

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
11 RYE STREET  
BROAD BROOK, CT 06016  
First Selectman's Office - (860) 623-8122**

Regular Meeting Minutes

Tuesday, March 3, 2015 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 Denise Menard called the Regular Meeting to Order at 7:00 p.m. at Town Hall.

**2. ATTENDANCE**

Present:

Denise Menard, First Selectman

Jason E. Bowsza, Deputy First Selectman

Steve Dearborn, Selectman

Dale A. Nelson, Selectman

James C. Richards, Selectman

**3. ADDED AGENDA ITEMS**

None.

**4. APPROVAL OF MINUTES**

MOTION was made (Bowsza) and SECONDED (Richards) to approve the Regular Meeting Minutes of February 17, 2015.

MOTION was made (Bowsza) and SECONDED (Richards) to approve the Budget Workshop Meeting Minutes of February 11, 2015.

MOTION was made (Bowsza) and SECONDED (Richards) to approve the Public Hearing Minutes of February 11, 2015.

MOTION was made (Bowsza) and SECONDED (Dearborn) to approve the Budget Workshop Meeting Minutes of February 17, 2015.

**6. SELECTMEN'S REPORTS**

**A. Denise Menard**

First Selectman Menard read her report hereto attached as Attachment A. She also reported on the following:

- She and Town Planner Laurie Whitten and the Economic Development Consultant met last week and they had a discussion to help him get started. To get started Mr. O'Brien contacted members of the Economic Development Commission to get an idea from each member where they would like him to start. First Selectman Menard gave him information to help the start of the process.
- On 2/25 she met with the Town's insurance broker and it appears there will be an increase in the health insurance cost; we are now looking for another insurance carrier that has equivalent or better benefits. A meeting will be held next week to meet with the lowest bidder for the health insurance.
- First Selectman Menard met with Kim Lord and the Warehouse Point Fire district regarding paid part-time firefighters. They are investigating their possibility of taxing, it is a large process and they are just looking into it for now.
- She also reported that the Building Commission awarded the Nurse's Station Project.
- The Clerical Bargaining Unit moved from AFSCME to UPSEU.
- Next week meeting with one of the companies that discussed purchasing our street lights. She stated that it likely will be a big investment that may take another year to complete.
- There is a Lions' Breakfast on March 14<sup>th</sup> and encouraged everyone to attend.
- On 3/19 there will be a free CCM Training Workshop called, "The Nuts and Bolts of Being a Supervisor".
- Contract negotiations are starting on Dispatch, Police, and Clerical Bargaining units.

**MOTION was made (Bowsza) and SECONDED (Richards) to take up Agenda Item 5.**

**5. COMMUNICATIONS**

Herb and Cathy Holden were present from Herb Holden Trucking. First Selectman Menard presented Herb Holden Trucking with a plaque which read, "Presented to Herb Holden Trucking. The Town of East Windsor offers its sincere appreciation and recognition to Herb Holden Trucking for your continuous dedication and willingness to assist with numerous town projects." A picture of the plaque is hereto attached as Attachment B.

**6. SELECTMEN'S REPORTS**

**B. Jason Bowsza**

Selectman Bowsza read his report hereto attached as Attachment C.

**C. Steve Dearborn**

Selectman Dearborn reported that he attended the Building Commission Meeting tonight (3/3) and that he was pleased to see that Herb Holden Trucking was presented with a plaque for his service to the Town.

**D. Dale A. Nelson**

Selectman Nelson reported on the following:

- Unable to attend Water Pollution Control Authority on 3/25 because of a Board of Selectmen Budget Meeting.
- On 3/2 she attended the Warehouse Point Fire District Meeting. Attorney Carl Landolina was present to discuss a separation agreement to create a line to clearly delineate the districts. The reason for this is because there is no clear delineation line between the two districts it is more of a “zig-zag”. The Warehouse Point Fire District is to hold a meeting for people of the different districts to attend and vote on this separation agreement.

**E. James C. Richards**

Selectman Richards reported on the following:

- He had been busy with the Board of Selectmen Budget meetings.
- He attended the North Central Chamber of Commerce last week.
- A Westfield Bank branch opened in Windsor and encouraged them to open a branch in East Windsor since one of the banks in town is closing soon.
- Enfield also has an Economic Development Consultant and that it was good to know that other Towns are experiencing the same situations that East Windsor is.

