

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

**MINUTES OF REGULAR MEETING**

**Tuesday, January 15, 2013 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 (arrived at 7:14 p.m.)  
Members Absent: None  
Others: Kathleen Pippin, Steve Wawruck, Chris Ferreira, Charles Riggott, Laurie Whitten, Leonard Norton, and Marie DeSousa  
Press: None

**I. Call to Order**

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:09 p.m., in the Town Hall Conference Room.

**II. Attendance**

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

**III. Added Agenda Items**

None.

**IV. Approval of Minutes**

**Regular Meeting of December 18, 2012**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (3-0) (In Favor – A. Baker, D. Nelson, and R. Pippin; Opposed – none) that the Board of Selectmen approves the Regular Meeting Minutes of December 18, 2012 as presented.

**V. Communications**

**a. Thank You Letter to Chief Edward DeMarco and Police Department**

Ms. Menard indicated that in the Board Member's packets is a letter from Mr. Leonard J. Norton, Director of Public Works/Town Engineer dated December 12, 2012 addressed to Chief Edward DeMarco, Police Chief of the East Windsor Police Department. Ms. Menard read from the letter which was a heartfelt thank you to the Chief and the East Windsor Police Department for having the Honor Guard and escort at the funeral of Timothy Golden. The immediate family and extended family of Timothy Golden were touched by the participation of the East Windsor Police Department.

Selectman James C. Richards entered the meeting at 7:14 p.m.

**VI. Selectman's Reports**

**a. Denise Menard, First Selectwoman**

Ms. Menard read from her report dated January 15, 2013. She wished a Happy New Year to all!

The auditors have concluded the Town audit. It has been available for review in the Town Clerk's Office since January 11, 2013. It is anticipated it will be accepted at the Annual Town Meeting that was adjourned to tomorrow night.

Mr. Mike Koczera, a former Selectman and owner of Skylark, is in the hospital after having a stroke on Friday, January 4, 2013. Keep him in your prayers.

Ms. Menard indicated she has spoken to Ms. Melissa Maltese about the proposal for a disc golf course that Mr. Donnelly proposed to the Selectmen at the last meeting. She will bring it to the Park and Recreation Commission which is the first step of the process.

Ms. Menard indicated she had a visit from Mr. and Mrs. Bopko regarding the purchase of seven acres of their property on Mill Street along the Scantic River. They did not have a price in mind. The American Heritage River Commission would be interested in acquiring the property for open space. She told the Bopko's they should not wait to list the property for sale if that's what they planned to do and if the Town is interested in looking into it further, she would pass it on to the Planning and Recreation Offices for their recommendations on it.

Ms. Carol Madore has given Ms. Menard invitations to Becky's retirement party on this Friday in case someone that wanted one did not get one.

Ms. Menard reported that the Town is finally getting back on track with the systems upgrade. The Police Department new computers are in the process of or have been completely deployed, the appropriate people have been contacted for completion of the Assessor's and Tax Office programs, the Registrars and the IT group were finally available at the same time and they now have the new email running. Ms. Menard admitted that when she cautioned the employees that the computer upgrade would be painful, she did not expect it to be this painful. Although frustrating for all, everyone has been very understanding and she truly appreciates it.

Ms. Menard indicated that if you come into the Selectman's Office, you will see a variety of people on various days, along with some physical changes to the space. As she has done with every vacancy that has happened at the Town Hall, she is using Becky's retirement as an opportunity to take a close look at what is done in her office and the best way to get everything done from this point on. The HR Consultant that she has used over the last year will be here more specific hours with more specific functions. That position is currently being paid out of Capital Non-recurring HR Consultant line. Phone coverage, filing, copying is currently being performed by two part-time young ladies coming in from 10:00 a.m. to 2:00 p.m. and 12:00 p.m. to 7:00 p.m. on Thursday. Finally, a short term part-time person is helping to address the proper filing or disposal of files that have been found, some of which date back to the 1980s. The part-time positions are temporary while the office figures out what is needed permanently.

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

Mr. Baker indicated he could only comment on the recent activities of American Heritage River Commission which hosted the Third Annual New Years Day Hike. It was a great turnout with approximately 200 people attending. This annual hike is a major draw for hikers around the area.

**c. Dale Nelson, Selectwoman**

Ms. Nelson commented that she attended the recent Capital Improvement Projects Advisory Committee Meeting which was held on January 8, 2013. The Public Safety Departments presented their requests. On January 9, 2013, she attended the Police Commission Meeting. The Commission has scheduled a budget workshop meeting at the Police Department on January 23, 2013. The Chief has had meetings with the Fire Departments and the school's administration regarding the security and safety of the district's schools.

