

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

**Minutes of Regular Meeting**

**Tuesday, December 3, 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 7:00 p.m. in the Town Hall Conference Room.

**II. Attendance**

Present:

Denise Menard, First Selectman  
Jason E. Bowsza, Deputy First Selectman  
Steve Dearborn, Selectman  
Dale A. Nelson, Selectman  
James C. Richards, Selectman

**III. Added Agenda Items**

**IV. Approval of Minutes**

**Regular Meeting of October 15, 2013**

It was MOVED (Nelson) and SECONDED (Richards) that the Board of Selectmen approve the Regular Meeting Minutes of October 15, 2013. Motion PASSED. In favor – S. Dearborn, D. Nelson and J. Richards; Abstained – J. Bowsza.

**Special Meeting of October 30, 2013**

It was MOVED (Nelson) and SECONDED (Richards) that the Board of Selectmen approve the Special Meeting Minutes of October 30, 2013. Motion PASSED. In favor – S. Dearborn, D. Nelson and J. Richards; Abstained - J. Bowsza.

**Regular Meeting of November 19, 2013**

It was MOVED (Nelson) and SECONDED (Bowsza) that the Board of Selectmen approve the Regular Meeting Minutes of November 19, 2013. Motion PASSED. In favor - J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

**V. Communications**

**Discussion of Annual General Meeting**

Selectman Menard stated that in the Charter, there is a requirement that once a year the town department heads, elected officials and chairman of all boards and commissions and staff meet for a general purpose. The purpose is not clearly stated in the Charter and Selectman Menard is hoping the Charter Revision Commission will clarify that to create a purpose. The purpose of past meetings have been Freedom Of Information Meetings, How To Run A Meeting and The Future of East Windsor.

About three months ago someone from Metro Hartford Alliance came to the Town to offer a program: Fundamentals of Municipal Economic Development – A Transformational Approach. Selectman Menard stated it will be useful information for attracting business to East Windsor.

The Annual General Meeting will be held on December 9, 2013 at 6:00 p.m. at Scout Hall.

## **VI. Selectmen's Reports**

### **A. Denise Menard**

Selectman Menard distributed fliers from the Park & Recreation Department for upcoming fundraisers and events.

Selectman Menard reported the labor matter regarding the Town Hall security cameras has been settled. There are three security cameras located in the building, with one located in the Tax Collector's office due to the large amounts of cash and the safety and security of the employees. The union grievance was resolved on December 2, 2013.

Selectman Dearborn asked why anyone would be opposed to security cameras in the workplace if you are not doing anything wrong?

Selectman Menard discussed an Important Notice regarding vacancies on the Board of Finance and Zoning Board of Appeals. The vacancies must be filled within forty five days of the election to avoid a special election. These positions must be appointed at the next Board of Selectmen's meeting on December 17, 2013.

### **B. Jason E. Bowsza**

Deputy First Selectman Bowsza did not have any liaison assignments so there is nothing to report at this meeting.

### **C. Steven Dearborn**

Selectman Dearborn did not have liaison assignments so there is nothing to report.

### **D. Dale A. Nelson**

Selectman Nelson attended the December 2, 2013 Warehouse Point Fire District Meeting. She reported the issue between The Five Corner Cupboard and the Fire Marshal was resolved. There were questions regarding Planning and Zoning permits for the Sports Dome.

There is concern from the Warehouse Point Fire District over a CIRMA form, they want to know what is the purpose of the form and why does it need to be filled out?

### **E. James C. Richards**

Selectman Richards distributed his report, hereto attached as Exhibit A.

Selectman Menard informed the Board of Selectmen that the Housing Authority made payment in full. She thanked John Burnham for his hard work.

#### **VII. Public Participation**

Richard Pippin, Jr., 37 Woolam Road, stated the residents of South Road are upset about the Town foreclosing on their property. He suggested contact from the Town to help ease their minds.

