

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

Minutes of Regular Meeting

Tuesday, March 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 7:03 p.m. in the Town Hall Conference Room.

II. Attendance

Present:

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

Absent:

Dale Nelson

III. Added Agenda Items

None

IV. Approval of Minutes

Regular Meeting of March 4, 2014

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

Mr. Richards requested a correction. On page 5 item C. New Business: Discussion of Possible Buy Local Ordinance, the Selectmen agreed to consider a Buy Local Policy not an Ordinance. In favor of the minutes as amended – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

V. Communications

None

VI. Selectmen's Reports

A. Denise Menard

Ms. Menard distributed a packet with changes that were made to the Board of Finance Budget Schedule, hereto attached as Attachment A. She spoke to the Chairman of the Board of Finance to request a one week delay in presenting the budgets to the Board of Finance as the Board of Selectmen budget review is not complete. The presentation has been rescheduled to Thursday, March 27, 2014.

Ms. Menard said there was a Community Services Night at the Board of Education that was very well done. It was a great event to bring forward, in a positive way, solutions and services that are needed.

There was a large fire on Mill Street in Broad Brook early Sunday morning that left four families displaced. Human Services is helping the families with temporary housing.

Ms. Menard reported that interviews were held for the Social Services Director position and a decision will be made soon. Now that the town has hired the Tax Collector as Town Treasurer, the Tax Collector position will be advertised soon. The shared position in the Tax/Treasurer's office is on hold until there is a new Tax Collector in place. Ms. Menard said everyone is happy with the reconfiguration of the Treasurer/Tax Collector's office and asked everyone to stop by and see the progress that has been made.

B. Jason E. Bowsza

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

C. Steve Dearborn

Mr. Dearborn did not have any meetings on his schedule.

D. Dale A. Nelson

Ms. Nelson was unable to attend tonight's meeting.

E. James C. Richards

Mr. Richards said the Board of Education meeting was quick, he included the budget guidelines that were handed out at that meeting in packets given to the Selectmen. The Board of Education is very excited about the rise in test scores at the schools and hope this positive trend continues.

VII. Public Participation

None

Motion was made to take XI. Budget Matters A. Added Appropriation to Hire a School Resource Officer out of order. It was MOVED (Bowsza) and SECONDED (Richards). In favor- J. Bowsza, S. Dearborn and J. Richards; Opposed - None.

XI. Budget Matters

A. Added Appropriation to Hire a School Resource Officer

Police Chief Ed DeMarco, Superintendent Dr. Teresa Kane, Deputy Police Chief Roger Hart, Ed Filipone, Tom Stremper and Ray Mancuso were in attendance. Chief DeMarco said that he and Dr. Kane have been meeting for some time to achieve hiring a School Resource Officer (SRO) and have done their best over the past year but have been unable to secure a grant. The Police Commission voted to support putting it in next fiscal years budget. However, in light of societal and regional issues going on, the Chief said he started the added appropriation process now because it takes time to hire and train

someone to fill the position and they want the SRO in place for the first day of the next school year. The Chief said the School Resource Officer Program is a proactive approach to increase communication between police and youth and to build trust and information sharing in a non-law enforcement setting. The SRO would see the kids every day and are available to educate, teach and counsel. They are positive role models who assist school officials and can bridge the gap between youth and law enforcement. Chief DeMarco said this is 50/50 between the Police Department and Board of Education, they are partners in giving youth and their families the best opportunities and resources available.

Dr. Kane said she approached the Board of Education and they approved the SRO position for next year, so that will be going forth with their presentation to the Board of Finance. She stated it is \$50,000.00 in the Board of Education budget and \$50,000.00 in the Police Department budget. Dr. Kane said she cannot speak enough about the collaboration the Board of Education has had with the Police Department. They meet monthly as part of the schools safety team and have a terrific relationship as adults and would like to spread that to the students. She said the SRO establishes a positive relationship with police and youth as an educational tool and not a consequence. Dr. Kane said it would benefit the kids to have the SRO there on the first day of school and she is here to ask the Board of Selectmen to help achieve that.

