

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

**MINUTES OF REGULAR MEETING, March 16, 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, and  
Richard P. Pippin, Jr.  
Members Absent: Gilbert Hayes  
Others: Catherine Cabral, Samantha A. Lee, Kathleen Pippin, and  
Dale Nelson

**I. Call to Order**

First Selectman Denise Menard called the Regular Meeting to Order at 7:03 p.m., in the East Windsor Town Hall.

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

It was **MOVED** (Pippin) and **SECONDED** (Simmons) **PASSED** (U) that the Board of Selectmen enter 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 to offer testimony: Ms. Samantha A. Lee, Tax Collector, and Ms. Catherine Cabral, Treasurer.

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen terminate Executive Session and enter into Public Session at 7:19 p.m.

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen offer to the East Windsor Ambulance, as agreed by the Board of Selectmen, stipends for three years as follows: \$75,000 the first year; \$37,500 the second year; and, zero dollars in the third year. The Town will no longer provide radios; however, free rental of the bay and electric. The lease will not change, other than minor wording changes.

**III. Attendance**

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

**RECEIVED**

**MAR 23 2010**

**BY** *Mary Higgins*  
**TOWN CLERK**

*Asst*

#### IV. Added Agenda Items

None.

#### V. Previous Minutes

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

An error was noted in the March 6, 2010 Budget Workshop Special Meeting. An amendment to the minutes on Page 5, Paragraph 5 is noted. The following is the noted amendment:

“...using some of the oil for heat in the Warehouse Point Fire **tank** will be investigated.”

to

“...using some of the oil for heat in the Warehouse Point Fire **Annex** will be investigated.”

An error was noted in the March 6, 2010 Budget Workshop Special Meeting. An amendment to the minutes on Page 9, Paragraph 7 is noted. The following is the noted amendment:

“...community it did not go with their requested increase but maintained a status quo budget.”

to

“...community it did not go with their requested increase however; reduced the current years budget by \$522.00.”

An error was noted in the March 6, 2010 Budget Workshop Special Meeting. An amendment to the minutes on Page 10, Paragraph 2 is noted. The following is the noted amendment:

“...pending Ms. Menard asking Ms. **Green** to come before...”

to

“...pending Ms. Menard asking Ms. **Maltese** to come before...”

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the minutes of March 6, 2010 Budget Workshop Special Meeting.

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen table until the next Regular Meeting to approve the minutes of March 2, 2010 Regular Meeting and March 9, 2010 Budget Workshop Special Meeting.

## **VI. Public Participation**

None.

## **VII. Communications**

### **a. Correspondence from CCM**

Ms. Menard indicated she received a letter from the Connecticut Conference of Municipalities dated February 23, 2010 wherein it was indicated that there is no increase in the CCM dues, a zero percent dues increase, for a second year in a row.

### **b. Correspondence from WPCA**

Ms. Menard reported to the Board that the East Windsor WPCA Staff, Facility and Authority performed above expectations regarding the Long Island Sound Nutrient Reduction Program. The facility is expected to receive a credit in the amount of \$13,853 for the 2009 season. The facility performs naturally without the addition of a chemical (methanol), which would have additional costs associated with it.

### **c. Senior Services Calendar**

Ms. Menard indicated a luncheon will have to be scheduled in the near future to discuss this matter further.

### **d. Board of Selectmen Citizens Hour**

Ms. Menard commented on the Citizens Hour which is scheduled for Thursday, March 18, 2010 at East Windsor Senior Services, 125 Main Street, Broad Brook, Connecticut from 1:00 p.m. to 2:00 p.m. She indicated everyone is invited and hoped to see the members of the Board attend if possible. Mr. Simmons indicated he has had a few people tell him they plan to attend.

**e. Connecticut Water Correspondence**

Ms. Menard indicated the latest correspondence from Connecticut Water Company indicates the rate application seeks to minimize impacts to towns.

**f. East Windsor Historical Society News**

Ms. Menard discussed the newsletter which was given to Board Members regarding the East Windsor Historical Society dated March 10, 2010.

**g. Connecticut Labor Force Data/January 2010**

Ms. Menard remarked about the Connecticut Department of Labor report of the labor force data dated January 2010. It indicated East Windsor is at a rate of 11.3% unemployment. A discussion was held between the Board Members indicating the figure could be higher due to the people who have given up on seeking employment. It was also discussed how the State decides which towns are grouped together.

**VIII. Selectmen's Reports**

**a. Denise Menard, First Selectman**

Ms. Menard discussed a few items with the Board. She indicated that Ms. Melissa Maltese has received a grant in the amount of \$500 for development of an archery program.

Ms. Menard informed the Board Members she will be attending the Connecticut Conference of Municipalities Municipal Action Day. She will be speaking in behalf of East Windsor. She invited any other Board Members to attend.

Ms. Menard indicated her time has been mainly occupied with budget issues. Due to technical problems with some of the software, she indicated she would be unable to give the Board Members actual projection numbers for the mill rate and what impact the proposed mill rate increase will have on homeowners. She will have those numbers for the Board of Finance Meeting which is scheduled for March 17, 2010.

