

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

Minutes of Regular Meeting

Tuesday, April 2, 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 Pippin Jr., and James C. Richards
Members Absent: None
Others: Leonard Norton, Kelly Hemmeler, Kathy Bilodeau, Janice Warren, Albert Grant and others
Press: None

I. Call to Order

The First Selectwoman Denise Menard called the Regular Meeting to Order at 7:00 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
James C. Richards, Selectman

III. Added Agenda Items

None

IV. Approval of Minutes

A. Regular Meeting of March 19, 2013

It was MOVED (Nelson) and SECONDED (Pippin) that The Board of Selectmen approves the Regular Meeting Minutes of March 19, 2013 as presented.

PASSED (4-0) (In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – none)

B. Special Meeting of March 20, 2013

It was MOVED (Pippin) and SECONDED (Richards) that The Board of Selectmen approves the Special Meeting Minutes of March 20, 2013 as presented.

PASSED (3-0) (In favor – A. Baker, R. Pippin and J. Richards; Opposed – none, Abstained – D. Parker)

V. Communications

A. Thank you letter from Pete Clement to Public Works

Ms. Menard indicated that in the Board member's packets is a thank you letter to Public Works. Ms Menard read from the letter which thanks Len Norton and the Public Work's team for their outstanding job in keeping the roads clear and safe this winter.

B. Park and Recreation upcoming events

Ms. Menard indicated that in the Board Member's packets are the upcoming events for Park and Recreations

VI. Selectmen's Reports

A. Denise Menard, First Selectwoman

Ms. Menard remarked that she has been extremely busy due to the budget workshops and dealing with the transition in the Selectmen's Office. She suggested some ways to inform the public of when and where the Budget meetings will be taking place. Ms. Menard reported that she met with the Broad Brook Fire Chief and Assistant Chief regarding questions they had about the proposed new ways of funding for parts of the Fire Department budget. She stated that the meeting went well and she encouraged them to come to the Board of Finance meeting. She mentioned that there will be many construction and grant projects starting soon.

- Cemetery
- Side Walks
- Cricket Road and Prospect Hill
- Kogut Remediation

B. Alan Baker, Deputy First Selectman

Mr. Baker commented that most of his last two weeks has been consumed by Budget Workshops. The Elderly Commission meeting was canceled. Mr. Baker mentioned that at the Board of Finance Public Hearing and Board of Finance Workshop it was brought up that the public wishes to be more informed about the Budget meetings. It was suggested that time and place should be posted on the town website and maybe flyers should be made to put around town.

C. Dale Nelson, Selectwoman

Ms. Nelson attended a Special Meeting held by the Police Commission She commented that they are doing wonderful things for an employee that is not well. Ms. Nelson mentioned that while she was at the Warehouse Point Fire Department, Mike Balf mentioned that 107 kindergarten students visited the Fire Department, Police Department and the Library.

D. Richard Pippin Jr., Selectman

Mr. Pippin commented that he attended the Water Pollution Control Authority meeting on March 27, 2013 and was pleased with motions made. Mr. Pippin mentioned that they appointed two members of their commission for the Union Negotiations which they are starting.

E. James Richards

Mr. Richards gave the Selectmen each a copy of his report. A copy is attached to these minutes. He mentioned at Board of Education meeting the budget was discussed. Also the Pre K start date has been changed to the same as Kindergarten. Mr. Richards expressed his concerned with the delay of the Broad Brook Elementary School new modular's due to back up of paperwork at the state level. Unfortunately this will delay the project until summer of 2014 thus having to rent what we have for another year.

VII. Public Participation

None

VIII. Board and Commission Appointments

- A. Resignations: None
- B. Re-appointments: None
- C. New Appointments:
 - Veterans Commission
Lori Titus (U), Alternate Member, to fill a term expiring 2/1/15

It was MOVED (Richards) and SECONDED (Baker) that the Board of Selectmen appoints Ms. Lori Titus (U), Alternate Member of the Veterans Commission, to fill a year term expiring February 1, 2015.

PASSED (4-0)(In favor – A. Baker, R. Pippin, D. Nelson, and J. Richards; Opposed – None; Abstain – None)

IX. Unfinished Business

Discussion of (PEGPETIA) Grant Program

Ms. Menard indicated that this item has been on the agenda for too long without progress and she would like to take it off the agenda. She stated that volunteers that had agreed to work on the grant were not able to get the work done since it is a rolling grant, it can be applied for in the future.

It was motioned by Mr. Pippin and seconded by Alan Baker to take Agenda Item XB out of order. New Business, Approval of Broad Brook Elementary School Sidewalk Grant.

X. New Business

B. Approval of Broad Brook Elementary School Sidewalk Grant (to include Public Works Director)

Mr. Norton described the project to the Board of Selectmen and explained that this project was put out to bid and a local contractor had the lowest price. Alan Baker asked Mr. Norton where the extra money for this project would come from. Mr. Norton indicated that the money would come from sidewalk fund in which there is more than enough.

It was MOVED (Pippin) and SECONDED (Baker) that the Board of Selectmen authorizes the First Selectwoman, Denise Menard to sign all necessary documents.

