

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
11 Rye Street  
Broad Brook, CT. 06016  
First Selectmen's Office – (860) – 623-8122**

Regular Meeting Minutes

Tuesday, July 1, 2014 at 7:00 p.m.

**BOARD MEMBERS**

Denise Menard – First Selectman

Dale A. Nelson - Selectman

Jason E. Bowsza – Deputy First Selectman

James C. Richards - Selectman

Steve Dearborn - Selectman

*These Minutes are not official until approved at a subsequent meeting.*

**1. CALL TO ORDER:**

First Selectman Menard called the July 1, 2014 Regular Meeting of the Board of Selectmen to order at 7:00 p.m. in the Town Hall Meeting Room.

**2. ATTENDANCE:**

**Present:**

Denise Menard, First Selectman

Dale A. Nelson, Selectman

James C. Richards, Selectman

**Absent:**

Jason E. Bowsza, Deputy First Selectman

Steve Dearborn, Selectman

A quorum was established with three members present.

**3. ADDED AGENDA ITEMS:**

There no added agenda items this evening.

**4. APPROVAL OF MINUTES:**

Regular Meeting Minutes of June 17, 2014

It was MOVED (Nelson) and SECONDED (Richards) to APPROVE the Minutes of the June 17, 2014 Regular Meeting of the Board of Selectmen as presented. DISCUSSION: None. Motion PASSED: In favor – D. Nelson; J Richards; D. Menard. (No one opposed/no abstentions)

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**5. COMMUNICATIONS:**

Selectman Menard noted receipt of the following communications:

- Update of the Trolley Museum's activities
- 4-Town Fair Entry Form – Discussion to be an agenda item for the next Board of Selectmen's Meeting

**6. SELECTMEN'S REPORT:**

**A. Denise Menard:**

First Selectman Menard read her report – see Attachment A.

**B. Jason E. Bowsza:**

Deputy First Selectman Bowsza is absent this evening. First Selectman Menard read his report – see Attachment B.

**C. Steve Dearborn:**

Selectman Dearborn is absent this evening; no written report submitted.

**D. Dale A. Nelson:**

Selectman Nelson read her report – see Attachment C.

**E. James C. Richards:**

Selectman Richards read his report – see Attachment D.

**7. PUBLIC PARTICIPATION:**

**Steve Fowler, 13A Pasco Drive:** Mr. Fowler reported he operates a business called Video Experts; he is appearing before the Board of Selectmen to discuss an increase in his personal property tax bill. First Selectman Menard suggested Mr. Fowler meet with her and the Assessor tomorrow to discuss this issue.

**Kathy Pippin, Woolam Road:** Mrs. Pippin cited damage to the gazebo at the Broad Brook Pond; she questioned if cameras could be installed to deter vandalism? First Selectman Menard reported the gazebo was installed by the Rotary Club; scheduling of repairs is already underway. Selectman Nelson noted they are repairing the gazebo at Park Hill as well.

**Paul Anderson, 89 Main Street:** Mr. Anderson submitted an enlarged poster of the dam and sluice gear at the Broad Brook Pond. He noted the condition of the dam and gear, and questioned the status of repairs. First Selectman Menard reported the Town has applied for a grant to initiate repairs at the dam.

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**8. BOARD AND COMMISSIONS APPOINTMENTS:**

**A. Resignations:**

**William G. Raber, Board of Education:**

It was MOVED (Nelson) and SECONDED (Richards) to ACCEPT the resignation of William Raber from the Board of Education with regrets. DISCUSSION: Selectman Richards noted with Mr. Raber's resignation the Town is losing a lot of history regarding what's gone on through the Board of Education. Motion PASSED: In favor – D. Nelson; J Richards; D. Menard. (No one opposed/no abstentions)

**B. Re-Appointments:**

**None:**

**C. New Appointments:**

**East Windsor Youth Center Committee:**

- 1. Donna House (R) for a term expiring January 1, 2016**
- 2. Mary Kay Kittredge (U), for a term expiring January 1, 2016**
- 3. Heather Watkins (D), for a term expiring January 1, 2016**
- 4. Karie Madigan (U), for a term expiring January 1, 2016**
- 5. Wendy Parker (D), for a term expiring January 1, 2016**

First Selectman Menard clarified that these appointments should also include Jaime Thrall, who has filed as an unaffiliated voter.

It was MOVED (Richards) and SECONDED (Nelson) to APPOINT Donna House, Mary Kay Kittredge, Heather Watkins, Karie Madigan, Wendy Parker, and Jaime Thrall to the East Windsor Youth Center Committee for terms expiring January 1, 2016. DISCUSSION: First Selectman Menard thanked these residents for volunteering for this Committee. Motion PASSED: In favor – D. Nelson; J Richards; D. Menard. (No one opposed/no abstentions)

First Selectmen Menard requested the Committee report proposals for fundraising events to the Board of Selectmen. Ms. Parker provided the Board for a list of events/activities from July 2, 2014 through Easter of 2015.