Deputy Police Chief Roger Hart said one key point of what the SRO does is offer continuity of service from the police stand point combined with the administration of the various schools. With an SRO in the schools the principal or administrator can easily go to that SRO to discuss any problems and there is easy communication flow back and forth. Communication is imperative to good service in the schools.

Chief DeMarco said he has his added appropriation broken down well to cover everything to get them through the end of the year and the next fiscal year is broken down as Dr. Kane described.

Motion was made that an Added Appropriation of \$30,769.78 be appropriated as outlined in Chief DeMarco's memo of March 5, 2014 to the Police Department budget. It was MOVED (Bowsza) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None. (Motion amended under XI. Budget Matters later in these minutes).

Motion was made to take Item XI. Budget Matters B. Recommendations to CIP out of order. It was MOVED by J. Bowsza.

XI. Budget Matters

B. Recommendations from CIP

Mr. Joseph Sauerhoefer, Chairman of CIP, discussed the CIP Ranking Sheet. He said the projects were rated and listed by highest priority. Mr. Richards asked how they were ranked and Mr. Sauerhoefer explained they were reviewed by six committee members and ranked with 1 being the most needed and most important project, 2 the next most needed and so on. The requested budget for this year is between 3 and 3.5%.

There are other projects that are needed but these are of the highest priority. Mr. Sauerhoefer was asked if he could explain the line for DPW Repair and Addition to Salt Shed. He said the salt shed was built around 1976 and is basically three plywood walls with a roof sitting on concrete. He said they need a bigger shed to stockpile the salt. There was discussion of funding for a portable generator and the importance of the generator for emergency management.

Mr. Sauerhoefer thanked the Board of Selectmen.

Motion was made (Richards) to return to order.

VIII. Board and Commissions Appointments

Resignations:

Barbara Halloran, Conservation Commission

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen accept with regret the resignation of Barbara Halloran (D) as a regular member of the Conservation Commission. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

Re-appointments:

1. American Heritage River Commission, Barbara Sherman

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint Barbara Sherman (D) as a regular member of the American Heritage River Commission for a term expiring 11/1/2014. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

American Heritage River Commission, Richard Sullivan

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint Richard Sullivan (U) as a regular member of the American Heritage River Commission for a term expiring 11/1/2014. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

2. Veterans Commission, D. James Barton

It was MOVED (Richards) and SECONDED (Bowsza) that the Board of Selectmen re-appoint D. James Barton (D) as a regular member of the Veterans Commission for a term expiring 3/1/2016. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

3. Inland, Wetland & Watercourses Agency, Robert Slate

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint Robert Slate (R) as a regular member of the Inland, Wetland and Watercourses Agency for a term expiring 11/1/2015. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

4. Planning & Zoning Commission, Frank Gowdy

It was MOVED (Richards) and SECONDED (Bowsza) that the Board of Selectmen

re-appoint Frank Gowdy (R) as a regular member of the Planning & Zoning Commission for a term expiring 12/1/2017. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

5. BMX/Skateboard Park Committee, Chris Arre

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint Chris Arre (U) as a regular member of the BMX/Skateboard Park Committee for a term expiring 2/1/2015. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

BMX/Skateboard Park Committee, Eve Arre

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint Eve Arre (U) as a regular member of the BMX/Skateboard Park Committee for a term expiring 2/1/2015. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

BMX/Skateboard Park Committee, Brenda Crockett

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint Brenda Crockett (U) as a regular member of the BMX/Skateboard Park Committee for a term expiring 2/1/2015. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

BMX/Skateboard Park Committee, Lori Gabriel

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint Lori Gabriel (R) as a regular member of the BMX/Skateboard Park Committee for a term expiring 2/1/2015. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

BMX/Skateboard Park Committee, Laura Harney

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint Laura Harney (D) as a regular member of the BMX/Skateboard Park Committee for a term expiring 2/1/2015. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

BMX/Skateboard Park Committee, Jen Ragaglia

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint Jen Ragaglia (D) as a regular member of the BMX/Skateboard Park Committee for a term expiring 2/1/2015. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

