

**BOARD OF SELECTMEN  
TOWN OF EAST WINDSOR  
11 RYE STREET  
EAST WINDSOR, CONNECTICUT 06088**

**MINUTES OF SPECIAL MEETING**

**Tuesday, August 21, 2012 at 7:00 p.m.**

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

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards  
Members Absent: None  
Others: Kathleen Pippin, Carol Madore, Robert Slate, Gary Roy, Robert Glecman, Shelia Glecman, Samuel Johnson, Jamie Johnson, Jerry Lavasor, and a few others  
Press: Larry Smith (Patch. com)

**I. Call to Order**

First Selectman Denise Menard called the Special Meeting to Order at 7:03 p.m., in the Park Hill Community Hall.

**II. Attendance**

Denise Menard, First Selectwoman  
Alan Baker, Deputy First Selectman  
Dale Nelson, Selectwoman  
Richard P. Pippin, Jr., Selectman  
James C. Richards, Selectman

**III. Approval of Minutes**

**a. Special Meeting of July 31, 2012**

An error was noted in the July 31, 2012 Special Meeting Minutes. An amendment to the minutes on Section IV., and Paragraph 1 is noted. The following is the noted amendment:

“Motion made by **Alan Baker**, seconded by Richard Pippin...”

to

“Motion made by **Jim Richards**, seconded by Richard Pippin...”

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the Special Meeting Minutes of July 31, 2012 as amended.

**b. Regular Meeting of August 7, 2012**

An error was noted in the August 7, 2012 Regular Meeting Minutes. An amendment to the minutes of the heading is noted. The following is the noted amendment:

“Press: Larry Smith (Patch.com) and Cory **Gauffman** (Journal Inquirer)”

to

“Press: Larry Smith (Patch.com) and Cory **Garfman** (Journal Inquirer)”

An error was noted in the August 7, 2012 Regular Meeting Minutes. An amendment to the minutes on Section VI., Sub-paragraph d, Paragraph 2 is noted. The following is the noted amendment:

“...the vote was three yes and one no and the modification did not pass. Mr. Pippin was concerned about this outcome due to the fact this Commission only has six members and inquired if a new member will be placed on this Commission.”

to

“...the vote was three yes, one abstained, and one no and the modification did not pass. Mr. Pippin was concerned about this outcome due to the fact this Commission has six regular members and inquired if there should be five regular members and one alternate added to this Commission.

An error was noted in the August 7, 2012 Regular Meeting Minutes. An amendment to the minutes on Section VI., Sub-paragraph d, Paragraph 2 is noted. The following is the noted amendment:

“...also discussed a request by **Mr. Kevin Saunders** in behalf of...”

to

“...also discussed a request by **Attorney Copposella** in behalf of...”

An error was noted in the August 7, 2012 Regular Meeting Minutes. An amendment to the minutes on Section VI., Sub-paragraph d, Paragraph 3 is noted. The following is the noted amendment:

“...due to the roof problems.”

to

“...due to the roof problems **and are funding this repair.**”

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen approves the Regular Meeting Minutes of August 7, 2012 as amended.

#### **IV. Communications**

##### **a. Correspondence regarding the Board of Education Funds**

Ms. Menard commented about a letter received by her office on August 14, 2012. The letter was written by the Attorney representing the East Windsor Board of Education regarding the issue of the 2010-2011 Board of Education budget and the allocation of funds to pre-pay for medical insurance expenses. Ms. Menard indicated that she has forwarded this letter to legal counsel for a legal opinion. She will keep the Board posted of any developments.

##### **b. Senior Center Newsletter**

Ms. Menard indicated to the Board Members that in their packets is the quarterly newsletter of the Senior Center. It has been hoped that a newsletter could be produced at the Senior Center to inform the East Windsor senior population of the upcoming events and programs at the Senior Center along with any town news which may be helpful. Ms. Menard thanked the senior services staff who produced it.

##### **c. Flu Clinic Schedule**

Ms. Menard indicated to the Board Members that in their packets is a memorandum from the VNA of the upcoming flu clinics scheduled for the Town of East Windsor. Places where flu shots can be received are the Senior Center, Park Hill, Spring Village, Town Hall, High School, Middle School, and Town Annex.

