

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
BROAD BROOK, CT 06016**

Minutes of Regular Meeting

Tuesday, October 15, 2013 at 7:00 p.m.

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

I. Call to Order

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

II. Attendance

Present:

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

III. Added Agenda Items

Selectman Menard requested postponing any added agenda items to Item X. Motion was made to discuss Added Agenda Items under X. New Business. MOVED (Baker) and SECONDED (Richards). Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

IV. Approval of Minutes

A. Regular Meeting of October 1, 2013

It was MOVED (Nelson) and SECONDED (Pippin) that the Board of Selectmen approve the Regular Meeting Minutes of October 1, 2013. Motion PASSED. In favor – A. Baker, D. Nelson and R. Pippin and J. Richards; Opposed – None.

V. Communications

Correspondence from Warehouse Point Fire District

Selectman Menard read the letter from the Warehouse Point Fire District to the Board of Selectmen.

VI. Selectmen's Reports

A. Denise Menard

Selectman Menard distributed her report, hereto attached as Exhibit A.

B. Alan Baker

Selectman Baker was unable to attend the Planning and Zoning Commission meeting on October 8, 2013. He did participate in the American Heritage River

Commissions Source to Sea Clean Up on October 6, 2013. The event was a success, with volunteers removing two and one half tons of garbage, much less than previous years.

Deputy First Selectman Baker thanked the Board of Selectmen for their service and said it was an honor to serve. This was his last meeting as a member of the Board of Selectmen.

C. Dale Nelson

Selectman Nelson reported that the Police Commission met on October 9, 2013. She said the three new candidates at the Police Academy are doing well. New digital cameras have been installed at the Police Department which should provide good back up.

Selectman Nelson reported that Walmart will be opening on November 1, 2013.

Ms. Nelson attended a Meet the Candidates event at East Windsor High School on October 10, 2013, organized by the Condo Association. She also attended the Volunteer Incentive Committee meeting on October 14, 2013.

D. Richard Pippin, Jr.

Selectman Pippin attended the Planning and Zoning Commission meeting on October 8, 2013. There was a 35 day extension given for a subdivision on Tromley Road, a permit for a convenience store/gas station at the vacant East Windsor Diner property and a wedding/reception facility permit was issued for LaNotte Realty.

E. James Richards

Selectman Richards distributed his report, hereto attached as Exhibit B. He added the Chamber of Commerce will be holding a Business After Hours event with Tobacco Valley Chamber Alliance on October 26, 2013 and there will be a Business to Business Expo held on October 23, 2013 which will be open to all businesses and professionals.

VII. Public Participation

Jim Barton, 158 South Water Street, stated the letter from the Warehouse Point Fire District is a positive letter trying to get things on an even keel. He said the letter regarding 5 Corner Cupboard and the Fire Marshal is an issue that should be directed to the Fire Commission.

Scott Morgan, 106 South Main Street, thanked the Board of Selectmen for their time and effort. Scott gave his recommendation for Robert Lyke, Jr. to the Veterans Commission.

VIII. Boards and Commissions Appointments

A. Resignations:

Paul Scannell, Historical Preservation Commission

It was MOVED (Nelson) and SECONDED (Pippin) that the Board of Selectmen accept with regret the resignation of Paul Scannell from the Historical Preservation Commission and thanks him for his service to the Town. Motion PASSED. In favor – A. Baker, D. Nelson. R. Pippin and J. Richards; Opposed – None.

B. Re-appointments: None

C. New Appointments:

Veterans Commission

Robert Lyke, Jr. (R) Regular Member for a term expiring 1/1/2016.

It was MOVED (Baker) and SECONDED (Richards) to appoint Robert Lyke, Jr. to the Veterans Commission. Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

IX. Unfinished Business

A. Discussion of Housing Authority PILOT

Marie DeSousa, Housing Authority Commissioner, apologized for not being prepared at the last meeting. She stated the Housing Authority is making a concerted effort to get a handle on their finances. Ms. DeSousa asked the Board of Selectmen to reduce the PILOT payment from 10% to 7% with a biannual payment plan, making payments in July and December. She is asking for an equitable agreement with the Town which she states would reduce legal costs for both the Housing Authority and the Town.

