

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

MINUTES OF REGULAR MEETING

Tuesday, March 19, 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
Members Absent: None
Others: Kathleen Pippin, Carol Madore, Dan Nadeau and Linda Sinsigallo
Press: None

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:02 p.m., in the Town Hall Conference Room.

Ms. Menard informed the Board Members that the recording secretary has given her notice. She thanked the recording secretary and wished her well in her new endeavors.

Ms. Menard also informed the Board Members that since her office is in transition and her office is short staffed, she had the temporary clerical person in her office to do the agenda for this meeting. She did type the agenda and make the appropriate copies; however, she forgot one important element; filing the agenda with the Town Clerk. This was discovered before this meeting. Ms. Menard's Office has contacted Mr. Tom Henick regarding this problem to find out if the Board could meet this evening. The office was told that the meeting has to be posted at the Town Clerk's Office, which it has been and the meeting can take place and discussions of the agenda items could take place but no action can be taken. Ms. Menard indicated that a Special Meeting has been noticed for Wednesday, March 20, 2013 at 7:00 p.m. before the Board of Finance.

II. Attendance

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

III. Added Agenda Items

None.

IV. Approval of Minutes

- a. Regular Meeting of March 5, 2013**
- b. Special Budget Workshop Meetings**
 - 1. February 25, 2013**
 - 2. February 26, 2013**
 - 3. March 5, 2013**
 - 4. March 6, 2013**
 - 5. March 7, 2013**
 - 6. March 9, 2013**

No discussion was held, the minutes will be discussed and approved at the Special Meeting on Wednesday, March 20, 2013 at 7:00 p.m.

V. Communications: None

VI. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard indicated she has been very busy with the budget workshops and budget preparation; therefore, she does not have report this evening.

b. Alan Baker, Deputy First Selectman

Mr. Baker commented that most of his last two weeks has been consumed by budget workshop meetings. He mentioned the recent Veterans Commission Meeting. They are in the process of planning the Memorial Day Parade. The Veterans Commission is also in the process of ordering cemetery flags and flags for Main Street. They have consulted with Mr. Len Norton, Director of Public Works regarding the bucket truck that is needed to place the flags on Main Street. The Veterans Commission is also giving two scholarships of \$500.

Mr. Baker remarked about the recent activities of the American Heritage River Commission. They will be having an event called "Spring Splash" on March 23, 2013 at 9:00 a.m. At their latest meeting, a discussion was held regarding Mr. John Burnham's resignation and a new Vice-Chair was elected. A work party was held on March 9, 2013. Planning and Zoning has gotten the maps which were requested. Ms. Menard commented briefly about the resignation of Mr. John Burnham and indicated the resignation is due to his appointment on the Housing Authority.

c. Dale Nelson, Selectwoman

Ms. Nelson commented that she attended the Broad Brook Fire Department meeting of March 7, 2013; the new Chief is Thomas Arcari and Assistant Chief is Gerald Bancroft. At the meeting, capital improvement budget was discussed and the pump truck repairs that are needed. Scuba Packs were rejected at training which was recently held in Windsor Locks due to bad O rings. The discussion continued regarding the upkeep and maintenance of fire equipment and the job duties of part-time firefighters. A discussion of having employees trained and recertified in CPR and the cost of same, which is approximately \$100 per person. Ms. Jane Simpkins indicated that furniture has been donated and brought to the Senior Center, a few couches and chairs. The topic of the gym was discussed. Ms. Nelson began a tour of the gym wherein she took notes of the types of equipment and their status per viewing, but was unable to complete the tour due to a fire call. She is suggesting that the Ms. Roberta Hodgdon, Program Coordinator should make contact with the fire department to schedule a walk-around to further the planning.

Ms. Nelson commented on a recent Capital Improvement Projects Advisory Committee Meeting wherein a presentation by Webster Bank was done regarding long and short term funding of capital projects.

Ms. Nelson mentioned she did not attend the Police Commission Meeting but reminded everyone of the personnel issues and being short handed. The lockroom project is going out to bid.

d. Richard P. Pippin, Selectman

Mr. Pippin commented that he attended the recent budget meetings and Capital Improvement Projects Advisory Meetings as were mentioned previously. He also reported on the most recent Inland-Wetland's Meeting wherein Syklar Airport and Springdale Cemetery were discussed.

e. James C. Richards, Selectman

Mr. Richards indicated he attended the recent Park and Recreation Meeting. The gentleman who is spearheading the disc golf course in East Windsor is moving forward. The Commission will allow nonresidents to use the park during the weekdays of Monday through Thursday. The pavilion rentals are increasing and it is becoming a popular rental venue in Town.

The Housing Authority has cancelled their last two meetings. He is not sure, he did not get notification.

The Economic Development Commission recently met and discussed the zoning regulations for signs and how to ease the cost of obtaining a permit for a sign.

He also commented that he was unable to attend the recent Historical Preservation Commission Meeting due to a scheduling conflict.

VII. Public Participation

None.

