

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

**MINUTES OF REGULAR MEETING, August 17, 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, Carol Madore, Teresa Hill,  
Elizabeth Burns, and 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.

**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. Approval of Minutes**

**Minutes of July 27, 2010 Special Meeting**

An error was noted in the July 27, 2010 Special Meeting. An amendment to the minutes on Page 4, Section X., Paragraph 1 is noted. The following is the noted amendment:

“...entitled “Scott Hall Pavilion...”  
to  
“...entitled “Scout Hall Pavilion...”

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of July 27, 2010 Special Meeting, as amended.

#### **V. Public Participation**

Ms. Kathleen Pippin, 37 Woolam Road, addressed the Board. The issue she wanted to address with the Board is how the Town could get more public participation during regular meetings. She has spoken to Mr. Tim Howe, Superintendent of Schools, if the sign could be used to announce meetings. The cost would be approximately \$2,000.

Ms. Dale Nelson, 51 Amelia Road, addressed the Board. She wanted to let the Board know she was thrilled that the sewer project has gone through. She indicated a great job done by all departments in the presentation and research of the project.

#### **VI. Communications**

##### **a. WPCA/Notice of Sale of Equivalent Nitrogen Credits**

Ms. Menard indicated the WPCA received \$13,853 from the State of Connecticut Department of Environmental Protection representing the nitrogen credits sold by the Town of East Windsor. The town averaged 26 pounds per day discharged into the Connecticut River. This was one pound per day averaged less than the prior year. Ms. Menard commended Mr. Edward Alibozek and the staff at the WPCA for a great job.

##### **b. Notice of Public Service Award Program for Korean War Veterans in East Windsor**

Ms. Menard indicated no date has yet been set for the Public Service Award for Korean War Veterans. The Town is presently searching for citizens who are veterans of the Korean War. It will be a great ceremony, similar to the one held for World War II Veterans.

##### **c. Four Town Fair Parade Information**

Ms. Menard commented about the annual Four Town Fair Parade which is scheduled for Saturday, September 18, 2010 and the Board of Selectmen are invited to participate. The Town hosted the parade last year, but it is unclear if it will be hosting it again. Ms. Menard indicated she would confirm if the Town will be hosting the parade. A discussion was held among Board Members regarding floats and inviting other Boards from the Town to participate.

**d. Referral from Town Planner regarding EW Athletic Club Exercise**

Ms. Menard commented on a memorandum she received from the Planning and Development Department. In accordance with Connecticut General Statutes Section 8-24, at a meeting on June 22, 2010, the East Windsor Planning and Zoning Commission voted to make a positive referral and recommend to the Board of Selectmen to approve the East Windsor Athletic Club Exercise Heart Trail at the East Windsor Middle School.

**e. Senior Services August Events Calendar**

Ms. Menard indicated the calendar for the senior services was given to all Board Members noting some changes which have been made. She invited all to any of the events which are listed.

**VII. Selectmen's Reports****a. Denise Menard, First Selectwoman**

Ms. Menard discussed the new solar energy company which has chosen East Windsor to open a new plant. The company produces solar panels. The closing happened last week. Nothing has been officially recorded as of the date of this meeting. She suggested at the grand opening of the business, a welcome package should be given to the employees of the surrounding businesses, which may include coupons, gift cards, etc. Mr. Simmons commended the great job Ms. Menard did in the negotiations with this company and how fortunate the Town is to see such great changes. The company is known as STR and has been growing rapidly due to the green energy initiative. She explained the company will start with 125 employees and hopes to expand over the next five years to over 200 employees.

Ms. Menard commented on the Sewer Project being approved, but warned the next steps could be tricky in regards to the financing of the project. The funds from the USDA will exceed a million dollars, but due to the Charter Revision, the Board of Finance and eventually a Town Referendum will have to take place to approve the financing. At the next Board of Finance Meeting, a representative from Webster Bank will be discussing with the Board of Finance all the options and qualifications needed to secure financing for this project. There has been a question of the length of the financing either 30 years or 40 years, and it was confirmed from the USDA the financing can be done over 40 years. A discussion took place among Board Members regarding the financing and referendum requirements.