Ms. Nelson remarked about the Volunteer Incentive Meeting which took place on January 14, 2013. Discussions at that meeting were of bringing the pension budget current within the next ten years. The current status of the Volunteer

Incentive is that there is not a lot of money. This will be discussed further during the budget process as part of the Selectmen's budget. She indicated that the incentive payments for the fire departments are just below the \$180,000 which was budgeted.

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

Mr. Pippin commented on the recent Inland/Wetland Meeting of January 2, 2013. One application was discussed regarding the change in slope and it was granted. The East Windsor Cemetery Association also discussed the Springdale Cemetery. The Department of Transportation is holding up the progress. The bylaws were updated.

Mr. Pippin discussed the recent Zoning Board of Appeals Meeting of January 7, 2013 and the recent Capital Improvement Projects Advisory Committee Meeting of January 8, 2013.

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

Mr. Richards gave to all Board Members his report dated January 15, 2013. He discussed the recent Board of Education Meeting of January 9, 2013. The modular project at Broad Brook Elementary School is looking good for spring approval by the State. The resignation of Ms. Lynn Stanley was discussed. On January 26, 2013 is the Rodney Wrestling Tourney and on January 31, 2013 is the Poetry Out Loud Contest. A senior, Miss Masters has been accepted at Yale. There was a discussion about school security and Ms. Kane, Superintendent of Schools reported that Chief DeMarco has been excellent with help and knowledge. There was a discussion about the CMT and CAPT scores while they seem low compared to other Towns, East Windsor has been steadily moving toward the set goal. The entrance sign at the East Windsor Middle School has been updated to be more visible for those looking for the entrance. A short discussion was held regarding the upcoming budget, while not required by the Board of Education, it has decided to continue to provide a breakdown of how monies are spent.

Mr. Richards discussed the Economic Development Commission. The Selectmen are requested to attend the East Windsor Business Forum and East Windsor Meet and Greet on January 31, 2013. They are asked to RSVP to the Planning and Zoning Office. State Senator LeBeau and State Representative Chris Davis will be on hand.

Mr. Richards discussed the recent Historical Preservation Commission Meeting which was held on January 10, 2013. It was an excellent meeting with all members in attendance. The Commission is still looking for one regular member

and two alternate members. The yearly election of officers was held; Ms. Barbara Smeigel, Chair; Mr. Kirk Monstream, Vice-Chair; Mr. Scott Morgan, Secretary. Discussion was held on marketing the Historic District and possible fund drive to fund Melrose Historic District sign. An electronic brochure is being created to promote preservation of history and how anyone can volunteer to help the East Windsor Historic Commission. The Housing Authority has a regular meeting scheduled for January 22, 2013, an executive session was being held tonight at 7:00 p.m.

Mr. Richards discussed the recent Parks and Recreation Meeting of January 14, 2013. He indicated that Mr. Brian Donnelly was in attendance presenting the disc golf program. After a long discussion of location and other issues, no formal vote was taken. Ms. Melissa Maltese, Director of Parks and Recreation, suggested that Mr. Donnelly contact the Town Planner, Ms. Laurie Whitten, to see what the boundaries of the land are and if it fits into the overall Town Plan. The Panther Plunge is scheduled for March 16, 2013 and the theme this year is "Freezin for a Reason). This highly successful community fun program has been sponsored by Rockville Bank and Nelson Motorsports in the past. Anyone who is interested in sponsoring should contact the Parks and Recreation Office. Most facility charges stayed the same, the Abbe Road Field is so popular, that the fee has been raised from \$50.00 to \$75.00 per game. While not making lots of money, it seems that most of the Park and Recreation programs are successful. Ms. Maltese presented a rough draft of the proposed 2013-2014 budget and by moving monies, she as able to achieve the exact same budget as this year. She is still fine tuning the budget.

Lastly, Mr. Richards indicated the Shared Services Committee will be meeting on January 22, 2013 at 5:30 p.m.

## **VII. Public Participation**

Ms. Kathleen Pippin, Wooham Road, addressed the Board. She had questions regarding the Capital Improvement Projects Advisory Committee Meeting which is scheduled for Thursday, January 17, 2013 at 5:30 p.m. She was confused if the meeting was taking place or not due to the emails that have been going back and forth between the Superintendent and the First Selectmen's Office. Ms. Menard indicated it was her understanding that the meeting will be taken place and it may be short because the Parks and Recreation Department will be presenting. Ms. Pippin then commented that she is having trouble retrieving her emails for the Board of Finance on the Town's email program

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

**a. Resignations:**

**Lynn Stanley, Board of Education and Deputy Registrar of Voters**

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (4-0) (In Favor – A. Baker, D. Nelson, J. Richards, R. Pippin; Opposed – none; Abstained – none) that the Board of Selectmen accepts the resignation of Ms. Lynn Stanley, of the Board of Education and Deputy Registrar of Voters, with deep regret effective January 2, 2013.

