

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

**MINUTES OF SPECIAL MEETING, July 27, 2010 at 6:30 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, Paul Anderson, Len Norton, Nancy Masters, and  
Mark Lucia  
Press: K. Loucks (Journal Inquirer)

**I. Call to Order**

First Selectwoman Denise Menard called the Special Meeting to Order at 6:35 p.m., in the East Windsor Town Hall.

At the call of the meeting, four out of five of the Selectmen were in attendance; Mr. Gilbert Hayes was not in attendance but was expected.

**II. Attendance**

Denise Menard, First Selectman  
Mark Simmons, Deputy Selectman  
John L. Burnham, 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**

An error was noted in the June 15, 2010 Special Meeting. An amendment to the minutes on Page 4, Section V. Paragraph 19 is noted. The following is the noted amendment:

“Kathy \_\_\_\_\_. Depot Street”  
to  
“Cathy Simonelli, Depot Street”

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of June 15, 2010 Special Meeting, as amended.

**b. Approval of the Minutes of July 6, 2010 Regular Meeting**

An error was noted in the June 6, 2010 Regular Meeting. An amendment to the minutes on Page 5, Section VII, Sub-Section a, Paragraph 2 is noted. The following is the noted amendment:

“...for a grant to complete the curbing...”  
to  
“...for a grant for the purchase of a generator.”

An error was noted in the June 6, 2010 Regular Meeting. An amendment to the minutes on Page 7, Section IX, Sub-Section a, Paragraph 1 is noted. The following is the noted amendment:

“Mr. E. Arthur Enderle, Superintendent...”  
to  
“Mr. E. Arthur Enderle, III, Superintendent...”

An error was noted in the June 6, 2010 Regular Meeting. An amendment to the minutes on Page 8, Section IX, Sub-Section c, Paragraph 2 is noted. The following is the noted amendment:

“...decided by the Board would **but** this subject...”  
to  
“...decided by the Board would **put** this subject...”

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the minutes of July 6, 2010 Regular Meeting, as amended.

**V. Public Participation**

None.

At 6:40 p.m., Mr. Gilbert Hayes arrived at the meeting.

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves moving agenda item “X. Executive Session” to “VI. Executive Session”.

**VI. Executive Session (pursuant to Connecticut General Statutes Section 1-200(6) (e) Possible Litigation and Connecticut General Statutes Section 1-200(6) Contract and Personnel Matters).**

It was **MOVED** (Simmons) and **SECONDED** (Burnham) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records, and that the following be invited to attend the executive session: Ms. Catherine Cabral, Treasurer.

The Board entered into Executive Session at 6:41 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen terminates Executive Session and continue the Executive Session later in the meeting and enters into Public Session at 7:37 p.m.

**VII. Communications**

**a. Thank you letter to Melissa Maltese**

Ms. Menard and Mr. Burnham commented on a letter dated July 9, 2010 addressed to Ms. Melissa Maltese, Director of Parks and Recreation from Mr. Andy Hoffman thanking Ms. Maltese for the tree planting ceremony in honor of Mr. Barry Hoffman.

**b. Public Hearing for Proposed North Road Sewer Extension Project**

Ms. Menard wanted to inform everyone of the Informational Session on Wednesday, July 28, 2010 at the East Windsor Town Hall, to present the Proposed North Road Sewer Extension Project to the residents and business owners of East Windsor. The time of the meeting is at 7:00 p.m.

**c. The Traveling Vietnam Veterans Memorial Wall**

Ms. Menard commented about the Traveling Vietnam Veterans Memorial and Museum which will be on display at East Windsor Park and Pavilion, Reservoir Road from May 19 through May 22, 2011. She is suggesting to the Selectmen if there is something the Town could host during this display. Mr. Burnham indicated he would work with Mr. Simmons and Mr. Hayes in coming up with ideas. Ms. Menard suggested having the Selectmen serve coffee and donuts to the people who will come to view the wall. It was decided, since the event is almost a year away, this subject can be thought about and discussed at future meetings.

**VIII. Selectmen's Reports**

No reports from the Selectmen were heard.

