

**Board of Selectmen
Town of East Windsor
11 Rye Street
East Windsor, CT**

MINUTES OF REGULAR MEETING, July 6, 2010 at 7:00 p.m.

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

Members Present: Denise Menard, Mark Simmons, John L. Burnham, Gilbert Hayes, and Richard P. Pippin, Jr.
Members Absent: None
Others: Kathleen Pippin, Dale Nelson, Marie DeSousa, Fred Moffett, Mr. Edward Alibozek, Mr. E. Arthur Enderle, Mr. Paul Anderson, Mr. Andy Hoffman, and Mr. Eric Moffett.
Press: K. Loucks (Journal Inquirer)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:00 p.m., in the East Windsor Town Hall.

She indicated the Red Cross Heat Wave Checklist has been posted in the Parks and Recreation and Public Work Offices. Pursuant to Governor Rell's request, the Town of East Windsor has opened two cooling places, Senior Center and Town Annex. The places are open until 4:30 p.m.

II. Attendance

Denise Menard, First Selectman
Mark Simmons, Deputy Selectman
John L. Burnham, Selectman
Gilbert Hayes, Selectman
Richard P. Pippin, Jr., Selectman

III. Added Agenda Items

None.

IV. Previous Minutes

a. Approval of the Minutes of June 15, 2010 Special Meeting

First Selectwoman Denise Menard indicated to the Board Members the minutes of the June 15, 2010 was just received in her office and unfortunately, was unable to give copies of the Board Members until this evening.

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen postpones the approval of the minutes of June 15, 2010 Regular Meeting until the next Regular Meeting.

b. Approval of the Minutes of June 21, 2010 Special Meeting

An error was noted in the June 21, 2010 Special Meeting. An amendment to the minutes on Page 3, Paragraph 1 is noted. The following is the noted amendment:

“...the Fire Department is requesting a new **excavation** tool.”

to

“...the Fire Department is requesting a new **extrication** tool.”

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of June 21, 2010 Special Meeting.

V. Public Participation

Mr. Fred Moffett of Daniel Drive addressed the Board. He has recently moved into the Town of East Windsor and has been following the budget process and wanted an explanation of same. His understanding of the process was if the budget did not pass by the third referendum, the budget would increase by two percent; however, the current budget did not pass and his taxes are increasing by ten percent. He wanted an explanation. First Selectwoman Denise Menard explained to Mr. Moffett who the process worked and why his taxes are increasing ten percent.

Mr. Paul Anderson of 88 Main Street addressed the Board. He had a question regarding publication of legal notices. Ms. Menard indicated to him her office has been doing research on that subject and once that information is secured, she will share same with him.

VI. Communications

a. Hartford Courant Article/East Windsor No. 1 Growth

Ms. Menard commented on an article in the Hartford Courant which indicated that the Town of East Windsor is the fastest growing town in Connecticut. She remarked it was wonderful news and explains the growing pains the town has endured in the past couple of years. The numbers are just preliminary and once they are confirmed, she hopes to use this information in a marketing the Town to incoming businesses.

b. Thank You Letter to John Burnham

Ms. Menard read from a letter dated June 1, 2010 addressed to Mr. John Burnham from Ms. Mary Meadenovic. The letter gave praises to Mr. Burnham and to the citizens of the Town of East Windsor. Her son and daughter-in-law purchased Nonna's Pizza Restaurant a few years ago and they have felt welcome immediately.

c. Thank you letter from E. Arthur Enderle III to Public Works

Ms. Menard read from another letter from E. Arthur Enderle III, Superintendent WPCF to Len Norton, P.E., Public Works Director received on June 21, 2010. The letter was written to thank the Public Works Department, especially Mr. Mark Coulter and Mr. Billy Mercier for the assistance provided to WPCF staff in removing a tree that fell across the Industrial Park Sewage Pump Station as a result of the extreme weather recently experienced.

d. Announcement of the Planting of the Barry Hoffman Memorial Tree

Ms. Menard indicated on July 8, 2010 at 7:00 p.m. at Broad Brook Pond Park the planting of the Barry Hoffman Memorial Tree ceremony will take place. All of the Selectmen have been invited. Selectmen Mr. John Burnham, Mr. Gilbert Hayes, and Mr. Richard Pippin all indicated they would be attending.