**7. PUBLIC PARTICIPATION**

**Cathy Pippin, 37 Woolam Road** – She stated that she was very happy that the Board of Selectmen presented Herb Holden with the plaque to show the Town’s appreciation. She said that there are many businesses in town that deserve to be recognized for everything they do for the Town. Mrs. Pippin also wanted to thank the Board of Selectmen for being so welcoming to her.

**Cathy Simonelli, 71 Depot Street** – She has many concerns with the proposed Town Charter. She mentioned that she felt as though the Charter was having the Boards and Commissions come together too closely and that it loses it’s “checks and balances”. She stated that she will not vote in favor on March 30<sup>th</sup> of the way the draft Charter currently stands.

**8. BOARD AND COMMISSIONS APPOINTMENTS**

**Resignations:** None.

**Re-Appointments:** None.

**New Appointments:** None.

**MOTION** was made (Bowsza) and **SECONDED** (Richards) to take Agenda Item 10A out of order.

**10. NEW BUSINESS**

**A. Update on Youth Center Committee**

Wendy Parker was present to discuss updates on the Youth Center Committee. Ms. Parker provided the Board of Selectmen with a proposal letter from Superintendent Theresa Kane regarding the Youth Center Committee, hereto attached as Attachment D. She also provided the Board with East Windsor Youth Center Participant Information Card samples and an East Windsor Youth Center Brochure hereto attached as Attachment E. There was some discussion regarding the Youth Center's possible location at the high school and the possible hours. Further discussion took place pertaining to adding this to the Board of Selectmen's budget. Deputy Selectman Bowsza asked Ms. Parker if she could have her committee take a vote on this. Ms. Parker stated that she would try to have the vote taken by March 17, 2015 (for the next Board of Selectmen Meeting) and she would update the Board of Selectmen on the vote.

**9. UNFINISHED BUSINESS**

**\*A. Discussion of Senior Property Tax Relief**

Not discussed at this meeting but remains on the agenda pending receipt of additional information.

**\*B. Ordinance re-election of Board of Education Members (C.G.S. 9-204b)**

Not discussed at this meeting but remains on the agenda pending receipt of additional information.

**\*C. Update Permanent Building Commission Ordinance – (Sent to Building Commission)**

Not discussed at this meeting but remains on the agenda pending receipt of additional information.

**MOTION** made (Bowsza) and **SECONDED** (Richards) to take up the call of the agenda to Agenda Item 9D.

**9. D. Discussion of Charter Revision Commission Recommendations**

First Selectman Menard wanted to make sure that March 30, 2015 at 6:30 p.m. would work well for the Selectmen to be able to make it to the Modular Project Public Hearing. First Selectman Menard informed the Board that there were really no other dates available. All Selectmen agreed on the date.

**10. NEW BUSINESS****B. Update on BMX Skate Park Study Committee**

Recording Secretary, Amanda Schroll updated the Board of Selectmen on the BMX Skate Park Study Committee. She reported that she spoke with Ms. Brenda Crockett of the BMX Skate Park Committee and was informed that they had \$6,500 left in their budget in the Treasurer's Office and they will be purchasing 1-2 pieces of equipment in the Spring of 2015. They use the money they earn from fundraisers to make equipment purchases. Ms. Crockett mentioned that 7 years ago they came up with the park design called "The Ultimate Dream". Their goal for this park is to have completed their design layout, no matter how long it takes them to accomplish this.

**C. Approval of Tax Refunds**

**MOTION** was made (Nelson) and **SECONDED** (Richards) to approve the total refund in the amount of \$1,018.30.

In Favor: Bowsza, Dearborn, Nelson, and Richards. Opposed – None.

**11. BUDGET DISCUSSION****• Registrar of Voters (411500)**

**MOTION** made (Bowsza) and **SECONDED** (Richards) to approve the Registrar of Voters proposed budget for Fiscal Year 2015-2016 (411500) in the amount of \$56,650.

In favor: Bowsza, Dearborn, Nelson, and Richards. Opposed: None.

**• Town Properties (610200)**

**MOTION** made (Nelson) and **SECONDED** (Richards) to approve the Town Properties budget for Fiscal Year 2015-2016 (610200) and add \$25,000 to Electricity-Buildings for a total amount of \$1,047,008 as amended.

In favor: Bowsza, Dearborn, Nelson, and Richards. Opposed: None.

General Government**• Activities, Fees, and Associations (910100)**

**MOTION** made (Bowsza) and **SECONDED** (Richards) to increase donation to The Network to \$5,000 for the total Activities, Fees, and Association's (910100) approved budget amount of \$134,660 as amended.

In favor: Bowsza, Dearborn, Nelson, and Richards. Opposed: None.

**• Legal Expense (910200)**

**MOTION** made (Bowsza) and **SECONDED** (Richards) to approve the Legal Expense proposed budget for Fiscal Year 2015-2016 (910200) in the amount of \$150,000.

In favor: Bowsza, Dearborn, Nelson, and Richards. Opposed: None.

**• Sanitation (910500)**

This is covered in Department of Public Works Budget.

- **Contingency (910600)**

It was recognized that this line is set by the Board of Finance, we just have placeholder in budget folder.

- **Capital Improvements (910700)**

MOTION made (Richards) and SECONDED (Bowsza) to approve the Capital Improvements proposed budget for Fiscal Year 2015-2016 (910700) in the amount of 1,345,357.

In favor: Bowsza, Dearborn, Nelson, and Richards. Opposed: None.

**12. EXECUTIVE SESSION**

No Executive Session.

**13. ADJOURNMENT**

MOTION to adjourn made (Bowsza) and SECONDED (Nelson). Unanimous.

The meeting was adjourned at 8:37 p.m.

Respectfully submitted,



Amanda Schroll  
Recording Secretary

March 3, 2015

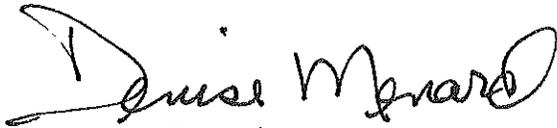
My report to the Board of Selectmen

Budget Reminders:

We have one final budget meeting tomorrow night and should be able to approve a budget to present to the Board of Finance at our March 17 meeting.

Public Hearings:

Modular Classrooms Project	March 11 At 6:30 p.m.	High School Auditorium
Small Cities Block Grant For Park Hill sidewalks, fire alarm system and ADA upgrades	March 17 At 6 p.m.	Town Hall
Charter Revision	March 30 At 6:30 p.m.	Town Hall

  
Denise Menard

Attachment B



*Presented to*

## **Herb Holden Trucking**

*The Town of East Windsor  
offers its sincere appreciation  
and recognition to*

*Herb Holden Trucking  
for your continuous dedication  
and willingness to assist with  
numerous town projects.*

2015

**Amanda Schroll**

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**From:** Jason's Gmail <jason.bowsza@gmail.com>  
**Sent:** Tuesday, March 03, 2015 6:16 PM  
**To:** Amanda Schroll  
**Subject:** Selectmen's report, March 3, 2015

My activities as a selectman over the last two weeks have been spent almost exclusively in budget workshops, so I do not have a lengthy report [tonight](#).

The Planning and Zoning Commission did meet on 2/24 and continued to work on the Plan of Conservation and Development.

The Permanent Building Commission met [tonight](#) ahead of our selectmen's meeting to discuss the nurses office renovation project at the East Windsor Middle School and the town ordinance establishing the Permanent Building Commission. The commission approved the low bidder for the renovation project, selecting DesRoches Building. Any project cost overruns would be covered by the Board of Education appropriation. The project will be started and completed over the summer. The commission also reviewed the ordinance establishing the commission to ensure that their role is clearly defined and workable. I would imagine that they will have something for us to review in relatively short order.

I would like to recognize the East Windsor Police Department for their outstanding work and collaboration with state law enforcement officials to shut down an illegal cock fighting ring and arrest the participants. This is a truly terrible thing that no one wants in their community, and this successful sting was a great example of the professionalism and dedication that our officers show to our community every day.

I did do some follow up with the Secretary of the State's Office regarding general election candidates for all boards and commissions, following up on the Board of Education statute discussed last meeting. There may be an appropriate statute, but we need to further investigate the Town Charter before moving forward. (The appropriate statute for BOE elections is CGS 9-204b, and for other boards and commissions would be CGA 9-188).

Lastly I'd like to ask the First Selectman to provide our board with a copy of the budget presented by the superintendent to the Board of Education last week. I understand the budget process is always a work in progress, but it would be helpful to us as we finalize our proposal to have an understanding of where they are starting from.

Respectfully submitted,

Jason E. Bowsza  
Deputy First Selectman

Sent from my iPad

Attachment D  
Page 1



**East Windsor**  
**PUBLIC SCHOOLS**

Inspiring Growth. Achieving Success.

70 South Main Street  
East Windsor, CT 06088

ADMINISTRATION

Theresa M. Kane, Ed. D  
Superintendent of Schools  
tkane@ewct.org

860.623.3346  
Fax 860.292.6817

March 3, 2015

East Windsor Board of Selectmen  
East Windsor Town Hall  
11 Rye Street  
Broad Brook, CT 06016

Re: Teen Center Proposal.

The Board of Education is proposing the use of several rooms at the back of the high school for a Teen Center. One room may be utilized for a separate entry way and TV/ socialization area, another as a game room, and a classroom can be utilized for homework help. A small kitchenette is also available. The back gymnasium of the high school can be utilized when it is not being used for high school activities. Bathrooms are available, as well.

The center would be open for students in grades 7-10. Hours of operation would be 2:00-5:00 Monday – Thursday from mid-September to April.

The BOE would provide the space, utilities, janitorial services and insurance for the program.

The proposal includes that the Center be staffed by CLINICALLY TRAINED personnel; one director and two paraprofessionals. The staff must have a background in a behavioral health field and have training in de-escalation strategies, at a minimum. This would provide a positive and supportive environment for the teens. No police presence would be required. However, from time to time, the SRO could visit the program. Both representatives from the BOS and BOE would hire the staff. Since the program would be housed at the high school, it may have to be under the direction of the BOE to qualify for our liability coverage. CIRMA has stated that in the past in reference to the Family Resource Center. CIRMA will have to be consulted on this matter.

EWHS students could provide the homework assistance as part of their community service requirement.

The proposed personnel cost is listed below. The BOE is seeking these funds separately from their budget.

In addition, Wendy Parker has shared that the volunteers for the East Windsor Youth Center could possible get donations to furnish the Center. They would also volunteer to do activities with the participants when available. The concept is to work together to make the teen center a reality for our community.

A written agreement regarding the teen center would be signed by both Boards.

We are excited about the feasibility of this project and look forward to your approval before presenting it to the Board of Finance for funding approval.

East Windsor Board of Selectmen  
March 3, 2015  
Page 2

As always, I am available for questions.

Sincerely,

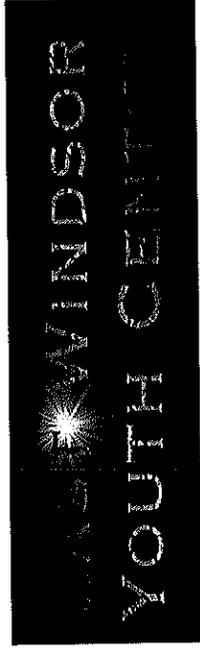
*Theresa M. Kane*

Theresa M. Kane, Ed.D

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c: BOE  
E. Keleher, Principal, East Windsor High School

<b>Teen Center</b>			<b>FY15 Total</b>	<b>FY16 Total</b>
<b>Item Description</b>	<b>FY15 Budget</b>	<b>FY16 Request</b>	<b>\$ -</b>	<b>\$ 33,849</b>
<b>Lead Counselor Salary</b>				
Lead Counselor: \$35/hr.*3.25 hrs.*129 days		\$ 14,674		
	\$ -	\$ 14,674	\$ -	\$ 14,674
<b>Paraeducator Salaries</b>				
Two Paras: \$20/Hr.*3.25 hrs.*129 days		\$ 16,770		
	\$ -	\$ 16,770	\$ -	\$ 16,770
<b>Salaries Subtotal</b>	\$ -	\$ 31,444		
<b>FICA</b>				
	\$ -	\$ 2,405	\$ -	\$ 2,405



**Mission Statement** The East Windsor Youth Center welcomes everyone to our safe substance-free environment where it is our mission to motivate youth to succeed in every aspect of their lives. Our programs provide a wide range of activities for children ages 11 thru 19 designed to develop social, emotional, physical, and cognitive skills in an all for one, one for all atmosphere. Through partnership with the community and the families of our youth, it is our belief in the strength of the human spirit that guides us to treat everyone with dignity, compassion and respect as we prepare them to respond to and resolve life's challenges. The hope is that each person who walks through our doors is able to have a positive experience where they feel friendship and acceptance.

### Volunteer Sign-Up

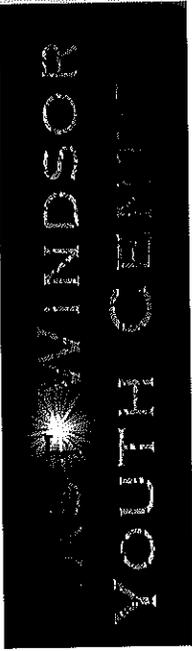
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Please place check marks next to the ways you can help.

Committee
Communications
Publicity
Fundraising
Donations
Food

Committee
Public Speaking
Administrative
Research
Event Staffing
Center Staffing

Committee's Email: [ewyouthcenter@gmail.com](mailto:ewyouthcenter@gmail.com)  
Website: [www.ewyouthcenter.com](http://www.ewyouthcenter.com)  
Facebook Page: East Windsor Youth Center



**Mission Statement** The East Windsor Youth Center welcomes everyone to our safe substance-free environment where it is our mission to motivate youth to succeed in every aspect of their lives. Our programs provide a wide range of activities for children ages 11 thru 19 designed to develop social, emotional, physical, and cognitive skills in an all for one, one for all atmosphere. Through partnership with the community and the families of our youth, it is our belief in the strength of the human spirit that guides us to treat everyone with dignity, compassion and respect as we prepare them to respond to and resolve life's challenges. The hope is that each person who walks through our doors is able to have a positive experience where they feel friendship and acceptance.

### Volunteer Sign-Up

Name: \_\_\_\_\_  
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Please place check marks next to the ways you can help.

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Committee's Email: [ewyouthcenter@gmail.com](mailto:ewyouthcenter@gmail.com)  
Website: [www.ewyouthcenter.com](http://www.ewyouthcenter.com)  
Facebook Page: East Windsor Youth Center



## Mission Statement

The East Windsor Youth Center welcomes everyone to our safe substance-free environment where it is our mission to motivate youth to succeed in every aspect of their lives. Our programs provide a wide range of activities for children in grades five through twelve designed to develop social, emotional, physical, and cognitive skills in an all for one, one for all atmosphere. Through partnership with the community and the families of our youth, it is our belief in the strength of the human spirit that guides us to treat everyone with dignity, compassion and respect as we prepare them to respond to and resolve life's challenges. The hope is that each person who walks through our doors is able to have a positive experience where they feel friendship and acceptance.

## Hours of Operation

Monday through Thursday  
from 2 to 5 p.m.

Dinner served at 5 p.m. on  
Wednesdays

East Windsor High School (rear)

## Programs

The following programs will be offered at or through the East Windsor Youth Center:

- Adopt a grandparent
- Big Brother/Big Sister type program
- Community Coaches
- Peer Counseling
- Homework help
- Red Cross Babysitter Classes
- CPR and First Aid classes
- Service to the Community

## Workshops

The following workshops will be held at the East Windsor Youth Center:

- Car Repair
- Cooking
- Fencing/Martial Arts/Self Defense
- Gardening
- Personal Finance
- Photography
- Renovations (carpentry, tile, woodwork)
- Tai Chi/Qigong
- Yoga

*Attachment E  
page 2*

## Theme Nights

Examples of theme nights that will be held at the East Windsor Youth Center:

- Weekly Dinners
- Dances
- Movie Nights
- Karaoke Parties
- Card Tournaments
- Seasonal Parties

## Field Trips

East Windsor Youth Center will schedule field trips to places such as:

- |           |                    |
|-----------|--------------------|
| Bowling   | Haunted Hay Rides  |
| Nomads    | Hartford Wolf Pack |
| Six Flags | Roller Skating     |

## Contact Us

East Windsor Youth Center  
P.O. Box XXX  
East Windsor, CT 06088

(860) 371-0367

[ewyouthcenter@gmail.com](mailto:ewyouthcenter@gmail.com)

Visit us on the web:  
[www.ewyouthcenter.com](http://www.ewyouthcenter.com)

**East Windsor Youth Center  
Participant Information Card**



First Name \_\_\_\_\_ Last Name \_\_\_\_\_

DOB \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

P/G Phone \_\_\_\_\_ Email \_\_\_\_\_

Allergies \_\_\_\_\_ Date of Registration \_\_\_\_\_

Favorite Foods \_\_\_\_\_ Favorite Sports \_\_\_\_\_

**East Windsor Youth Center  
Participant Information Card**



First Name \_\_\_\_\_ Last Name \_\_\_\_\_

DOB \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

P/G Phone \_\_\_\_\_ Email \_\_\_\_\_

Allergies \_\_\_\_\_ Date of Registration \_\_\_\_\_

Favorite Foods \_\_\_\_\_ Favorite Sports \_\_\_\_\_