

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

**Minutes of Regular Meeting**

**Tuesday, February 18, 2014 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**

None

**IV. Approval of Minutes**

**Regular Meeting of February 4, 2014**

It was MOVED (Nelson) and SECONDED (Dearborn) that the Board of Selectmen approve the Regular Meeting Minutes of February 4, 2014. Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

**V. Communications**

None

**VI. Selectmen's Reports**

**A. Denise Menard**

Ms. Menard's report is hereto attached as Attachment A.

**B. Jason E. Bowsza**

Mr. Bowsza's report is hereto attached as Attachment B.

**C. Steve Dearborn**

Mr. Dearborn said the Zoning Board of Appeals meeting was canceled. He did attend the Public Hearing on February 12, 2014 at East Windsor High School.

Mr. Dearborn said the Department of Public Works did a good job cleaning the roads with all of the snow storms.

**D. Dale A. Nelson**

Ms. Nelson attended the Public Hearing on February 12, 2014. She cautioned that the information given was incorrect. Ms. Menard said the numbers that were given regarding employee salaries were not accurate.

Ms. Nelson attended the Police Commission meeting on February 12, 2014. There was discussion of the Hiring Authority and Charter Revision.

**E. James C. Richards**

The Economic Development Commission did not meet due to President's Day and the Historical Preservation Commission meeting was canceled.

Mr. Richards attended the Parks and Recreation meeting where they discussed the Plan of Conservation and Development wish list.

The Board of Education meeting was interesting. They discussed the use of Common Core and said the goals are being met and surpassed. Mr. Richards said they are on the right path.

Mr. Richards attended the Public Hearing and said he wants the town to look at revenue before spending money. East Windsor has been conservative, which is great, but we are not back to where we were a few years ago.

**VII. Public Participation**

Richard Pippin, 37 Woolam Road, said the Board of Selectmen should congratulate the Department of Public Works for doing a great job with keeping the roads clear. He urged the Board of Selectmen to create an ordinance to hire CT certified and licensed people to work on CT jobs.

Kathy Pippin, 37 Woolam Road, is upset with the misinformation given by a resident at the Public Hearing. The figures given were artificial numbers and it is not right that the wrong information is given to the public.

**VIII. Board and Commissions Appointments**

**Resignations:**

**Robert Slate, Conservation Commission**

It was MOVED (Richards) and SECONDED (Bowsza) that the Board of Selectmen accept with regret the resignation of Robert Slate from the Conservation Commission. Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

**Re-appointments:**

**North Central Committee/Health District**

**Leonard Norton (R)**, regular member for a term expiring 3/1/2017.

It was MOVED (Richards) and SECONDED (Nelson). Motion PASSED. In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards; Opposed – None.

**New Appointments: None**

Motion was made to take item X. A. Discussion of the Agriculture Commission Responsibilities Out of Order. MOVED (Bowsza) and SECONDED (Richards).

**X. New Business**

**A. Discussion of the Agriculture Commission Responsibilities**

Albert Grant, Jim Stremper and Jan Warren were at the meeting representing the Agriculture Commission. They want to promote agriculture in town. They have a community garden they are trying to get off the ground. They have five acres of land available for community members to grow herbs and vegetables. They have put a lot of work into the process and want to promote use of the spaces available.

Mr. Bowsza said the Agriculture Commission wanted to meet with the Board of Selectmen to have policies and procedures defined so they know they are following the rules. Ms. Warren stated that since the Agriculture Commission was split from Inland/Wetlands there has been no oversight and it took away activism from the Agriculture Commission. There has not been a staff member present for the last 14 meetings so there is no one available to answer their questions.

Ms. Warren said she did a great deal of work to get the Farmer's Market up and running and it has been successful. She said they accept EBT coupons and are trying to have a bus stop available at the Farmer's Market for low income and elderly housing residents. The Trolley Museum has been a great location.

Mr. Bowsza said he could be of assistance since he works for the State Department of Agriculture. He offered to invite the State Farm Director to meet with the Agriculture Commission to map out a pathway for the community garden.

Mr. Stremper said they would like to put in a driveway to access the community garden. They have spoken to the Dog Park Committee and they agree to the plan for the driveway.

Ms. Menard will speak to Planning and Zoning about the policies and procedures for use of space at the Community Garden and to schedule a meeting between the Agriculture Commission, Assistant Town Planner and Town Engineer. She said the town wants their property leases to encourage farming.

Motion was made to take Item XI. Budget Matters, out of order. Moved (Bowsza) and SECONDED (Nelson).

**XI. Budget Matters**

Motion was made to approve the transfer #2014-01 in the amount of \$55,500.00 from Road Improvements to Vehicle Maintenance, 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.

Leonard Norton stated that he spoke to the owner of the equipment company that sells new sweepers and was told the sweeper owned by East Windsor is in excellent condition and he recommended fixing it. The new sweepers do not sweep as well and need to be recalibrated after any repair.