**IX. Board and Commission Resignations and Appointments**

**a. Appointments:**

**Capital Improvement Planning Advisory Committee**

**Mark Simmons (R), John L. Burnham (R), Blaine Simpkins (R), Len Norton (U), Joseph Pellegrini (U), Al Rodrigue (D), Kathleen Pippin (R), Marie DeSousa (D) for a 10-month term to expire May 1, 2011.**

Ms. Menard indicated that she has spoken to Ms. Marie DeSousa who indicated she would service on the Capital Improvement Planning Advisory Committee; however, if anyone else is interested, she would be happy to let that person take her position on the committee. Ms. Menard has spoken to Mr. Joseph Sauerhoefer and he is interested in serving on the Committee.

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the appointment of Mark Simmons (R), John L. Burnham (R), Blaine Simpkins (R), Len Norton(U), Joseph Pellegrini (U), Al Rodrigue (D), Kathleen Pippin(R), Joseph Sauerhoefer (D) for a 10-month term to expire May 1, 2011.

**X. New Business**

**a. Proposal of Pavilion at Scout Hall**

Mr. Burnham introduced to the Board a representative from the East Windsor Scout Hall Building Committee. Her name was Nancy Masters. She indicated the Scout Hall Committee is requesting permission to build a pavilion on the property leased to the Committee by the town. The proposed pavilion is shown on a drawing given to the Selectmen entitled "Scott Hall Pavilion, 28 Abbe Road 2010". Another drawing was given to the Selectmen which was a map of the actual property. It was indicated in yellow where the proposed pavilion will be built. The proposal sites this pavilion adjacent to the rear parking lot approximately one third of the distance between the edge of the rear parking lot and the south end of the Youth Center main hall. There is an existing concrete pad there and this pavilion will provide cover for this outdoor meeting area. The pavilion would be used by youth groups such as the Birth to School Summer Day Camp. The plan is to have the facility completed by the fall of 2010.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U)(J. Burnham abstained) that the Board of Selectmen allows the Scout Hall Pavilion as proposed in a letter dated July 16, 2010 and to allow the Scout Hall to go through the proper departments, such as, Wetland Commission, for final approval.

**b. Discussion of East Road Bridge**

Ms. Menard introduced to the Board Mr. Len Norton to discuss the East Road Bridge. Mr. Norton has received a quote for the box culvert to replace the wooden bridge. The cost for the pre-cast concrete box culvert is approximately \$8,140.00. Mr. Norton explained to the Board he plans to use excavating contractors, to supplement Town forces to complete this project. The contractor with the lowest hourly rates estimated one week to complete the task and approximately \$40,000 in costs. He recommends the town allocate approximately \$50,000 for the project. The plan is to completely close the road for one week to complete the project. There is a three week lead time on the box culvert and plans have been made to do the project the third week of August.

A brief discussion was held between the Selectmen regarding the cost of the project along with getting the funding approval.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen recommends to Capital Improvement Committee the Proposed East Road Bridge Project as presented.

**c. Discussion of Publishing Legal Notices**

Ms. Menard reported to the Board that it was agreed last year that the town would compare printing rates of the Journal Inquirer versus The Hartford Courant. Ms. Menard's office did the research and the Journal Inquirer charges \$5.50 per inch and The Hartford Courant charges \$17.00 per inch Monday through Saturday and \$24.00 per inch on Sunday.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the posting of all legal notices in the Journal Inquirer.

**d. Broad Brook Mill Site Cleanup**

Ms. Menard gave the Board an update on the Broad Brook Mill Site Cleanup. She gave copies of the Community Information Newsletter to the Board Members for their review. 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.

**e. Approval of Tax Refunds**

Ms. Menard discussed an Application for Refund request from the Tax Collector dated July 14, 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 \$3,330.84.

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the tax refund in the amount of \$3,330.84.

**XI. Unfinished Business**

**a. 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. She introduced Mr. Lucia to the Board. He has given to all Board Members a draft of the Anti-Blight Ordinance. He has done research using at least eight areas and shoreline town codes from towns similar to East Windsor. He has taken into consideration residential, commercial, and farming communities to make the ordinance fair.

A lengthy discussion was held among Ms. Menard, Mr. Burnham, Mr. Simmons, Mr. Hayes, Mr. Pippin, and Mr. Lucia regarding the draft ordinance proposal. It was discussed making an internal committee to review the ordinance. The members of the committee suggested were Mr. John Burnham, Ms. Becky MacDonald, Mr. Mark Lucia and Mr. Rand Stanley.