Mr. Pippin requested a hard copy of the Charter Revision Commission suggestions be sent to the members of that commission.

Selectman Dearborn stated he has difficulty hearing during the meeting. He suggested an intercom system.

John Burnham, 178 Scantic Road, said the Charter Revision Commission public hearing was excellent and he likes the idea of writing in suggestions to give to the Commission.

#### **VIII. Board and Commissions Appointments**

##### **Resignations:**

##### **Dale A. Nelson, Pension Board**

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen accept the resignation of Dale A. Nelson from the Pension Board with regret and gratitude. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Abstained – D. Nelson.

##### **Re-appointments:**

##### **Capital Improvement Planning Committee**

##### **Dale Nelson, Leonard Norton, Joseph Pellegrini, Kathleen Pippin, Richard Pippin, Jr., Elzear Rodrigue and Joseph Sauerhoefer.**

There was discussion about the term of the Capital Improvement Planning Committee. Selectman Menard said it is not stated in the Charter or State Statutes what the term should be, she suggested a two year term for continuity. Deputy First Selectman Bowsza suggested the term coincide with the Board of Selectmen's term.

Selectman Nelson said they have good representation from The Board of Finance, Board of Selectmen and members at large on the Capital Improvement Planning Committee that will represent different entities of the Town. The members currently serving would all like to continue serving.

It was MOVED (Bowsza) and SECONDED (Richards) to appoint Dale Nelson, Leonard Norton, Joseph Pellegrini, Kathleen Pippin, Richard Pippin, Jr., Elzear Rodrigue and Joseph Sauerhoefer to the Capital Improvement Planning Committee for a two year term expiring August 31, 2015.

In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

**New Appointments:**

**Inland Wetland and Watercourses Agency**

**David Menard**, (D) Regular Member

It was MOVED (Richards) and SECONDED (Nelson) to appoint David Menard to the Inland Wetland and Watercourses Agency for a term expiring 11/1/2017.

In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

**Volunteer Incentive Committee**

**Dale A. Nelson**, (D) Regular Member

It was MOVED (Richards) and SECONDED (Bowsza) to appoint Dale A. Nelson to the Volunteer Incentive Committee for a term expiring 1/2/2018.

In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

Selectman Menard said Ron Masters is doing a great job.

**IX. Unfinished Business**

**Discussion of Liaison**

Selectman Nelson suggested the fire departments be added to the list of liaisons. The Board of Selectman had discussion and chose the boards and commissions they would like to serve on for the years 2013-2015. There will be a current list distributed at the next meeting to include the fire departments.

**X. New Business**

**A. Discussion of Budget Guidelines**

Selectman Menard discussed the budget guidelines memo. She read a paragraph from that memo which reflects the budget.

Motion was made to approve the Board of Selectmen to sign, in conjunction with the Board of Finance, the memo regarding Budget Guidelines for Fiscal Year 2014-2015. It was MOVED (Bowsza) and SECONDED (Richards). Motion PASSED.

In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

**B. Discussion of Pension Board Email**

Selectman Richards sent an email to First Selectman Menard with questions regarding the available seat on the Pension Board. Jason E. Bowsza is requesting the seat vacated by Dale Nelson to represent the Board of Selectmen. Page 31, section 7-2 of the Charter states the requirements for members appointed to the boards and commissions.

Motion was made to appoint Jason E. Bowsza to the Pension Board for a term expiring October 31, 2015. It was MOVED (Nelson) and SECONDED (Bowsza). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

**C. Building Committee Recommendations re: Town Hall Annex Roof**

Selectman Nelson asked if there is a figure for the roof repair. Leonard Norton, Director of Public Works, said there was a bid package advertised. Seven or eight

contractors walked the roof during a site visit and he received three bids. The low bid was \$36,000.00 and the high was \$70,000.00.