**b. Mark Simmons, Deputy First Selectmen**

He indicated the Veteran's Commission does not meeting. However, the Veteran's Memorial Wall project is moving forward for May of 2011. Race Day is scheduled for Veteran's Weekend on November 13, 2010. Two hundred and fifty runners are expected. He hopes all can take part.

He indicated the Chamber of Commerce has many meetings planned, on September 8 at the Holiday Inn Express, Security for Home and on September 21, an In Your Face Networking luncheon. He also mentioned the trolley museum is in search of volunteers and donations are needed for school supplies. Planning and Zoning Meeting is still discussing the changing of the farm regulations. The changes discussed were adding one acre of usable pasture land. The revisions are continuing.

Parks and Recreation Commission had a fund raiser at Chicago Sams and are planning at golf tournament for October 16, 2010. The Dog Owners Park site was approved by the Planning and Zoning. It is approximately one acre. It will cost approximately \$13,000 for fencing in the park. The grand opening is scheduled for October. He also mentioned the life guards have had to make five life saves at the reservoir and there has been a big problem of swimming after hours. He also mentioned the Barry Hoffman Tree Planting ceremony.

**c. John L. Burnham, Selectmen**

Mr. Burnham also mentioned the Barry Hoffman Tree Planting ceremony. He discussed the River Commission's recent trip which Mr. Simmons and Mr. Hayes attended. The Zoning Board of Appeals next meeting is on September 12, 2010. He was told the Police Commission's meeting, which took place on the same night as the Zoning Board of Appeals, was business as usual. He commented on the parade which took place last weekend for the Warehouse Point Fire Department, celebrating their 100th Anniversary. He also indicated that progress is being made with the Scout Hall.

**d. Gilbert Hayes, Selectmen**

Mr. Hayes indicated he enjoyed his trip on the River and indicated if there is an opening on the River Commission, he would be interested in becoming a Board Member. Ms. Menard indicated she would get an application to him for that opening. He indicated the Board of Education and Elderly Commission did not meeting this month.

**e. Richard P. Pippin, Selectmen**

Mr. Pippin commented on the Inland Wetland Commission Meeting which 161 South Main Street was discussed. They are in the process of revising their regulations. East Windsor Park Hill had a meeting at 8:30 a.m. and he could not attend. The Building Commission did not have a meeting this month.

**VIII. Board and Commission Resignations and Appointments**

**a. Resignations: None**

**b. Re-Appointments:**

**American Heritage River Commission**

**John Drake (U) to serve a four-year term to expire September 1, 2014.**

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the appointment of John Drake (U) to serve a four-year term to expire September 1, 2014.

**Inland Wetland Watercourse Agency**

**Richard Osborn (R) to serve a four-year term to expire September 1, 2014.**

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the appointment of Richard Osborn (R) to serve a four-year term to expire September 1, 2014.

**IX. New Business**

**a. Carol Madore, Assessor, Discussion of an “Agreement for Appraisal for Real Estate within the Town of East Windsor, Connecticut”**

Ms. Menard introduced to the Board Ms. Carol Madore, Assessor. She discussed with the Board Members the Agreement for Appraisal of Real Estate within the Town of East Windsor. The contract is between John J. Cahill, III and the Town of East Windsor for appraisal services. A copy of the proposed contract was given to all Board Members for their review. Mr. Burnham inquired if Mr. Cahill has done work for the town previously. Ms. Madore indicated this will be the third time. Mr. Pippin asked if Ms. Madore was satisfied with the contract and she indicated she was.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the “Agreement for Appraisal of Real Estate within the Town of East Windsor, Connecticut” and authorizes First Selectwoman Denise Menard to sign same in behalf of the Town of East Windsor.