Motion was made to take Item IX. B. Discussion of Barber Hill Schoolhouse, out of order. MOVED (Bowsza) and SECONDED (Richards).

**IX. Unfinished Business**

**B. Discussion of Barber Hill Schoolhouse**

Ed Filipone attended the meeting on behalf of John Burnham who was unable to attend.

Ms. Menard stated that she met with the Town Planner, Assessor and the Town Engineer to look at the proposals submitted by Mr. Burnham. She asked them to come up with a list of possible issues or building blocks that may come up that could delay or put an end to the project. Ms. Menard discussed the findings with Mr. Burnham and distributed them tonight to the Board of Selectmen, hereto attached as Attachment C.

Jose Giner was asked to join the discussion to add any information he had. He said there may be programs available through the State to fund moving Barber Hill Schoolhouse from its current location to the Historical Society Academy on Scantic Road.

The Board of Selectmen suggested Mr. Burnham approach the Historical Society to find a benefactor. Ms. Menard asked the Board of Selectmen members what proposals they want her to move forward with. There was discussion about whether or not any of the proposals are practical. There are open space and variance issues that need to be considered. Each of the projects require legal advice and must go to town meeting before anything can be done.

Ms. Menard said the goal is to save the Barber Hill Schoolhouse. By consensus of the Board of Selectmen, the only option moving forward is to give the Historical Society the schoolhouse and determine if there is a way to legally sell the land. The Historical Society has to go before town agencies to legally obtain and site the land before moving the building to their property.

Motion was made to go back into order. MOVED (Bowsza) and SECONDED (Richards).

**IX. Unfinished Business**

**A. Discussion of Selectmen's Priorities**

Ms. Nelson will provide Heidi, First Selectman's Office, with dates and locations of proposed Citizen's Hours to be scheduled and verified. The schedule will be distributed at the next Board of Selectmen's meeting.

**B. Discussion of Snow Removal Ordinance**

Ms. Menard stated there have been complaints from residents that the snow removal policy is not being enforced. We will post the policy to the town's website and the police have spoken to a homeowner who has not cleared their sidewalk.

**C. Approval of Tax Refunds**

Motion was made to approve tax refunds of February 13, 2014 in the amount of \$7,673.26. It was MOVED (Nelson) 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. MOVED (Bowsza) and SECONDED (Richards). The Board of Selectmen entered into Executive Session at 9:45 p.m.; came out of Executive Session at 10:35 p.m.

Motion was made to approve the settlement agreement for Sofias Plazas LLC vs. Town of East Windsor Board of Assessment Appeals in accordance with the Town Assessor's recommendation to reduce the fair market value of real property located at 2 North Road & 2 North Road (Rear) by 15.92% for the Grand List of October 1, 2012. MADE (Bowsza) and SECONDED (Richards). In favor – J. Bowsza, S. Dearborn, D. Nelson and J. Richards.  
Opposed – None.

Motion was made to approve the settlement agreement for Sofia's Plazas LLC vs. Town of East Windsor Board of Assessment Appeals in accordance with the Town Assessor's recommendation to reduce the fair market value of real property located at 122 Prospect Hill Road (Plaza Site Only) by 14.55% for the Grand List of October 1, 2012. MADE (Bowsza) and SECONDED (Richards). 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 10:35 p.m.

Respectfully Submitted,



Heidi Vane  
Recording Secretary

February 18, 2014

My report to the Board of Selectmen

Interviews of candidates for the Treasurer's position are scheduled for February 28. Again, I invite any Selectmen to come and observe the hiring process, just let me know if you plan to attend. I hope to have a new Treasurer in place as early in March as possible.

I have been working with CRCOG (Capitol Region Council of Governments) to have fiber optics installed in Town Hall for use by the Town, not just emergency services as is presently available. It is a program that piggybacks off the statewide education's fiber optics system. The installation would be funded through an OPM grant. We will need to do a resolution regarding this at our next meeting.

Although I have not yet received an official letter, our Social Services Director Elizabeth Burns has informed me she is retiring after close to 30 years of service to the Town. She wants her retirement to be low key but I and many others are hoping she will agree to some kind of gathering so that the many she has helped through the years can thank her for she has done and wish her a happy and healthy retirement. We will let you know if something is planned. Also leaving East Windsor recently is the part time building office clerk, Linda Kehoe. Always willing to pitch in wherever needed, Linda will be missed by the Building Office but also by all who have worked with her.

The Town was notified that the \$1.2 million North Road Bond Anticipation Note (BAN) is due and payable March 20, much sooner than I anticipated. After a conversation with our Webster Bank Financial Advisor, Cathy Cabral and Linda Savitsky (who has advised Cathy and me in the past on financial matters), the Town will be doing a 9-month BAN placed directly with Webster Bank. This matter was discussed briefly as part of the presentation by the Webster Bank Advisor at the February 4 joint meeting with the Board of Finance. This is exactly the kind of scenario that the blanket resolution that was discussed at the last Town Meeting (allowing the Treasurer and/or First Selectman to issue bonds as needed during the year) addresses.