A motion was entertained by Mr. Mark Simmons recommending forming an internal committee to review the proposed Blight Ordinance to include Mr. John Burnham, Ms. Becky MacDonald, Mr. Mark Lucia, and Mr. Rand Stanley. This motion was not seconded.

A brief discussion was held among the Board Members regarding who would enforce the blight, identification of the person enforcing same, and forming a committee to discuss this matter further.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen to table the subject of the Blight Ordinance and/or forming an internal committee until the first scheduled meeting in September.

The Board Recessed at 8:30 p.m.

The Board Reconvened at 8:37 p.m.

#### **b. Discussion 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. The Town has until October to decide if East Windsor will host a collection site or if the town will join surrounding towns.

#### **c. Discussion of August Meetings**

Ms. Menard discussed the upcoming Board Meetings for August 3, 2010 and August 17, 2010. She indicated she will be out-of-state the week of August 2, 2010 and unable to attend the Regular Meeting which is scheduled. Mr. Hayes also indicated he would not be available on that date. Ms. Menard commented that she has spoken to her staff and there are approximately ten transfers which will be pending for that meeting. However, the Board of Finance next meeting is August 18, 2010 and the next scheduled Board of Selectmen meeting is August 17, 2010. Therefore, any transfers which need to be approved and recommended to the Board of Finance can be done on August 17, 2010.

A brief discussion was held among the Board Members.

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen recommends a meeting between Ms. Menard and Ms. Simmons on Thursday, July 29, 2010 to discuss the meeting of August 3, 2010 and if that meeting will be necessary. If it is decided it will not be necessary, the meeting of August 3, 2010 will be cancelled.

**d. Status of Economic Development Ordinance**

The Economic Development Commission would like the ordinance to be revamped to include the Commission should be a five member Board. This subject is kept on the agenda for further discussion.

**b. 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.

**XII. Budget Matters**

**a. Monthly Budget Transfers**

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” dated July 22, 2010 and marked as Exhibit A. She first explained an error which took place at the last meeting which was made inadvertently by Ms. MacDonald. The error was made for transfers to be made for Town Counsel and Probate Court. The corrected amount to be transferred from Contingency is \$9,192.00 to Town Counsel (Line 1015/800) and \$404.00 from Contingency in the amount of \$404 to Probate Court (Line 1055/802).

Ms. Menard then discussed the Summary Sheet each and every transfer requested listed in the document known as Exhibit A.

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

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfers of \$9,192.00 from Contingency to Town Counsel and \$404.00 from Contingency to Probate Court as presented, and if to a Town Meeting, if necessary.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfers as listed on Exhibit A as presented.

**b. Review of Attorney Mednick’s Legal Opinion Regarding Budget Process**

Ms. Denise Menard indicated that a letter dated July 19, 2010 has been received from Attorney Steve Mednick regarding the legal opinion regarding the approved budget and adjusted budget. According to the opinion, the adjusted budget should be used as of June 15, 2010. A discussion was held among Board Members regarding transfers and the adjusted budget. Ms. Menard indicated the baseline budget to be used is the adjusted budget as of June 15, 2010 and the 2% increase should be placed into a separate line entitled “8-5(B)(4)”. Monies needed from this line can be transferred using the process of transfers.

A lengthy discussion was held among the Board Members regarding the legal opinion and how it affects the 2010-2011 Budget. Also discussed was the possibility of revising the Charter Revision.

**c. 2010-2011 Budget**

The next subject discussed was new budget for 2010-2011. She gave to all the Board Members a packet entitled “Budget by Department Town of East Windsor 2010-2011” for their review.

A lengthy discussion was held among the Board Members looking at the “Budget by Department” document.

**XIII. Executive Session Continued (pursuant to Connecticut General Statutes Section 1-200(6) (e) Possible Litigation and Connecticut General Statutes Section 1-200(6) Contract and Personnel Matters).**

It was **MOVED** (Hayes) and **SECONDED** (Simmons) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records, and that the following be invited to attend the executive session: Catherine Cabral, Treasurer

The Board entered into Executive Session at 9:20 p.m.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen terminates Executive Session and enters into Public Session at 10:33 p.m.

It was **MOVED** (Simmons) and **SECONDED** (Pippin) **PASSED** (U) that the Board of Selectmen delay negotiations on Council 818 Town of East Windsor Supervisor’s Contract until January, 2011.