**b. Re-Appointments:**

**Charles Riggott (D) Alternate, WPCA for a four year term expiring 02/01/2018**

A motion was made by Ms. Nelson and seconded by Mr. Richards that the Board of Selectmen reappoints Mr. Charles Riggott (D) Alternate, to the WPCA for a four year term expiring February 1, 2018.

A discussion was held. Ms. Menard indicated that in the Board Member's packet is a letter to reconsider the appointment of Charles Riggott as an alternate member of the WPCA to a regular member of the WPCA. Feedback was asked of the Superintendent of the WPCA and Chairman. It was indicated there is a vacancy on the WPCA due to the fact that Mr. Jim Barton, regular member term expired on November 1, 2012.

Ms. Nelson corrected her motion as follows:

A motion was made by Ms. Nelson and seconded by Mr. Richards that the Board of Selectmen appoints Mr. Charles Riggott (D) as a Regular Member of the WPCA for a four year term expiring November 1, 2016.

A discussion was held. Mr. Richards inquired if Mr. Barton was informed that his term had expired. Ms. Menard indicated that the First Selectmen's Office does not inform members of their expired terms. In all of the years that Ms. Browne has been keeping track of the appointments, she has never contacted the person to remind them their term has expired.

A vote was taken:

In Favor – A. Baker, D. Nelson, J. Richards, and R. Pippin

Opposed – None

Motion Passes 4-0.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, J. Richards, R. Pippin; Opposed – none) that the Board of Selectmen thanks Mr. Jim Barton for all of the time he has served as a member of the WPCA.

**c. New Appointments: None**

**IX. Unfinished Business**

Nothing discussed at this meeting.

**X. New Business**

**a. Presentation of Transportation Alternatives Regarding Warehouse Point**

Ms. Menard introduced to the Board, Mr. Steve Wawruck, First Selectmen of Windsor Locks and Mr. Chris Ferreira of Fuss and O'Neil to discuss Transportation Alternatives regarding Warehouse Point. Mr. Steve Wawruck thanked the Board for inviting him to this meeting. He was at the meeting to discuss the railroad corridor from New Haven to Springfield. There was a study done approximately four years ago in Windsor Locks and the number one item in the transportation study was to improve the train/rail system and that would mean that the train platform would have to be moved from the south part of town into the center of town. It is anticipated that approximately 1800 people will be using the rail system in the future for transit. A grant was awarded to the Town of Windsor Locks in the amount of \$250,000 to move forward. Mr. Chris Ferreira of Fuss and O'Neil is here to give the Board a brief overview of the plans. Mr. Ferreira thanked the Board for their time. He indicated that the project which is being discussed is a complex project. Windsor Locks was awarded a grant in the amount of \$250,000 as a part of the Governor's plan to reduce the congestion on I-91. The project is to connect cities to towns with the use of railroad stations, bike trails and buses. Changing the location of the train station will impact the Town of East Windsor and the region.

With the use of a power point presentation, Mr. Ferreira began discussing a 2008 Ferreira Hixon Master Plan. The plan rediscovers the sense of community pride and bringing downtown/Main Street Windsor Locks back to life, since it was leveled back in the 1970s. The Department of Transportation did a study approximately four years ago of the railroad stations and the operational issues. Governments have spent a lot of money on the studies. Trains are gaining a lot of support to provide alternative modes of transportation. Stops should be approximately a quarter or half mile walking distance to shops and other businesses to make it easier for the general public to use the trains. Windsor

Locks is starting to see benefits of the possibility of moving the train station. Later in the week, the Town will be meeting with investors to potentially fund the revitalization of the old Montgomery Mill. What does this mean for East Windsor? The moving of the train station platform would provide a transportation possibility for the public to have access to the train and to Warehouse Point business district. If the Montgomery Mill is turned into apartments, the people living in those apartments will be able to walk across the bridge and go to the businesses. The changes in the train station platform will have regional impacts. Due to the moving of the train station platform, it is anticipated that there will be an increase in ridership by approximately 15,000 people annually. It is also anticipated the impacts will affect the Bridge Street intersection. Because of the traffic problems which may occur, it is being suggested the Bridge Street intersection may be replaced with a roundabout. The increase of fifteen to twenty trains per day will make the intersection of Main Street and Church Street in Windsor Locks worse than it already is due to the fact that the gates will be down longer than usual because the train station will only be approximately 500 feet away from that intersection. He explained how the gates stay down longer and more frequently, which would cause traffic to back up. The Department of Transportation has studied this intersection taking into account of the train station being moved. It has come to the conclusion that changes would have to be made at that intersection. Some of the changes suggested are closing down Church Street to traffic and the first traffic control signal would have to be removed. He explained how the changes would affect the traffic. One problem that was discussed at length was the traffic of the trucks from Alstrom having to go through East Windsor and the suggestion of the roundabout for the intersection of Bridge Street in East Windsor. During that discussion, the suggestion of cycle tracks over the bridge which is a dedicated lane for bicycles. Questions of who would be funding a roundabout which would cost approximately 4 million dollars were raised. It was quickly answered that if the Department of Transportation wants to do this, it would fund the project. The roundabout would be used as connecting the two towns.