**9. UNFINISHED BUSINESS:**

**A. Charter Revision Update:**

First Selectman Menard reported she has not yet received the redline revision of the proposed charter changes requested for the Board of Selectmen's review, therefore, the Board can't acknowledge receipt of the document changes until either the redline revision copy, or a synopsis of the various changes, is in the Selectmen's hands.

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It was MOVED (Richards) and SECONDED (Nelson) that First Selectman Menard REQUEST in writing from the Charter Revision Commission a redline charter revision copy, and/or a synopsis of the changes proposed. DISCUSSION: None. Motion PASSED: In favor – D. Nelson; J Richards; D. Menard. (No one opposed/no abstentions)

**B. Discussion of ideas for possible grant funded projects:**

First Selectman Menard provided the Selectmen with a list of grants which the Town has already received for various projects. She noted some are on-going; many have been completed. Discussion followed regarding identification of potential projects, the need to allocate a line item for engineering studies and grant funding, and review of eligible activities/projects via the CDBG Small Cities Program. It was noted grants received through the Board of Education are not included in the present list. Selectman Richards suggested he will request that information at the next Board of Education Meeting.

**C. \*Update on Barber Hill Schoolhouse:**

First Selectman Menard suggested an update may be available at the next Board of Selectmen's Meeting.

**D. \*Update regarding Farm Leases:**

First Selectman Menard suggested the Board is waiting for information from the Agricultural Commission.

**10. NEW BUSINESS:**

**A. East Windsor Historical Preservation Commission Item Appraisal Request:**

First Selectman Menard noted Ms. Smiegel, Chairman of the East Windsor Historical Preservation Commission, was not able to attend this evening's meeting, although she submitted a note explaining her request. Discussion followed. The Board suggested the entire Historical Preservation Commission be invited to the next Board of Selectmen's Meeting to discuss this request.

**B. Approval of Tax Refunds:**

It was MOVED (Richards) and SECONDED (Nelson) to APPROVE the Tax Refunds in the amount of \$223.61 as recommended. . DISCUSSION: None. Motion PASSED: In favor – D. Nelson; J Richards; D. Menard. (No one opposed/no abstentions)

**11. BUDGET MATTERS:**

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First Selectman Menard reported the Treasurer is prepared for beginning the new fiscal year, new financial software will be implemented shortly, and the new office set up is working well.

**12. EXECUTIVE SESSIONS:**

**Pursuant to C.G.S. section 1-200 (6) (a) Personnel & (b) Litigation**

It was MOVED (Nelson) and SECONDED (Richards) to GO INTO EXECUTIVE SESSION at 7:54 p.m. Attending the Executive Session were First Selectman Menard, and Selectman Nelson and Richards. DISCUSSION: None. Motion PASSED: In favor – D. Nelson; J Richards; D. Menard. (No one opposed/no abstentions)

The Selectmen came out of Executive Session at 8:45 p.m. No actions were taken, or votes made, during the Executive Session.

**13. ADJOURNMENT:**

It was MOVED (Nelson) and SECONDED (Richards) to ADJOURN this Meeting at 8:45 p.m. DISCUSSION: None. Motion PASSED: In favor – D. Nelson; J Richards; D. Menard. (No one opposed/no abstentions)

Respectfully submitted,

Peg Hoffman, Acting Recording Secretary  
East Windsor Board of Selectmen

A handwritten signature in black ink, appearing to read "Peg Hoffman", is written over the typed name and title. The signature is fluid and cursive, extending across the width of the typed text.

# Attachment 9

July 1, 2014

## My report to the Board of Selectmen

As you can see, we have Peg Hoffman filling in as our recording secretary for tonight, thank you Peg. Heidi Vane has accepted a position in the Tax office. I'm sure I can speak for the entire Board and anyone that has worked with Heidi in our office, she will be missed, we thank her for all the help she gave us and we wish her good luck in her new position.

I had a meeting yesterday with the Town Attorney and representatives from the Housing Authority regarding the property on South Road (aka Creative Housing). The process for settling the tax debt related to the South Road land is moving forward. The Housing Authority is looking at the viability of taking ownership of the land and filling the responsibilities currently held by Creative Housing. It was suggested after our discussion yesterday that an informational meeting be held to let the South Road homeowners, the Housing Authority and the Board of Selectmen hear where the process is and what options there are going forward. The meeting has been scheduled for July 22. The Town Hall meeting room is scheduled for Planning and Zoning that night so we will hold the meeting at the Park Hill Community Room. I will be sending invitations to the South Road property owners asap.

Renovations have begun at the Human Services office. To anyone who has been there, it will be a very positive change. The new Director Kristen Reardon will be coming to our next meeting so that you can meet her.

Saturday June 21, East Windsor's Emergency Management team participated in a statewide emergency management drill. Approximately 20 volunteers and staff participated on a beautiful Saturday. It was a great success and I heard comments from many that we are very well prepared for the next emergency. Thank you to all who participated and all who have volunteered to help with emergency management events whenever they should occur.

I am researching how the Town can establish a Business Incentive Zone on the Route 140 Business Corridor to will help attract development to the North Road corridor now that it is sewered. I will be putting discussion of that on our next agenda but have to do a little more research.

It looks like are moving forward on the Barber Hill Schoolhouse being dismantled from its current location and rebuilt on Historical Society property. John Burnham told me yesterday that the Society's Board of Directors has voted to approve the plan. I am waiting for something in writing affirming that so we can get something legal drafted and presented to Town Meeting to get this project moving before another winter destroys the building.

I have requested an update on progress on the MillBrook superfund site cleanup. The UTC contact for the property will be getting a written update to me shortly. I will pass that on to you when I have it.

## *Attachment A*

It is the beginning of the major tax paying month. We have already seen an increase in business in the tax office. Also the Treasurer's office is ending Fiscal Year 2013-2014, getting the books ready to be audited and beginning the new fiscal year. It is a busy time at the end of the hall.

You are all aware that we cancelled the Chairmen's meeting scheduled for last night due to so few chairmen able to attend. We will have to remember if we continue these that the end of June is not a great time for that type of meeting.

I attended the Rubber Duck and Cardboard Boat Race sponsored by the BMX and the American Heritage River Committee this Sunday. It is held on the Scantic River and participation grows every year. It is a very fun afternoon. Congrats to the winners and thank you to all the volunteers that make that happen annually.

Finally Happy Birthday to my husband Dave!

Have a great 4<sup>th</sup> of July and God Bless America!

*Danise Menard*

# *Attachment B*

Selectmen's Report - July 1st

I apologize for not being at tonight's meeting. I did want to submit a report in my absence.

On June 19, the Building Committee met to discuss the school modular project. Both bids came in substantially higher than budgeted. This resulted in a recommendation to reject both bids outright. The next step will be to issue a rebid. This will obviously result in additional delays in the project, likely for another year. This will allow for window replacement to be incorporated into the next bid, saving money, although that may be a wash in terms of any unanticipated remediation costs. Bids will now be solicited, due back by winter.

The Building Committee also discussed the Bid procedure process. A consensus was reached that there needs to be uniformity in the process, from start to finish. Input will be sought from the board of selectman, the treasurer, and others about determining a standard process for bid review, something that had been lacking with the modular project.

On the 24th the Planning and Zoning Commission met again and did an interactive housing workshop. All told, about 14 people were in attendance. These are opportunities to weigh in on the towns 10 year plan that should be capitalized on. Everyone's input is welcomed.

The Ag Commission and the Conservation Commission meetings did not have a quorum.

I'd like to express my strong support for the formation of the East Windsor Youth Center Committee and for each of the members being appointed. The energy and enthusiasm of the group will be a welcome addition to the town.

I'd also like to express my extreme regret at the resignations of Bill Schultz and Bill Raber from the Board of Education. They both made significant contributions to the schools and the community, and their commitment to bettering East Windsor is a definite loss. They will be sorely missed.

Respectfully submitted,

Jason E. Bowsza  
Deputy First Selectman

Sent from my iPad



Board of Selectman Liaison report Jim Richards 7/1/14

Board of Education -

Met 6/25- \$187,000 was realized with hard freeze- Monies to be used to-

- 1) Pay Town back \$25,000
- 2) Do some put off grounds & building upkeep
- 3) Buy a new truck (one they had was 18 years old)

Broad Brook School Project was discussed in regards to high bids and continued leasing of Units for classes- Supt did get the cost of lease lowered.

Next meeting July 9<sup>th</sup>

Economic Development Commission-

Next meeting July 21<sup>st</sup> is a workshop on a Economic Development Plan for long term.

\*\* FYI on July 19<sup>th</sup> Chairman Eric Moffett & Member Andy Hoffman met with East Windsor Chamber of Commerce to discuss this at their monthly meeting for members to network and have a business presenter.

Discussion was had on the EDC's Interviews with Business as well as Long term Plan and possible EDC professional. EWCC member Peter DeMaille Design Professionals (ex South Windsor Town Planner) has several suggestions in regards to this including part time professional, regionalizing our efforts and possible abatement strategy.

Parks & Recreation-

Next meeting July 14<sup>th</sup>

Historical Preservation Commission-

WHPFD-

No meeting yet

BBFD-

No meeting yet

Veterans Commission-

No meeting yet

Building Committee Special meeting

Met on 6/19 to discuss the Broad Brook School Project- Bids were to high and is being sent for re-bid- no alternative plan if bids come in