**b. Approval of FY 2010, Section 5310 Grant for a new Dial-A-Ride Vehicle**

Ms. Menard introduced to the Board Ms. Elizabeth Burns, Human Services Director and Ms. Teresa Hill, Transportation Coordinator at the Senior Center to the Board. They discussed a request for approval of \$12,000 Match for a Senior Center DOT 5310 Vehicle Grant. During the week of July 12, 2010 Ms. Hill received a letter from the State of Connecticut Department of Transportation stating that the Town of East Windsor has been awarded an Acceptance Certification for the Section 5310 Grant. At this time, they are requesting the 20% match. Ms. Burns explained the process of obtaining the grant and the reasons for the purchase of a new vehicle. At the present time, the fleet of vehicles consists of five and three of those vehicles are constantly in use. The other two are used as spare vehicles in case of emergencies. By replacing vehicles in the fleet every two to three years, money is being saved because the repairs are covered under warranty. Warranties on the vehicle cover 100% of labor and parts for 36,000 miles or 36 months. In addition, there is a five year, 60,000 mile warranty for the power train. If the vehicle is kept after the warranty period, the cost of maintenance and upkeep for the vehicles is very expensive. It has been discussed with Ms. Catherine Cabral, Treasurer, that there is money in the CNR account that would be available for the twenty percent match. The grant has time constraints and all of the paperwork needs to be completed by August 27, 2010.

Questions regarding the vehicle it would be replacing and what are the plans for that vehicle. It was discussed selling it through Southern Auto Auction, offer to Park Hill, or offering it to the Board of Education. Mr. Pippin was against a private sale of the vehicle due to liability reasons.

A brief discussion was held.

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen request the approval of \$12,000 for funding of a Senior Center DOT vehicle, contingent upon funding available in the Capital Nonrecurring Account and recommend this transfer to the Board of Finance for their approval.

**c. Scheduling of September Citizen Hour Forum**

Ms. Menard inquired with the Board Members if they would like to schedule a Citizen Hour Forum for the month of September. It was agreed that September is becoming a very busy month and the Board should wait to schedule the forum for October

**d. Tax Refunds**

Ms. Menard discussed an Application for Refund request from the Tax Collector dated August 11, 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 \$2,892.52.

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$2,892.52 pursuant to the tax collector's request of August 11, 2010.

**X. Unfinished Business****a. 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 1963, has been reviewed. The Economic Development Commission would like the ordinance to be revamped to include the Commission should be a five member Board. A copy of the amended ordinance was given to all Board Members for their review. He indicated some language was taken from surrounding town's ordinances. Ms. Menard indicated legally it is easier to amend a current ordinance than to repeal the old one and create a new one. She indicated the amended ordinance needs to be reviewed by the Town Attorney and then sent back to this Board for recommendations to a Town Meeting.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen submits the Amended Economic Development Ordinance to the Town Attorney for his review and afterwards, submit the Amended Ordinance back to this Board, Board of Selectmen to recommend for Town Meeting.

**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. Discussion of Property Maintenance Code/possible Blight Ordinance**

Ms. Menard indicated that Mr. Lucia has been working diligently on the property maintenance ordinance. The forming an internal committee will be entertained and a meeting has been scheduled for September

**XI. Budget Matters**

**a. Corrections to July 17, 2010 Transfers**

Ms. Menard addressed the Board regarding corrections which need to be made from the transfers of July 17, 2010. Increase the request for Town Counsel (1015/800) from \$9,192.00 to \$9,769.50 to include the Pullman & Comely bill received on August 2, 2010 from CIRMA indicating the Town has to pay \$577.50 on Invoice No.: 238318. Please note that CIRMA received the billing from Pullman & Comely July 26, 2010. Also Town Counsel transfer of \$9,769.50 to come from the Heart & Hypertension line in the 2009-2010 budget.