BMX/Skateboard Park Committee, Linda Ritter

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint Linda Ritter (D) as a regular member of the BMX/Skateboard Park Committee for a term expiring 2/1/2015. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

6. Conservation Commission, Albert Grant

It was MOVED (Richards) and SECONDED (Bowsza) that the Board of Selectmen re-appoint Albert Grant (U) as a regular member of the Conservation Commission for a term expiring 4/1/2018. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

7. Volunteer Incentive Committee, Ron Masters

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint Ron Masters (D) as a regular member of the Volunteer Incentive Committee for a term expiring 12/30/2017. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

Volunteer Incentive Committee, James Barton

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen re-appoint James Barton (D) as a regular member of the Volunteer Incentive Committee for a term expiring 12/30/2017. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

8. Cable Television Committee, Scott Riach

It was MOVED (Richards) and SECONDED (Bowsza) that the Board of Selectmen re-appoint Scott Riach (D) as a regular member of the Cable Television Committee for a term expiring 7/1/2015. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

Cable Television Committee, James Kloter

It was MOVED (Richards) and SECONDED (Bowsza) that the Board of Selectmen re-appoint James Kloter (U) as a regular member of the Cable Television Committee for a term expiring 9/1/2015. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

Mr. Richards and Mr. Bowsza would like to invite the Cable Committee to a Board of Selectmen's meeting.

New Appointments:

Conservation Commission, Kirk Montstream

This application was rescinded by the applicant.

Conservation Commission, Margaret Hoffman

It was MOVED (Bowsza) and SECONDED (Richards) that the Board of Selectmen appoint Margaret Hoffman (D) as a regular member of the Conservation Commission for a term expiring 5/1/2015. Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

Conservation Commission, Robert Slate

This appointment was postponed until the next Board of Selectmen's meeting to check any conflict because the applicant is on the Inland Wetlands and Watercourses Agency.

IX. Unfinished Business

A. Discussion of Barber Hill Schoolhouse

John Burnham addressed the Board of Selectmen. They discussed the site proposal provided by Jay Ussery of JR Russo. Mr. Burnham said a circular driveway has been put in on the Scantic Road property. The proposal shows the buildings will fit on this property with the square footage and drainage, and enough parking to include school busses.

An application will be given to Planning and Zoning at their next meeting on March 25, 2014. Mr. Bowsza asked what the next step is assuming this is approved by Planning and Zoning. Ms. Menard said it would go through the legal process to look at preserving the Barber Hill Schoolhouse.

B. Discussion of Policies and Procedures re: Purchase Orders and Bids

Mr. Dearborn requested this item be put back on the agenda. He said he spoke to the Tax Collector and was told if someone owes taxes, even if they have a payment plan in place, are considered delinquent and would not be able to place bids on jobs in East Windsor. He said he was told if an employee of the Town owes taxes the Town can garnish their paychecks.

Mr. Dearborn said he does not think the sentence referring to a resident being delinquent should be in the policy because it disqualifies local citizens from bidding.

XI. Budget Matters

A. Added Appropriation to Hire a School Resource Officer

A motion was made to reconsider the Added Appropriation to Hire a School Resource Officer. It was MOVED (Bowsza) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

Motion was made to make an Added Appropriation in the amount of \$30,769.78 to the Police Department for a School Resource Officer as indicated by Chief DeMarco's memo of March 5, 2014 and forward to the Board of Finance for consideration tomorrow night. It was MOVED (Bowsza) and SECONDED (Richards). Motion PASSED. In favor – J. Bowsza, S. Dearborn and J. Richards; Opposed – None.

X. New Business

None

XI. Budget Matters

C. Discussion of 2014-2015 Budget

Ms. Menard suggested the Board of Selectmen set the next budget workshop dates. The workshops were scheduled for Thursday March 20, 2014 at 5:45 p.m. and Saturday March 22, 2014 at 9:00 a.m.

Ms. Menard discussed the heating and cooling system for the Town Hall. The cooling system needs to be repaired before summer. The Town has engineered plans for

going out to bid for HVAC and those plans have been reviewed by the Building Committee. Ms. Menard has spoken to Linda Savitsky and she said she could help with financing and recommended a lease/purchase. Ms. Savitsky has put Ms. Menard in contact with a bank, she has not contacted them yet, but it was explained by Xy at Webster Bank that a lease/purchase would go under Capitol Improvement as a long term expense.