There was a question raised as to what the Housing Authority has done to help themselves? Ms. DeSousa said the Housing Authority has increased the rent for all new tenants from a minimum of \$170 per month to \$392 minimum per month, effective October 1, 2013. She stated tenants will no longer be allowed to move from one apartment to another unless it is deemed medically necessary. Tenants will be responsible for any related moving costs.

Selectman Menard stated that fiscal year 2012-2013 has not been paid. Selectman Pippin suggested paying 50% of the previous year's payment now and pay the balance at the end of the year.

Ms. DeSousa said the Commissioners met with the Attorney representing rentals at Mill Pond. If Mill Pond sells, the Housing Authority would lose \$68,000.00 annually in management fees. Ms. DeSousa said the Housing Authority would like to be self sufficient, separate from Mill Pond.

Selectman Nelson noted they have a good group of Commissioners at the Housing Authority who are dedicated to making positive changes and have shown improved communication.

The Commissioners on the Housing Authority voted in October to allow pets who meet weight and size criteria into Park Hill. She said it is good companionship for residents who live alone. Those residents with pets are required to make a deposit.

Ms. DeSousa said that Mark Simmons will bring fresh air to the Housing Authority and Selectman Menard said they will see Mark as a good choice.

Selectman Menard requested that the new agreement state the Town does not owe \$200,000.00 to the Housing Authority. Ms. DeSousa gave First Selectman Menard a memorandum detailing the Housing Authorities plan to clean up the past bill and move forward with a new agreement. The 7% payment request seems fair, with area towns paying on average between 5 and 10%.

Motion was made to allow the First Selectman to work with the temporary Housing Authority Director to come to an agreement regarding the Housing Authority memorandum. MOVED (Pippin) and SECONDED (Richards). Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

B. Discussion of C-PACE

The Board of Selectmen are moving forward as directed with assistance from the Town Attorney and Tax Collector.

X. New Business

A. Report for Assessor, Carol Madore

Selectman Menard distributed a letter from Carol Madore requesting additional hours for her staff, to include herself. Ms. Madore said the Assessor's office no longer has a field worker. Pre-trials have kicked in with eight cases totaling approximately One Half Million Dollars which will be defended with a new attorney. Ms. Madore is requesting four (4) hours each per week for the three staff members in her office through December 31, 2013, at which time the need for additional hours will be reviewed. They will do the best they can, they are struggling with reports but making headway.

Selectman Menard requested monthly reports to update the status of the Assessor's office and a supplemental cost for vending. Ms. Madore will provide a monthly report to Ms. Menard. Ms. Madore thanked the Board of Selectmen.

Motion was made to approve an additional four (4) hours per week for the three staff members in the Assessor's office through December 31, 2013.

MOVED (Baker) and SECONDED (Richards). Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

Motion was made to recess at 8:18 p.m. MOVED (Richards) and SECONDED (Baker) Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

Motion was made to return from recess at 8:22 p.m. MOVED (Baker) and SECONDED (Richards). Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

B. Organization of Charter Revision Commission to Include Appointments and Charge

There was discussion of the Charter Revision Commission. Connecticut General Statutes require that no more than one third of Charter Revision Commission can be “public officials”. Selectman Baker suggested appointing the members and giving them the choice to step down from one Commission if appointed to two.

The 2013-2014 Charter Revision Commission was established at the October 1, 2013 meeting. The Commission will consist of 5 regular members and 2 alternates (non-voting but may participate in discussion) members.

Members appointed to the Committee by the Board of Selectmen on October 15, 2013 –

Appointments:

Richard LeBorious, (D), Regular Member

It was MOVED (Baker) and SECONDED (Richards) to appoint Richard LeBorious to the Charter Revision Commission. Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

Lois Noble, (R), Regular Member

It was MOVED (Nelson) and SECONDED (Baker) to appoint Lois Noble to the Charter Revision Commission. Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

Karla Schultz, (U), Regular Member

It was MOVED (Nelson) and SECONDED (Baker) to appoint Karla Schultz to the Charter Revision Commission. Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

Leonard Norton, (R), Regular Member

It was MOVED (Richards) and SECONDED (Nelson) to appoint Leonard Norton to the Charter Revision Commission. Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

Richard Pippin Jr., (R), Regular Member

It was MOVED (Richards) and SECONDED (Baker) to appoint Richard Pippin Jr. to the Charter Revision Commission. Motion PASSED. In favor – A. Baker, D. Nelson and J. Richards; Abstained – R. Pippin.

