

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN'S
SPECIAL MEETING
TUESDAY, MAY 5, 2009

I. TIME AND PLACE OF MEETING

The meeting was called to order on Tuesday, May 5, 2009 at 6:00 p.m. at the East Windsor Town Hall

II. ATTENDANCE

Denise Menard, First Selectman
Gil Hayes, Deputy First Selectman
Dale Nelson, Selectman
Mark Simmons, Selectman

Unable to attend: Edward Farrell, Selectman

III. CORRESPONDENCE - the following were read for the board's information:

- A. CCM/Requests made to Governor and Legislative Leaders
- B. Bulky Waste Drop off Report
- C. News from the East Windsor Historical Society

IV. AGENDA ITEMS

- A. Approval of Regular Minutes of April 21, 2009

MOTION: To approve the regular meeting minutes of April 21, 2009, as submitted

Made by Ms. Nelson, Seconded by Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED

- B. Acceptance of Tax Collector, Janet Regina's Resignation

It was noted that in the future the Tax Collector position will be supervised by the Town Treasurer.

MOTION: To accept, with regret, the letter of retirement dated April 17, 2009 from the Tax Collector Janet Regina which will be effective June 30, 2009 and it was noted with appreciation for her 18 years of service to the Town of East Windsor.

Made by Mr. Simmons, Seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED

- C. Purchase of Greater Hartford Transit Vehicles for Senior Services

These vehicles can be purchased for \$3,200 each and it is recommended by Laura Clynch, Elizabeth Burns and Cathy Cabral this is a deal that should not be passed up. The Treasurer is aware of where money for this purchase can be found.

MOTION: To recommend to the Board of Finance the purchase of the two Greater Hartford vehicles as detailed in the memo from Teresa Hill, Transportation Coordinator dated April 1, 2009; and to forward a recommendation to the Board of Finance that they consult the Town Treasurer for information as to which account to get the funds from.
Made by Ms. Nelson, seconded by Mr. Hayes
ALL MEMBERS IN FAVOR. MOTION CARRIED.

D. Personnel Policies

Ms. Menard discussed the concept that each employee would get a binder that contains policies and procedures, union contract, computer policy, ethics code, etc; all of those personnel items in one book for each employee. It would also have the forms that need to be filled out, i.e. travel reimbursement, time requests. That way there is a binder for each employee to have this information and it also incorporate updates as appropriate. The procedure for employees being held accountable for receiving these various policies was discussed as well. The drafting of this document was discussed, as well as the process Ms. Menard will follow while creating this and the Board of Selectmen's input along the way. The Board was in complete agreement that this is necessary and further it was the consensus of the Board that Ms. Menard should proceed with this endeavor.

E. Budget Discussion

Ms. Menard gave the Board the materials that will be discussed at tonight's Board of Finance Public Hearing. The Board discussed what Ms. Menard will say specifically at the public hearing tonight.

V. ADJOURNMENT

MOTION: To adjourn at 6:45 p.m.
Made by Ms. Nelson, Seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED

Respectfully submitted,

Cynthia D. Croxford
Recording Secretary