Laurie Whitten and I met with the Kettle Brook management team this morning about an ambitious plan they have for updates, upgrades and diversification of the facilities and services provided at Kettle Brook. The proposed changes sound like great plans for the addressing the future nursing facility needs in the area. We were impressed with the enthusiasm, pride and professionalism of the team that presented their plan to us.

We all received an email this afternoon from a resident that complained about a parking issue at the Sports Dome and expressed concern that emergency vehicles might not be able to get to the facility. We all agree the parking there is a problem and I have been told the planning office will be addressing the matter.

The 2014-2015 budget packages are close to complete. A special thanks to Heidi for getting most of what is needed together on her own. There are a few missing pieces and I am the cause of the hold up. I hope to get the missing information done before the end of the week and out to everyone.

Handwritten signature of Denise Monard.

Selectmen's report: 2/18/14

### **Inland Wetlands Commission**

This months Inland Wetlands Commission meeting was cancelled due to weather.

### **Building Committee**

The Building Committee met to address several issues pertaining to school construction projects. Regarding the modulars, the BOE notified the Building Committee that their initial plans need to be amended to include a sprinkler system in the new modulars. The project architect, from Massachusetts, was unaware of state law when the original specs were drawn up.

The Building Committee expressed frustration over the continued use of out of state contractors. This oversight could result in increased costs for the project, something that the committee is asking the architect to either absorb or split with the town, instead of the full cost being the town's responsibility.

The BOE explained their plan for proposed renovations to the EWMS nurse's office. They would move the nurse down to where the special education room is now, utilizing half of that space. Asbestos remediation will be necessary, at a cost of about \$7,000 (a reasonable price considering the work). Total cost for the project would be \$160,000, half of which is a CIP request, the other half is to be paid out of the BOE operating budget. If not approved through CIP, the entire project would be funded out of the BOE operating budget.

Lastly the BOE explained the school door replacement project, which would cost a total of about \$186,000, with the towns portion about \$86,000. The winning bidder for this is also from Massachusetts.

### **Planning and Zoning Commission**

The Planning and Zoning Commission met on Tuesday night as well. The two items of note are the RFP that was issued to put together a residential density workshop. This would have a significant bearing on long term planning for the town. The other item of note is a town regulation wide review of buffers, waivers and modifications. Town staff should have something to submit in march.

On Wednesday of last week, we all held our first budget public hearing. There were some familiar arguments, but there were also some very constructive points that we hadn't heard before, at least in my recollection.

Respectfully submitted,

Jason E. Bowsza  
Deputy First Selectman

**Barber Hill Schoolhouse and Possible Land Swaps. February 13, 2014**

1. **Historic Barber Hill Road School Site                      12 Griffin Road                      19/72/008/17**
  - Density was maxed out at time of subdivision – therefore creating another building lot may be factor!
  - Parcel is 4 acres. Not enough frontage for two lots, maybe get two lots with rear lot application (again issue of density)
  - Applications: Re-Subdivision (either for the entire subdivision or just the parcel? tbd), possible variance  
Will require A2 survey, percolation test, septic design, site plan, topography/grading, public hearing, deed documents  
Subsequent zoning and building (demolition) plans
  - BOS/Town meeting to release town property
  
2. **Swap Site = 2 Rye Street 088/38/011**
  - Site has 1 existing dwelling unit
  - May be eligible for first cut of right (ie 1 additional lot = free cut)
  - In order for new lot to be approved, must go through SUP for rear lot
  - Land to be dedicated to Town would be in essence unbuildable, encumbered by steep slopes, wetlands and terrace escarpments
  - Application will require Site Plan Review, topography/grading, public hearing, deed documents, SUP if rear lot
  - Acceptance of land will require Town Meeting
  - Need clarification of property line between two sites as GIS depicts differently than Burnham plan
  - Property is split zoned B2/R2 may need a rezone to make all R2 (in order to properly fit house??)
  
3. **Broad Brook School Site – 14 Rye Street – 077/38/012**
  - Land would need to be dedicated to school., (will also abut Dog Pound property)
  - Application will require SUP/Site Plan for new parking area. Topography changes drastically in proposed are. Will require topography, grading, alot of fill? deeds
  - Who will pay for new parking lot?
  - Does BOE support this??
  
4. **East Windsor Academy – 113 Scantic Road 64/32/28A & 54/32/027**
  - Need new SUP/Site Plan Approval for combined parcels for tourist attraction/museum
  - Application will require A2 survey, all zoning standards, topography, pavement?, percolation tests, septic design, etc. (remember no more waivers).