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

Mr. Simmons reported to the Board he attended the Veteran's Commission Meeting on March 4, 2010. The Commission is planning the Memorial Day Services for May 31, 2010. He also discussed the Veteran's Memorial Wall will be on display in East Windsor in May of 2011. The cost of the program

is approximately \$5000 which will be split with the American Legion. Everyone is looking forward to this exhibit. Ms. Melissa Maltese has been involved in the planning of the event which will be four days long.

Mr. Simmons also discussed the Economic Development Commission Meeting he attended on March 15, 2010. The Commission is prompting East Windsor Sewer project. The project is multi use for businesses and homes. The Commission is attempting to make East Windsor vibrant by making Route 140 a focal point of economic development.

**c. John L. Burnham, Selectman**

Mr. Burnham remarked about attending the Board of Finance/Board of Education Joint Meeting on March 3, 2010. He thought their presentation was very interesting. He indicated others who attended were Mr. Richard R. Pippen, Jr. and Ms. Lorie Whitten.

Mr. Burnham also attended the budget workshop on Saturday, March 6, 2010 from 9:00 a.m. to 4:00 p.m. He thought a lot was accomplished during this meeting. Other meetings he attended the week before were Parks and Recreation and Police Commission. The River Walk event which was scheduled last weekend was cancelled due to the heavy rain.

**d. Gilbert R. Hayes, Selectman**

No report. Mr. Hayes was not in attendance.

**e. Richard P. Pippin, Jr., Selectman**

Mr. Pippin reported to the Board that the Wetland Commission met regarding the Newberry Road problems. He indicated the meeting was approximately an hour and half long, however, orders were issued. Two permits were renewed and new applications were taken, which were read for the record.

Mr. Pippin discussed the Historical Preservation Commission. He indicated the Commission is not thrilled about the upcoming budget and nothing new to report with that commission.

Mr. Pippin commented on the Housing Authority. Their day to day operations are doing well and active. The Housing Authority is looking to acquire funds for repairs which are needed. Ms. Menard remarked about a CL&P grant of \$200,000 which may be available to them.

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

**a. Resignations**

None.

**b. Re-Appointments: Elderly Commission**

**Madeleine Thompson (D) as regular member to serve a four-year term expiring 04/01/2014**

Ms. Menard indicated Ms. Madeleine Thompson is a current member of the Commission. She checked with the Chair of the Elderly Commission and the Commission would like to invite Ms. Thompson to serve on the Commission for another four-year term.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Ms. Madeleine Thompson (D) as a regular member to serve a four-year term expiring April 1, 2014.

**c. New Appointments**

None.

**d. Board and Commission Current Vacancies**

Ms. Menard gave to all Board Members a list of current Board Commission Vacancies, which include: American Heritage River Commission (two alternative members vacancies); East Windsor Historical Preservation Commission (one regular member vacancy); Natural Resource Preservation Commission (three regular member and one alternate member vacancies); and, Property Maintenance Code Board of Appeals (two alternate member vacancies).

**X. New Business**

**a. Request to the Board of Finance a transfer of funds to the current Capital Improvement Planning Account (9445-0650/chip sealing) for LOCIP reimbursement**

Ms. Menard indicated she would like to request from the Board of Finance a transfer of funds from the Capital Improvement Planning Account for LOCIP reimbursement. Ms. Catherine Cabral, Treasurer, was asked to explain the reason for the transfer. Ms. Menard asked the Board to look at the handout

dated March 2010 entitled Local Capital Improvement Program (LOCIP) Guidelines. She brought their attention to the last page of the document where in it indicates East Windsor is entitled to an additional \$105,979.15 funds. Every March additional funds are available to the municipalities. Currently the balance of that account is \$75,000 and next year, CIP will be assured an additional \$75,000.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen recommend to the Board of Finance a transfer of the current Capital Improvement Planning Account – Road Improvements (Account No.: 1-01-25-3183-7-799-0600-0) to LOCIP (Account No.: 1-01-55-9445-7-0650-0) in the amount of \$30,979.15.

**b. Recommend acceptance of Quarry Meadows Subdivision for Town Open Space/recommend to Town Meeting**

Ms. Menard discussed with the Board a memorandum dated March 4, 2010 wherein at a meeting of the East Windsor Planning and Zoning Commission on February 24, 2010, it was voted to recommend to the Board of Selectmen to accept the 15.13 acre property associated with the Quarry Meadows Subdivision, located in Ellington, for Town Open Space.

A discussion was held among the Board Members regarding the Town Open Space and how the property can be located in Ellington and not East Windsor.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen recommend to the Board of Finance to accept the 15.13 acre property associated with the Quarry Meadows Subdivision, located in Ellington, for Town Open Space, subject to the review and approval of the Town Attorney.

A discussion was held between Ms. Menard and Mr. Burnham regarding the recommendation to the Board of Finance. It was confirmed, it would only be recommended to the Board of Finance if the Town Attorney reviews and approves of same.

