

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
SPECIAL MEETING AGENDA  
May 28, 2008**

**I. TIME AND PLACE OF MEETING**

Ms. Menard called the meeting to order on Wednesday, May 28, 2008 at 7:30 p.m. at the Broad Brook Elementary School

**II. ATTENDANCE**

Denise Menard, First Selectman  
Gilbert Hayes, Deputy First Selectman  
Dale Nelson, Selectman  
Edward Farrell, Selectmen

Unable to attend: Mark Simmons, Selectman

**III. PREVIOUS MINUTES**

A. Approval of Regular Meeting Minutes of April 15, 2008

**MOTION: To approve the regular meeting minutes of April 15, 2008, as submitted  
Made by Mr. Hayes, seconded by Mr. Farrell  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

B. Approval of Special Meeting Minutes  
1. April 23, 2008

**MOTION: To approve the regular meeting minutes of April 15, 2008, as submitted  
Made by Ms. Nelson, seconded by Mr. Farrell  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

2. April 29, 2008

**MOTION: To approve the regular meeting minutes of April 15, 2008, as submitted  
Made by Mr. Hayes, seconded by Mr. Farrell  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

**IV. COMMUNICATIONS – the following were for the board's information**

- A. Connecticut Labor Force Data/March & April 2008
- B. Invitation from Principal David Chambers, East Windsor High School
- C. Reception Invitation/Healthy Lifestyles Poster Contest

**V. SELECTMEN'S REPORTS**

A. Denise Menard, First Selectman

Ms. Menard distributed and read her report – which is attached to these minutes.

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B. Gilbert Hayes, Deputy First Selectman

Transportation for the Elderly – ITN has a headquarters in E. Windsor at 99 Main Street. It should be up and running in July for 24/7 services. He would like to see services for those under sixty – that is being worked on.

C. Edward P. Farrell, Selectman

Mr. Farrell discussed an undated memo to Board of Selectmen from Barbara Smiegle on Historical Commission letterhead – with the suggestion to change the name of the East Windsor Historical Preservation Commission. Mr. Farrell will attend a workshop in mid-June with Ms. Smiegel.

D. Dale Nelson, Selectman

Elderly Commission – they are working on a survey asking residents for input on what seen at Senior Center and activities brought into town. They are looking at bringing in the over 55 crowd and they are getting favorable reactions to their survey. Also, the Senior Center is working on the program of cell phones given to elderly residents for emergency help, if needed. As a part of this as well is a device to put around one's neck and have a phone on them at all times.

Police Commission. There was dismay over cuts made to their budget. The Captain and Chief this year had reduced budget to make ends meet and some of the operating budget for next year was cut by the dollars that they were moving around. Ms. Nelson mentioned it because they were adamant about this.

Housing – They are looking at pilot payment and a letter has gone to the Selectmen. That will be addressed at the next meeting.

E. Mark Simmons, Selectman – No report

VI. BOARD AND COMMISSION RESIGNATIONS & APPOINTMENTS

A. Resignations:

1. Mary Szabo, Town Treasurer

Ms. Menard read Ms. Szabo's letter regarding her retirement effective July 31, 2008. Ms. Szabo was present at the meeting and Ms. Menard thanked her for her service.

**MOTION: To accept, with regret, the resignation of Mary Szabo as Town Treasurer  
Made by Hayes, Seconded by Nelson**

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**DISCUSSION:** Mr. Farrell is distressed – everyone has a right to retire but he thinks this is unfortunate for Town – congratulations to Ms. Szabo. Ms. Menard indicated twenty years of service is admirable in this difficult position.

**ALL MEMBERS IN FAVOR. MOTION CARRIED**

2. Tom Tyrer, American Heritage River Commission

Ms. Menard read Mr. Tyrer's letter of resignation.

**MOTION: To accept, with regret, the resignation of Tom Tyrer from the American Heritage River Commission**

**Made by Nelson, Seconded by Farrell**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

3. Jason Bowsza, Charter Revision Commission

Ms. Menard read Jason Bowsza's letter of regret.

**MOTION: To accept, with regret, the resignation of Jason Bowsza from the Charter Revision Commission**

**Made by Hayes, Seconded by Farrell**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

4. Noreen Farmer, Board of Finance

Ms. Menard read Noreen Farmer's letter of resignation.

**MOTION: To accept, with regret, the resignation of Noreen Farmer from the Board of Finance**

**Made by Ms. Nelson, Seconded by Mr. Hayes**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

5. Sandy Foster, Parks & Recreation Commission

Ms. Menard read Sandy Foster's letter of resignation.