**V. Selectman's Reports**

**a. Denise Menard, First Selectwoman**

Ms. Menard indicated that she did not have a report to give to all the Board Members. She has been very busy over the last two weeks negotiating contracts and dealing with labor issues. She remarked that she has requested a quote for the purchase of an identification machine for purchase and also quotes for signs at the Town Hall and Annex. She will be meeting with the Town Engineer and Planning Department to discuss the location of the signs. She is hoping to have the signs in place before the November elections.

Ms. Menard commented that she has received communications from Mr. SD Broder regarding the hold harmless agreements which the Board requested all constables sign before town identifications would be given to the constables. Mr. Broder has indicated he will not be signing a hold harmless agreement.

**b. Alan Baker, Deputy First Selectman**

Mr. Baker indicated that at the recent Planning and Zoning Meeting he attended, a public hearing was held in regard to the milling at the Town Garage, a lot of public input was given. The public hearing also discussed the multiple parks. Again, there was a lot of public input, the public hearing was closed. Mr. Baker mentioned he recently attended the Wetland's Training Class.

He also spoke about the American Heritage River Commission Meeting and the next cleanup scheduled is September 29, 2012 between 10:00 a.m. to 2:00 p.m. The volunteers will be meeting at Osborne Park, a rain date has not yet been scheduled. Mr. Baker also mentioned that Mr. Dick Sherman, Chairman of the American Heritage River Commission, had a presentation at the Senior Center. The Senior Center is forming a hiking program. Mr. Sherman enjoyed his time with the seniors.

Mr. Baker indicated he has been researching solar power and five sites have been discussed. Further information will follow at future meetings regarding the progress of this research.

**c. Dale Nelson, Selectwoman**

Ms. Nelson indicated she attended the recent Police Commission Meeting on August 8, 2012 and it was business as usual. Also on August 8, 2012, she attended the Board of Education Meeting and many re-votes of actions taken at the July 25, 2012 meeting had to be taken. On August 15, 2012, Ms. Nelson attended the retirement party of Sergeant Michael Hannaford, he was given many awards from the Fire Department, Police Department and Town.

**d. Richard P. Pippin, Selectman**

Mr. Pippin indicated he attended the Wetland Training and a helpful workbook was given. Ms. Newton discussed many topics including blueprint reading. Mr. Pippin commented that Ms. Newton did a great job presenting the materials. Mr. Pippin suggested training should be given to all new Commission Members.

**e. James C. Richards, Selectman**

Mr. Richards gave to all Board Members a copy of his report dated August 21, 2012 for their review. He indicated that the Board of Education is having their annual retreat and they are getting ready for the new school year. The Economic Development Commission does not meet in August and their next meeting is scheduled for September 17, 2012 at 6:00 p.m.

Mr. Richards indicated that the Historical Preservation Commission does not meeting again until September and the recent meeting of the Housing Authority was cancelled.

Mr. Richards commented on the recent Parks and Recreation Meeting of August 13, 2012. The budget was given to them for financial accounts review information by the Treasurer dated July 31, 2012 for fiscal year 2012-2013; however, not showing any expenditures including salary. Chairman Szymanski questioned this and Melissa indicted she would check with the Treasurer's Office for the next meeting. Men's softball league fees were discussed as well as the fishing derby scheduled for May 5, 2013. A discussion was held regarding the entrance fees for non-residents on weekdays and naming parks. It was decided to resubmit Ms. Maltese's original draft dated March 31, 2010 to the Board of Selectmen for approval. The Commission did not think that parking lots should be named as such and names of the parks should follow the new regulations. Within this draft, Planning and Zoning would be suggesting names for open space, Parks and Recreation would be involved in naming parklands, facilities, playgrounds, and athletic fields. Naming of schools would still remain the prevue of the Board of Education. While naming of these items would start with the Commission and the Board of Selectmen would still have the final decision according to the Naming Policy for the Parks and Open Space.