Probate Court \$394.00 (1055/802) money to be transferred from Heart & Hypertension line in the 2009-2010 budget.

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen accepts the corrections from July 17, 2010 referenced in an August 5, 2010 memorandum (Exhibit A) and recommends to the Board of Finance the transfers for approval.

**b. Monthly Transfers**

Ms. Menard gave to the Board Members copies of all the monthly transfers which are being requested along with a Summary Sheet entitled "Town of East Windsor 2009-2010 Budget Transfers". She discussed each and every transfer request. She indicated all the \$10.00 transfers from various departments are to open the lines for the new budget. A discussion was held regarding the Capital Regional Growth line transfer of \$2,085 from contingency. Ms. Menard explained this is a once a year expense and the bill has already been received.

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfers as referenced in Exhibit B dated August 17, 2010 regarding the 2009-2010 Transfers as presented.

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfers as referenced in Exhibit C dated August 17, 2010 regarding the 2010-2011 Transfers as presented.

**c. Budget by Department**

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.

The Board Recess at 8:24 p.m.

The Board Reconvened at 8:30 p.m.

**XII. Executive Session Continued (pursuant to Connecticut General Statutes Section 1-200(6) (e) Personnel Matters – Pre-litigation).**

It was **MOVED** (Simmons) and **SECONDED** (Hayes) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records.

The Board entered into Executive Session at 8:32 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen terminates Executive Session and enters into Public Session at 9:43 p.m.

**XIII. Adjournment**

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen adjourns the August 17, 2010 Regular Meeting at 9:45 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary

EXHIBIT A  
Town of East Windsor  
2009-2010  
Budget Transfers Changes

## Board of Selectmen/ Accounts

| Transfer Account<br>Dept/line | Department                                  | Amount     | Reason  |
|-------------------------------|---|------------|---|
| To 1010/100<br>From 1010/106  | Selectman F/T Salary<br>Selectman longevity | \$35.00    | adjustment in payroll                                     |
| To 1010/100<br>From 1010/545  | Selectman F/T Salary<br>Selectman/ Postage  | \$45.00    | adjustment in payroll                                     |
| To 1015/800<br>From 7345/210  | Town Counsel<br>Heart & Hypertension        | \$9,769.50 | miscalculated amount needed<br>for remainder of 2009/2010 |
| To 1055/802<br>From 7345/210  | Probate Court<br>Heart & Hypertension       | \$394.00   | miscalculated amount needed<br>for remainder of 2009/2010 |

## Other Accounts

|                              |  |            |                       |
|------------------------------|--|------------|-----------------------|
| To 3190/100<br>From 3190/101 | Engineering F/T Salary<br>Engineering P/T Salary | \$44.00    | adjustment in payroll |
| To 5235/100<br>From 5235/800 | Human Services F/T<br>Human Services Other       | \$67.00    | adjustment in payroll |
| To 1040/545<br>From          | Tax Collector Postage<br>Contingency             | \$2,712.93 | shortage              |
| To 1035/100<br>From 1035/101 | Assessor F/T<br>Assessor P/T                     | \$50.00    | adjustment in payroll |
| To 1035/545<br>From 1035/325 | Assessor Postage<br>Assessor Conf & Training     | \$100.00   | shortage              |
| To 3180/100<br>From 3180/102 | Public Works F/T Salary<br>Public Works O/T      | \$5.10     | adjustment in payroll |
| To 3180/106<br>From 3180/102 | Public Works Longevity<br>Public Works O/T       | \$45.53    | adjustment in payroll |

EXHIBIT A (Continued)  
Town of East Windsor  
2009-2010  
Budget Transfers Changes

|      |          |                                     |  |                       |
|------|----------|-------------------------------------|--|-----------------------|
| 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             |  |                       |