Charles Riggott, (D), Non-voting Alternate Member

It was MOVED (Pippin) and SECONDED (Nelson) to appoint Charles Riggott to the Charter Revision Commission. Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

Alan Baker, (D), Non-voting Alternate Member

It was MOVED (Pippin) and SECONDED (Nelson) to appoint Alan Baker to the Charter Revision Commission. Motion PASSED. In favor – D. Nelson, R. Pippin and J. Richards; Abstained – A. Baker.

Motion was made that the charge for the Committee is to review the Town Charter with the primary focus on Chapter 8 Finance. Recommended revisions are to be presented to the Board of Selectmen no later than July 15, 2014. Any revisions to the Charter are to be presented to the voters at the November 4, 2014 election. MOVED (Nelson) and SECONDED (Richards). Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

C. Discussion of Department of Veterans Affairs re: Public Act No. 13-34

Jim Barton and Scott Morgan approached the Board of Selectmen to discuss who would be appointed as the contact person for the Department of Veterans Affairs. Mr. Barton said the contact person should be an employee of the Town, not a volunteer.

The Board of Selectmen discussed who the contact person should be and Selectman Richards suggested it should be a Town employee who would be available to answer questions and give out contact information to the Veterans.

Motion was made to appoint the Social Services Director or her designee to serve as a veterans service contact person for the Town as defined in Sec. 2 (a) of Public Act No. 13-34. It was MOVED (Nelson) and SECONDED (Pippin). Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

D. Cancellation of November 5, 2013 Board of Selectmen Meeting Due to Election

Motion was made to cancel the November 5, 2013 Board of Selectmen meeting due to the Election. It was MOVED (Nelson) and SECONDED (Richards). Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

E. Discussion of Emergency Management Issues

1. There was discussion of the Police Department fuel system conversion.

Selectman Menard said the Police Department has an old generator fueled by propane and during the last large snow storm of 2011 they had to wait for the propane delivery along with many customers in need of fuel. The Building Committee discussed burying the gas line that runs from the front of the building to the generator in the rear but determined the better option was to replace the gas meter in the front and go up and over the roof of the building with the gas line.

Motion was made to go forward with the recommendation of the Building Committee memorandum dated October 10, 2013 in regards to the installation of a gas line for the generator at the Town of East Windsor Police Department for the amount of \$3600.00. It was MOVED (Richards) and SECONDED (Pippin). Motion PASSED. In favor – A. Baker, D.Nelson, R. Pippin and J.Richards; Opposed - None.

2. Selectman Menard stated in January 2012 she replaced the Emergency Management Director with the Police Chief for a period of two years. She said it is the right fit for the Town. There are 65 volunteers to triage town emergencies and storms. Ms. Menard informed the Board of Selectmen it is her intent to make the Police Chief the permanent Emergency Management Director. Selectman Nelson stated the Deputy Chief and the Police Commission seemed to agree that the Police Department is the place for the Emergency Management to be. The Chief and Deputy have done a great job.

F. Discussion of Town Property Lease Agreements re: Agriculture Use

Selectman Menard stated the information regarding the lease agreements was not available for this meeting. This will be moved to the agenda for the next Board of Selectmen meeting.

G. Discussion of October 15, 2013 Letter re: the Warehouse Point Fire Marshal

Selectman Menard distributed correspondence from Marie Groves, Coordinator of Five Corner Cupboard Food Pantry, which was given to her on October 15, 2013 by Ms. Groves. Ms. Groves expressed concern over several unanswered emails and unreturned phone calls she placed to Warehouse Point Fire Marshal Christy Delvey.

Ms. Groves expressed concern that the \$10,000.00 grant for needed purchases was in jeopardy because permits needed for building improvements were being held up by the Fire Marshal.

Selectman Richards stated that the issue should be sent to the Fire District and the Fire Marshal should go out to look at the building. Selectman Baker said it is unacceptable to ignore requests.

Selectman Menard will email the correspondence to the Chairman of the Fire District and send a request to the Fire Marshal to go out to Five Corner Cupboard to rectify the situation. The Selectmen suggested the Fire Marshal be given until October 31, 2013 to resolve the issue.