**VI. Public Participation**

Mr. Robert Glecman, 14 Hillside Farms Drive, Broad Brook addressed the Board. He inquired to the Board if the Town had a blight ordinance on the books. Ms. Menard indicated to the audience that this portion of the meeting is for the public to comment; however, it is not for the Board and the public to have back and forth

communication on a topic. She did indicate that this very topic will be discussed further later in the meeting.

Mr. Robert Slate addressed the Board. He commented that he has heard rumors about the complaints of the millings at the Town Garage. He does not understand the problem being the Town Garage handles hazardous materials all the time. Ms. Menard commented that that Town Garage does not handle hazardous waste and that all hazardous waste disposals are shared with the Town of South Windsor.

Ms. Shelia Glecman, 14 Hillside Farms Drive, Board Brook addressed the Board. She inquired if it is necessary to have the fire horn used every time there is a fire call.

Mr. Samuel Johnson, 40 Hillside Farms Drive, Broad Brook addressed the Board. He commented that he was a fireman for 25 years and he doesn't understand why the fire horn is used presently. Technology that is being used with pagers, scanners, and cell phones, there is no present need to have a fire horn. The use of the horn is out of date. The fire horn makes a lot of noise pollution for no reason especially in the middle of the night.

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. IX. New Business to be discussed before VIII. Board and Commission Resignations and Appointments.

### **IX. New Business**

#### **a. Discussion of the Agreement for Appraisal of Real Estate to include Carol Madore, Town Assessor**

Ms. Menard introduced to the Board Ms. Carol Madore, Town Assessor. Ms. Madore indicated to the Board that she has given to the Board for their review two contracts in regards to the revaluation and appraisal of real estate for the Town. The first contract is to finish the revaluation work which is ongoing. The contract runs from July 12, 2012 through October 21, 2012. The second contract runs from November 1, 2012 through June 30, 2013. There are two different projects; therefore, two different contracts for services rendered.

It was asked if this was an ongoing project. Ms. Madore commented that the first contract is for continuing work on the revaluation which includes field work and listing. Mr. Baker inquired if this contract has gone out to bid. Mr. Richards commented that the ongoing revaluation, the first contract, should continue as an ongoing project. However, the second contract should probably go through the process before awarding of same. Mr. Baker recalled the most recent bid process regarding the brush pick-up

after the October snowstorm and the taxpayers want due diligence when a contract is awarded. Ms. Madore told the Board that it was not her intent to ignore the process. Ms. Menard began explaining the requirements of CIRMA when hiring an independent contractor.

A brief discussion was held. It was the general consensus of the Board that the ongoing revaluation project should continue with the current contractor; however, the second contract for services should go out to bid and liability insurance policy would have to be provided.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves and authorizes Ms. Denise Menard to enter and sign the “Agreement for Appraisal of Real Estate within the Town of East Windsor, Connecticut” for services rendered on July 1, 2012 through October 31, 2012.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen suggests that contract appraisal work for November 1, 2012 through June 30, 2013 the following:

1. Investigate the bidding process and comply with bid process pursuant to Town Policies and Procedures; and,
2. Authorize Ms. Denise Menard, First Selectmen to investigate with CIRMA of the criteria entering into a contract with an independent contractor and to define the liability the Town has.

#### **b. Discussion of Park Hill PILOT Payment**

Ms. Menard introduced Mr. Robert Slate, Chairman of the Housing Authority to the Board. The reason for Mr. Slate attending this meeting is to discuss the PILOT payment owed by the Housing Authority. He indicated that back in 2010 it was decided by the Board of Selectmen to allow the Housing Authority to pay the PILOT payment in two installments, July and January due to the fact it was easier to make those payments. Ms. Nelson indicated it was due to hardship. Mr. Slate commented that presently there are six empty units. Ms. Menard reminded Mr. Slate that the payment is revenue for the Town and included in the Town’s budget. Ms. Menard also reminded Mr. Slate that the agreement with the Housing Authority is one payment and the last payment the Town had to ask for the payment and never received a reply until the communication was sent to him. Mr. Richards indicated that it the Board of Selectmen’s fiscal responsibility to the taxpayers of the Town to collect monies that are owed and if there is a financial hardship, communication with the Board would be appreciated. Ms. Nelson mentioned that the Town assisted the Housing Authority in obtaining grant