The lengthy discussion continued regarding the demographics of the canal trail, who would be renting the Montgomery Mill apartments and using the train and bicycles and the tractor trailers of Alstrom and other businesses which use the bridge. Ms. Whitten and Mr. Norton both added comments about the proposals and both felt it was a great opportunity for both East Windsor and Windsor Locks.

**b. Approval of Regional Performance Incentive Grant Program Resolution**

Ms. Menard indicated that in the Board Member's packet is an email from Ms. Jennifer March-Wackers, Municipal Services Manager of Capital Region Council of Governments regarding the Back Office Study.

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, J. Richards, R. Pippin; Opposed – none) that the Board of Selectmen approves the OPM Regional Performance Incentive Grant Program Resolution as attached hereto and marked as Exhibit A and authorizes First Selectwoman, Denise Menard to sign any and all necessary agreements and take all necessary actions to all for the Town's participation in said program.

**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 \$16,729.59 dated January 8, 2013.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, J. Richards, and R. Pippin; Opposed – None; Abstained – None) that the Board of Selectmen approves the tax refunds in the amount of \$16,729.59 pursuant to the tax collector's request dated January 8, 2013.

**XI. Budget Matters**

**a. Current Budget**

Copies of the current budget were given to all Board Members for their review. Ms. Menard indicated the next agenda will have budget discussions for 2013-2014. She began speaking of entities that have notified her office that they would like to be included during the budget discussions. Those entities are the East Windsor Ambulance Association and Warehouse Point Library. She inquired with the Board how they would like to go about doing so for those entities. It was noted that it should be done as it was done last year and invite those entities to present their proposed budgets to the Board. It was reminded that the East Windsor Ambulance Association has no lines within the budget and the contract for fiscal year 2012-2013 called for zero funding. That contract has expired. The discussion continued regarding the expired contract and other expenses the Town has paid on behalf of East Windsor Ambulance Association, such as the lease of the building is only \$1.00 per year and the payment for radio communications. Ms. Menard indicated she would give to the Selectmen copies of the contact during the budget process.

A brief discussion was held.

**XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200 (6) (a) Personnel and Section 1-200 (6) (b) Pre-Litigation and Section 1-200 (b) contracts**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) **PASSED** (4-0) (In favor – J. Richards, R. Pippin, D. Nelson, A. Baker; Opposed – none) that the Board of Selectmen enters into an Executive Session discussion to preserve confidentiality.

The Board entered into Executive Session at 9:05 p.m.

The Board came out of Executive Session at 10:15 p.m.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (4-0) (In favor – J Richards, R Pippin, D Nelson, A Baker; Opposed – none) that the Board of Selectmen approves the Agreement between the Town of East Windsor and Local 818 of Council #4 AFSCME AFL-CIO Supervisors' for the effective July 1, 2011 through June 30, 2014 and authorizes the First Selectman to sign the Agreement. This approval is contingent upon complete withdrawal of Local 818 of Council #4 AFSCME AFL-CIO MPP-29824.

**XIII. Adjournment**

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, J. Richards, R. Pippin; Opposed – none) that the Board of Selectmen adjourns the January 15, 2013 Regular Meeting at 10:16 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary

**EXHIBIT A**

**CRCOG Support Resolution**

**OPM Regional Performance Incentive Grant Program**

- Whereas, Section 5 of Public Act 11-61 (an Act Concerning Responsible Growth) passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services, and
- Whereas, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region, and
- Whereas, on November 16, 2011 the policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and
- Whereas, the Chief Elected Officials and municipal staff of the Capital Region have developed a list of services sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and
- Whereas, the Town of East Windsor has expressed an interest in taking part in the project proposal entitled Regional Performance Incentive Grant Program.

Now, Therefore be it Resolved that the Board of Selectmen does hereby endorse the above referenced Regional Performance Incentive Grant Program project proposal and authorizes the First Selectman to sign all necessary agreements and take all necessary actions for the Town's participation program.

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First Selectman

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Date

**EXHIBIT A CONTINUED**

**Resolution of Endorsement**

The Legislative Body of the Town of East Windsor met on January 15, 2013 and adopted a resolution by the vote of \_\_\_\_\_ to \_\_\_\_\_ which endorsed the Regional Performance Incentive Grant Program proposal referenced in Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth) for the following projects to be submitted by the Capital Region Council of Governments:

1. Back Office Service Sharing Study

Such proposal is attached to and made a part of this record.

Attested by:

Name: \_\_\_\_\_

Title: Town Clerk

Date: \_\_\_\_\_