PASSED (4-0)(In Favor – A. Baker, R. Pippin, D. Nelson, and J. Richards; Opposed – None; Abstain – None)

A. Discussion of National Day of Prayer

Kelly Hemmeler and Kathy Bilodeau from Cornerstone Church addressed the Board of Selectmen requesting a town site for the National Day of Prayer. They explained how this is a national event focusing on praying for America and its military and veterans. It was discussed about having the event around the flag pole at the Town Hall but it was suggested that the Warehouse Point Green would be a better fit. If it were to rain the Town Hall Annex would be used instead. This event will take place May 2 at 6 pm.

It was MOVED (Richards) and SECONDED (Nelson) that the Board of Selectmen approves the use of the Town Green or Town Annex for National Day of Prayer on May 2, 2013 at 6p.m.

PASSED (4-0)(In favor – A. Baker, R. Pippin, D. Nelson, and J. Richards; Opposed – None; Abstain – None)

C. Discussion of Town of East Windsor Farmers Market (to include members of the Agricultural Commission)

Janice Warren and Albert Grant addressed the Board of Selectmen about sponsoring the farmer's market in East Windsor. Concern was brought up by Ms. Menard about possible legal issues and said that she would have to get approval from CIRMA (Connecticut Interlocal Risk Management Agency).

It was MOVED (Richards) and SECONDED (Nelson) that the Board of Selectmen will allow the farmer's market to be sponsored by the Town of East Windsor conditional if approved by CIRMA.

Discussion was held regarding what would be done if a profit was made with the farmer's market. It was recommended that an account would be made specifically for the farmer's market. Ms. Menard indicated that these needs would need to be brought to Cathy Cabral in the Treasurer's Office.

PASSED (4-0)(In Favor – A. Baker, R. Pippin, D. Nelson, and J. Richards; Opposed – None; Abstain – None)

D. Approve and adopt the following documents regarding Fair Housing Month

1. Fair Housing Resolution
2. Fair Housing Policy Statement
3. Title VI Equal Opportunity Statement
4. Affirmative Action Policy Statement

It was MOVED (Richards) and SECONDED (Nelson) that the Board of Selectmen adopt the Fair Housing Resolution, Fair Housing Policy Statement, Title VI Equal Opportunity Statement, and Affirmative Action Policy Statement. Also the Board of Selectmen authorizes the First Selectwoman, Denise Menard to sign any necessary Fair Housing documents.

PASSED (4-0)(In Favor – A. Baker, R. Pippin, D. Nelson, and J. Richards; Opposed – None; Abstain – None)

XI. Budget Matters

Budget Discussion FY 2012-13; FY 2013-2014

No discussion

XII. Ongoing Charter Review

The Board of Selectmen discussed the charter review and came up with a schedule of what chapters would be discussed for future meetings.

1. Chapters 1, 2 and 3
2. Chapters 4 and 5

3. Chapter 6
4. Chapter 7
5. Chapter 8
6. Chapter 8
7. Chapter 9 (it was mentioned to have Human Resources look over this section and give advice to the Board of Selectmen on this chapter)
8. Chapter 10

XIII. Executive Session:

Pursuant to C.G.S. Section 1-200 (6) (a) Personnel, & Litigation

It was MOVED (Nelson) and SECONDED (Richards) that the Board of Selectmen enter into an Executive Session discussion to preserve confidentiality.

PASSED (4-0) (In favor – J. Richards, R. Pippin, D. Nelson, A. Baker; Opposed – none)

The Board entered into Executive Session at 8:25 p.m.

The Selectmen came out of Executive Session at 10:12 p.m.

Motion made by D Nelson, seconded by R Pippin: to promote Jennifer Browne to the position of Administrative Assistant to the First Selectman effective March 1, 2013. Due to the confidential nature of the position, it will remain non-union. Annual compensation through March 1, 2014 will be \$50,535.

During discussion, Selectmen Pippin and Richards stated strong reluctance to giving any employee a "retroactive" salary increase. It was agreed that although Ms. Browne had been working in the Administrative Assistant position since January, because it was the Selectmen that had delayed the promotion to April while they reviewed a revised job description for the position, the effective date should be March 1, 2013.

All Selectmen voted in favor.

XIV. Adjournment

Motion to adjourn, made by D. Nelson, seconded by R Pippin at 10:20.
The meeting was adjourned at 10:20 p.m.

Respectfully Submitted,



Brooke Bergeron
Recording Secretary

Selectman Jim Richards Report on Commission Liaisons

BOS Meeting Date 04/9/2013

Board of Education-

Budget discussion-

PRE K Start date has been changed to 0 same as Kindergarten

Broad Brook Elementary School New Modular's has been delayed at state level due to backup of paper work at Grant Agency- Will not even have been discussed till June 17/2013 which puts modular construction on hold until Summer of 2014 /Thus we have to rent what we have for another year.

Economic Development Commission-

Meets Next Monday 4/15 6pm

Historical Preservation Commission-

Meets Next 4/11 6pm

Housing Authority-

Last 2 meetings cancelled due to no Quorum Next meeting Apr 15th 4pm