VII. Selectmen's Reports

a. Denise Menard, First Selectman

Ms. Menard discussed a few items with the Board. She indicated that due to the warm weather, the Police Department has been asked to check the reservoir to ensure no afterhours swimming.

Ms. Menard informed the Board Members of upcoming meetings. A meeting with CL&P has been scheduled to discuss ways the town can save on energy consumption. Maps of the street lights have been reviewed and an idea of possibly reducing the lights. Purchasing lights and/or poles has also been discussed. A small area of the town will be tested. The lights have to be replaced every fourteen years. The Town Hall will also be looked at for energy savings, such as replacing the furnace with a gas fired furnace. The town may get significant reimbursement if the replacement is done.

Ms. Menard also mentioned a lighting fair at the Town Hall. The event will enable all citizens of the Town of East Windsor to purchase energy saving light bulbs. Transportation will be arranged from the Senior Citizen Center to

the Town Hall for those senior citizens who want to attend the event. A consultant from CL&P will also be available to answer any questions the citizens may have.

Ms. Menard indicated she has spoken to the Fire Chief of the Broad Brook Fire Department. The parade is scheduled to step off at 6:00 p.m. on July 24, 2010 from the Town Hall. All of the Selectmen are invited to attend.

Ms. Menard remarked about a meeting with WPCA and the Economic Development Commission regarding the North Road Project. She indicated later in the meeting the members of WPCA and Economic Development Commission are here to discuss this matter further. She gave to all the Selectmen a draft of the proposal they will be speaking about later in the meeting.

Ms. Menard also discussed a meeting which was held recently involving the DEP, EPA, and UTC regarding the clean-up of Millbrook. A public hearing will be held on August 30, 2010. She has encouraged that all residents living in a mile radius of the mill site should be informed off the clean-up project. If anyone is interested in the plans and maps of the project, they can look at those documents at the Warehouse Point Public Library.

Ms. Menard informed the Board that the Parks and Recreation Department has recently connected online to Webster Bank in order to collect payments online. She feels this is a great service to working parents who don't have the time to come to the Town Hall to pay for Parks and Recreation programs.

She also reminded the Board the next Citizen Hour is scheduled for July 14, 2010 at 6:30 p.m.

b. Mark Simmons, Deputy First Selectman

Mr. Simmons reported to the Board regarding the Parks and Recreation/Planning and Zoning Meeting regarding the walking trail at the East Windsor Middle School. The project is great for the community and it is low cost and low maintenance. The Planning and Zoning voted unanimously to send the idea to the Board of Selectmen.

Another issue talked about at the Planning and Zoning Meeting was the changing of the farm regulations. The changes discussed were adding one acre of usable pasture land. The revisions are continuing.

Mr. Simmons mentioned the East Windsor Chamber of Commerce Meeting scheduled for July 14, 2010. It will be a breakfast meeting at the Holiday Inn Express.

Mr. Simmons remarked about a luncheon on July 15, 2010 of the In Your Face Networking. He also mentioned a meeting of the East Windsor Community Mid-Summer Meeting on July 12, 2010 at 7:00 p.m. at the East Windsor High School. Their goal is to increase the knowledge of the East Windsor Community. The meeting is open to everyone.

He indicated the Veteran's Commission does not meeting in July. However, the Veteran's Memorial Wall project is moving forward for May of 2011. Race Day is scheduled for Veteran's Weekend in November. Two hundred and fifty runners are expected.

The BMX Skate Park Study Committee Meeting was cancelled; however, they are planning a fundraiser. He will attend the next meeting. Ms. Menard indicated a permit was taken to sell raffle tickets.

c. John L. Burnham, Selectman

Mr. Burnham remarked about attending the Safe Grad Party. It was a fun evening and the graduates had a good time.

Mr. Burnham indicated the Scout Hall is making an application for a grant to complete the curbing for the parking lots at the soccer fields. The curbing will help the traffic flow. One thousand feet of curbing has been installed. At the next Board of Selectmen meeting, it is hoped the application for a small pavilion will be heard.