monies for improvements to Park Hill and that grant was approximately \$700,000. Mr. Slate was under the impression that the Housing Authority had the option of making two payments, July and January. Ms. Menard commented that the agreement between the Housing Authority and the Town is annual payment and if Mr. Slate would like a copy of that agreement, same could be sent to him. She did mention that for the past two years, the agreement has been to pay in two installments, but unfortunately, those installments are not being received in a timely fashion. Mr. Slate commented that this past year was extenuating circumstances due to the October snowstorm and the monies which were expended during that emergency. Ms. Menard agreed; however, the Town also had such expenses due to the snowstorm and still managed to pay the vendors who were owed.

A brief discussion was held.

A conversation then began regarding emergency management and including Park Hill into the plans. Ms. Menard indicated recently a drill took place. The high school was used as a shelter. She gave details of the drill and inquired if Park Hill has been included. Mr. Slate mentioned that Jennifer was in contact with emergency management but was not included in the drill. Ms. Menard indicated she believed Jennifer chose not to be involved. Mr. Slate indicated he would contact Chief DeMarco and Mr. Len Norton to discuss same. He reminded the Board that during the October snowstorm, Park Hill Community Hall was used as a shelter. Mr. Richards indicated this could be a great opportunity to create a program at Park Hill. Ms. Nelson suggested during coffee hour on Tuesday mornings, would be a good time for the Chief to come up and talk to the residents about emergency management and what preparations the Town has taken. Mr. Slate thanked the Board and indicated he would check on the second payment.

**c. Approval of Tax Refunds**

Ms. Menard discussed an Application for Refund request from the Tax Collector wherein Ms. Kimberly Lord, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$2,824.60 dated August 8, 2012.

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$2,824.60 pursuant to the tax collector's request dated August 8, 2012.

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen returns to the order Agenda Item No. VIII. Board and Commission Resignations and Appointments.

**VII. Board and Commission Resignations and Appointments**

- a. Resignations: None**
- b. Re-Appointments: None**
- c. New Appointments: None**
- d. Board and Commission Current Vacancy List**

The list was given to all the Board Members for their review

**VIII. Unfinished Business**

**a. Discussion of Blight Town Matters**

Ms. Menard indicated at this time, the Board has not yet made any recommendations on a possible blight ordinance. A form has been made at the First Selectmen's Office which is given to anyone who has a complaint to fill out and therefore be addressed at future meetings of the Board of Selectmen. She has received several complaints in her office, which are starting to pile up and she needs some direction in regards to same. She indicated that in the Board Member's packets are complaints. After lengthy discussions during previous meetings, it was decided building official would take action upon properties which are problems due to safety concerns such as the barn falling down and roof on a structure which is not safe. It was also suggested the uncut grass or standing water would be a North Central Health issue. Ms. Menard indicated recently at a Board of Selectmen meeting, a complaint regarding a house on Graham Road was referred to the health department. The building was secured, the grass was mowed and there is no health danger. There was a phone number listed on the door of the house and the health department called the number and it was a property management company out of India.

Ms. Menard indicated that there have been emails sent back and forth between Mr. Baker and Mr. Richards working on wording of a possible Blight Ordinance or update of the Property Maintenance Code.

Mr. Samuel Johnson of 48 Hillside Road, Broad Brook, inquired if the Town had a Property Maintenance Code. Ms. Menard indicated there is a Property Maintenance Code in effect. Mr. Johnson began speaking of possible