EXHIBIT B  
Town of East Windsor  
2009-2010  
Budget Transfers

## Board of Selectmen/ Accounts

| Transfer Account | Department<br><b>Dept/line</b> |                       | Amount     | Reason                 |
|------------------|--------------------------------|-----------------------|------------|------------------------|
| To               | <b>4205/547</b>                | Collection            | \$2,253.00 | cover expenditures     |
| From             | <b>2195/200</b>                | Life/Health Insurance |            |                        |
| To               | <b>1085/430</b>                | Vehicle Maintenance   | \$10.00    | zero beginning balance |
| From             | <b>1085/590</b>                | Facilities Repair     |            |                        |
| To               | <b>1085/620</b>                | Gas & Oil             | \$10.00    | zero beginning balance |
| From             | <b>1085/590</b>                | Facilities Repair     |            |                        |

**Other Accounts**

|      |                 |                     |         |                    |
|------|-----------------|---------------------|---------|--------------------|
| To   | <b>1125/430</b> | Vehicle Maintenance | \$10.00 | cover expenditures |
| From | <b>1125/610</b> | Office Supplies     |         |                    |

EXHIBIT C  
Town of East Windsor  
2010-2011  
Budget Transfers

| <b>Board of Selectmen/<br/>Accounts</b> |                              |                                |               |                     |
|---|------------------------------|--------------------------------|---------------|---------------------|
| <b>Transfer</b>                         | <b>Account<br/>Dept/line</b> | <b>Department</b>              | <b>Amount</b> | <b>Reason</b>       |
| To                                      | <b>1145/798/1005</b>         | Capital Region Growth          | \$2,085.00    | Zero beginning Bal/ |
| From                                    | <b>8410/890</b>              | Contingency                    |               |                     |
| To                                      | <b>1015/351</b>              | Police                         | \$10.00       | Zero beginning Bal. |
|   | <b>1015/352</b>              | Selectman                      | \$10.00       | Zero beginning Bal. |
|   | <b>1015/353</b>              | Building                       | \$10.00       | Zero beginning Bal. |
|   | <b>1015/354</b>              | PZC                            | \$10.00       | Zero beginning Bal. |
|   | <b>1015/355</b>              | Assessor                       | \$10.00       | Zero beginning Bal. |
|   | <b>1015/356</b>              | Clerk                          | \$10.00       | Zero beginning Bal. |
|   | <b>1015/357</b>              | Treasury                       | \$10.00       | Zero beginning Bal. |
|   | <b>1015/358</b>              | Labor Negotiations             | \$10.00       | Zero beginning Bal. |
|   | <b>1015/361</b>              | Conservation                   | \$10.00       | Zero beginning Bal. |
|   | <b>1015/362</b>              | Tax Collector                  | \$10.00       | Zero beginning Bal. |
|   | <b>1015/363</b>              | Human Services                 | \$10.00       | Zero beginning Bal. |
|   | <b>1015/364</b>              | ZBA                            | \$10.00       | Zero beginning Bal. |
|   | <b>1015/365</b>              | Board of Finance               | \$10.00       | Zero beginning Bal. |
|   | <b>1015/366</b>              | Claims/Litigations             | \$10.00       | Zero beginning Bal. |
|   | <b>1015/800</b>              | Other                          | \$10.00       | Zero beginning Bal. |
| From                                    | <b>1015/350</b>              | Legal Fees                     |               |                     |
| <b>Other Accounts</b>                   |                              |                                |               |                     |
| To                                      | <b>1035/545</b>              | Assessor/Postage               | \$10.00       | Zero beginning bal. |
| From                                    | <b>1035/550</b>              | Assessor/Printing              |               |                     |
| To                                      | <b>1050/811</b>              | Registrars/Local Primary       | \$10.00       | Zero beginning Bal. |
| From                                    | <b>1050/615</b>              | Registrars/Supplies(Elections) |               |                     |
| To                                      | <b>1125/430</b>              | Building/Vehicle Maintenance   | \$10.00       | Zero beginning Bal. |
| From                                    | <b>1125/330</b>              | Building/Professional Services |               |                     |