Ms. Savitsky will put together a comparison of a few different banks so the Town will get the best interest rate possible. She would pro form a lease/purchase document that would be presented to the bank stating what the Town wants in the lease/purchase agreement. That document would be included as part of the bid. She would help put the bid out and look over the documents before they go to the Town Attorney. The process would be that the lease/purchase agreement would go to the Board of Selectmen asking for approval, then go to the Board of Finance for approval and then go to Town Meeting if it is under One Million dollars or to referendum if it is over One Million dollars.

Mr. Bowsza, Mr. Dearborn and Mr. Richards agreed that Ms. Menard can move forward and discuss the lease/purchase for the HVAC system with the Board of Finance.

D. Budget Transfers

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 8:24 p.m.; came out of Executive Session at 8:47 p.m.

XIII. Adjournment

Motion to adjourn, made by (Richards) and seconded by (Bowsza). The meeting was adjourned at 8:49 p.m.

Respectfully Submitted,

Heidi Vane
Recording Secretary

BUDGET CALENDAR - REVISED 2/7/14
 FY - 2014-2015

2013-14	2014-15	Required actions	Addl info
			BOS requirements
			BOE requirements
			BOF requirements
	12/3/2013	Appoint Capital Improvement Advisory Committee	
	12/6/2013	CIP gathers info from Town Departments and the Board of Education	
	various	CIP presentations and workshops	
	TBD	CIP recommendations to the Board of Selectmen	
	11/20/2013	BOS and BOF to discuss budget guidelines	
	12/16/2013	Distribute guidelines to include the dates of all required budget submissions	
	1/6/2014	Deadline for submission of all budgets to the First Selectman	
	3/4/2014	First Selectman to submit the Town Budget to the BOS	
	2/6/2014	Town Public Hearing notice published	
	2/12/2014	Town Budget Public Hearing(s) Board of Education Budget Public Hearing(s)	E.W.H.S. Café
	TBD	CIP recommendations to the Board of Selectmen	
		Budget Workshops/Presentations: Public Safety	
	2/24/2014	t/b/d - Town Depts, cemetery, libraries, Reg of Voters, VNA, various comm	Town Hall 6:00 p.m.
	2/26/2014	Presentations or workshop as needed	Town Hall 6:00 p.m.
	3/6/2014	Presentations or workshop as needed	Town Hall 6:00 p.m.
	3/7/2014	First Selectman's budget presentation & Treasurer	Town Hall 9:00 a.m.
	3/9/2014	Budget workshop to discuss budget recommendations to BOF	Town Hall 6:00 p.m.
	3/13/13	Budget workshop to discuss budget recommendations to BOF	Town Hall 6:00 p.m.
	3/14/2013	Budget workshop to discuss budget recommendations to BOF	Town Hall 6:00 p.m.
	2/26/2014	Superintendent of Schools to submit the BOE budget to the Board of Education	