**XIV. Adjournment**

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the July 27, 2010 Special Meeting at 10:37 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary

EXHIBIT A

TOWN OF EAST WINDSOR  
2009/2010  
BUDGET  
Transfers

| <b>Board of Selectmen/ Accounts</b> |                          |                        |               |  |               |               |               |               |                     |
|-------------------------------------|--------------------------|------------------------|---------------|--|---------------|---------------|---------------|---------------|---------------------|
| <b>Transfer</b>                     | <b>Account Dept/line</b> | <b>Department</b>      | <b>Amount</b> | <b>Reason</b>  | <b>Amount</b> | <b>Reason</b> | <b>Amount</b> | <b>Reason</b> | <b>Town Meeting</b> |
| To                                  | 1010/100                 | Selectman F/T Salary   |               |  |               |               |               |               |                     |
| From                                | 1010/106                 | Selectman longevity    | \$35.00       | adjustment in payroll                                      |               |               |               |               |                     |
| To                                  | 1010/100                 | Selectman F/T Salary   |               |  |               |               |               |               |                     |
| From                                | 1010/545                 | Selectman/ Postage     | \$45.00       | adjustment in payroll                                      |               |               |               |               |                     |
| To                                  | 1015/800                 | Town Counsel           |               |  |               |               |               |               |                     |
| From                                | 7345/210                 | Heart & Hypertension   | \$9,192.00    | miscalculated amount needed for remainder of 2009/2010 yr  |               |               |               |               |                     |
| To                                  | 1055/802                 | Probate Court          |               |  |               |               |               |               |                     |
| From                                | 7345/210                 | Heart & Hypertension   | \$394.00      | miscalculated amount needed for remainder of 2009/2010 yr. |               |               |               |               |                     |
| <b>Other Accounts</b>               |                          |                        |               |  |               |               |               |               |                     |
| To                                  | 3190/100                 | Engineering F/T Salary |               |  |               |               |               |               |                     |
| From                                | 3190/101                 | Engineering P/T Salary | \$44.00       | adjustment in payroll                                      |               |               |               |               |                     |
| To                                  | 5235/100                 | Human Services F/T     |               |  |               |               |               |               |                     |
| From                                | 5235/800                 | Human Services Other   | \$67.00       | adjustment in payroll                                      |               |               |               |               |                     |
| To                                  | 1040/545                 | Tax Collector Postage  |               |  |               |               |               |               |                     |
| From                                |                          | Contingency            | \$2,712.93    | shortage   |               |               |               |               |                     |

TOWN OF EAST WINDSOR  
**2009/2010**  
 BUDGET  
 Transfers

|      |          |                             |          |                       |
|------|----------|-----------------------------|----------|-----------------------|
| To   | 1035/100 | Assessor F/T                | \$50.00  | adjustment in payroll |
| From | 1035/101 | Assessor P/T                |          |                       |
| To   | 1035/545 | Assessor Postage            | \$100.00 | shortage              |
| From | 1035/325 | Assessor Conf & Training    |          |                       |
| To   | 3180/100 | Public Works F/T Salary     | \$5.10   | adjustment in payroll |
| From | 3180/102 | Public Works O/T            |          |                       |
| To   | 3180/106 | Public Works Longevity      | \$45.53  | adjustment in payroll |
| From | 3180/102 | Public Works O/T            |          |                       |
| To   | 3180/111 | Public Works P&R F/T Salary | \$69.28  | adjustment in payroll |
| From | 3180/102 | Public Works O/T            |          |                       |
| To   | 3180/112 | Public Works P&R O/T        | \$56.61  | adjustment in payroll |
| From | 3180/113 | Public Works P&R Longevity  |          |                       |
| To   | 1130/100 | Senior Center FT Salary     | \$22.00  | adjustment in payroll |
| From | 1130/121 | Senior Center Drivers       |          |                       |
| To   | 1130/101 | Senior Center P/T Salary    | \$79.00  | adjustment in payroll |
| From | 1130/620 | Senior Center Gas & Oil     |          |                       |
| To   | 1130/122 | Senior Center Nutrition     | \$177.00 | adjustment in payroll |
| From | 1130/620 | Senior Center Gas & Oil     |          |                       |

7/28/2010