Mr. Burnham also indicated some of the Selectmen participated in a golf tournament which was sponsored by the Tromley Road over fifty-five community to raise money for the town's fuel bank and food bank. This is an excellent example of the community helping the community.

Mr. Burnham remarked about a comment made by someone in the public that he was unapproachable. He wanted to put on the record if anyone would like to debate a subject with him, he would be happy to speak to anyone about any town issue.

d. Gilbert R. Hayes, Selectman

Mr. Hayes indicated the Elderly Commission is planning a meeting in the fall.

Mr. Hayes also mentioned the Safe Grad Party he attended. It was very well attended and everyone seemed to enjoy themselves.

Mr. Hayes discussed the East Windsor Conversations meeting which was well attended. He indicated Mr. Tim Howes has been the leader of the meetings, and it is a great loss that he is leaving his position with the town. Mr. Hayes

hopes the meetings will continue after Mr. Howes leaves his post as the Superintendent of Schools.

Mr. Hayes also discussed the BMX Skate Park Study Committee is having a fundraiser on July 14, 2010 between 1:00 p.m. – 5:00 p.m. at Chicago Sams. Ten percent of the proceeds of food and drinks will be donated.

e. Richard P. Pippin, Jr., Selectman

Mr. Pippin indicated the Building Commission did not have a meeting in the past month.

Mr. Pippin indicated the WPCA legal ads are running smoothly.

VIII. Board and Commission Resignations and Appointments

a. Resignations

None.

b. Re-Appointments:

BMX Skate Park Study Committee

Lori Gabriel (R), Chris Arre (U), Brenda Crockett (U), Patty Donahue (D), Jen Ragagila (U), Laura Harney (D), Linda Ritter (D) to serve an 18 month term to expire January 2012

Property Maintenance Code Board of Appeals

Scott Riach (D), Jim Thurz (D) to serve a four year term to expire July 2014

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Lori Gabriel (R), Chris Arre(U), Brenda Crockett (U), Patty Donahue (D), Jen Ragagila (U), Laura Harney (D), Linda Ritter (D) to serve an 18 month term to expire January 1, 2012.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Scott Riach (D) and Jim Thurz (D) to serve a four year term to expire July 1, 2014.

c. New Appointments

Veteran's Commission

Scott Morgan (R) as an alternate member to serve a four year term to expire July 1, 2014.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the appointment of Scott Morgan (R) as an alternate member to serve a four year term to expire July 1, 2014.

**Property Maintenance Code Board of Appeals
Dorian Owens (U) as a regular member to serve a four year term to expire July 1, 2014.**

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the appointment of Dorian Owens (U) as a regular member to serve a four year term to expire July 1, 2014.

IX. New Business

a. Update of North Road Sewer Proposal

Ms. Menard introduced to the Board Mr. Edward Alibozek, Chief Operator of WPCA, Mr. E. Arthur Enderle, Superintendent of WPCA, Mr. Paul Anderson, Chairman of WPCA, Mr. Andy Hoffman, and Mr. Eric Moffett, Chairman of Economic Development Commission. The gentlemen were asked to speak to the Board to discuss a pamphlet and next cause of action to move the North Road Sewer Project forward. The handout was previously given to all Board Members for their review. The informational sheet is going to be distributed throughout the town so the citizens will understand the project. The USDA will be funding 43% of the project. The remaining balance for the project will be secured by a loan. In speaking with the Town's financial advisor, Christine of Webster Bank, she has indicated a loan can be secured at 3.25% over forty years. It was also discussed that the USDA can provide low cost loans of up to \$7,500 to residents.

A lengthy discussion among the group was held. The discussion included different ways and changes to the pamphlet, deadlines which need to be met, and the impact the project would have on economic development for the Town.