**MOTION: To accept, with regret, the resignation of Sandy Foster from the Parks and Recreation Commission**

**Made by Mr. Hayes, Seconded by Mr. Farrell**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

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6. Edward Endee, Public Safety Committee

Ms. Menard read Edward Endee's letter of resignation.

**MOTION: To accept, with regret, the resignation of Edward Endee, Public Safety Committee  
Made by Mr. Hayes, Seconded by Ms. Nelson  
ALL MEMBERS IN FAVOR. MOTION CARRIED**

B. Re-Appointments:

Denise A. Toce, (D) North Central Regional Mental Health Board Catchment Area Council 17, Two-year term to expire 7/1/2010

**MOTION: To reappoint Denise A. Toce to the North Central Regional Mental Health Board Catchment Area Counsel 17 for a two year term to expire 07/01/2010.  
Made by Ms. Nelson, Seconded by Mr. Farrell  
ALL MEMBERS IN FAVOR. MOTION CARRIED**

C. New Appointments:

American Heritage River Commission  
John Drake, (U) as a full member to fill a 4-yr. vacancy  
expiring 9/1/2010

**MOTION: To appoint John Drake to fill a vacancy as a full member to the American Heritage River Commission for a term to expire 09/01/2010.  
Made by Ms. Nelson, Seconded by Mr. Farrell  
ALL MEMBERS IN FAVOR. MOTION CARRIED**

Conservation Commission

1. Ronald Savaria, (D) as a full member to fill a 4-yr. vacancy  
expiring 7/1/2011

**MOTION: To appoint Ronald Savaria to fill a vacancy as a full member on the Conservation commission for a term to expire 07/01/2011  
Made by Mr. Farrell, Seconded by Mr. Hayes  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

2. John Burnham, (R) as an alternate member to fill a 4-yr. vacancy  
expiring 1/1/2012

**MOTION: To appoint John Burnham to fill a vacancy as an alternate on the Conservation commission for a term to expire 01/01/2012.  
Made by Mr. Hayes, Seconded by Mr. Farrell  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

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3. Kathryn A. Roloff, (U) as an alternate member to fill a 4-yr. vacancy expiring 5/1/2009

**MOTION: To appoint Kathryn A. Roloff to fill a vacancy as an alternate on the Conservation commission for a term to expire 05/01/2009**

**Made by Ms. Nelson, Seconded by Mr. Farrell**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

Police Commission

Joseph W. Sauerhoefer (D) as a full member to fill a 4-yr. vacancy expiring 11/22/2009

**MOTION: To appoint Joseph W. Sauerhoefer (D) to fill a vacancy as a full member on the Police commission for a term to expire 11/22/2009**

**Made by Ms. Nelson, Seconded by Mr. Hayes**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

Ms. Menard pointed out this is an elected position, therefore, it has to be filled by the same party as elected vacancy

Water Pollution Control Authority

Mr. Barton is presently an alternate and he is recommended to fill the full member vacancy.

1. D. James Barton (D) as a full member to fill a 4-yr. vacancy to expire 11/1/2008

**MOTION: To appoint D. James Barton to fill a vacancy as a full member of the Water Pollution control Authority term to expire 11/1/2008**

**Made by Ms. Nelson, Seconded by Mr. Farrell**

**Discussion – Mr. Farrell indicated there was nothing in the packet about Mr. Barton’s interest, but Mr. Farrell asked him at the parade and he indicated interest and Ms. Menard stated he advised the Selectmen’s Office that he was interested.**

**ALL MEMBERS IN FAVOR. MOTION CARRIED**

2. Elizabeth Burns, (D) as an alternate member to fill a 4-yr. vacancy to expire 1/1/2009

**MOTION: To appoint Elizabeth Burns to fill a vacancy as an alternate member of the Water Pollution control Authority term to expire 01/01/2009**

**Made by Mr. Hayes, Seconded by Ms. Nelson**

Discussion – Mr. Farrell had questions – he understands you have to go thru process as he has been told many times. He is following Ms. Menard’s thoughts – and getting patience. There is an ordinance here 66-2-1 that talks about appointments and electors and without compensation – concerned perception Betsy town employee being construed as a paid commission member – think the Board needs to think about that. This is not

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about her ability to do anything – no question about her ability – issue is there is an ordinance and are we going to violate the ordinance.

This is the WPCA ordinance – not ethics. Ms. Menard indicated Ms. Burns is not compensated anymore than Ms. Gaudreau is for conservation. Mr. Farrell indicated that the WPCA is a taxing authority – and maybe it needs to be looked at. He recommended this to be tabled. Ms. Menard indicated without the WPCA ordinance here. Mr. Farrell indicated it is clear this needs to be volunteers. Mr. Farrell felt the perception could be there that she is a paid employee. Ms. Menard will look into this idea.