Selectman Dearborn asked if the new roof will be slate. Mr. Norton stated it will be a rubber roof (EPDM) which was recommended by the building committee. The protrusions will be brought down below roof level and sheathed over and any rotted wood will be replaced so water cannot get through. Selectman Dearborn asked if the building was used for storage, Mr. Norton said it is used for cold storage.

Deputy First Selectman Bowsza asked the estimated lifespan of the roof and Mr. Norton stated it has a 10 year warranty from the contractor. This is a step toward the long term goal of replacing the building.

Motion was made to accept the recommendation of the Building Committee for the repair of the Town Hall Annex Roof. It was MOVED (Nelson) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

## **XI. Budget Matters**

### **A. Tax Refunds**

Motion was made to approve tax refunds of November 20, 2013 in the amount of \$10,222.56 with the addition of the WPCA recommendation of Balch Bridge Street. It was MOVED (Richards) and SECONDED (Bowsza). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

### **B. Budget Transfers**

Motion was made to approve transfer #'s S2013-67, S2013-68 and S2013-69 in the amount of \$38,075.00, to be forwarded to the Board of Finance and Town Meeting if needed. It was MOVED (Richards) and SECONDED (Bowsza). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson 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 to include Leonard Norton. MOVED (Richards) and SECONDED (Bowsza). The Board of Selectman entered into Executive Session at 8:35 p.m.; came out of Executive Session at 9:24 p.m.

Motion was made to authorize posting of the Public Works Maintainer/Facilities & Inspection Position and go out for Requests for Proposals for cleaning services for town buildings. It was MOVED (Bowsza) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

**XIII. Adjournment**

Motion to adjourn, made by (Nelson) and seconded by (Richards). The meeting was adjourned at 9:35 p.m.

Respectfully Submitted,



Heidi Vane  
Recording Secretary

Selectman Jim Richards Report on Commission Liaisons

BOS Meeting 11/19 /2013

Board of Education-

BOE met on 11/13 – Discussion was had in regards to Courtyard and fixing up of it- Broad Brook School modular was discussed and project seems to be on its way- next step is building Comm.-

Outstanding students BB- Rakshit Bisoi MS Zaiba Khan HS Danielle Sassi

Economic Development Commission-

Met 11/18- Discussion was had in regards to POCD /EDC seems to be almost finished. EDC Meet & Greet and Business Assistance Forum will be held on Jan 30<sup>th</sup> 2013 – Town officials as well as others are requested to be there Location TBD- Discussion was had on how EW can proceed to try and be part of the Bradley Field Business Corridor.

Also working on creating a Facebook page for EDC to generate more computer leads.

Discussion was had about the Dec 9<sup>th</sup> program being brought to town by CERC.(2 Hour workshop)

Parks & Recreation-

Missed the Meeting on 11/12 due to another commitment.

Historical Preservation Commission-

Commission is moving forward with Sign for Melrose Historical District- a Historical driving Tour of East Windsor being created Locations have been decided to add and will be contacting those locations to make sure they have no problem being on it/ Will need in the future a way to create a page on Town Website as well as possible Tourism brochure  
-Also commission working on POCD

Housing Authority-

Did not attend last meeting due its agenda being mostly an executive session.

## Selectman Jim Richards Report on Commission Liaisons

BOS Meeting 12/03 /2013

### Board of Education-

BOE met on 11/26 -

Officers voted in-

Christopher Mickey Chair. Bill Schulz Vice Chair, Cathy Simonelli Sect.

HS Track was voted to be renamed honoring Mr. Croft (students & teachers worked together to have this happen.)

Working with auditors for annual report-Sub Comm. assignments were made.

Public Act 13-60 was discussed and has been sent to attorney to comment so system is in compliance.

### Economic Development Commission-

Date changing to day to 12/16/13 6pm (normally would have met 12/9)

### Parks & Recreation-

Next meeting 1/13/14

### Historical Preservation Commission-

Next meeting 12/12/13

### Housing Authority-

Special meeting 12/5 7pm

Reg meeting 12/16/13 630p