An informational meeting for the residents of the Town is scheduled for July 28, 2010 and a Town Meeting is scheduled for August 9, 2010.

b. Waive of Interest from Tax Collector

Ms. Menard discussed with the Board a memorandum dated June 21, 2010 from Samantha A. Lee, Tax Collector regarding waive of interest. Back in July of 2003, the Tax Collector released Sherry Contois from her obligation to pay a motor vehicle tax in her name because it was noted that the vehicle was awarded by a court to another person. Required by Connecticut General

Statutes Section 12-145, a Waive of Interest is required. A copy of same was given to all Board Members for their review.

c. Discussion on Voting Districts

Ms. Menard reported to the Board the question has been raised by a private citizen who presented themselves at the office of the First Selectwoman regarding having one voting district. Mr. John Burnham has been criticized in suggesting one voting district in order to save money. Ms. Jennifer Browne of the First Selectwoman's office has inquired with the Registrar if it would be feasible to only have one voting district. An email was received in the First Selectwoman's office from Ms. Linda Sinsigallo which was read by Ms. Menard. In that email, it was indicated that Scout Hall is not a good site as it is not a central location. The Annex could have room; however, two separate districts would be needed. There are 7,000 voters on the lists. If primaries are taking place, rooms would have to be divided. It was her opinion that one district would not work.

A discussion was held among the Board Members regarding parking issues, Federal elections, and waiting periods. It was ultimately decided the Board would but this subject on the next meeting's agenda and invite the Registrar to that next meeting to discuss this matter further.

d. Discussion of Municipal E-Waste Recycling Plan

Ms. Menard discussed a letter dated June 14, 2010 from Mr. Robert C. Isner, Director of Waste Engineering and Enforcement Division regarding submittal of municipal E-Waste Recycling Plan. The Department of Environmental Protection has announced that Electronic Waste Recycling regulations became effective on June 1, 2010. The date triggers various requirements including the need for municipalities to submit a Municipal E-Waste Recycling Plan. The Plan must describe how the municipality plans to comply with the E-Waste statutes and regulations, including how it will give priority to convenience and accessibility in providing E-Waste collection and recycling opportunities to its residents. All Plans must be approved by the Department of Environmental Protection.

Ms. Menard gave to the Board a list of CRRA Electronic Recycling Collection Sites for this year. She suggested checking with the Department of Environmental Protection to see if East Windsor can host a collection site and to make sure the Town has fulfilled its obligation.

e. Discussion of July 20, 2010 and August 3, 2010 Board Meetings

Ms. Menard discussed the upcoming Board Meetings for July 20, 2010 and August 3, 2010. The July 20, 2010 meeting is a day before the Board of

Finance meeting. It would be hoped that the Board of Selectmen could meet before the Board of Finance Regular Meeting to discuss possible transfers which would need to be approved by the Board of Finance. However, due to vacation schedules, July 20, 2010 Meeting may have to be rescheduled. Mr. John Burnham would prefer the meeting not be cancelled, and if it is, maybe a Special Meeting can be held and to keep the August 3, 2010 scheduled as planned.

A brief discussion was held among the Board Members.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the cancelling of the July 20, 2010 Regular Meeting and to schedule a Special Meeting for Tuesday, July 27, 2010 at 7:00 p.m.

f. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated June 21, 2010 wherein Ms. Samantha Lee, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$196.94.

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the tax refund in the amount of \$196.94.

X. Unfinished Business

a. Discussion of Properties in East Windsor Being Considered for Nomination to the National Register of Historic Places

The Board of Selectmen had asked that the affected property owners be contacted by the Historical Commission to be sure they were in favor of nomination. Ms. Barbara Smigiel was contacted several times regarding the above agenda item and there has been no response.

b. Discussion of Removal Process from Board and Commission, in accordance with W.W. Town Charter, Section 7.1

A new legal request to the Town Attorney will be made. The item will be restored to the agenda.

c. Status of Economic Development Ordinance

Ms. Menard introduced to the Board Mr. Eric Moffett, Chairman of the Economic Development Commission. He indicated the ordinance dates back

to 1962, has been reviewed. The Economic Development Commission would like the ordinance to be revamped to include the Commission should be a five member Board. Mr. Moffett requested this subject be kept on the agenda for further discussion.

d. Discussion of Property Maintenance Code/possible Blight Ordinance

Ms. Menard indicated that Mr. Lucia has been working diligently on the property maintenance ordinance. Suggestions have been made that complaints can be filed at the Town Hall, however, complaints which are done anonymously will not be entertained.

e. Discussion of Possible Revenue Generating Recommendations

Ms. Menard indicated that CCM has been talking to towns about recommendations of how to generate revenue. The update is unfinished at the present time.