**Mr. Hayes withdrew his motion and Ms. Nelson withdrew her second**

**MOTION to table the appointment of Elizabeth Burns to fill a vacancy as an alternate member of the Water Pollution Control Authority to the next meeting.**

**Made by Mr. Hayes, seconded by Ms. Nelson**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

D. Board and Commission Current Vacancies (See Attached)

Mr. Farrell inquired about party affiliations – what about green party? What about communists? What about libertarians? He wants to look for qualified members.

Ms. Menard indicated that is by law representation appropriate. If a board of five, need 3 and 2 → that is the law and we need to keep count.

**VII. UNFINISHED BUSINESS**

**A. Budget Discussion**

Ms. Menard indicated this is on the agenda as no final budget yet and this was open to questions from the board regarding the Referendum. Ms. Menard indicated urge all to vote tomorrow thru the democratic process. No discussion took place.

**MOTION: To go out of order new business 8A. Eagle Scout Project**

**Made by Hayes, seconded by Ms. Nelson**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

**Andrew Owens/Eagle Scout project**

Andrew Owens described his project to make two lean two buildings (he brought a small model for the board to see) at the Scout Hall Building. They will be used for storage and camping for whoever uses it. Mr. Owens discussed the Eagle Scout process, including approval process with Troop Committee, the town, the council – once all is approved he can start and log all of his hours and manage other boy scouts thru leadership. The board is his first stop, after it is approved by the board, it goes to the building department – he went thru Planning and Zoning, not yet through the Parks and Recreation. Mr. Burnham, who was present with Andrew Owens indicated this is not on the 7 acres leased to Park and Recreation. Lean twos on scout hall property. Ms. Menard just indicated that all

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agencies need to know what the others are doing and thought it prudent to bring the project before Parks and Recreation as well. After Andrew Owens is done building the lean two structures the responsibility of the lean twos move to scout Hall.

As an aside, Mr. Burnham indicated there is a pavilion project for scout hall that has been through Wetlands, Zoning and Building committee – but it has not been before the Selectmen. Mr Ron Masters submitted a letter that was sent in March. Ms. Menard indicated the formal process and they will need to come back to the Board of Selectmen on this project.

**MOTION: To approve Andrew Owens Eagle Scout Project as presented.  
Mr. Hayes, seconded by Mr. Farrell  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

**MOTION: To go back into agenda order  
Made by Mr. Hayes, seconded by Mr. Farrell  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

**B. American Heritage River/Proposed Program**

Ms. Menard detailed the back up for this proposal to the Board. Ms. Menard received a call last Thursday from the Town Attorney regarding the Hensel property acquisition. Mr. Sherman explained 7 acres on south side route 140 – at dip where Scantic crosses. Ms. Menard indicated that last year she had been approached. In the changing of administrations, the Town Attorney found the paperwork regarding the Hensel property. For \$15,500, which was approved by the Board of Selectmen previously, the town is taking title to that small piece of property. It fills in another space on the property by the river.

Mr. Sherman stated that the Commission's charge states they are a think group – come up with projects and ask the Board of Selectmen and the Board makes it work. The Commission's charge evolved with their Volunteer Park work. Ms. Menard indicated the charge is not here, but it does not address clean up. She read the E-mail from the town Attorney and there are also DEP concerns on effecting the river. Ms. Menard indicated this is a more complex project than first thought and that the Board may need to look at charge and add something to it to allow for some of this work to go on, but also protect the town. Ms. Nelson indicated that some of the literature indicates permits required by DEP.

Mr. Sherman stated he spoke with Mr. Murphy of the DEP and Mr. Murphy's impression was that the Commission was just going to open the river. Mr. Sherman gave Mr. Murphy his background with other groups and his understanding of working with the DEP. Mr. Sherman told him they basically want to create a path. Mr. Murphy did not have a problem with that and he wanted to be notified ahead of time. If it was going to

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be done, Mr. Murphy wants Mr. Sherman to show him exactly what is to be done. Mr. Murphy had started the discussion with Mr. Sherman indignant about the fish but Mr. Sherman was able to explain that the thought is for kayaks and canoes.

Ms. Menard suggested a meeting with Mr. Murphy, Mr. Sherman and herself so that the clear understanding of what documentation he needs for this to proceed. Mr. Sherman indicated they can stay within the guidelines sent by Mr. Murphy. Mr. Sherman was going to take pictures of the items they wish to remove and invite him to come up if he felt important. Ms. Menard felt a meeting was a good idea and it would be beneficial to invite the insurance people as well.

Mr. Sherman has a volunteer who is a 40 year licensed arborist – he is insured, lives in town and he would be with the American Heritage River Commission for this project as well. Mr. Sherman indicated it is not 15 to 20 people swinging chain saws. Ms Menard agrees it is a great project and she apologizes for the process, but to cover with insurance – need to have some meeting of people from DEP and insurance people to cover all bases and have a successful program.

Mr. Farrell indicated he would like to be part of the meeting with Ms. Menard, the DEP, insurance persons and American Heritage River members. Ms. Menard will work toward scheduling this meeting.

Mr. Hayes had a question on the new property – what will be done for parking at the new property and clearing to go fishing. Mr. Sherman indicated that is a DEP concern, if brush removed it effects fish habitat. Mr. Sherman's initiative now is for a waterway thru there for kayak and canoe.

**MOTION: To table to a future meeting pending further information.  
Made by Mr. Hayes, seconded by Ms. Nelson  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

**C. Petition for Proposed Ordinance/Cemetery**

Ms. Menard read an Ordinance proposed. This is an ordinance that addresses an issue that the residents are concerned about – it is a valid concern – but something should be put in place. There is an ordinance for parks and cemeteries that will be on agenda in future. She is thinking recommending repeal ordinance all together and actually do two separate ordinances – one for parks, one for cemeteries that pulls two pieces and makes separate ordinances and then deal with how to enforce \$150 fine – who is going to collect it, be reported to, enforce it. Ms. Menard can ask CCM to forward ordinances regarding cemeteries. Mr. Farrell voiced the idea of creating a contract with the cemetery association where the town pays for services and within that contract the service includes flags and other items – where there is a final inspection clause and an acceptance clause.

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Mr. Farrell presented the Board with his ideas of a contract, as written by him. The Veterans are covered by Federal laws and that can be referenced. Mr. Farrell felt the issue was that the cemeteries should have signs. Ms. Menard indicated there are signs, but Mr. Farrell felt plain language signs are important. The issues with the cemeteries and flags are solved – but not in writing and something concrete needs to be presented. There are problems with the proposal and the fines. The proposal is well intentioned, but not practical and maybe a contractual agreement would be more in line with what is needed in this situation.

Ms. Menard will get the ordinance for Parks and Cemeteries for a future Selectmen's meeting, as well as the federal statutes for flags and she will research with CCM

**MOTION: To table to a future meeting pending further information.  
Made by Ms. Nelson, seconded by Mr. Farrell  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

D. \*Discussion of Personnel Policies

VIII. NEW BUSINESS

A. Andrew Owens/Eagle Scout project – addressed above

B. Discussion of Board/Commission Volunteer Recognition Program

Ms. Menard indicated there are some towns that do simple recognition – wondering if list recognition of volunteers on website – separate page thank you for your service. Should town consider doing that – or maybe citations or proclamations - consider recognition. Ms. Menard presented a draft of those currently who have resigned that had long time service. This was an idea for the Board to think about.

**MOTION: To table to a later date.  
Made by Ms. Nelson, seconded by Mr. Farrell**

**Discussion: Ms. Menard wants to make sure hard working volunteers are not taken for granted.**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

C. Added Appropriations

The board inquired to the Treasurer as to what the contingency balance was she indicated it has not changed since the print out Ms. Menard had at the meeting. Department 8410 had \$98,000. Ms. DeSousa indicated need to delete some items that are pending – roughly \$24,000. That leaves a contingency amount estimated at \$74,000 balance.

1. Communications/ Departments

The material presented was broken into Departments and presented to the Board. In appropriate use of cell phones will be addressed by Ms. Menard in the future.

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**Motion:** To recommend to the board of finance an added appropriation of \$6,295.00 for Communications as presented.

**Made by Mr. Hayes, seconded by Ms. Nelson  
ALL MEMBERS IN FAVOR. MOTION CARRIED. \**

2. Town Property/ Heat Energy

Ms. Menard detailed the heating oil request for additional monies. This is an estimate as of April 30, 2008

**Motion:** To recommend to the board of finance an added appropriation of \$13,421.10 for Town Property Heat Energy as presented.

**Made by Ms. Nelson, seconded by Ms. Farrell**

Discussion: Mr. Farrell questioned should the town ask for more now that there is three months and avoid to coming back. Ms. Menard indicated she has had discussions with Ms. MacDonald of her office and it was felt this would be an appropriate estimate.

**ALL MEMBERS IN FAVOR. MOTION CARRIED. \**

3. Public Works Department

Ms. Menard detailed her discussions with Len Norton, who she indicated he did not need to come before the board. Due to the storms this year there is a short fall in the overtime line. Mr. Norton explained how holding off on hiring a replacement in this year's budget would cover some of the approximately \$8,000 – but was able to bring that down to \$4,000. Ms. Menard had asked

**Motion:** To recommend to the board of finance an added appropriation of \$4,000 to the overtime line for the public works budget as presented.

**Made by Ms. Nelson, seconded by Ms. Farrell**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

4. Treasurers Office

The Board discussed Ms. Szabo's April 24, 2008 letter regarding added appropriation.

**MOTION:** To recommend to the Board of Finance an added appropriation of \$631.51 for the Treasurer's Budget overtime account and longevity as presented.

**Made by Mr. Farrell, seconded by Mr. Hayes**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

5. Volunteer Incentive Committee

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The May 1, 2008 letter with the request was read. Ms. Nelson wanted to make sure it was clear this was a one-time request to fix past practices and was assured this was the case. Ms. Menard calculated the amount needed, which was different from the letter.

**Motion: To recommend to the board of finance an added appropriation of \$18,444 to the Volunteer Incentive Committee for firefighter incentive program.**

**Made by Mr. Hayes, seconded by Ms. Nelson  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

D. Authorize Tax Refunds

**MOTION: To authorize tax refunds in the amount of \$6,242.81 as recommended by the Tax Collector.**

**Made by Ms. Nelson, seconded by Mr. Farrell  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

IX. ADJOURNMENT

**MOTION: To adjourn at 9:35 p.m.**

**Made by Mr. Hayes, seconded by Mr. Farrell  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

Respectfully submitted,

Cynthia D. Croxford  
Recording Secretary

Attachment

5/28/2008

**My report to the Board of Selectmen**

Working on Clerical and Police Union contract negotiations. We are making progress on the Police, Clerical is very preliminary. Next meetings are next week.

Ginny Powers who worked part time in the Planning office filled the vacancy created by retirement of Lorry DeVanney. We have held off hiring a replacement for the part time Planning Dept position until we know what our budget is for next year. We also have a vacancy in Public Works for an entry level person that we are waiting to fill after we have a final budget.

Attended a CIRMA (Connecticut Interlocal Risk Management Agency) meeting this morning. I've been asked to be a member of their Operations and Underwriting Committee. It will probably serve the Town well to have me on that committee since it is instrumental in determining issues relating to liability, auto and property insurance i.e. types of coverage, premium info, etc.

The Building Committee is working on the Bd of Selectmen request regarding how to better utilize space at Town Hall and the Annex.

Met with the Windsor Locks First Selectman and the South Windsor Town Manager to see if they have better ways of doing things. One thing they both brought up was sharing an animal shelter with them rather than maintaining our own. After a quick conversation with the Chief, it might save us some money and actually provide better care for the animals. Either town's dog shelter won't be built at least until the end of this year so we have time to figure out what would be best for us.

We're going to have an Executive Session at our June 3 regular meeting to update you on some matters that can be discussed in Exec Sess.

We are working with Susan Bysiewicz on a program to honor our residents that are WWII veterans. I had heard about it at a CCM meeting, contacted Susan and Jennifer has been working on the list of honorees. It has taken a while because the list is taken from Assessor's records and they were so embroiled in the reval we certainly couldn't be a top priority. That piece is done, now we need to be sure no one has been missed by going through files in the Town Clerk's office. I spoke with Susan yesterday and we are looking toward the end of summer for the gathering. When we know how many WWII veterans we

have, I'll be coming to the Bd of Selectmen regarding what the Town's piece of the ceremony will be. I also plan to include the Veteran's Commission in the process. BTW - they did a great job with the Memorial Day ceremonies.

Our Zoning Enforcement Officer has been quite busy in quite a few enforcement actions that will clean up some properties and a lot of illegal signs.

I'm stalled in clearing up the phone issues because the contract that was entered into a few years back does not promise any level of service/maintenance so I can't break the contract because of the lack of service we are being provided and it doesn't say we will be provided equal to what we had before One Communications so I can't break it for that reason. We may end up going to the DPUC about the problems we've been having with the company . . . no easy way out.

Tomorrow e.Locallink is coming to Town to film some shots of the town that will be used by the EDC to help promote smart growth in East Windsor.

Melissa Green is working with the Hartford Foundation for Giving to get a \$25,000 grant for a boundless playground. I should have more at our next meeting.