**c. Discussion Regarding Grant Writing Workshop**

Ms. Menard reported to the Board that Ms. Catherine Cabral has forwarded to her office a request to attend a Grant Writing Workshop in Hartford, Connecticut on April 28-29, 2010. The cost of the seminar is approximately \$425. In light of the spending freeze which has been put into place, Ms. Menard would like some input from Board Members regarding if someone should attend and if so, who. Board Members inquired if the seminar would be beneficial for the Town. Ms. Menard indicated there are many grants available and it may be helpful for someone to attend the seminar. Ms.

Menard indicated either Ms. Catherine Cabral, Ms. Melissa Maltese, or she would be good candidates to attend.

A discussion was held among Ms. Menard, Mr. Simmons, Mr. Burnham and Mr. Pippin regarding the importance of attending the seminar.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approve the spending \$425.00 to pay for the Grant Writing Training in Hartford on April 28-29, 2010 for First Selectman, Denise Menard and/or designee.

**d. Approval of Tax Refunds**

Ms. Samantha Lee, Tax Collector is asking the approval of the Board of Selectmen to approve tax refunds dated March 10, 2010 in the amount of \$4,257.53. The exact list of each and every refund was given to the Board Members for their review.

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$4,257.53.

**XI. Unfinished Business**

**a. Discussion of current Property Maintenance Code\***

**XII. Budget Matters**

**a. Presentation of 2010-2011 Budget**

Ms. Menard addressed the Board in regards to her proposed budget for 2010-2011. She had given out a copy of the slide presentation to all Board Members for their review. Using a slide presentation, discussed her proposed budget. The first slide was entitled "Fiscal Year 2010-2011 – Proposed Town Budget Summary of Expenditures". This slide gave a summary of Expenditures of the following departments: Town Government, Public Safety, Public Works, Sanitation and Waste Removal, Conservation of Health, Recreation, Insurance and Benefits, Miscellaneous, Capital Improvement Plan, and Debt Services. The slide compared the approved budget appropriation for 2009-2010 versus budget requests for 2010-2011. The approved budget for 2009-2010 was in the amount of \$13,405,427 and the proposed budget for 2010-2011 is in the amount of \$13,696,006, an increase of approximately \$290,579 or 2.17% increase. The proposed budget she discussed does not include the budget proposal of the Board of Education.

The second slide was entitled “Fiscal Year 2010-2011 – Proposed Town Budget, Capital Improvement and Debt Service”. She discussed the figures on this slide to the Board Members. The total Capital Improvement Program is in the amount of \$737,758.00 and total Debt Services is in the amount of \$1,832,200.00. A pie chart was shown describing the 2010-2011 Proposed Town Budget. The fourth slide Ms. Menard discussed was the proposed budget including the Board of Education expenditures. The slide compared the expenditures of 2009-2010 and budget requests of 2010-2011 and the percentage of change for each department, including Board of Education. When comparing the figures, an increase of 5.03% was indicated.

Ms. Menard then began to discuss the projected revenue for 2010-2011. The slide also compared the revenue from 2009-2010. After working the numbers for expenditures, revenues, and taxes; an increase of approximately \$3,388,254 from last year’s budget. The current mill rate is 21.75 which was an increase last year of 0.84 from 20.91. The current proposed mill rate is 24.89 or an increase of 3.14.

A discussion was held between the Board Members regarding the comparison of the 2009-2010 town budget, 2010-2011 proposed town budget, and the proposed 2% default budget and the differences between them. Another slide of pie charts was shown again explaining the proposed revenue and expenditures for 2010-2011.

Ms. Menard proposed a budget of \$13,696,006 for 2010-2011 which represents a 2.17% increase over the 2009-2010 budget. She summarized the budget showing the Board Members the past year of budget numbers. She indicated the increase of some expenses were unavoidable, such as, salary increases and employee benefits.

A lengthy discussion was held among the Board Members and Ms. Catherine Cabral regarding revenue and expenditures. In that discussion, furlough days computations, refinancing bonds, and outstanding contracts for clerical and police unions.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen recommend to the Board of Finance the Board of Selectmen Budget 2010-2011 in the amount of \$13,696,006, for their review and final approval, contingent of any additions and/or adjustments.

## **b. Updates on 2010-2011 Budgets**

### **1. February Recyclable and MSW Report**

Ms. Menard discussed the report entitled “East Windsor Recyclables – February 2010”. Mr. Burnham made comments

regarding the recycling has increased and the weight had decreased.

## **2. February Gas/Oil Report**

Ms. Menard discussed the report of gas and oil usage in February, 2010.

## **3. Budget by Department (dated 03/05/2010)**

Ms. Menard discussed the Budget by Department report briefly with the Board Members.

## **4. Discussion of Hiring Freeze and Non-essential Spending Freeze**

It was discussed between the Board Members the current hiring freeze and non-essential spending freeze.

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen continues the hiring freeze and non-essential spending for another month until the second meeting of next month (April 20, 2010).

## **XIII. Adjournment**

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen adjourns the March 16, 2010 Regular Meeting at 8:53 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Substitute Recording Secretary