properties that are in violation of this Property Maintenance Code, including the convenience store on Depot Street which unregistered cars are in the parking lot, piles of garbage, clothes bins, and tall grass. He also mentioned there are several other properties in town which are run down, have been painted all different colors and it was his concern that it makes the Town terrible. He inquired if there was anything in the Property Maintenance Code which can enforce fines to make the owners of these properties clean them up. Ms. Menard indicated this is the issue, the Property Maintenance Code does not have the power to enforce. Mr. Robert Glecman also of Hillside Road in Broad Brook added that the convenience store on Depot Street started to clean up the property just this morning. Ms. Menard indicated she has noted the property and will check on the status of same. Ms. Jamie Johnson of 48 Hillside Farms Drive, Broad Brook, commented that at night time at the convenience store there are two vehicles, but during the day there is only one and she assumes that there are people living there. Ms. Menard believes that there is an apartment in that building but she reiterated she would check with the Assessor to find out. She also indicated if the Johnson's would like to come to her office and complete a form, she should stop by her office. Ms. Johnson commented that a form has already been completed. Mr. Jerry Lavasor of 38 Hillside Farms Drive, Broad Brook indicated that he has been living in Town for the past six years and the properties located in the center of Town are really run down and dumpy. It is not appealing to future businessmen and future residents of the Town. Ms. Menard agreed; however, she indicated complaints are very subjective due to everyone's lifestyle is different.

Mr. Gary Roy of 232 South Main Street, East Windsor addressed the Board. He indicated he has gotten a copy of the ordinance which has been in effect of 2001. He has gone around Town and has seen approximately sixteen to eighteen properties. Most of these properties are behind in their taxes of up to \$30,000 and a simple fine is not going to force the property owner to clean up the blight. Ms. Menard indicated that the tax collector has been aggressively collecting back taxes.

Mr. Richards began speaking of the research he has done since the last meeting regarding the Property Maintenance Code. He indicated that the code was adopted by the Board of Selectmen on December 8, 2001. The violations were handled by Steve Knibloe and the building inspector. There was a Board of Appeals formed to handle any appeals which would have been made after the violations were addressed. The last meeting of this Board of Appeals was back in 2003 and there should be a five member board. There are three individuals listed as members presently and two more would have to be appointed. Mr. Roy indicated he would be interested in becoming a member of the Appeal Board. The Board began looking through the Property Maintenance Code and speaking of Section 105.4 regarding violations and penalties and state and local laws regarding same.

A lengthy discussion was held. It was suggested that at the next Board of Selectmen Meeting, the Board invite the Building Official to the meeting to discuss this matter further. Ms. Menard also mentioned that the forms for complaints will be in the lobby of the Town Hall, Town Annex and on the website. Ms. Menard reminded everyone that if the Property Maintenance Code is changed it may require a Town Meeting and it is up to the citizens of the Town to approve same.

**IX. New Business**

Previously discussed in the meeting.

**X. Budget Matters**

**a. Budget Discussion and Transfers**

**1. FY 2011-2012**

Ms. Menard gave to all Board Members a list of all proposed transfers. She discussed all of the transfers and asked if the Board Members had any questions. It was suggested that the transfers for the new fiscal year be numbered as the Board of Finance has begun to do because it would be easier for everyone. A brief discussion was held.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approve and forward to the Board of Finance the transfers as listed on Exhibit A attached hereto and forward to a Town Meeting, if necessary.

**2. FY 2012-2013**

Ms. Menard indicated no transfers for the new fiscal year.

**b. Monthly Reports (Second Meeting of the Month)**

Monthly reports from building department, finance, gas, diesel, heating oil, and recycling were reviewed along with report from the fire marshall.

**XII. Executive Session**

None.

**XIII. Adjournment**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the August 21, 2012 Special Meeting at 9:07 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary

**EXHIBIT A**

**Board of Selectmen/Accounts**

<b>Transfer</b>	<b>Account Dept/line</b>	<b>Department</b>	<b>Amount</b>	<b>Reason</b>	<b>Town Meeting</b>
<b>OTHER</b>					
To	08/1025/0484	CNR/P.W. Road Improvements	\$115,832.04	To continue road projects	X
From	01/3183/0600	Road Improvements			
To	08/1025/0110	CNR/Assessor	\$32,266.65	year end transfer	X
From	01/9447/0110	CIP Reserve/Assessor			
To	01/1010/100	Selectman Salary/FT	\$1,265.00	2% salary increase	X
From	01/1194/114	27th Payroll			
To	01/1085/100	Town Property/Salary FT	\$817.00	Due to ratification of	X
From	01/1194/114	27th Payroll		Public Works contract 7/1/2011 - 6/30/2012	