Findings (Continued)

- Difficulties Encountered in Performing the Audit: No significant difficulties
- Corrected and Uncorrected Misstatements:
 - No uncorrected misstatements
 - Audit adjustments consisted of:
 - Recording of approved transfers between funds
 - Certain reclassifications for financial reporting purposes

Required Communications (Continued)

Significant Audit Findings (Continued)

- Disagreements with Management: No disagreements
- Management Representations: No unusual representations made by management
- Management Consultations with Other Independent Accountants: Not aware of any consultations
- Other Matters - Recommendations:
 - Recording transfers between Funds
 - Filling the Treasurer Vacancy
 - Fraud Risk Assessment
 - Cybersecurity Risk Assessment