XI. Budget Matters

A. Tax Refunds

Motion was made to approve tax refunds in the amount of \$5195.08. MOVED (Nelson) and SECONDED (Richards). Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

B. Budget Transfers

Motion was made to approve and recommend to the Board of Finance and Town meeting if needed FY 2012-2013 transfer # S2013-46 in the amount of \$1500.00 from Collection to Legal Fees. MOVED (Pippin) and SECONDED (Nelson). Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

Motion was made to approve and recommend to the Board of Finance and Town meeting if needed FY 2013-2014 transfer # S2013-47 in the amount of \$10.00 from Collection to Charter Revision. MOVED (Pippin) and SECONDED (Richards). Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None.

Motion was made to approve and recommend to the Board of Finance and Town meeting if needed FY 2013-2014 transfer # S2013-48 through S2013-66 in the amount of \$340,390.00 from Contingency 2 to various CIP accounts. MOVED (Nelson) and SECONDED (Pippin). Motion PASSED. In favor – A. Baker, D. Nelson, R. Pippin, and J. Richards; Opposed – None.

XII. Executive Session

Pursuant to C.G.S. Section 1-200 (6) (a) Personnel & (b) Litigation MOTION was made to enter Executive Session. MOVED (Nelson) and SECONDED (Richards). The Board entered into Executive Session at 9:18 p.m.; came out of Executive Session at 9:48 p.m.
No action taken.

XIII. Adjournment

Motion to adjourn, made by (Nelson) and seconded by (Baker). The meeting was adjourned at 9:48 p.m.

Respectfully Submitted,



Heidi Vane
Recording Secretary

October 15, 2013

My report to the Board of Selectmen

I would like to start this last regular meeting for this Board of Selectmen by thanking you all for your contribution to the Town since your election to office in 2011. Residents that are not involved in a board or commission have no idea the amount of time and energy Selectmen give to help keep East Windsor the great community it is. For all you have contributed, a sincere thank you on behalf of all the residents in East Windsor.

I spoke with Senator LeBeau last Friday regarding the contaminated well issue. He is working on viable solutions he can bring to the table but is waiting for additional information and cost estimates before he can go any further.

While I was on vacation last week, I received the attached letter from the Warehouse Point Fire District. I have not yet replied. The copy is just for your information. I am also sharing information I received this afternoon from Marie Groves (5-Corner Cupboard) asking for assistance with the Warehouse Point Fire Marshal, again just for your information.

I think I reported last month that installation of the security cameras in Town Hall is complete. They originally were asked for by the Tax Collector because of the amount of money that is handled in that office. I've attached a portion of an email I sent explaining the cameras. Although I received no reply to the email, I received notification today from the Labor Board that the union is claiming the cameras were installed without negotiating with union. A preliminary conference will be held some time in mid-November.

In the good news department - the Barktoberfest held a couple of weeks ago was a huge success. Dogs big and small, their owners and many, many vendors flooded East Windsor Park . . . a great fundraiser for the Dog Park. The annual wine & beer tasting this past weekend to support the Hal Kresge Foundation was also great success. Also, I am hearing that the Broad Brook Brewery has had a great start. Welcome to the Brewery and thank you to all the volunteers that helped with the Barktoberfest and the wine/beer tasting. Congratulations to all.

Thank you again, Dick, Dale, Alan and Jim for all your contributions to East Windsor.

Enjoy this great fall weather.

 Denise

Selectman Jim Richards Report on Commission Liaisons

BOS Meeting 10/15 /2013

Board of Education-

BOE met on 10/9 -EW Athletic Group Member Bill Raber donated enough money for new defibrillator fro school. Principal Laura Foxx reported on status of BB School. The Student Rep. is now not only reporting happenings but participating in BOE discussions to get a Students point of view.

CMT/CAPT/SAT/AP results/ Minor Increases but on the right path- School System is developing programs etc to better solve any deficiencies.

Data was provided which show direction and solutions to these.

Economic Development Commission-

Meeting 10/21/2013

Parks & Recreation-

No meeting in October

Historical Preservation Commission-

Did not attend but read the minutes and this Commission is really moving forward with Sign for Melrose almost done- a Historical driving Tour of East Windsor being created -Very Exciting

Housing Authority-

Meeting 10/21 2013