VIII. Board and Commission Resignations and Appointments

a. Resignations: None

b. Re-Appointments: None

- **Inland/Wetland Watercourse Agency**
John E. Malin (U), Regular Member, 4 year term expiring 11/1/16
- **Park and Recreation Commission**
Ted Szymanski (D), Regular Member, 4 year term expiring 2/1/17
- **Veterans Commission**
Edward Filipone (R), Regular Member, 4 year term expiring 2/1/17
Gilbert Hayes (D), Regular Member, 4 year term expiring 3/1/17
- **Zoning Violation Hearing Officer**
Clifford Nelson, 2 year term expiring 2/1/15

c. New Appointments:

- **Agriculture Commission**
Steve Dearborn (R), Regular Member, 3 year term expiring 8/1/15
- **Constable**
Suzanna C. Stremper (R), Regular Member, 4 year term expiring 10/05/13

Ms. Menard indicated that the Board and Commission Resignations and Appointments can be discussed, but no action will be taken at this meeting. Action will be taken at the Special Meeting scheduled for Wednesday, March 20, 2013 at 7:00 p.m. Ms. Nelson commented that she will be unable to attend the Special Meeting on Wednesday and would like a discussion. She had no issues with the re-appointments. She was also in favor of the new appointment of the Constable. However, the new appointment to the Agriculture Commission she wanted to discuss because she believes the appointee may not be about to meet the criteria of holding a seat on a Commission due to unresolved issues with Town agencies. Mr. Pippin agreed indicating that the appointee must have "his house in order". Mr. Baker added any ongoing, unresolved issues needed to be resolved before an appointment can be made.

It was the general consensus to take Agenda Item X. New Business out of order of the Agenda.

X. New Business

a. Approval of John Cahill Agreement

Ms. Denise Menard introduced Ms. Carol Madore, Assessor to the Board to discuss the approval of the agreement with Mr. John Cahill. Ms. Madore indicated the agreement is until the end of the fiscal year, June 30, 2013. Ms. Menard indicated that CIRMA, the Town's insurance carrier, had asked for the contract and had a question regarding workers' compensation; the question has since been answered. It was questioned if this contract goes out to bid. Ms. Madore indicated that it does not usually, in the past when she looks to fill this contract; she has contacts with other Assessor Offices within the State through an online directory.

A discussion was held regarding RFPs and the possibility of requesting proposals for this position for the next fiscal year. Ms. Madore commented she would speak to Ms. Judy Hall to accomplish this task before the new fiscal year. It was also suggested to have the contract renewable up to three years. It was ultimately decided there were no issues with the agreement presented and action will be taken on it at the Special Meeting, but an RFP should be put together for the next fiscal year.

b. Approval of Registrar Emergency Plan Regulations

Ms. Menard introduced Ms. Linda Sinsigallo and Mr. Dan Nadeu, Registrars for the Town of East Windsor to the Board. Mr. Nadeu indicated that as the result of the recent storms, the Legislature is requiring all voting districts to have an Emergency Management Plan. The State of Connecticut has drafted a plan and sent it to all voting districts. The voting districts can either use the draft or make a plan of their own. Ms. Sinsigallo has consulted with three other towns to draft a plan. A copy of the proposed plan was given to the Board Members for their review. Mr. Nadeu and Ms. Sinsigallo described the sections of the plan briefly. Ms. Sinsigallo indicated once this plan is approved it has to be sent to the Secretary of State's Office and recorded with the Town Clerk.

A brief discussion was held regarding which entity approves the plan and if it has to go to a Town Meeting. It was decided to discuss this issue with the Town Clerk before the approval at the Special Meeting.

c. Approval of Tax Refunds

To be discussed at the Special Meeting on Wednesday, March 20, 2013.

IX. Unfinished Business

a. Charter Revision Discussion

Ms. Menard indicated she was asked to provide information regarding Charter Revision. She commented that back in 2011, she had given all of the pertinent information to the Board Members. Mr. Richards commented that he had read that the statutes requires the Board to review the Charter every five years or so and he believes it has to be done by November of 2013. Mr. Baker found the section in the Charter, Section 12-2 (Page 54) wherein it indicates the Board of Selectmen should review every five years. The Charter is dated November of 2009 and therefore needs to be reviewed by November of 2014. The process needs to be hammered out. It was asked if former Selectmen can be on the Charter Revision Commission. The discussion continued indicating that the Commission should consist of one member from Board of Selectmen, one member from the Board of Finance, one member from Public Safety , one member from land use and three at large members.

Ms. Menard indicated that they Board should try to outline what needs to be addressed to start the process. Also which needs to be determines is the charge to the Commission. For instance, the 2% increase if the budget doesn't pass the third referendum needs to be reviewed. Ms. Menard commented the Board should work one section at a time. Mr. Baker indicated he would help Ms. Menard construct a timeline of the process for an upcoming meeting.

b. Discussion of (PEGPETIA) Grant Program (will return March Meeting)

Not discussed at this meeting.

XI. Budget Matters

a. Budget Discussion FY 2012-2013; FY 2013-14

Ms. Menard asked the Board if they had any questions. She indicated that the Board of Selectmen will be presenting their proposed budget for fiscal year 2013-2014 at the Board of Finance Meeting on Wednesday, March 20, 2013 at 7:30 p.m.

**XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200
(6) (a) Personnel)**

The Board did not go into Executive Session at this meeting.

XIII. Adjournment

The Meeting was adjourned at 8:10 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary