

**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, April 7, 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

Regular Meeting Minutes of March 17, 2015

MOTION was made (Nelson) and **SECONDED** (Bowsza) to approve the Regular Meeting Minutes of March 17, 2015.

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

5. COMMUNICATIONS

None.

6. SELECTMEN'S REPORTS

A. Denise Menard

First Selectman Menard read her report hereto attached as Attachment A.

B. Jason Bowsza

Selectman Bowsza read his report hereto attached as Attachment B.

C. Steve Dearborn

Selectman Dearborn reported on the following:

- He attended the East Windsor Housing Authority Special Meeting Denise and Dale were present.
- A gas station went up near the Trolley Museum and he was happy that it finally was started. He hopes that it will bring more businesses to East Windsor.
- He owns property on Rye Street that contains buildings where he rents out space. One of his renters received a letter from the Planning and Development Department. Mr. Dearborn did not agree with what was stated in the letter and he was unhappy that he did not receive a copy of it.

D. Dale A. Nelson

Selectman Nelson reported on the following:

- On 3/24 she attended the East Windsor Housing Authority Special Meeting and it was more disruptive than usual.
- On 3/25 and 4/6 she attended Board of Finance Budget Workshops.
- On 4/7 she attended the Building Committee Meeting.

E. James C. Richards

Selectman Richards reported on the following:

- He attended a Board of Education meeting and reported that Dr. DeBarge did a great job and the modular project seemed to be moving along.
- He attended a Board of Finance Budget Workshop but was unsure of the date.
- He was disappointed that more people did not show up for the Charter Revision Public Hearing. He encourages more people to participate and speak up about their opinions for the Charter Revision.
- The Economic Development Commission has been busy between tax incentives and looking at a request for the State regarding Newberry Road and signage.
- The Five Corner Cupboard is running low on food and they now have approximately 60 families. He stated that any food or monetary donations would be helpful.

7. PUBLIC PARTICIPATION

Mark Simmons, 53 Old Ellington Road, said that on Saturday, April 11, 2015 at 7:00 p.m. there is a free program benefitting the Wounded Warrior Project put on by the East Windsor High School. This was in conjunction with the Veterans Commission and Rotary Club. There will be patriotic music and refreshments. Next, Mr. Simmons stated that he supports Tom Burnham becoming a regular member on the Ethics Commission. He also wanted to show his appreciation to Chief DeMarco and Deputy Chief Roger Hart for taking care of the cockfighting situation and the case involving the brutally assaulted young lady. Selectman Bowsza mentioned that the police have also managed to find a person just from

memory of a wanted poster and resuscitated a woman who had overdosed on drugs.

John Burnham, 178 Scantic Road, supports Tom Burnham becoming a regular member on the Ethics Commission. He also encouraged residents to help and donate to the Five Corner Cupboard.

Mark Whelden, 32 Rolocut Road, asked Selectman Richards for more information about the Five Corner Cupboard.

Joseph Sauerhoefer, 6 Pierce Lane, informed everyone that on Saturday, April 25, 2015 Abby's Walk is taking place starting at the Town Hall to show support for individuals with mitochondrial diseases. All the money goes towards the Town of East Windsor.

First Selectman Menard reported the Rotary Club awarded the Talamini Family as Citizen of the Year and that there is going to be a dinner at The Nutmeg Restaurant on April 23, 2015 at 6:30 p.m.

8. BOARD AND COMMISSIONS APPOINTMENTS

Resignations:

MOTION was made (Bowsza) and SECONDED (Richards) to regretfully accept the resignation of Scott Morgan from the Ethics Commission.

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

Re-Appointments:

MOTION made (Nelson) and SECONDED (Bowsza) to reappoint Joanne Drapeau (D) to serve until November 1, 2016 on the American Heritage River Commission as an alternate member.

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

MOTION made (Bowsza) and SECONDED (Nelson) to reappoint Debbie Talamini (U) to serve until November 1, 2015 on the American Heritage River Commission as a regular member.

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

MOTION made (Bowsza) and SECONDED (Nelson) to reappoint Tom Talamini (U) to serve until November 1, 2015 on the American Heritage River Commission as a regular member.

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

MOTION made (Bowsza) and **SECONDED** (Richards) to reappoint Maria Whelden (U) to serve until April 1, 2018 on the North Central Health District Committee as a regular member.

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

Maria Whelden gave the Board a brief overview and update of the North Central Health District. She said that when she first started there was less than two months of operating costs saved, the per capita has been raised since then by less than a total of one dollar. In the time she has been there customer service issues have been improved, revamped voice over internet, utilities have been consolidated, and all employees are more efficient in that they all have iPads. She reported that some key positions are vacant.

New Appointments:

MOTION made (Bowsza) and **SECONDED** (Richards) to appoint Tom Burnham (R) to serve until January 1, 2017 on the Ethics Commission as a regular member.

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

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. Discussion of Action on Modular Project**

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

***C. Discussion on forming a Facilities Planning Study Committee**

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

D. Update Permanent Building Commission Ordinance

First Selectman Menard read the changes that were made to the Permanent Building Commission Ordinance. The changes were:

1. In the second paragraph under ORGANIZATION, the wording was changed, which was updating the terms of office instead of going back to the original. Selectman Bowsza suggested to take out the first sentence of the second paragraph because the sentence is redundant.
2. Under POWERS AND DUTIES, at the end of the second sentence it says “on or before October 15th” before the change was made, it read, “September 15”. First Selectman Menard said that it was changed to have a little longer

after the summer to get it together, but not too long to where it impacts the budget.

3. Under POWERS AND DUTIES in the third paragraph, the second sentence clarifies given projects of more than \$20,000 which has been a grey area. That \$20,000 amount also appeared in the fourth paragraph under the same section in the last sentence.

MOTION made (Bowsza) and **SECONDED** (Richards) to change the wording to, "...limits of appropriations allocated to a give project in total of more than \$20,000". The change is to also be reflected in the fourth paragraph under the same section in the last sentence.

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

MOTION made (Bowsza) and **SECONDED** (Nelson) to set the election of the chairman, vice chairman, and secretary biannually.

In favor: Bowsza. Opposed – Dearborn, Nelson, and Richards

Discussion: Selectman Nelson asked the opinion of Joseph Sauerhoefer, a member of the Building Commission. Mr. Sauerhoefer responded that he does not think it would matter if the term was one year or two years. Selectman Richards questioned how many boards and commissions had biannual chairmanships. First Selectman Menard stated that she did not think that it was written anywhere.

MOTION made (Bowsza) and **SECONDED** (Richards) to recommend to Town Meeting, "An Ordinance Creating A Permanent Building Commission" as amended.

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

The Permanent Building Commission ordinance is hereto attached as Attachment C.

MOTION made (Bowsza) to take 9G out of order.

9G. Discussion of Paid Part-time Firefighters Agreement

First Selectman Menard read through the questions from the firefighters and the responses from the Town Attorney. The Agreement is hereto attached as Attachment D.

There was a question on Section #1 of the contract. The firefighters wanted to know what exactly the \$43,000 covered, if it was just limited to compensation. The Board responded that the \$43,000 was to pay the compensation which includes: FICA, workers comp, payroll taxes, and unemployment.

The firefighters had concerns with Section #22 and they wanted to know if it could be removed from the agreement. The Town Attorney responded that Section does have to stay in. The concern of the firefighters is that if the Town funds the district and the district gets sued, if this hold harmless section is in there, then how would the district pay for it? First Selectman Menard stated that the district would have insurance to be able to cover that.

Another concern of the firefighters was that if in the future, if the Town does not fund the part-time Firefighter agreement, who would be responsible for paying any unemployment claims that may exist? First Selectman Menard is going to consult the Town Attorney about adding another section that states, "In the event the Fire Service Maintainer program is not funded by the Town, the Town will be responsible for the unemployment liability of the unemployed Fire Service Maintainers".

MOTION made (Bowsza) and **SECONDED** (Richards) to authorize the First Selectman to enter into an Agreement with the Warehouse Point Fire District regarding the Fire Service Maintainer with the changes as amended on behalf of the Town.

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

MOTION made (Bowsza) to take 10B out of order.

10B. Discussion of Teen Center/Board of Education Proposal

Wendy Parker and Assistant Superintendent Christine DeBarge were present to discuss the Teen Center and Board of Education Proposal. Assistant Superintendent DeBarge asked the Board of Selectmen what they are looking to support and are willing to fund so that she can go back to the Board of Education and share what the Board's priorities are so that the Teen Center can be funded.

Selectman Richards believes that if he were to invest \$30,000 into a Teen Center, he would rather see a spot rented so that the Teen Center could be open during the "hazard hours" (evenings and weekends).

Selectman Bowsza suggested to Ms. Parker to inquire about space at the Town Hall Annex. Ms. Parker replied that she spoke with someone from Human Services a while back, and was told that there was no available time where she could use the space. First Selectman Menard and Selectman Bowsza suggested not giving up on that space and that she should contact the Director of Human Services directly.

Ms. Parker said that many of the community service opportunities that they have in mind do not require a physical space for the teens. For example, events such as

“Adopt a Grandparent”. First Selectman Menard suggested starting with some of the programs that do not require renting a physical location.

First Selectman Menard suggested that she would set up a meeting with Ms. Parker, Kristen Bouchard Director of Human Services, Melissa Maltese Park and Recreation Director, and herself to discuss some community service opportunities and renting space at the Town Hall Annex.

Assistant Superintendent DeBarge shared with the Board that they are doing a grant application that is after school for academic instruction, homework help, etc. The schools are still looking to seek out opportunities to support students at the end of the school day.

MOTION made (Bowsza) to go back in order to 9E.

E. Ordinance election of Board of Education Members (C.G.S. 9-204b) – (sent to BOE and political parties)

A discussion was held to explain what the purpose of this ordinance is. Selectman Bowsza stated that this ordinance would allow the public more of a choice when voting.

MOTION made (Nelson) and **SECONDED** (Richards) to adopt the C.G.S 9-204b and recommend it as an ordinance.

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

F. Action on Proposed Charter Revision

MOTION was made (Richards) and **SECONDED** (Dearborn) to reject the revised Charter Revision.

Selectman Dearborn feels as though there is not enough checks and balances with the way the Charter Revision has revised the Town Charter.

Selectman Richards agrees with having a Town Administrator but does not believe that it needs to be in the Charter and he agrees with the elimination of the Police Commission.

Selectman Nelson welcomes the idea of having a larger Board of Selectmen and feels that it would be beneficial to have “finance people” on the Board of Selectmen. She agrees with the elimination of the Police Commission because the Chief and Deputy Chief report to the First Selectman and not the Police Commission; therefore, she believes that having a Police Commission serves no benefit to the Town. She also believes that the finance piece should be at least 3%, not 2%.

Selectman Bowsza agrees with the elimination of the Police Commission and opposes to the Town Administrator. He stated that he agrees with Selectman Nelson that the Police Commission serves no purpose to the Town. He believes that there should be some more consideration in expanding the Board of Selectmen and there would be a value in that. He also stated that he does not want to eliminate the Board of Finance because he feels there should be a "second set of eyes" on the finances.

Richards withdrew his motion and Dearborn withdrew his second.

MOTION made (Bowsza) and **SECONDED** (Richards) to recommend to the Charter Revision Commission that they amend Section 8-5b4 to amend the 2% Charter provision to include 2% plus the last social security increase and to exclude CIP and Debt Service from the cap.

Selectmen Bowsza and Richards agreed to amend their motion to read as follows:

- To recommend to the Charter Revision Commission to amend Section 8-5b4 to amend the 2% Charter provision to include 2% plus the last social security increase, however, to exclude CIP and Debt Service from the 2% cap
- To include all housekeeping changes
- To reject all other recommendations of the Charter Revision Commission

In Favor: Bowsza, Nelson, and Richards. Opposed: Dearborn.

H. Authorization to enter into Management Agreement with the East Windsor Housing Authority regarding South Road

First Selectman Menard explained that the Housing Authority would be responsible for collecting the \$56.00 per unit, per month for the South Road residents for property management. \$15.00 of that in the ground lease is dedicated to the land use fee which is the amount that was proposed to the Housing Authority to be sent back to the Town. That would cover any legal expenses incurred from time to time, the portion of the light bill for the street lights and the hydrants there, and liability insurance. The Board of Selectmen had the following questions and concerns:

1. Selectman Bowsza questioned #8d in the contract. He wondered what the next step was after the agent informs the owner.
2. Selectman Nelson wondered if any part of the residential area needed to be subject to the town audit? She asked if there is an audit component required and who is responsible for it?

First Selectman Menard agreed to look further into these questions and report back to the Board at the next meeting for a vote.

The Management Agreement is hereto attached as Attachment E.

MOTION made (Bowsza) and **SECONDED** (Richards) that the Town of East Windsor congratulate the University of Connecticut Women's Husky Team and Gino Auriemma on his record timing 10th National Championship.
In Favor: Bowsza, Dearborn, Nelson, and Richards. Opposed – None.

10. NEW BUSINESS

A. Uniform Chart of Accounts (UCOA) Resolution of Endorsement and Authorization

First Selectman Menard explained to the Board that this was a resolution that was asked for by the Treasurer Kim Lord that would help with a grant that would pay for our conversion to Accufund, our new financial program. This resolution is needed to receive some funding that has been promised.

MOTION made (Bowsza) and **SECONDED** (Nelson) to authorize the First Selectman to sign the resolution of Endorsement and authorization for the Uniform Chart of Accounts Conversion Grant program.

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

Uniform Chart of Accounts Resolution of Endorsement and Authorization is hereto attached as Attachment F.

C. To authorize staff to draft guidelines for a proposed economic development tax incentive for hydroponic farming

First Selectman Menard informed the Board of Selectmen that the Town has been asked to consider an economic development incentive for agricultural reasons, that would be businesses, as a way of being business friendly and attracting the kind of business that is a great match for our community. First Selectman Menard stated that this is our first time to use our Economic Development Consultant and that this is the first step to look at guidelines for a tax incentive program. There was a brief discussion held. Selectman Bowsza suggested amending the period of time from 2 years to 3 years and phase out the abatement. For the first two years it would be 50% abatement and for the third year to be 25% abatement.

First Selectman Menard indicated that she would check with the Economic Development Consultant and get back to the Board and further discussion will be continued to the next meeting.

D. Request approval of the following appointments:

- 1. Sub Registrar of Vital Statistics, term 4/8/2015 – indefinite**
 - a. Jennifer West (Bassinger & Dowd Funeral Home)**

MOTION made (Richards) and **SECONDED** (Nelson) to appoint Jennifer West of Bassinger and Dowd Funeral Home of the Sub Registrar of Vital Statistics for an indefinite term beginning April 8, 2015.

Discussion: Selectman Bowsza questioned whether or not we appoint indefinite terms.

In favor: Dearborn, Nelson, and Richards. Opposed – Bowsza.

E. Approval of Tax Refunds

MOTION made (Nelson) and **SECONDED** (Richards) to approve the total refund in the amount of \$696.72.

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

11. EXECUTIVE SESSION

MOTION made (Bowsza) and **SECONDED** (Nelson) to go into Executive Session at 10:49 p.m.

The Board came out of Executive Session at 11:29 p.m.

MOTION made (Richards) and **SECONDED** (Dearborn) to approve Selectman Dearborn to attend the union clerical negotiations.

In favor: Dearborn, Richards, and Menard. Opposed: Bowsza and Nelson.

12. ADJOURNMENT

MOTION to adjourn made (Dearborn) and **SECONDED** (Richards). Unanimous.
The meeting was adjourned at 11:30 p.m.

Respectfully submitted,



Amanda Schroll
Recording Secretary

April 7, 2015

My report to the Board of Selectmen

The heating and cooling project in this building is nearing completion. The system began operating Wednesday April 1. Removal of the old system and finish work such as the replacement ceiling, wall repairs, etc. is expected to be completed shortly.

Attached is a flyer that is the result of a grant application that I was asked to work on with the Broad Brook Fire Department. The Fire Department is hoping this new way of communicating a need for firefighters will increase their membership.

During this legislative session, we are hearing about recommendations made by the MORE Commission. I thought you might be interested in a synopsis of the Commission's 2015 proposals. Attached is a copy of CCM brief overview of those proposals.

On the economic development front -

- Construction is beginning for the Noble Gas station on the corner of Winkler & North Road.
- The group that will hydroponically grow tomatoes is moving forward with the possible repurposing of the Skylark site. They have added use of a fuel cell for their power as part of the project. They are working with the State and USDA for assistance with this first of a kind agricultural business in the State.
- We continue to watch the casino legislation carefully and research the impact of casinos on communities. (See attached article in today's Hartford Courant)

Attached is a quote for a middle of the road sound system for this meeting room. The quote is from the company that does the schools' sound systems. This price is a starting point for a system that includes microphones, speakers and recording capabilities for the meeting room. We would request proposals for a sound system if the Selectmen feel we should look further into a sound system.

The Town has moved forward with changing the employees' health insurance carrier from Anthem Blue Cross Blue Shield to CIGNA. The savings is reflected in the 2015-2016 budget the Board of Finance approved last night, see attached proposed budget.

Enjoy the Spring.

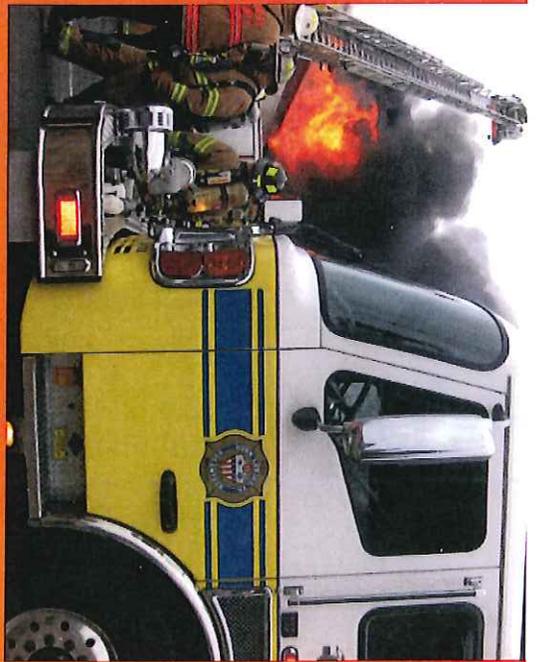
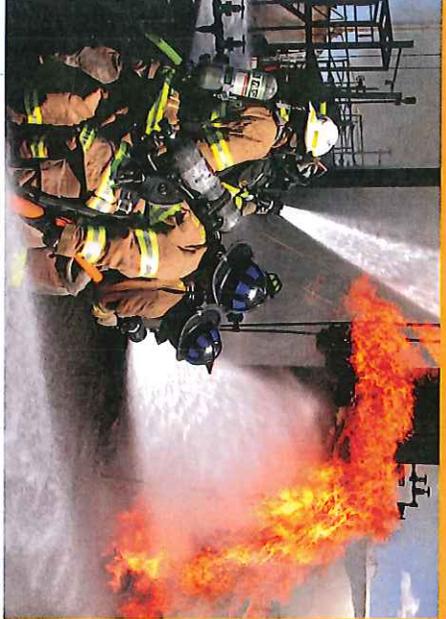


Denise Menard

Do You Have What It Takes?

The fire service is a unique and complex business. In addition to being local heroes, today's firefighters also serve as our nation's first responders. Firefighters are well equipped and tasked to be highly trained and capable of responding to all types of emergencies.

Fire departments need volunteers with various types of knowledge, skills and abilities. Besides the men and women who respond to emergencies, other types of volunteers are also needed. Fire departments need the services of volunteers with experience in business, accounting, marketing, medicine, law enforcement, mechanics, construction, computers and fundraising.



Make A Difference

Volunteer firefighting is one of the most rewarding experiences you'll ever have. The skills you will learn as a volunteer firefighter are invaluable. Volunteering is one of the best ways to make a personal difference while having a positive impact on the lives of those around you.

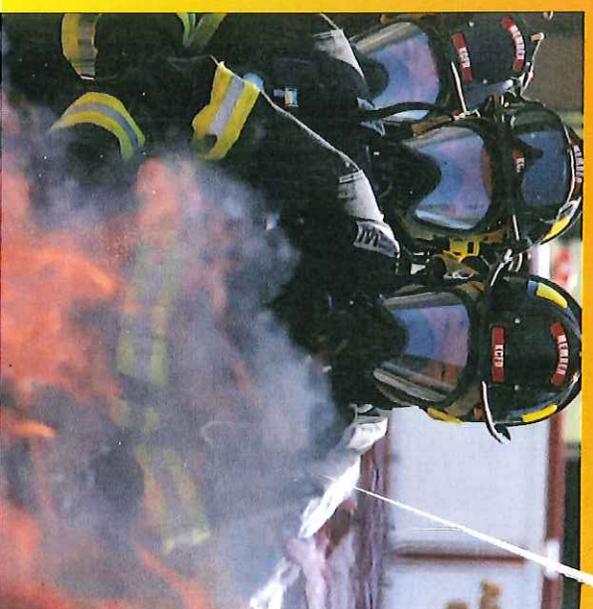
Your community needs more volunteer firefighters. If you are interested in becoming a volunteer, please contact us. Volunteer today and receive training and skills that will advance you professionally and personally.

www.EverydayHeroCT.org

Join The Volunteer Fire Service



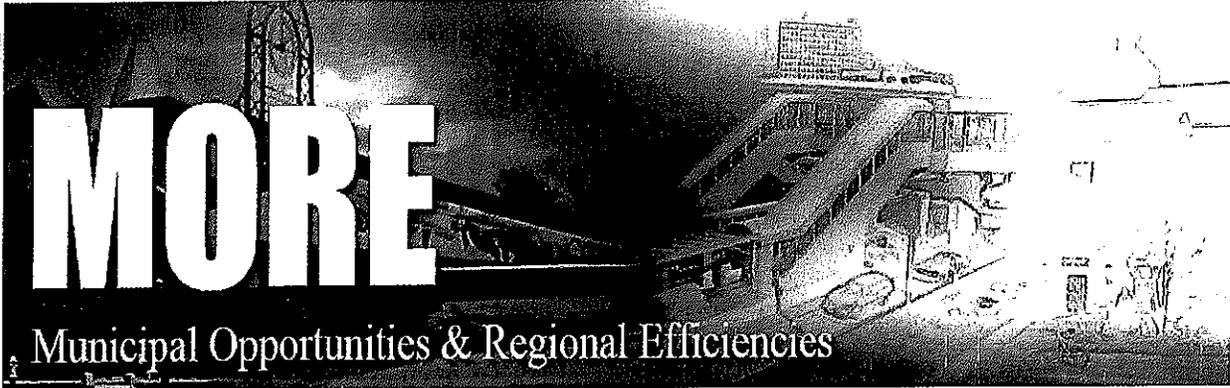
**BROAD BROOK
VOLUNTEER FIRE
DEPARTMENT**
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MORE HISTORY

In 2010, House Speaker Sharkey chaired the Municipal Opportunities & Regional Efficiencies (MORE) Commission. This group worked in a collaborative manner, bringing together legislators with town officials, advocates and concerned citizens. Utilizing this process created effective legislation that saved municipalities and taxpayers money, while garnering bipartisan support in our respective chambers. Upon the passage of that legislation, Speaker Sharkey pledged that our work was not done and that we could still do more to relieve the pressures felt by our cities and towns as they face tough budget decisions. That is why he is reinstating MORE, establishing task forces headed by a bipartisan and bicameral group of legislators to work on areas identified earlier as being areas where these changes can be made.

MORE MISSION STATEMENT

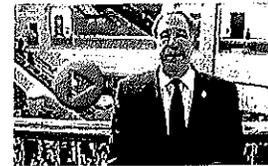
The Commission on Municipal Opportunities and Regional Efficiencies (MORE) has initiated a new approach to state and local government in Connecticut that will make our state more economically competitive in the short and long term.

MORE PLAN OF ACTION

With an emphasis on cost efficiency through regional collaboration, the MORE Commission will look for ways to put into law some of the efficiencies it earlier identified, including regionalizing some of the functions of local government and other entities. The Commission will take into account the legal obstacles that have thus far prevented those changes, how to establish regional entities that might carry out those functions more efficiently and how to track and evaluate these initiatives.

The Commission currently has three subcommittees, focusing on the following subject areas:

- Municipal Efficiencies
- Regional Entities
- Special Education



State Rep. Jonathan Steinberg
Remarks on MORE Commission

Chairman
Sen. Tim Larson
Rep. Jonathan Steinberg

Vice Chairman
Sen. Steve Cassano
Rep. Jason Rojas
Rep. Chris Davis

MORE SUBCOMMITTEES

Municipal Efficiencies
Rep. Kevin Ryan, Chair
Members | Meetings

Regional Entities
Rep. Peggy Sayers, Chair
Members | Meetings | Documents

Special Education
Rep. Brian Becker, Chair
Rep. Michelle Cook, Chair
Rep. Terrie Wood, Chair
Members | Meetings | Documents

PAST WORKING GROUPS

Education Budget
Members | Meetings | Documents
Final Recommendations

Mandates
Members | Meetings | Documents

Municipal Tax Authority
Members | Meetings | Documents
Final Recommendations

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How A Bill Becomes A Law | How To Testify At A Public Hearing | How Connecticut Serves You | CT*N Connecticut Network

2015 MORE Commission Initial Proposals

Helping our taxpayers

Preserve Municipal Tax Bases

- Require that new properties purchased by non-profit hospitals and private colleges and universities remain on the tax rolls.
- Create a tiered PILOT program that reimburses towns based on the percentage of property that is tax exempt. It will incorporate the current State and College and Hospital PILOT programs as well as all other tax exempt property such as non-profits, churches, etc...in its calculations.
- Enable, by local option, municipalities to apply a fee to the price of a ticket for a sporting or entertainment event held at an on campus facility of a college or university.

Allow for the Bifurcation of Municipal Tax Bills

- Provide more transparent tax bills so taxpayers can view the expenditures of municipal and board of education budgets.

Public Safety Answering Points

- Save taxpayers money, by consolidating PSAP's into regional emergency answering centers.

Regional Animal Control and Shelters

- Create a bond fund to encourage municipalities to regionalize animal shelters.

Helping our schools

Implement the Common School Calendar

- No more delays.
- Put into effect for the 2015-2016 school year.

Make Changes to Minimum Budget Requirements

- Remove caps on the savings allowed from declining enrollment and efficiencies.
- Take into consideration district performance
- Explore MBR savings agreements.

Special Education Reform

- Provide a more efficient system and provide more accessibility to quality special education by regionalizing services and programs.
- Centralize and coordinate transition services under one state agency.
- Re-purpose Regional Education Service Centers (RESCs) into regional special education districts.

School Construction Services and Prototyping

- Allow schools within a region to use the same construction services and individuals for design. Savings would be realized through standardization since each municipality would not incur the costs of hiring their own firms.

Helping our municipalities

Provide incentives for municipalities that regionalize collective bargaining

- Remove obstacles and promote regional contracting.
- Encourage shared operational expenses between the local government and its Board of Education.

Fighting Blight

- Allow municipalities to adopt a common blight code and share the costs of a regional blight office.

Municipal Newspaper Postings

- Allow municipalities to use a truncated version of municipal postings in newspapers as long as the town's web site is included in the posting. This will allow for citizens to access all of the information.

Regionalizing Municipal Services and Functions

- Allow for the regional training of municipal employees, including Election Day employees such as Registrars of Voters.

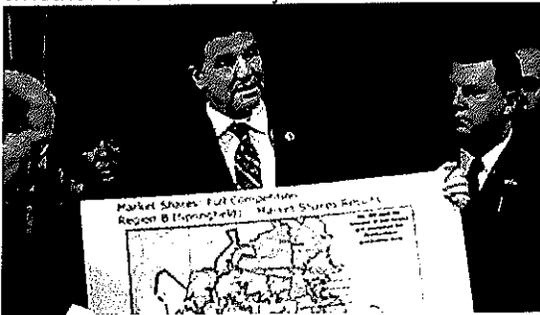
Enfield, Windsor Say No To Casino Expansion

By Mikaela Porter and Steven Goode *contact the reporters*

Officials from at least two of the four towns that could host casinos under a proposal in the legislature to allow expanded gambling on nontribal lands are saying "no, thanks."



Rodney Butler, (left) chairman of the Mashantucket Pequot Tribal Council, testifies before the legislature's Public Safety and Security Committee at a public hearing on March 17 at the Legislative Office Building to discuss whether to add as many as three more casinos in Connecticut. (Cloe Poisson)



Connecticut's two casinos stand to lose \$703 million a year, and annual state slot revenues could drop by \$100 million, once four new casinos are up and running in New York and Massachusetts in 2019, a new report says. (MATTHEW STURDEVANT)

The legislature is considering a proposal by the Mohegan and Mashantucket Pequot tribes that would allow them to build up to three additional casinos in the state, with the priority gambling establishment built along I-91 north of Hartford to compete with the MGM Resorts International casino in Springfield. The goal would be to siphon off business by providing casual gamblers with a more convenient venue in Greater Hartford.

But Windsor and Enfield officials have made it clear that they are not interested.

In Windsor, the town council Monday 9-0 adopted a resolution opposing legalized gambling facilities.

The resolution outlines multiple objections, including that a "convenience" gambling site would lead to further harmful social costs associated with problem gambling; casino gambling does not fit into the character of Windsor; does not sustain economic development; and is not considered desirable under the town's plan of conservation and development, or its current zoning regulations.

The resolution states strong opposition by the council to any legal gambling facilities in Windsor, including communication of that position to four state representatives and two state senators who serve parts of town. The resolution also serves as notice that town officials would refuse potential developers any financial incentives.

Council member Al Simon, who sponsored the resolution, said Monday that in talking to residents over the past few weeks he has heard overwhelming opposition to a casino and that the council wants its legislators and tribal executives to know they aren't interested.

"We're trying to save everyone the trouble," Simon said.

In Enfield, Courtney Hendricson, assistant town manager of development services, echoed Simon's sentiments, saying the town isn't interested in a casino.

"There's a number of reasons opening a casino in Enfield doesn't make sense; mainly, we're only eight miles south of the massive casino that's already a done deal," Hendricson said.

She added: "We're already a regional shopping destination, [so] there would have to be some sort of entertainment, gaming and food option, not just slots.

"We're happy to entertain a proposal for anything, be it a restaurant, or a mall, but no one has come knocking on our door."

Windsor Locks First Selectman Steven Wawruck said Monday that he can see pros and cons to a casino.

He said that, after watching Bobby V's Restaurant and Sports Bar make significant improvements and implement off-track betting, transforming the location to a destination bar, he hopes that site would be considered for a casino.

"My big commitment is to project jobs and revenue in town," Wawruck said. "I would want the casinos to be a part of the solution ... if they build a casino off 91, they'll take the clientele and all that money invested [in Bobby V's] would be all for naught."

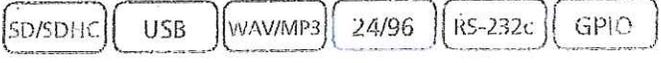
According to East Windsor First Selectman Denise Menard, it's still early in the process.

"We're not even sure if legislation is going to pass ... in the meantime, I am doing a significant amount of research on towns that already have casinos and what the impact has been on them," Menard said Monday.

"I have not been approached by anyone at this point; I've been watching this develop," Menard said. "They want something halfway between Springfield and Hartford, we have commercial property that is vacant right on the highway, I would expect that at some point someone is looking at that."

Menard said that in her daily conversations with residents she has heard more positive comments about a possible casino than negative. In the end, Menard said, the decision will be up to taxpayers.

Audio Recording & Playback



SD/USB Audio Recorder



Adding to the already successful 500-series – the new line of workhorse and affordable A/V products for installation by Denon Professional, enters the DN-500R SD/USB Audio Recorder. Conveniently tooled in the familiar 1 RU chassis, the DN-500R further emphasizes Denon Pro's commitment to providing professional, feature-rich installation products at affordable prices to the contracting industry. With a bright, highly-visible OLED display, SD/SDHC and USB media recording and playback, the 500R lends itself to a myriad of applications like houses of worship, education and lecture recording, and more.

The DN-500R is an ideal choice for audio recording installations no matter the environment. Based on twenty-five historic years of audio performance and rock solid reliability, the DN-500R acquires important audio with ease – every time. With analog balanced XLR and unbalanced RCA inputs as well as broadcast-grade AES/EBU digital inputs, the 500R is poised to capture audio in industry standard formats in any environment. And our new switching power supply allows for easy-integration into applications and environments that find themselves outside the realm of 110V AC power.

Not only can audio be captured to an SD/SDHC card up to 24-bit/96kHz, but the front-panel mounted USB port allows for the acquisition of audio as well. And the two record mediums can be used simultaneously with the new Dual Record feature, ideal for conferences that need to have the audio immediately or in applications where proper capture must be ensured. Additionally,

the Relay Record feature can extend record times by switching to the other media when the primary memory is full. A front panel USB keyboard port allows for naming of files while a recording is happening as well as control of the device. Full control can also be achieved by the on-board RS-232c serial connection for integrated systems by AMX or Crestron and the GPIO port allows instant triggerable access to many features, including the DN-500R's 20 assignable hot start playback files.

Recordings can be edited directly on the device or marked with EDLs for later review. When imported to the included DMP Mark Editor Software (Windows only), those marks come with the file, ensuring instant access to points of interest.

And not only is the DN-500R the perfect standalone audio recorder, but it is a rock-solid audio playback device making it an affordable and appropriate solution for just about any audio installation.

Features

- Records to SD/SDHC and USB media in MP3 and WAV (up to 24-bit/96kHz)
- Dual Record feature (records to both media options simultaneously for primary and backup recording)
- Relay Record feature (continues recording to backup media when primary media is full)
- XLR and RCA audio connections (analog and digital)
- Timer recording/playback (30 schedules available for each)
- MP3, WAV, AIFF, AAC playback
- RS-232c, GPIO, USB keyboard remote control
- Front panel USB keyboard connection
- EDL marking & file edit functions (Move, Copy, Combine and Divide)
- Record Monitor (listen the recorded signal while recording)
- Large, bright OLED display
- DMP Mark Editor software included (Windows only)
- 100-230V switching power supply
- Removable rack ears



Rear panel



Specifications and features subject to change

Audio Recording & Playback

Specifications

System	SD/USB Recorder
Compatible media	SD/USB memory/USB HDD
Playable formats, file systems	SD, USB: FAT16/FAT32/NTFS+
Playable WAV Format	
Extension	WAV, AIFF, AIF
Resolution	16 bit, 24 bit
Sampling frequency	96, 48, 44.1 kHz
Playable MP3 Format	
Extension	MP3
Bit rate	32 – 320 kbps and VBR
Sampling frequency	48, 44.1 kHz
Playable AAC Format	
Extension	M4A
Compression method	AAC-LC
Bit rate	64 – 320 kbps and VBR
Sampling frequency	48, 44.1 kHz
Number of channels	2 (stereo), 1 (mono)
Audio frequency characteristics	20 Hz – 20 kHz (+0.5 dB / -1 dB)
S/N ratio (A-Weighted)	More than 89 dB
Total harmonic distortion	Less than 0.01 %
Dynamic range	More than 106 dB (for 24 bit WAV playback)
Channel separation	Less than -90 dB
Variable pitch width	-16 % – +16 %
Variable trim adjustment width	±2.0 dB

Input

BALANCED ANALOG IN L/R	
Type	XLR (1:GND, 2:Hot, 3:Cold)
Line setting	
Input level	+4 dBu
Maximum Input Level	+24 dBu/+20 dBu/+18 dBu
Input Impedance	20kΩ/kohms
UNBALANCED ANALOG IN L/R	
Type	RCA terminal
Input level	-10 dBV
Maximum Input Level	+10 dBV/+6 dBV/4 dBV
Input Impedance	10 kΩ/kohms
UNBALANCED DIGITAL IN	
Type	RCA terminal
Input Impedance	75 Ω/ohms
Standard Input level	0.5 Vp-p
Format	IEC-60958 (COAXIAL)
BALANCED DIGITAL IN	
Type	XLR (1:GND, 2:Hot, 3:Cold)
Input Impedance	110 Ω/ohms
Standard Input level	3.5 Vp-p
Format	IEC-60958 (AES/EBU)

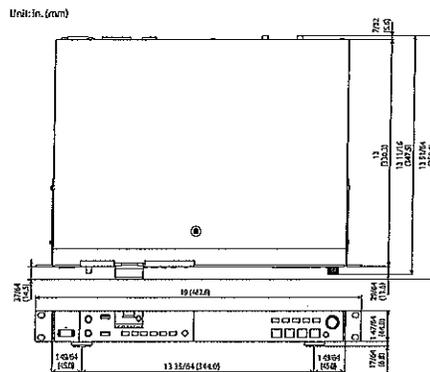
For purposes of improvement, specifications and design are subject to change without notice.

Output

	0dBu=0.775 Vrms 0dBV=1.0 Vrms
BALANCED ANALOG OUT L/R	
Type	XLR (1:GND, 2:Hot, 3:Cold)
Load impedance	Over 600 Ω/ohms
Output level	+4 dBu at 600 Ω/ohms load
Maximum Output level	+24 dBu/+20 dBu/+18 dBu
UNBALANCED ANALOG OUT L/R	
Type	RCA terminal
Load Impedance	Over 10 kΩ/kohms
Output level	-10 dBV
Maximum Output level	+10 dBV/+6 dBV/+4 dBV
BALANCED DIGITAL OUT	
Type	XLR (1:GND, 2:Hot, 3:Cold)
Output Impedance	110 Ω/ohms
Standard output level	3.0 Vp-p
Format	IEC-60958 (AES/EBU)
UNBALANCED DIGITAL OUT	
Type	RCA terminal
Output Impedance	75 Ω/ohms
Standard output level	0.5 Vp-p
Format	IEC-60958 (COAXIAL)
HEADPHONE OUT	20 mW/32 Ω/ohms
Others	
Maximum storage capacity	Up to 2 TB
Maximum file size	2 GB
Maximum number of files	2000 files (for 1 folder)
Maximum number of folders	1000 folders
Maximum number of folder hierarchies	8 (under the root directory)

General

Power supply	AC 120 V, 60 Hz (U.S.A and Canada models) AC 230 V, 50/60 Hz (European, U.K and Asia/Pacific models)
Power consumption	30 W 0.4 W (standby)
Environmental conditions	
Operating temperature	5 – 35 °C
Operating humidity	25 – 85 %, no condensation
Storage Temperature	-20 – 60 °C



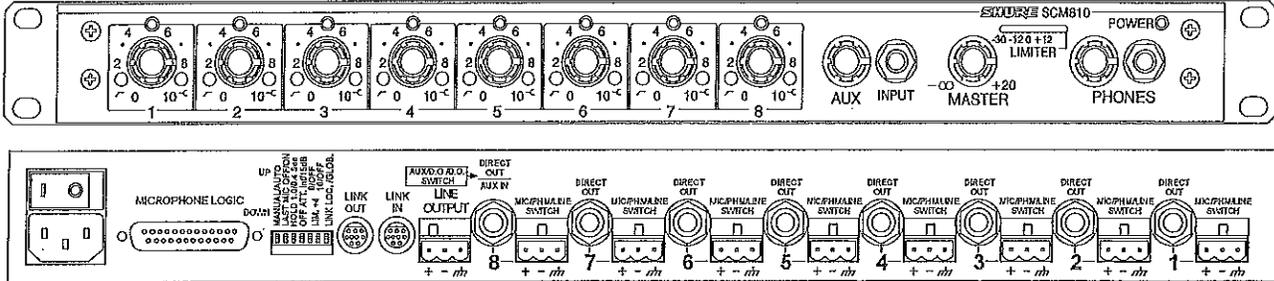
Weight: 7 lbs 14.99 oz (3.6 kg)



SCM810 Automatic Microphone Mixer
Specification Sheet

SCM810 EIGHT-CHANNEL AUTOMATIC MICROPHONE MIXER

The Shure Model SCM810 is an automatic microphone mixer using Shure's patented IntelliMix operational concept. Intellimix activates only those microphones being addressed, minimizing the poor audio caused by multiple open microphones. The SCM810 is an eight-channel mixer capable of being linked for installations as large as 400 input channels. The single-rack-height chassis is ideal for installations with limited rack space. The removable header-type input and output connectors are quick, convenient, and eliminate the time and expense of wiring XLR microphone connectors.



SYSTEM FEATURES

- Reliable, quick-acting, noise-free microphone selection which automatically adjusts to changes in background room noise
- User-configurable parameters for automatic operation
- Automatic gain adjustment as additional microphones are activated (NOMA: Number of Open Microphones Attenuator)
- Last Mic Lock-On circuit maintains ambient sound
- Adjustable EQ per channel: low-frequency rolloff and high-frequency shelving
- 48 V phantom power selectable for each input
- Active balanced microphone- and line-level inputs and line-level output
- Highly RF-resistant chassis and circuitry
- Bi-color LED indication of channel activation and clipping
- Linking capability for systems up to 400 microphones
- Non-automatic aux-level inputs with level control
- Front-panel headphones output with level control
- Peak-responding output limiter with selectable thresholds and LED indicator

SPECIFICATIONS

Measurement Conditions (unless otherwise specified): Line voltage 120 Vac, 60 Hz (SCM810) or 230 Vac, 50 Hz (SCM810E); full gain; 1 kHz, one channel activated; source impedances: Mic 150 Ω, Line 150 Ω; terminations: Line 10 kΩ, Phones 300 Ω (tip-sleeve and ring-sleeve), Direct Out 10 kΩ; Auto mode, equalization controls adjusted for flat response

Frequency Response (Ref 1 kHz, channel controls centered)
50 Hz to 20 kHz +2 dB; -3 dB corner at 25 Hz

Voltage Gain (typical, controls full clockwise)

Input	Output		
	Line	Headphones	Direct Out
Low-impedance mic (150 Ω)	80 dB	88 dB	34 dB
Line	40 dB	48 dB	-6 dB
Aux	44 dB	52 dB	-
Send/Return	20 dB	28 dB	-

Inputs

Input	Impedance		
	Designed for use with	Actual (typical)	Input Clipping Level
Mic	19-600 Ω	10 kΩ	-15 dBV
Line	32 kΩ	10 kΩ	+22 dBV
Aux	32 kΩ	10 kΩ	+22 dBV
Send/Return	32 kΩ	10 kΩ	+18 dBV

Outputs

Output	Impedance		
	Designed for use with	Actual (typical)	Output Clipping Level
Line	>600 Ω	60 Ω	+18 dBV
Headphones	8-200 Ω, 60 Ω recommended	300 Ω	+12 dBV
Direct Out	>2 kΩ	1 kΩ	+18 dBV
Send/Return	>2 kΩ	1 kΩ	+18 dBV

Total Harmonic Distortion (through 20 Hz–20 kHz filter; Input 1 and Master at 5, all other controls full counterclockwise)

< 0.1% at +18 dBV output level, 50 Hz to 20 kHz

Hum and Noise (150 Ω source; through 400 Hz–20 kHz filter)
Equivalent Input Noise: -125 dBV

Equivalent Input Hum and Noise (150 Ω source; through 20 Hz–20 kHz filter)
-123 dBV

Output Hum and Noise (through 20 Hz–20 kHz filter; channel controls full counterclockwise)

Master full counterclockwise: -90 dBV

Master full clockwise: -70 dBV

Common Mode Rejection

>70 dB at 1 kHz

Polarity

Mic/Line, Send inputs to all outputs are non-inverting; Aux input to all outputs is inverting

Input Channel Activation

Attack Time: 4 msec
 Hold Time: 0.4 sec (switchable to 1.0 sec)
 Decay Time: 0.5 sec

Off-Attenuation

15 dB (switchable to ∞)

Overload and Shorting Protection

Shorting outputs, even for prolonged periods, causes no damage. Microphone inputs are not damaged by signals up to 3 V; Line and Monitor inputs by signals up to 20 V

Equalization

Low-frequency: 6 dB/octave cut, adjustable corner from 25 to 320 Hz
 High-frequency: +6 dB at 5 kHz, +8 dB at 10 kHz, shelving

Limiter

Type: Peak
 Threshold: Switchable: off, +4, +8, +16 (dBm at output)
 Attack Time: 2 msec
 Recovery Time: 300 msec
 Indicator: Lights red when limiting occurs

Input LEDs

Green on channel activation, red at 6 dB below clipping

Phantom Power

46 Vdc open-circuit through 6.8 kΩ series resistance per DIN 45 596

Operating Voltage

SCM810: 120 Vac rated nominal (see *Voltage Selection* for 230 Vac operation), 50/60 Hz, 200 mA
 SCM810E: 230 Vac rated nominal (see *Voltage Selection* for 120 Vac operation), 50/60 Hz, 200 mA

Temperature Range

Operating: 0° to 60° C (32° to 140° F)
 Storage: -30° to 70° C (-22° to 158° F)

Overall Dimensions

44.5 mm H x 483 mm W x 317 mm D (1 7/8 x 19 x 12 1/2 in.)

Net Weight

4.3 kg (9 lb 9 oz)

Certifications

SCM810: UL LISTED (U.S.) and cUL Certified (Canada).
 SCM810E: Conforms to European Union directives, eligible to bear CE marking.

REPLACEMENT PARTS

Knob, Master & Phones (white).....	95A8238
Knob, Channel Gain (blue).....	95B8238
Line (Power) Cord (SCM810).....	95A8389
Line (Power) Cord (SCM810E).....	95A8247
Link Cable	95A1143

APPLICATIONS

The SCM810 has numerous applications in sound reinforcement, audio recording, and broadcast. In any speech pickup application where multiple microphones are required, the SCM810 dramatically improves audio quality. Automatic operation allows an individual talker's voice to rise above background noise and reverberation to become clearer and more intelligible.

Each SCM810 handles up to eight microphone- or line-level signals and two aux-level signals. Any high quality, low-impedance, balanced dynamic or condenser microphone (including wireless) can be used. Additional SCM810 mixers (up to 50) can be interconnected using the rear-panel link jacks. Non-automatic (manual) operation is also available.



SHURE Incorporated <http://www.shure.com>
 United States, Canada, Latin America, Caribbean:
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 Phone: 847-600-2000 U.S. Fax: 847-600-1212 Intl Fax: 847-600-6446
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 Shure Europe GmbH, Phone: 49-7131-72140 Fax: 49-7131-721414
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 Shure Asia Limited, Phone: 852-2893-4290 Fax: 852-2893-4055



Middle Atlantic Products

EXCEPTIONAL SUPPORT & PROTECTION™

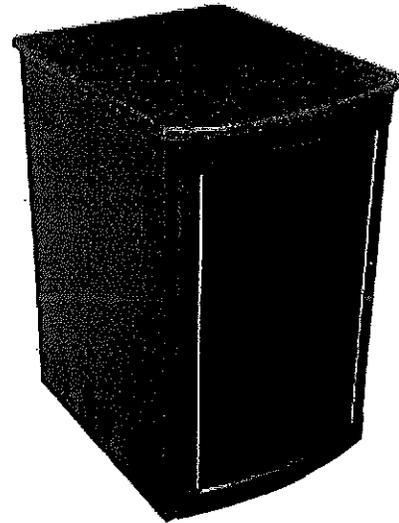
BGR-SA-MDK Series Presentation Rack



Combines furniture elegance with a robust rolling steel enclosure.

Features

- Thermolaminate top available in 13 attractive finishes
- Provides more rackspace in a smaller overall height than similar racks
- Accepts patent-pending LeverLock™ tool free and hardware free internal device and cable management system accessories
- Fully welded construction provides UL Listed load capacity of 1,100 lbs.
- Rackrail depth indicators
- 1/2", 3/4", 1" & 1-1/2" electrical knockouts and 5/8" and 1/2" D UHF/VHF antennae knockouts on rear top & bottom, easily removable for cable pass-through.
- 2 pairs of 10-32 threaded rackrail with numbered rackspace increments
- Curved plexiglass front door and keylocked vented rear door standard with brush-grommet cable entry
- Durable black textured powder coat finish
- UL Listed in the US and Canada



Architects' and Engineers' Specifications

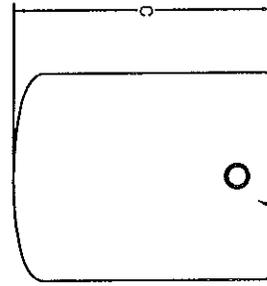
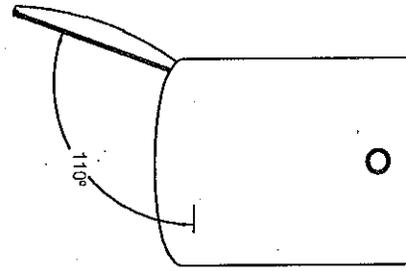
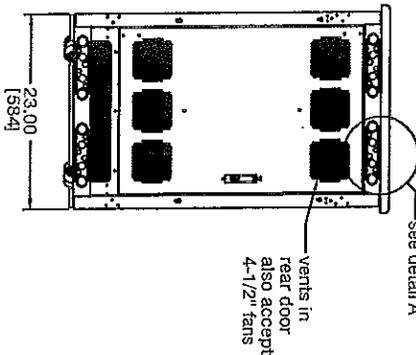
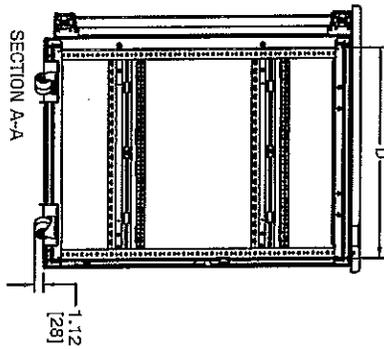
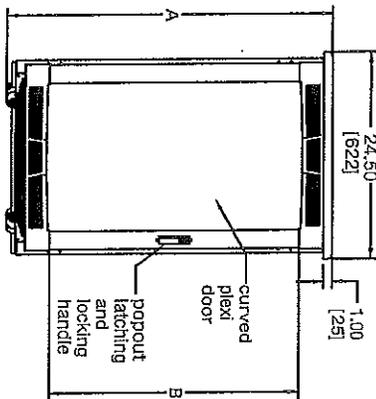
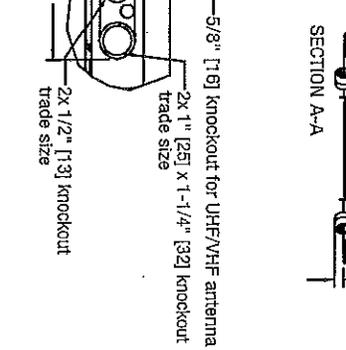
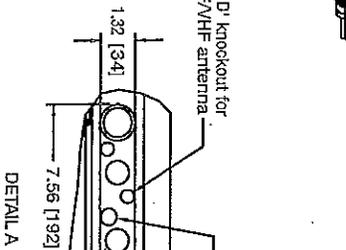
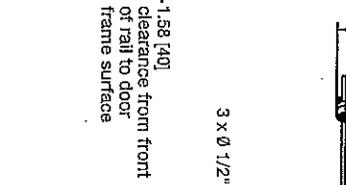
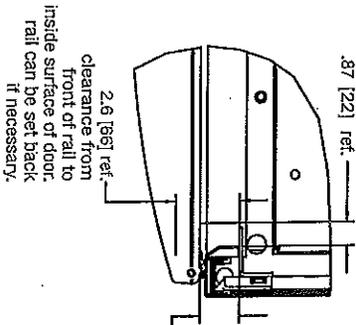
EIA compliant 19" presentation equipment rack shall be Middle Atlantic Products model #BGR-__SA__MDK-__ (see chart for available models). Overall dimensions of BGR shall be __"H x 23"W x __"D (refer to chart). Useable height of BGR shall be __ rackspaces, useable depth shall be __" (refer to chart). BGR shall come equipped with two pairs of fully adjustable steel rackrail with topped 10-32 mounting holes in universal EIA spacing, black e-coat finish and numbered rackspaces. BGR shall have .100" thick steel along rackrail brackets, .310" thick steel at corners. BGR shall include a locking and latching curved plexiglass front door. BGR shall include vented locking and latching rear door with brush grommet cable entry, and shall be capable of accepting up to six 4-1/2" low voltage fans. Top and bottom of BGR shall feature vertical slotted vent pattern for ventilation. BGR shall have two 1" x 7" rear obround knockouts with 1/2", 1", 1-1/4" and 1-1/2" electrical knockouts and 5/8" and 1/2" D UHF/VHF antennae knockouts in base and top. BGR shall include leveling feet. BGR shall have a 1" thick

thermolaminate top with __ finish (refer to chart). BGR shall include casters. BGR shall accept patent-pending LeverLock™ tool free and hardware free internal cable and device management system accessories. BGR shall have marked rackrail depth indicators. BGR shall be of fully welded construction. BGR shall be finished in an environmentally friendly, durable black powder coat. Grounding and bonding studs shall be 1/4-20 threaded, installed in base of enclosure. Fully welded construction shall provide a UL Listed load capacity of 1,100 lbs. BGR shall be UL Listed in the US and Canada. BGR shall be GREENGUARD Indoor Air Quality Certified for Children and Schools. BGR enclosure shall be RoHS EU Directive 2002 / 95 / EC compliant. BGR shall be manufactured by an ISO 9001 and ISO 14001 registered company. BGR enclosure shall be warranted to be free from defects in material or workmanship under normal use and conditions for the lifetime of the rack.

96-01175 / rev 1 / 5-10-12 / BGR-SA-MDK Series Presentation Rack

CUSTOMIZABLE SPECIFICATION CLIPS AVAILABLE AT MIDDLEATLANTIC.COM

BGR-SA-MDK Series basic dimensions



Part #	A Rack Height	B Useable Height	C Wood Top Depth	D Useable Depth
BGR-19SAZ7MDK-XX	39.5 [1003]	33.25 [845] 19 spaces	31.35 [769]	24.40 [620]
BGR-25SAZ7MDK-XX	50.0 [1270]	43.75 [1111] 25 spaces	31.35 [769]	24.40 [620]
BGR-25SAZ7MDK-XX	50.0 [1270]	43.75 [1111] 25 spaces	36.35 [923]	29.40 [747]

XX indicates choice of color: AG = aged cherry;
DC = dark cherry; DP = dark pecan; DS = darkstone;
GS = graystone; EA = ebony ash; PS = pepperstone;
HM = honey maple; LW = light walnut; MP = maple;
SG = shark gray; SL = slate; WG = wenge

NOTES:
1) dimensions are shown in inches [millimeters]
2) useable depth is the max. equipment depth



PTRK Series

portable rack

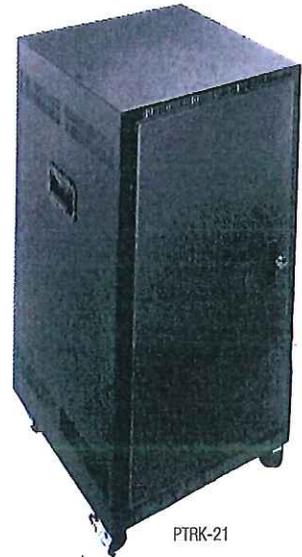
secure rolling steel rack serves a variety of applications

features:

- Fully welded 16-gauge construction
- 1/8" thick structural steel internal braces
- Smooth-rolling 4" locking cushion casters
- Available with solid locking front door, or with graphite laminate top and plexi front door
- Removable Decora® plate for low voltage Decora® accessories
- Standard keylocked front & rear doors
- Rubber-padded spring loaded recessed handles
- Infinitely adjustable 10-32 threaded 11-gauge rackrail
- 500 lb. weight capacity
- Durable textured black powder coat finish



PTRK-14MDK
(shown with optional LCD mount)
Comes standard with wood top and plexi front door as shown



PTRK-21

specifications:

EIA compliant 19" equipment rack shall be Middle Atlantic Products model # PTRK-___ / PTRK-___MDK (refer to chart). Overall dimensions of rack shall be ___" H x 22.63" W x ___ D (refer to chart). Useable height shall be ___ rackspaces (refer to chart). Rack shall have a 500 lb. weight capacity. Rack shall be of fully welded construction. Top, bottom and sides of PTRK-___ (refer to chart) shall be 16-gauge steel, front door shall be 18-gauge steel. Rack shall include a vented, locking and latching rear door. Removable Decora® plate on the front, top of rack shall accept any low voltage Decora® accessory. Additionally PTRK-___MDK shall include graphite laminate wood top, plexi front door and solid rear door. All structural elements shall be finished in a black powder coat. Rackrail shall be constructed of 11-gauge steel with tapped 10-32 mounting holes in universal EIA spacing with black e-coat finish and numbered rackspaces. Rack shall come equipped with smooth rolling 4" locking cushion casters and solid front and rear doors standard. Grounding and bonding stud shall be 1/4 - 20 threaded, installed in base of enclosure. Rack shall be GREENGUARD Gold Certified. Rack shall comply with the requirements of RoHS EU Directive 2002/95/EC. Rack shall be manufactured by an ISO 9001 and ISO 14001 registered company. Rack shall be warranted to be free from defects in material or workmanship under normal use and conditions for the lifetime of the product.

Customizable specification clips available at middleatlantic.com

EIA/TIA COMPLIANT



PRODUCT CERTIFIED FOR
LOW CHEMICAL EMISSIONS
ULCOM/GG
UL 2818

options:

- Rear rackrail 10-32 threaded 11-gauge, in universal EIA spacing. Part # PTRK-RRxx (x= # of rack spaces required)
- Single LCD monitor mount accommodates VESA 75 and VESA 100 monitor shall be Middle Atlantic Products part # MMB-1X1-12C
- UCP panel knockouts accommodate commonly used connectors, see middleatlantic.com for details

TEMP-DEC

- Digital Decora® mount temperature display monitors internal enclosure temperature, model # TEMP-DEC

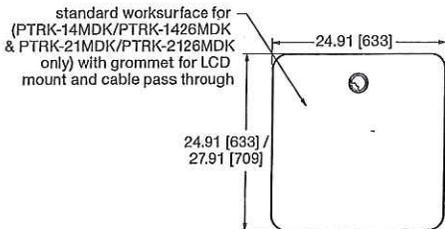
what **great systems** are built on.™

PTRK Series

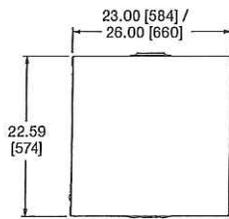
basic dimensions

all dimensions in inches unless otherwise noted [all dimensions in brackets are in millimeters]

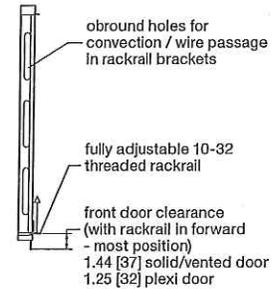
PTRK-XXMDK
top view



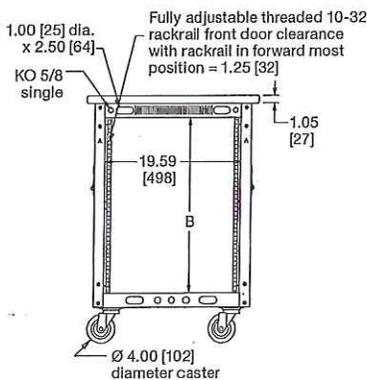
PTRK-XX
top view



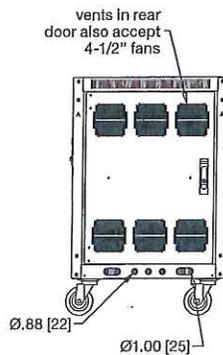
top sectional view
of PTRK side



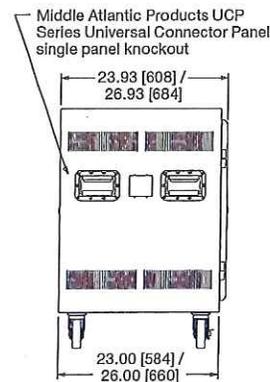
PTRK-XXMDK rear view
(with wood top shown and doors removed to show rackrail)



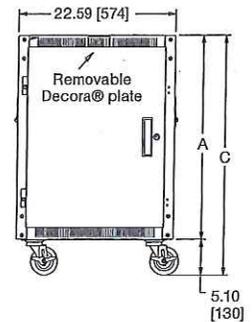
PTRK-XX rear view
(with wood top shown and doors removed to show rackrail)



side view

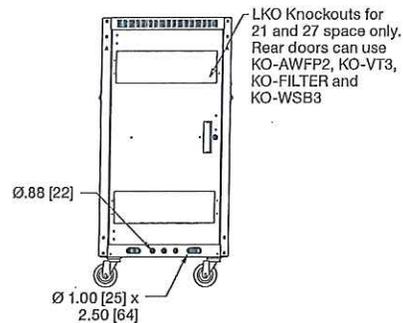


front view



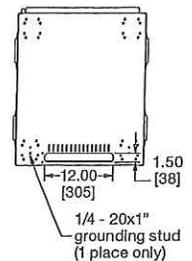
rear view

(without wood top, 21 and 27 space)



bottom view

(casters removed)



Part #	A Rack Height w/out Casters	B Useable Height	C Overall Height	Useable Depth	Overall Depth	Front Door	Rear Door
PTRK-14	28.62 [727]	24.50 [622] (14 rackspace)	33.73 [857]	21.50 [546]	23.0 [584]	solid	vented
PTRK-21	40.87 [1038]	36.75 [933] (21 rackspace)	46.0 [1168]	21.50 [546]	23.0 [584]	solid	LKO knockouts
PTRK-14MDK	29.67 [754]	24.50 [622] (14 rackspace)	34.79 [884]	21.50 [546]	24.91 [633]	plexi	vented
PTRK-21MDK	41.92 [1065]	36.75 [933] (21 rackspace)	47.0 [1195]	21.50 [546]	24.91 [633]	plexi	LKO knockouts
PTRK-1426	28.62 [727]	24.50 [622] (14 rackspace)	33.73 [857]	24.50 [622]	26.0 [660]	solid	vented
PTRK-2126	40.87 [1038]	36.75 [933] (21 rackspace)	46.0 [1168]	24.50 [622]	26.0 [660]	solid	LKO knockouts
PTRK-2726	51.37 [1305]	47.25 [1200] (27 rackspace)	56.5 [1435]	24.50 [622]	26.0 [660]	solid	LKO knockouts
PTRK-1426MDK	29.67 [754]	24.50 [622] (14 rackspace)	34.79 [884]	24.50 [622]	27.91 [709]	plexi	vented
PTRK-2126MDK	41.92 [1065]	36.75 [933] (21 rackspace)	47.04 [1195]	24.50 [622]	27.91 [709]	plexi	LKO knockouts
PTRK-2726MDK	52.42 [1331]	47.25 [1200] (27 rackspace)	57.52 [1461]	24.50 [622]	27.91 [709]	plexi	LKO knockouts

what great systems are built on.™

TOWN OF EAST WINDSOR

PROPOSED BUDGET
FY 2015-2016

going to Referendum



May 12

March 18, 2015

Office of the First Selectman
11 Rye Street
Broad Brook, CT 06016

Dear East Windsor Resident,

The FY 15-16 Town Budget is hereby submitted. The budget process for the town begins each year in December, with town departments submitting budget requests to my office. This year, we have asked each department to submit a uniform and detailed request, which includes information about the department; its achievements in FY 15; and its goals for the next fiscal year. In addition, each department was asked to submit detailed information to support every line-item request. It is my hope that this detailed budget format will help you to be as informed as possible about the budget, which is not only a listing of appropriations, but a public document that guides the Town's policies and planning for the immediate future. Once I reviewed the department requests, I presented it to the Board of Selectmen. In the month of February, we held several public budget workshop meetings, to review department budgets, listen to the public and town administrators, and make recommendations on the department requests.

This budget reflects many hours of hard work on behalf the Board of Selectmen, and includes several areas of cost savings, along with needed funding increases in infrastructure, economic development and capital purchases.

The Town provides a full range of municipal services, including public safety (police, fire, animal control and emergency preparedness), public works (roads, building and grounds, waste management, engineering, and building inspections), health, sanitation, zoning compliance, senior citizen services, youth services, social services, recreation, library, education and schools and general government administrative services.

Economic Condition and Outlook

The prime location and available resources of the Town of East Windsor have provided the impetus for steady growth in the residential and commercial sectors of the Town. East Windsor has been designated the "fastest growing town in Connecticut". It is a suburban community with a diversified tax base consisting of four million square feet of commercial and industrial development, diversified housing, and an active farming industry.

The Town's available resources include a detailed capital improvement plan, ample public safety services, availability of labor supply, and competitive local taxing structure. As a result, a brand new Super Walmart has been built on Prospect Hill Road, joining the Comfort Inn, Baymont Inn and Suites, Burlington Coat Factory, Cracker Barrel Restaurant and other commercial enterprises that have built facilities in East Windsor.

East Windsor is a member of the MetroHartford Alliance, so that Town officials can take an active role in regional efforts to promote economic development and to educate and train a workforce to meet the needs of area businesses. Regular public transportation via the bus system and ready access to the Town via Interstate 91 and State Route 5 make it convenient for the workforce to commute to and from work sites.

Despite the global economic downturn, East Windsor has maintained an active capital improvement plan, while keeping the mill rate lower than surrounding towns. Recent projects include: an expansion of the North Road Sewer Project; \$700,000 in improvements to the Park Hill Senior Housing complex, funded by a Small Cities Block Grant; reconstruction of Prospect Hill Road, funded mostly by three Small Cities Block Grants; sidewalks in Broad Brook funded by an Economic Development Grant; repair of Springdale Cemetery, funded by a FEMA grant and a complete overhaul and upgrade of the town-wide computer system funded by budgeted capital improvement money.

The Town has taken a pro-active approach to guiding its future. It is currently updating its 2014 Plan of Development which provides for tax base diversity while maintaining a clear balance between residential and commercial growth and the Town's rural atmosphere. The Town clearly wants to preserve the character of the community and keep it a desirable place for residents to live, work, and play.

Financial Information

Town management is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from losses, theft, or misuse to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Budgeting Controls

In addition to internal accounting controls, the Town maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget for the General Fund approved at Referendum, and as may be amended by the Boards of Selectmen and Finance or a Special Town Meeting during the fiscal year. The General Fund level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is the departmental level. The Town maintains annual budgets for other funds, such as the Sewer Usage Fund, Sewer Assessment Fund, Police Private Duty Fund, and the Dog Fund, as approved by State Statute or Special Town Meeting. The Town also maintains project-length budgets for all capital projects approved by Special Town Meetings.

General Fund Balance

The unassigned, or available, General Fund fund balance increased by \$1,178,870 during the last fiscal year. This amount, \$7,094,098, is equivalent to about 2.36 months of operating expenditures and is 19.6% of the adopted 2014 budget. A favorable result from budgetary operations, as well as other financing sources and uses, including a transfer from the Sewer Assessment fund, resulted in a net increase in fund balance.

The Town of East Windsor's General Fund fund balance has historically been used to prefund reimbursement-type grant opportunities. During the current fiscal year, there was an additional appropriation from fund balance, totaling \$85,000 approved at Special Town Meeting for the

purpose of replacing outdated police dispatch equipment. This is in keeping with the Board of Finance's historical practices and philosophy.

The proposed budget reflects an 8.26% increase over last year's Town budget. Last year, we were able to avoid a tax increase due to refinancing of old debt. This year we would like to continue to build on the strides the Town has made in addressing crumbling infrastructure, which resulted from years of deferred maintenance, and to add part-time staff and consultants to improve the Town's economic development potential and increase services. Some highlights of this year's budget items are listed below.

Revenue Budget:

- The Governor's proposed budget includes level funding of State Aid. However, the State's budget will not be finalized until the summer. We will continue to closely monitor any proposed changes, and advocate for a reduction in unfunded state mandates.
- The Town's Grand List saw a slight decrease this year (-.052), due to reductions in the personal property and motor vehicle lists.
- A detailed analysis of local revenue (fees for permits, park admissions, etc.) for the past three years resulted in a slight decrease of \$7,505 in this year's budget.
- Based upon an auditor's recommendation, State of Connecticut Town Aid to Roads grant money was included as General Fund revenue, rather than being accounted for in its own special revenue fund. This money will be used to offset the increase in the Road Maintenance budget.

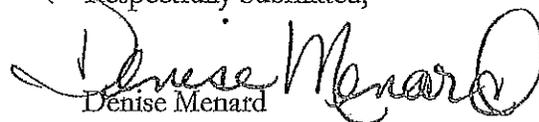
Expenditure Budget:

- The Town of East Windsor has taken the lead in municipal budgeting by adopting the State of Connecticut's Universal Chart of Accounts in its new financial accounting software. The State has approved a \$15,000 grant for the Town to help pay for the cost of conversion. This has caused several significant changes to the appearance of expenditure budget requests. Departments now have uniform line-items, making it easier to compare and contrast historical expenditures between departments. Lines, such as postage; gasoline; vehicle expenses and building maintenance have been centralized, increasing internal control, and reducing expense estimates.
- Town leaders have recognized several priorities for the next fiscal year. There is an increased focus on planning and economic development in conjunction with the ten-year Plan of Development currently being written by Town Planner Laurie Whitten. The Board of Selectmen has increased the Economic Development Consultant line by \$10,000 to help the Town compete for smart, sustainable business growth in our business corridors.

- As our town grows, the need for public safety improvement constantly increases. We have very active police and fire departments. The Warehouse Point Fire District is seeking to expand its part-time firefighter program, with a full year of funding of \$86,000 this year.
- In the past, there was no mechanism for departments to request one-time capital items less than \$20,000. All requests over \$20,000 are approved by the CIP committee, and become part of the Capital Planning budget request. This year, several departments have included long-needed one-time purchases in their own department budget. For example, the Tax Office has requested a new, secure and handicapped accessible collection counter. The Senior Service department would like to replace broken tables and chairs. There are several of these one-time budget items throughout the budget, and detailed explanations by the department heads have been included.
- Town libraries have been hit hard by minimal town funding and shrinking endowments. The Board of Selectmen has increased the library budgets this year, in an attempt to help keep these vital public institutions available to residents.
- The rising cost of employee health insurance benefits has been addressed by sending out proposal requests to every insurance carrier in the State. The results have been favorable, and the town is in the beginning stages of switching to a more cost-effective carrier. The savings will be updated in the budget request as the conversion moves forward.
- The Board of Selectmen has renewed its commitment to major capital improvements to Town facilities. The Capital Improvement Plan for FY 16 has increased by 50% to meet the needs of crumbling town buildings and antiquated equipment. Years of lackluster funding has resulted in a long list of needed improvement and repairs. The CIP request also addresses the Pavement Management Plan and includes \$500,000 for needed road improvements.
- Debt Service has also seen an increase, due to financial planning needs, and the cost of the North Road Sewer expansion and Broad Brook School's classroom expansion.
- This year's budget includes lease-purchase payments for an energy-efficient HVAC system in Town Hall, and the purchase of two heavy-duty plow trucks.

Town leaders were faced with very difficult decisions this year, due to shrinking revenues, ever-increasing State mandates and immediate needs to address facility and equipment issues. I am confident that the proposed budget is a financially responsible plan to meet the needs of the Town in the coming fiscal year.

Respectfully Submitted,



Denise Menard
First Selectman

BUDGET PROCESS

The Boards of Selectmen and Education hold a public hearing at the beginning of the budget process in February.

The Board of Selectmen and Board of Education present their budgets to the Board of Finance in March.

A public hearing is held by the Board of Finance once both budgets have been submitted.

The Board of Finance holds budget workshops to finalize a proposed budget for referendum.

Once the budget is approved, the Board of Finance sets the mill rate for tax bills due July 1.

FY 2016 BUDGET CALENDAR

2/3/2015	First Selectman presents budget request to BOS
2/11/2015	BOS Public Hearing
3/18/2015	BOE presents budget to BOF
3/18/2015	BOS presents budget to BOF
3/25/2015	BOF Public Hearing
4/6/2015	BOF approve final budget for Referendum
5/12/2015	1st Budget Referendum
5/13/2015	Public Hearing, if needed, or BOF to set mill rate
5/26/2015	2nd Budget Referendum (if needed)
5/27/2015	Public Hearing, if needed, or BOF to set mill rate
6/9/2015	3rd Budget Referendum (if needed)
6/15/2015	BOF to set mill rate

TOWN OFFICIALSBoard of Selectmen

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

Board of Finance

Jerilyn K. Corso, Chairman
 Kathleen Pippin
 Cynthia Herms
 Robert N. Little
 Robert L. Maynard
 Sharon Tripp
 Paulette Broder, Alternate
 Gilbert Hayes, Alternate

Board of Education

Christopher Mickey, Chairman
 George Michna
 Scott Morgan
 Kathleen Bilodeau
 Catherine A. Simonelli
 Nichole DeSousa
 Randi Reichle
 Patti Nelson

GENERAL FUND REVENUE AND EXPENDITURE SUMMARY

REVENUES	FY 14-15 APPROVED	FY 15-16 PROPOSED	INCREASE (DECREASE)	PERCENT INC (DEC)
Taxes	28,568,972	30,605,454	2,036,482	7.1%
Local	486,885	479,380	(7,505)	-1.5%
State	6,388,014	6,611,220	223,206	3.5%
Use of Fund Balance	200,000	175,000	(25,000)	
TOTAL REVENUES/TRANSFERS	35,643,871	37,871,054	2,227,183	6.25%
EXPENDITURES/APPROPRIATIONS				
Administrative Services	1,479,853	1,533,469	53,616	3.6%
Public Safety	3,591,989	3,842,961	250,972	7.0%
Physical Services	1,935,948	2,394,459	458,511	23.7%
Culture and Leisure	651,954	662,028	10,074	1.5%
Boards and Commissions	83,637	64,507	(19,130)	-22.9%
General Government	4,725,800	4,733,486	7,686	0.2%
TOTAL TOWN	12,469,181	13,230,910	761,729	6.11%
Capital Improvement	892,426	990,144	97,718	10.9%
Debt Service	1,088,142	1,400,000	311,858	28.7%
Board of Education	21,194,122	22,250,000	1,055,878	5.0%
TOTAL EXPENDITURES	35,643,871	37,871,054	2,227,183	6.25%

GENERAL FUND SUMMARY OF REVENUES

DESCRIPTION	FY 14-15 APPROVED	FY 15-16 REQUEST	INCREASE (DECREASE)	PERCENT INC (DEC)
TAXES				
Current Levy	27,789,172	29,827,094	2,037,922	7.33%
MV Supplemental	250,000	275,000	25,000	10.00%
Prior Year Taxes	300,000	275,000	(25,000)	-8.33%
Interest and Fees	225,000	225,000	-	0.00%
Aircraft-Copy Fees-Parking Tickets	4,800	3,360	(1,440)	-30.00%
TOTAL TAX REVENUE	28,568,972	30,605,454	2,036,482	7.13%
LOCAL REVENUE	APPROVED		INC (DEC)	INC (DEC)
Transfer from Fund Balance	200,000	175,000	(25,000)	-12.50%
Assessor	750	400	(350)	-46.67%
Building	180,000	180,000	-	0.00%
Town Clerk	177,425	179,700	2,275	1.28%
Land Use Permits	15,800	17,700	1,900	12.03%
Dial-A- Ride & Perpetual Care	3,000	3,200	200	6.67%
Police Department	8,000	8,000	-	0.00%
Recycling	20,000	21,000	1,000	5.00%
Treasurer	26,410	31,880	5,470	20.71%
Greater Hartford Transit District	5,000	6,000	1,000	20.00%
Park and Recreation	30,500	21,500	(9,000)	-29.51%
Interest on Investments	20,000	10,000	(10,000)	-50.00%
TOTAL LOCAL REVENUE	686,885	654,380	(32,505)	-4.73%
STATE REVENUE	APPROVED		INC (DEC)	INC (DEC)
Educational Cost Sharing	5,743,473	5,789,350	45,877	0.80%
School Transportation	93,570	114,678	21,108	22.56%
School Construction	147,846	141,253	(6,593)	-4.46%
Adult Education	15,734	16,355	621	3.95%
CT Fines	2,000	3,000	1,000	50.00%
Tax Relief- Elderly	80,100	90,000	9,900	12.36%
Tax Exempt- Disabled	2,000	1,800	(200)	-10.00%
Tax Relief- Veterans	6,500	7,000	500	7.69%
Miscellaneous State	3,500	1,000	(2,500)	-71.43%
TAR (to replace LOCIP)	132,000	267,394	135,394	102.57%
Pequot	43,800	48,673	4,873	11.13%
PILOT	97,491	111,317	13,826	14.18%
Telecommunications Tax	20,000	19,400	(600)	-3.00%
TOTAL STATE REVENUE	6,388,014	6,611,220	223,206	3.49%
EXPENDITURE BUDGET FY 15-16	37,871,054	MILL RATE: FY 14-15		29.78
LESS: TOTAL NON-TAX REVENUE	8,043,960	MILL RATE: FY 15-16		31.97
AMOUNT TO BE RAISED BY TAXES	29,827,094	CHANGE IN MILL RATE		2.19
GRAND LIST	951,995,751			
GL X 98% COLLECTION FACTOR	932,955,836			

GENERAL FUND SUMMARY OF EXPENDITURES

FUNCTION		FY 14-15 APPROVED	FY 15-16 REQUESTED	INCREASE (DECREASE)	PERCENT INC (DEC)
ADMINISTRATIVE SERVICES					
First Selectman	\$	271,791	285,586	\$ 13,795	5.08%
Town Clerk		126,265	130,407	\$ 4,142	3.28%
Treasurer		212,037	214,193	\$ 2,156	1.02%
Assessor		179,160	184,256	\$ 5,096	2.84%
Tax Collector		98,922	104,825	\$ 5,903	5.97%
Town Planner		210,908	229,904	\$ 18,996	9.01%
Building		144,384	145,875	\$ 1,491	1.03%
Registrar of Voters		60,613	56,650	\$ (3,963)	-6.54%
Human Services		175,773	181,773	\$ 6,000	3.41%
SUBTOTAL	\$	1,479,853	\$ 1,533,469	\$ 53,616	3.62%
PUBLIC SAFETY					
Fire Departments		714,795	771,258	\$ 56,463	7.90%
Police Department		2,796,369	2,991,746	\$ 195,377	6.99%
Emergency Management		14,325	15,225	\$ 900	6.28%
Communications		67,500	64,732	\$ (2,768)	-4.10%
SUBTOTAL	\$	3,592,989	\$ 3,842,961	\$ 249,972	6.96%
PHYSICAL SERVICES					
Public Works Department		669,774	754,451	\$ 84,677	12.64%
Town Property		985,174	1,040,008	\$ 54,834	5.57%
Road Improvements		280,000	600,000	\$ 320,000	114.29%
SUBTOTAL	\$	1,934,948	\$ 2,394,459	\$ 459,511	23.75%
CULTURE AND LEISURE					
Senior Center		209,168	222,930	\$ 13,762	6.58%
Parks and Recreation		202,634	185,348	\$ (17,286)	-8.53%
Libraries		240,152	253,750	\$ 13,598	5.66%
SUBTOTAL	\$	651,954	\$ 662,028	\$ 10,074	1.55%
GENERAL GOVERNMENT					
Activities, Agency Fees and Assoc.		129,089	134,689	\$ 5,600	4.34%
Legal Expense		140,000	150,000	\$ 10,000	7.14%
Insurance and Pension		3,349,337	3,308,406	\$ (40,931)	-1.22%
Information Technology		166,974	180,291	\$ 13,317	7.98%
Sanitation		870,400	890,100	\$ 19,700	2.26%
Contingency Fund		70,000	70,000	\$ -	0.00%
SUBTOTAL	\$	4,725,800	\$ 4,733,486	\$ 7,686	0.16%

GENERAL FUND SUMMARY OF EXPENDITURES

FUNCTION	FY 14-15 APPROVED	FY 15-16 REQUESTED	INCREASE (DECREASE)	PERCENT INC (DEC)
BOARDS AND COMMISSIONS				
Board of Finance	62,870	43,760	\$ (19,110)	-30.40%
Planning and Zoning Commission	3,050	3,050	\$ -	0.00%
Zoning Board of Appeals	1,350	1,350	\$ -	0.00%
Board of Assessment Appeals	1,650	1,250	\$ (400)	-24.24%
Economic Development Commission	5,337	5,337	\$ -	0.00%
Inland, Wetlands, and Waterways	1,950	1,950	\$ -	0.00%
Police Commission	1,600	1,550	\$ (50)	-3.13%
Building Committee	720	960	\$ 240	33.33%
Elderly Commission	600	600	\$ -	0.00%
Charter Revision Commission	3,000	3,000	\$ -	0.00%
Ethics Commission	10	200	\$ 190	1900.00%
Historical Commission	1,500	1,500	\$ -	0.00%
SUBTOTAL	\$ 83,637	\$ 64,507	\$ (19,130)	-22.87%
CAPITAL IMPROVEMENT				
SUBTOTAL	892,426	990,144	\$ 97,718	10.95%
<hr/>				
TOWN ADMINISTRATION	\$ 13,361,607	\$ 14,221,054	\$ 859,447	6.43%
DEBT SERVICE	\$ 1,088,142	\$ 1,400,000	\$ 311,858	28.66%
<hr/>				
TOTAL TOWN	14,449,749	\$ 15,621,054	1,171,305	8.11%
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BOARD OF EDUCATION	\$ 21,194,122	\$ 22,250,000	\$ 1,055,878	4.98%
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GRAND TOTAL	\$ 35,643,871	\$ 37,871,054	\$ 2,227,183	6.25%

CAPITAL IMPROVEMENT PLAN

Listed in order of CIP Committee project ranking

RANK		
1	Facilities Equipment	\$ 20,000
2	Revaluation for 10/1/17	50,000
3	Generators: High School, BB Fire, Town Hall Annex	80,000
4	Town-Wide Drainage	50,000
5	Pavement Management Plan	144,787
6	Chip Sealing Roads	75,000
7	Police Cruisers and Cruiser Equipment	113,310
9	Town Hall Renovations	22,000
10	Vehicles & Equipment	25,000
11	Dial-A-Ride Vehicle-grant funded (Town's Portion)	23,000
12	Engineering/Architect Study- Town Hall Annex	30,000
13	Engineering/Architect Study- Public Works Garage	57,750
14	BBFD: Bunker Gear Replacement	24,450
15	WHPFD: Hurst Rescue Cutters and Spreaders	20,000
16	Aux gym connector and cross bracing- EW High School	125,800
17	Town Hall Annex and PD Renovations	30,000
		<u>891,097</u>
	Lease/Purchase Payment- HVAC, Snow Plows	<u>99,047</u>
		<u>990,144</u>

DEBT SERVICE

	Principal	Interest
WPCA Clean Water	\$ 633,718	\$ 16,560
WPCA North Road Ph. 1	\$ 33,204	\$ 57,360
WPCA North Road Ph. 2		\$ 59,610
2014 General Obligation- 2004 Re-Fi	\$ 225,000	\$ 72,375
BOE Modular		\$ 75,000
Level Debt Service Funding	\$ 227,173	
	<u>\$ 1,119,095</u>	<u>\$ 280,905</u>
Total:	\$ 1,400,000	

Amanda Schroll

From: Jason Bowsza
Sent: Tuesday, April 07, 2015 6:25 PM
To: Amanda Schroll
Subject: Selectmen's report - April 7, 2015

Selectmen's report - April 7, 2015

On March 21, the Ag Commission held a meet and greet with local farmers and people interested in farming and agriculture to share ideas and resources that are available to farmers in town. This was a great initiative of the commission, and they had about 25 people turn out. Well done to them!

On March 24, the Planning and Zoning Commission met. A public hearing was held to discuss a potential new 70 unit development off of Scantic Road. Developers and architects associated with the West River Farms development project near the old Nike missile site presented their plans to commission members and a full audience. The 70 houses in the development would range from 1,800 to 2,300 sq ft. and would range in cost from \$300k-\$400k. Lot sizes would run between 7,500 and 10,000 sq ft. (All less than 1/4 acre each).

Residents questioned the validity of the traffic study associated with the project. Others voiced concerns about water table issues and the potential impact of construction on ground wells. Drainage concerns along Schank Road were also raised, as well as the absence of sidewalks in the development. Other neighboring residents raised general concerns about privacy after the development is completed. More to come on this over the next several weeks.

On the 25th, the Board of Finance held a public hearing ahead of their work on the budget. Only three residents spoke. Board members in subsequent workshops over the last several weeks reviewed and reworked the budgets as submitted to them by the boards of selectmen and education. After considerable review and deliberation over many nights of workshops, they approved a budget last night that cut more than \$900,000 from the town side of the budget and more than \$400,000 from the board of education. The budget will now go to referendum on May 12th having already been cut by more than \$1.3 million.

On March 30 the Board of Selectmen held a public hearing to discuss revisions to the charter as proposed by the Charter Revision Commission. We'll be taking that up in greater detail as part of our agenda this evening.

On March 31, the Permanent Building Commission met to discuss the modular project at Broad Brook Elementary School as well as the HVAC project in Town Hall and they reviewed the ordinance that incorporated them.

They met again just prior to tonight's selectmen's meeting and further discussed the referendum associated with the school construction project. The Permanent Building Commission recommended to the Board of Selectmen that the referendum be for a total project cost of \$6.5 million to build 14 classrooms at BBES. Of that, roughly \$2,795,000 would be financed by the town and \$3,705,000 would be paid by the state.

The Inland Wetlands Commission meeting this month was cancelled.

On April 2, as part of my day job with the Department of Agriculture I had the opportunity to attend a meeting at DEEP with Commissioner Klee and representatives from EverSource, Connecticut Green Bank, DECD, and the farmers who are interested in opening a new state of the art greenhouse operation in East Windsor. Joe Germa and his investors are looking to build the first high tech tomato range in Connecticut. This facility would be the first 12 month tomato growing operation in the state. There are some outstanding problems with availability of gas and with the cost of electricity at the location. I came away from the meeting thoroughly impressed with their business model and commitment to

getting this project done in the right way this would be the type of agricultural and economic development that I would absolutely love to see in our town.

Respectfully submitted,

Jason E. Bowsza
Deputy First Selectman

Sent from my iPad

AN ORDINANCE CREATING A PERMANENT BUILDING COMMISSION

BE IT ORDAINED by the legislative body of the Town of East Windsor the following ordinance creating a Permanent Building Commission:

ORGANIZATION:

The Permanent Building Commission shall consist of nine members, all of whom shall be electors of the Town of East Windsor.

The members shall serve six (6) year terms following the initial terms set forth in Ordinance 98-1 "An Ordinance Creating A Permanent Building Commission" adopted May 14, 1998.

At the first meeting of each year, the Commission members shall elect a chairperson, a vice chairman and a secretary.

Meetings shall be held upon the call of the chairperson or a majority of Commission members.

The Commission shall conduct its business in accordance with Roberts Rules of Order.

POWERS AND DUTIES:

The Permanent Building Commission shall receive an annual inspection and inventory of all buildings owned by the Town of East Windsor. On or before October 15 of each year the Commission will make recommendations to the First Selectman for necessary repairs and renovations.

The Commission shall submit to the Board of Selectmen each October a five-year capital plan of prioritized structural and/or major capital building expenditures.

Subject to approval by the Board of Selectmen and the limits of appropriations allocated to a given project in total of more than \$20,000, the Commission shall prepare construction plans as need for each project; employ architects, engineers and such other services as may be required; procure competitive bids as needed for each project; recommend contract awards in accordance with the Commission's best judgement; arrange for adequate supervision of each project; and generally supervise and direct any alteration, renovation, expansion or construction authorized by the Board of Selectmen.

AN ORDINANCE CREATING A PERMANENT BUILDING COMMISSION

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The Permanent Building Commission shall coordinate the functions and approvals of the various Town boards, agencies and departments to facilitate the alteration, expansion, sale, demolition or construction of public buildings, structures and facilities within the Town. The Permanent Building Commission shall oversee all building projects in total of \$20,000 or more, funded by the Town.

EFFECTIVE DATE:

This ordinance shall become effective fifteen days from the publication thereof.

AGREEMENT REGARDING FIRE SERVICE MAINTAINER

This Agreement is made and entered into by and between the **TOWN OF EAST WINDSOR, CONNECTICUT** (the "**Town**") and the **WAREHOUSE POINT FIRE DISTRICT** (the "**Fire District**").

WHEREAS, the Fire District wishes to employ a full time Fire Service Maintainer ("**FSM**") to perform daily maintenance, inspections and cleaning in and around the Fire District's locations;

WHEREAS, the Town wishes to utilize the FSM at the Broad Brook Fire Department;

WHEREAS, the Town currently funds the Fire District's operations; and

WHEREAS, the Town's Board of Selectman has voted to allocate **Forty-Three Thousand Dollars (\$43,000)** in funding towards the Fire District's FSM position.

NOW, THEREFORE, the Town and Fire District agree as follows:

1. The Town will fund the FSM position for Fiscal Year 2014-2015 in the amount of \$43,000 to be used solely for the **FSM's compensation**. WHPFD question – was it our intention to fund payroll taxes, workers comp ins expenses, unemployment expenses as part of the \$43 K?

2. If the Fire District does not spend the entire \$43,000 relating to the FSM's compensation, any remaining balance shall be returned to the Town's General Fund.

3. The Fire District shall not spend more than \$43,000 in total dollars for the FSM position, including but not limited to **total compensation**. Same question as #1

4. This Agreement shall not serve as a promise or guaranty that the FSM position will be funded in any fiscal year other than the initial fiscal year.

5. On or before January 15 and July 15 of each year, the Fire District shall provide the Town with an accounting of all moneys spent relating to the FSM during the prior six months of the fiscal year and shall include copies of pay stubs, or other proof of payments made and received relating to the FSM's compensation.

6. The Fire District will employ the FSM in accordance with the Warehouse Point Fire District Fire Service Maintainer job description, a copy of which is attached hereto as **Exhibit A**.

7. The Fire District shall be responsible for employing, supervising and, if necessary, disciplining the FSM.

8. The FSM shall be an "at will" employee of the Fire District and shall not be guaranteed any permanent or long-term employment relationship.

9. The Fire District shall be responsible for all insurance, benefits and personnel matters, including workers' compensation insurance, relating to the FSM.

10. When working for the Broad Brook Fire Department, the FSM shall report to its Fire Chief or his/her designee.

11. The FSM shall not be an employee of the Town.

12. The Fire District shall be **individually** responsible for any and all liabilities associated with the FSM position, including all labor, tax, workers' compensation or general liability issues. WHPFD's concern – that this meant District Commissioners individually - Town Attorney confirmed it means District separate from Town and also stated District should have insurance to cover these liabilities

13. Termination. This Agreement shall continue until terminated by either party with thirty days written notice. This Agreement shall also terminate if the Town fails to fund the position in any fiscal year in which case this Agreement shall terminated before the commencement of the fiscal year in which the FSM position is unfunded. This Agreement shall also terminate if the Fire District becomes a taxing authority.

14. Notices. Notices relating to this Agreement shall be sent as follows:

To the Town: First Selectman, Town of East Windsor, 11 Rye Street, Broad Brook, CT 06016.

To the Fire District: Warehouse Point Fire District, Chairman of the Board of Fire Commissioners, PO Box 738, East Windsor, CT 06088

15. Counterparts. This Agreement may be executed in one or more counterparts, each of which when so executed shall be deemed an original of this Agreement and all of which together shall constitute one and the same agreement. Delivery of an executed counterpart of a signature page to this Agreement by telecopier or email shall be effective as delivery of a manually executed counterpart of this Agreement.

16. Entire Agreement; Binding Effect. This Agreement contains the entire and only understanding between the parties hereto with respect to the subject matter covered hereby, and supersedes all previous negotiations, agreements and communications in connection with the subject matter covered hereby, whether oral or written. This Agreement shall be binding upon, and inure to the benefit of, each of the parties hereto.

17. No Assignment. Neither party may assign its rights or obligations under this Agreement.

18. No Third Party Contracts. Neither party shall have the right to bind the other to any third party by contract, agreement, or otherwise except as herein specifically provided.

19. Conflicts of Interest. During the period of this Agreement, unless the Town agrees, the Fire District shall not take any action which poses a potential or actual conflict with the objectives or any of the terms of this Agreement.

20. Compliance With Laws, Licenses. The Fire District shall comply with all applicable federal, state and local laws, regulations, ordinances, and agency or court orders,

including, without limitation, laws and regulations pertaining to labor matters, health, safety and emergency responses.

21. The Fire District shall be responsible for maintaining liability and workers' compensation insurance throughout the period that this Agreement remains in force.

22. The Fire District agrees to defend and hold the Town harmless from any claim(s) by the FSM or any other employees, workers, agents or consultants used by the Fire District arising out of the FSM's employment with the Fire District. In the event the Town is sued, or a claim is brought, in regard to the FSM's acts or omissions, or by the FSM, the Fire District agrees to assume any and all liability arising from the FSM's conduct, including legal and court expenses, and the Fire District agrees to reimburse the Town for any and all sums that the Town is required to expend in defense of said actions and as damages for said claims. WHPFD questions they will have to explain – Town Attorney said this is necessary and District should already have insurance to protect District

23. The Fire District agrees to file all federal, state and local income, withholding and employment (including, but not limited to, FICA and FUTA) forms and returns, which it may be required to file on account of the FSM.

24. Changes/Modifications. All modifications of this Agreement must be made in writing by the Town's First Selectman and the Fire District's Chairman of the Board.

Executed this _____ day of April 2015.

Warehouse Point Fire District

By: _____
Michael Balf
Its: Chairman of the Board

Town of East Windsor

By: _____
Denise Menard
Its: First Selectman

MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT (the "Agreement") made this ____ day of April, 2015, between the Town of East Windsor ("Owner"), and the East Windsor Housing Authority ("Agent").

WITNESSETH:

WHEREAS, Owner owns a low- and moderate-income housing development located at South and Phelps Roads in East Windsor, Connecticut ("Development");

WHEREAS, Owner desires to hire Agent to provide property management services for the Development;

WHEREAS, Agent acknowledges and understands that the Development is to be used solely for low- and moderate-income housing purposes; and

WHEREAS, Agent has agreed to provide the services described herein;

NOW THEREFORE, in consideration of the terms, conditions and covenants hereinafter set forth, and for other valuable consideration, receipt of which is hereby acknowledged, Owner and Agent mutually agree as follows:

1. Definitions. As used in this Agreement,
 - a. "Agent" means the East Windsor Housing Authority, whose duties are defined in Section 4, below.
 - b. "Owner" means the Town of East Windsor, Connecticut, a body politic and municipal corporation.
 - c. "Development" means the real property located at Phelps and South Roads, East Windsor, Connecticut, including the road and any common areas, but excluding the improvements, buildings, appurtenances and equipment located thereon.
 - d. "Development Operating Account" – see Section 5, below.
 - e. "Restrictive Covenant" means the Restrictive Covenant document between Creative Housing, Inc. and the State of Connecticut acting by its Commissioner of Housing dated September 30, 1992 and recorded at Volume 169 Page 942 of the East Windsor Land Records.
 - f. "Fiscal Year" means July 1 to the following June 30 of each year, unless specifically provided to the contrary herein.

- g. "Master Ground Lease" (**Exhibit A**) means the Master Ground Lease between the Owner, as successor to Creative Housing, Inc., as Lessor, and Gail Berube, as Lessee, dated October 13, 1993 and recorded at Volume 175 Page 944 of the East Windsor Land Records.
 - h. "Short Form Ground Lease" means the Short Form Ground Leases between the Owner, as successor to Creative Housing, Inc., as Lessor, and the Ground Tenants. Examples of Short Form Ground Leases include **Exhibit B**, a Short Form Ground Lease between the Owner, as successor to Creative Housing, Inc., as Lessor, and Gail Berube, as Lessee, dated October 13, 1993 and recorded at Volume 175 Page 944 of the East Windsor Land Records and **Exhibit C**, a Short Form Ground Lease between the Owner, as successor to Creative Housing, Inc., as Lessor, and Jennifer Hennessey, as Lessee, dated February 4, 2011 and recorded at Volume 350 Page 272 of the East Windsor Land Records. Each Short Form Ground Lease is subject to and incorporates the terms of the Master Ground Lease as if fully set forth therein.
 - i. "State Housing Act" means Connecticut General Statutes Sections 8-214d, as amended and supplemented.
 - j. "Federal Housing Act" means the National Housing Act of 1934 and/or the United States Housing act of 1937, each as amended.
 - k. "Department of Housing" means the State of Connecticut Department of Housing or any successor agency.
 - l. "Operating Budget" – see Section 9, below.
 - m. "Fees" means all amounts due and owing under the Master Ground Lease and Short Form Ground Leases to be paid by Lessees (as defined below) of the Development, as applicable.
 - n. "Lessee" means a person or family occupying a dwelling unit in the Development pursuant to a Master Ground Lease or Short Form Ground Lease.
2. Appointment and Acceptance. Owner appoints Agent as exclusive agent for the management of the Development, and Agent accepts the appointment, subject to the terms and conditions set forth in this Agreement.
3. Laws and Regulation. Agent agrees to comply with all applicable laws and regulations relating to the Development. Agent acknowledges that operation of the Development is subject to the terms and conditions of the Restrictive Covenant. Agent shall undertake and perform all management duties and responsibilities in compliance with the State and Federal Housing Acts. The requirements of this Agreement do not preempt any applicable federal (i.e., U.S. Department of Housing and Urban Development or any successor) requirements. Agent shall at all times comply with the State and Federal Housing Acts.

Agent shall comply with all applicable state and federal regulations, prohibiting discrimination in employment or housing on the basis of race, color, creed, religion, national origin, marital status, disability, sex, sexual orientation and familial status.

Agent agrees to comply with the Civil Rights Acts of 1964 and Executive Orders relating thereto, as applicable. Agent also agrees to comply with C.G.S. §§4a-60 and 4a-60a.

4. Agent's Duties. The duties and responsibilities of Agent shall include, but are not limited to, the following:

- a. Confer with Owner and to attend meetings with Owner relating to the Development at any times reasonably requested by Owner;
- b. Performing such other acts and services requested by Owner as are reasonable, necessary and proper in the discharge of Agent's duties under this Agreement;
- c. Agent shall maintain a current list of Lessees and shall exercise its best efforts to maintain the accuracy of said list
- d. Agent shall prorate the first month's Lease Fee collected from a Lessee should such Lessee's term of occupancy begin on any other day than the first day of the month.
- e. Agent shall collect, when due, all Fees, including Lease Fees and any other amount due and owing from Lessees as provided for in the Master Ground Lease and Short Form Ground Leases (attached hereto). Such receipts shall be held in the State of Connecticut, in an account, separate from all other accounts and funds, with a financial institution whose deposits are insured by the FDIC. This account, the "Development Operating Account," shall be carried in Agent's name and designated of record as "South and Phelps Roads Development Operating Account by The East Windsor Housing Authority, the managing agent and bailee for the Town of East Windsor."
- f. Agent shall notify the Owner of any complaints or reports by Lessees of any safety issue or damage to the property.

5. Collection of Fees and Other Receipts.

The following Lease Fee is to be collected by Agent from each Lessee on the first day of each month:

- a. A Land Use Fee of Fifteen Dollars (\$15.00) per month;
- b. An Administrative Fee of Twenty Five (\$25.00) per month;

- c. 1/16th of the Insurance Premium Fee assessed on the Development by the Town;
- d. Within 30 days of any demand therefor, 1/16th of the any and all costs of maintenance, repair or construction of any water or sewer pipes and all other infrastructures existing on the Development and all appurtenances thereto.

The initial Lease Fee shall be in the amount of \$56.00 per month per Lessee.

Upon execution of this Agreement, Agent shall provide notice to each Lessee that the Lease Fee in the amount of \$56.00 is due the following month. The Owner may adjust the Lease Fee once annually, effective September 1, with Agent giving notice to Lessees at least two weeks before the effective date of increase.

To the extent Owner requests, Agent shall collect from the Lessees any assessments, no matter how designated, that relate to the Leased Premises and the Improvements and all service bills, utilities charges, or other governmental assessments charged against the Leased Premises, if any apply to the Leased Premises.

- 7. Notice to Owner of Condition of Premises. If Agent receives any communication that alleges that the Development fails to be maintained in a good, safe and sanitary condition and in a reasonable state of repair, Agent shall notify the Owner, in writing, of said communication.
- 8. Disbursements from Development Operating Account.
 - a. Payment to Owner. From the Fees collected and held by Agent in the Development Operating Account, Agent shall make a disbursement of \$240.00 per month to Owner payable in quarterly installments on or before January 10, April 10, June 10, and September 10 of each year, said amount reflecting \$15.00 of each \$56.00 Lease Fee. Said disbursement amount shall be subject to increase at the Owner's discretion, with written notice to the Agent.
 - b. Compensation to Agent. After the Payment to Owner, Agent shall be compensated for its services under this Agreement by the payment of 70% of the net monthly fees to be paid out of the Development Operating Account. Such fees shall be payable on the first (1st) day of each month following the month in which the services were rendered.
 - c. Reserve. The remaining 30% of the net monthly fees shall be held in reserve in the Development Operating Account.
 - d. If the balance in the Development Operating Account is at any time insufficient to pay disbursements due and payable under any subsection above, Agent shall inform Owner immediately of that fact.

9. Operating Budgets. Agent shall prepare a recommended annual Operating Budget in a form acceptable to Owner for the Development for each Fiscal Year during the term of this Agreement, and shall submit the same to Owner at least one hundred twenty (120) days before the beginning of such Fiscal Year. In preparing each proposed annual Operating Budget, Agent shall use its best efforts to take account of anticipated increases in any operating costs. Agent shall make no expenditures in excess of the amounts set forth in said Operating Budget for each line item, without the prior written approval of Owner.
10. Records and Reports. In addition to any requirements specified in other provisions of this Agreement, Agent shall have the following responsibilities:
- a. Agent shall establish and maintain a comprehensive system of records, books and accounts which may include computerized systems, in a manner conforming to the directives of the Owner. All records, books and accounts shall be subject to examination at reasonable hours by any authorized representative of Owner.
 - b. Agent shall cause an annual financial report to be prepared for each Fiscal Year ending during the term of this Agreement. The report shall be prepared in accordance with the directives of the Owner, shall be notarized, and shall be submitted to Owner.
 - c. Agent shall prepare a report, in form satisfactory to the Owner, including financial statements of income and expense and comparing actual and budgeted figures for receipts and disbursements. Agent shall submit each report to Owner within fifteen (15) days after the end of the month or the calendar quarter (as required by Owner.).
 - d. By the fifteenth (15th) day (i) of each month, or (ii) of the first month following the end of a calendar quarter (as required by Owner), Agent shall furnish to Owner an aged itemized list of all delinquent accounts, including Lease Fee accounts, as of the tenth (10th) day of such month, as well as a report on the action taken thereon by Agent.
 - e. By the fifteenth (15th) day of the first month following the end of a calendar quarter, Agent shall furnish to Owner a statement of receipts and disbursements during the previous month, with a schedule of accounts receivable and payable, a current list of all Lessor names and bank statements with a reconciliation thereof for the Development Operating Account, all as of the end of the previous month.
 - f. Except as otherwise set out in the Operating Budget accepted by the Owner, all bookkeeping, data processing services and management overhead expenses shall be borne by Agent and shall not be treated as Development expenses.
 - g. Agent shall promptly prepare, execute and file, all forms, reports and returns required by law in connection with the employment of personnel, unemployment insurance, workers' compensation insurance, disability benefits, Social Security and

other similar insurance, and all other benefits or taxes now in effect or hereafter imposed.

11. Fidelity Bond. Agent shall furnish to the Owner and maintain, for the duration of this Agreement and any renewals or extensions thereof, plus thirty (30) days after the expiration or termination thereof, a blanket fidelity bond in favor of Owner for the Development only, in an amount not less than three (3) months' potential Total Income for the Development and in a form and with a company acceptable to Owner. Such bond shall cover Agent and all employees hired by Agent in connection with this Agreement and shall be paid for in accordance with the Operating Budget. Said fidelity bond shall cover losses discovered by Owner, within two (2) calendar years after the occurrence of such losses.
12. Liability and Indemnification. Except as expressly provided to the contrary herein, the obligations and duties of Agent under this Agreement shall be performed as agent of Owner. Agent shall be liable for its negligent, willful and/or fraudulent acts and omissions. Agent shall indemnify and hold harmless the Owner from any and all costs, expenses, claims and liabilities for such acts. Agent further agrees to pay all expenses incurred by the Owner, including but without limitation, attorney's fees for counsel employed to represent the Owner in any proceeding or suit involving the alleged violation of this Agreement by Agent. This provision shall survive termination of the Agreement.
13. Insurance. Owner shall maintain general liability insurance on the Development's road and any common areas, if any. Agent shall furnish promptly to Owner full reports of all accidents, claims and potential claims related to the Development and shall cooperate with Owner's insurers in connection therewith.
14. Compliance. Agent shall comply promptly with all applicable state and federal statutes and regulations affecting the Development, whether imposed by federal, state, county or municipal authority. Agent will notify the Owner in writing of all disputes, claims or notices of litigation within forty-eight (48) hours from the time of receipt.
15. Term of Agreement. This Agreement shall commence upon execution by both parties (the commencement date). The agreement shall continue unless either party notifies the other party in writing, with thirty (30) days' notice, that it elects to terminate the Agreement.

No further or additional liability shall attach to Owner or Agent in the event of such termination, except for (i) Agent's compensation to the date of such termination and (ii) such liability as may exist hereunder arising out of acts or obligations predating the date of such termination.

16. Succession.
 - a. Immediately upon termination, Agent shall provide access to and give to Owner all monies, accounts, books, records, files, reports, and other materials related to the Development.

- b. Within thirty (30) days after the termination of this Agreement, Agent shall submit to Owner the required financial statements to the date of such termination. After Agent and Owner have accounted to each other with respect to all matters outstanding as of the date of termination, the Owner shall pay final Agent's compensation as set forth above. After satisfactory accounting has been made, the Owner shall assume any obligations or liabilities which Agent properly incurred pursuant to the terms of this Agreement on behalf of Owner.

17. Interpretive Provisions.

- a. This Agreement constitutes the entire agreement between the Owner and the Agent with respect to the collection and disbursement of Fees relating to the Development and no change will be valid, unless made by supplemental written agreement, executed by the Owner and Agent.
- b. This Agreement shall be governed by the laws of the State of Connecticut.
- c. This Agreement shall inure to the benefit of and constitute a binding obligation upon Owner and Agent, and their respective successors and assigns; provided, however, Agent shall not assign this Agreement, or any of its duties hereunder, without the prior written consent of Owner.
- d. No remedy of the Owner described herein is intended to be exclusive of any other remedy provided herein, at law, by statute or in equity, but each shall be cumulative and shall be in addition to every other remedy now or hereafter existing.

18. Partial Invalidity. The invalidity of any clause, part or provision of this Agreement shall not affect the validity of the remaining portions thereof.

19. Execution of Counterparts. This Agreement may be executed in multiple counterparts, each of which shall constitute a complete original of this Agreement.

20. Limitation of Liability. The Development assets of Owner shall not be liable and subject to levy or execution on account of any liability of Owner arising hereunder.

21. Notices. Unless otherwise provided for herein, all notices and communications required or permitted hereunder shall be in writing and shall be deemed to have been duly given (a) three days after being sent, if sent by registered or certified mail (return receipt requested, postage prepaid), (b) when delivered, if delivered personally, (c) when transmitted, if sent by facsimile and a confirmation of transmission is produced by the sending machine, or (d) one business day after being sent, if sent by overnight mail or overnight courier, in each case to the parties at the following addresses or facsimile numbers (or at such other addresses or facsimile numbers as shall be specified by like notice):

Owner: Town of East Windsor
11 Rye Street
East Windsor, Connecticut 06016
Attn: First Selectman

Agent : East Windsor Housing Authority
1A Park Hill
Broad Brook, CT 06016
Attn: Executive Director
with copy to the Chair of the Authority at his/her residence address

Any notice required hereunder may be waived in writing by the party entitled to receive such notice. Failure or delay in delivering copies of any notice, demand, request, consent, approval, declaration or other communication within any corporation or firm to the persons designated to receive copies shall in no way adversely affect the effectiveness of such notice, demand, request, consent, approval, declaration or other communication.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

WITNESSES:

OWNER: Town of East Windsor

By: Denise Menard
Its: First Selectman

AGENT: East Windsor Housing Authority

By: Linda Collins
Title: Executive Director

AGENT: East Windsor Housing Authority

By: John Burnham
Title: Chair of Authority

Exhibits A – C

Uniform Chart of Accounts (UCOA)
Resolution of Endorsement and Authorization
(to be completed by Town Clerk)

The Legislative Body of the Town of East Windsor convened on April 7, 2015 and adopted a resolution by the vote of 4 to 0 which endorsed the Town's participation in (select one):

- UCOA Conversion Grant Program** (single entity)
- Small Localities Financial Accounting System Collaboration Grant Program** (multiple entities)

administered by the Office of Policy and Management in accordance with Sections 87 and 328 of Public Act 13-247. In addition, the Legislative Body has authorized

Denise menard, 1st Selectman
(name, title)

OR the Town/City/Board of Education of N/A
(if applying as a non-leading locality under the Small Localities Financial Accounting System Collaboration Grant Program) to act on this endorsement by submitting a proposal and performing necessary administrative actions to enter into a binding agreement with the Office of Policy and Management according to the terms of the UCOA grant program. Such proposal is attached to and made a part of this record.

Attested to by:

Name: Joanne m Slater

Title: Town Clerk
(City/Town Clerk)

Date: April 8, 2015