BUDGET CALENDAR - REVISED 2/7/14

FY - 2014-2015

New Dates	2013-14	2014-15	Required actions	Addl info
	3/20/2013	3/19/2014	The BOS to approve and submit their proposed Town Budget and Budget message to the BOE. Board of Education to approve and submit their proposed BOE Budget and Budget Message to the BOF.	Town Hall, 7:00 p.m. BOS to submit on 3/27/14
03/27/14		3/20/2014	BOF Special meeting to develop budget presentation for Public Hearing on 3/27/14	Town Hall, 7:00 p.m. 04/03/14
03/27/14		3/20/2014	Board of Finance to issue a Public Notice for Public Hearing on the Board(s) of Selectmen and Educations proposed budgets.	
		3/19/2014	The Proposed Budgets and Budget Messages shall be printed by the Town and Board of Education and made available in the Town Clerk's office and open to public inspection.	
04/03/14	3/27/2013	3/27/2014	Board of Finance to conduct a required Public Hearing on Board(s) of Selectmen & Education's Recommended Town Budget before its consideration of said proposed budgets.	EW High School 6:00 p.m.
04/07/14	4/1/2013	3/31/2014	Board of Finance Workshops	
04/08/14	4/2/2013	4/1/2014	Board of Finance Workshops	
04/09/14	4/3/2013	4/2/2014	Board of Finance Workshops	
04/10/14	4/8/2013	4/8/2014	Board of Finance Workshops	EW High School Admin Conf. RM. 7:00 p.m.
change to 4/23/14	2013	4/16/2014	Regular BOF Meeting - Approval of proposed Budget for 1st Referendum.	Town Hall, 7:30 p.m.
		5/1/2014	include the approved proposed Budgets and recommended Mill Rate. File the approved proposed Budget and recommended Mill Rate with the Board of Selectmen and Town Clerk's office. Also issue Public Notice for Public Hearing on 5/14/14 if needed.	
		5/13/2014	1st Referendum	Town Hall & Town Hall Annex
		5/14/2014	Public Hearing & Budget workshop or set mill rate	Town Hall, 7:00 p.m.

BUDGET CALENDAR - REVISED 2/7/14
FY - 2014-2015

2013-14	2014-15	Required actions	Addl info
	5/15/2014	Board of Finance to issue a Public Notice for Public Hearing on 5/27/14 on 2nd Referendum to include the approved proposed 2014/2015 Budgets and recommended Mill Rate. File the approved proposed Budget and recommended Mill Rate with the Board of Selectmen and Town Clerk's office. Also issue Public Notice for Public Hearing on 5/28/14 if needed.	
	5/27/2014	2nd Referendum (if required)	Town Hall & Town Hall Annex
	5/28/2014	Public Hearing & Budget workshop or set mill rate	Town Hall, 7:00 p.m.
	5/29/2014	Board of Finance to issue a Public Notice on 3rd Referendum to include the approved proposed 2014/2015 Budgets and recommended Mill Rate. File the approved proposed Budget and recommended Mill Rate with the Board of Selectmen and Town Clerk's office.	
	6/10/2014	3rd & Final Referendum (if required)	Town Hall & Town Hall Annex
	6/10/2014	If the 3rd Referendum passes, the Board of Finance will set the 2014/2015 Mill Rate based upon the approved budget. If the 3rd Referendum fails, the Board of Finance shall set the Mill Rate based upon the 2014/2015 Adjusted budget plus 2%.	

After many weather related interruptions, I attended my first Inland Wetlands Committee meeting on March 5th. The most exciting news to come out of that was the proposal to expand R and R Tool and Dye on Newbury Road by 6,000 sq ft, more than doubling the size of the current shop and potentially adding 10 new jobs in the near future.

Budget workshops have continued to meet regularly on the 6th, 12th and 13th. It is immensely valuable to take the time to hear from the departments/boards/commissions/agencies that are preparing and submitting these budgets and to understand what thought goes into constructing them.

On March 11th, the school district put on "A Night of Guidance and Reflection" There were about 150 people who attended, a mix between local officials, parents and support groups. This was a good first step down a very long road to address the problems of drugs and addictions in schools. The bottom line is that this is a serious issue that everyone needs to have a stake in addressing.

Also on the 11th, I attended the PZC meeting. The board narrowly approved the siting of photovoltaic solar panels on a portion of land in the rear of Sophia's Plaza. This is a bit of a mixed bag. On the one hand, concerns were expressed about vandalism and weather damage, as well as high voltage panels being located in a commercial parking lot. On the other hand, its a good to see serious interest in alternative energy development, even on a small scale. The real bright spot of the evening was the passage of R&R Tool and Dye through PZC as well. The application cleared 2 land use boards in a week's time - pretty good!

On Sunday I attended the Blue and Gold banquet on Denise's behalf. It was great to see recognition of positive and constructive activities that kids are participating in. It was also an opportunity to thank the scouts' parents for the time and effort that they give to making it all happen. Really great event.

Respectfully submitted,

Jason E. Bowsza
Deputy First Selectmen