XI. Budget Matters

a. Discussion of 2010-2011 Budget

Ms. Menard addressed the Board in regards to the budget for 2010-2011. She indicated she has not yet received the legal opinion from Attorney Steve Mednick. The issue which needs clarification is the 2010-2011 budget last year's budget (2009-2010) plus the 2% or is it the adjusted 2009-2010 budget the budget which to start the 2010-2011 budget. The legal opinion has not yet been received and Ms. Becky MacDonald of the First Selectwoman's office has been in contact with Attorney Mednick's office, but as of yet, no opinion has been rendered.

Ms. Menard would like to have the transfers be put into place for the 2010-2011 budget since the fiscal year has begun on July 1, 2010.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves a short recess.

The Board Recessed at 9:17 p.m.

The Board Reconvened at 9:26 p.m.

b. Transfers with Recommendations to the Board of Finance and Possible Town Meeting

Ms. Menard gave to the Board Members copies of all year end transfer requests from all departments along with a Summary Sheet entitled "Town of

East Windsor 2009-2010 Budget Transfers”. She explained the transfer request forms have been modified to indicate if the transfer has been approved or denied, department head signature, Board of Selectmen signature, and Board of Finance signature. The form also notes if the transfer requires a Town Meeting. She discussed each and every transfer request listed in the document which is as follows:

Board of Selectmen Accounts:

<u>Transfer</u>	<u>Acct</u>	<u>Department</u>	<u>Amount</u>	<u>Reason</u>
To From	2150/330 5245/330	FD Physicals Physicals	\$ 3,109.00	under budget
To From	4205/547 5295/202	Collection/Disposal Workers Comp	6,500.00	under budget
To From	1055/802 5295/202	Probate Court Workers Comp	470.22	under budget
To From	1015/350 5295/202	Town Counsel & Legal Workers Comp	7,500.00	under budget

Other Accounts:

<u>Transfer</u>	<u>Acct</u>	<u>Department</u>	<u>Amount</u>	<u>Reason</u>
To From	1025/0716 9445/0916	CNR/WHPFD Repair WHPFD Repair	\$11,687.25	Yr end trans
To From	1025/100 1025/101	Treasurer/Salary FT Treasurer/Salary PT	1.00	Transfer
To From	1030/101 1030/100	Town Clerk/Salary PT Town Clerk/Salary FT	4,409.00	Increase hours
To From	1195/200 3195/200	Health/Life Ins. Prem. Health/Life Ins. Prem.	8,680.00	Yr end trans
To From	1195/200 3195/202	Health/Life Ins. Prem. Workers Comp	7,718.00	Yr end trans
To From	1130/101 1130/122	Sr. Center/PT Salary Sr. Center Nutrition	27.00	under budget

To	1130/102	Sr. Center OT Salary	336.00	contract
From	1130/620	Sr. Center Gas/Oil		
To	1050/812	Registrars/Referendum	7,043.00	Referendums
From	8410/890	Contingency		

A lengthy discussion was held among the Board Members regarding the transfers listed above.

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfers as presented.

The next subject which was discussed was new budget year transfers for 2010-2011. She gave to all the Board Members a packet with all of the suggested transfers within the 2010-2011 budget. The transfers were discussed line by line by Ms. Menard. A discussion was held among the Board Members regarding the legal opinion of Attorney Mednick on the subject of approved budget and adjusted budget. It was determined before recommending the transfers to the Board of Finance, that the town receive the legal opinion of Attorney Mednick. A Special Meeting may be in order to resolve this issue in the future.

c. Set Salaries for 2010-2011

Ms. Menard addressed the Board regarding salary increases. She gave to each Board Member a handout which was a breakdown of full time and part time salaries from 2008-2009, 2009-2010 and 2010-2011. The total impact on the budget for the increase is approximately \$8,209.32.

A discussion was held among the Board Members regarding the salary increases. It was determined the salary for a planning and zoning clerk would not be increased due to the job is vacant at the present time saving approximately \$218.40.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U)(M. Simmons abstained) that the Board of Selectmen accepts the salary recommendations as presented with the exception of the planning and zoning clerk increase totaling approximately \$7,990.92.

XII. Adjournment

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen adjourns the July 6, 2010 Regular Meeting at 10:26 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary