

**Board of Selectmen
Town of East Windsor
11 Rye Street
East Windsor, CT**

**MINUTES OF REGULAR MEETING,
December 7, 2010 at 7:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Mark Simmons, John L. Burnham, Gilbert Hayes,
and Richard P. Pippin, Jr.
Members Absent: None
Others: Kathleen Pippin, Dale Nelson, Joseph Sauerhoefer, Jason Bowsza,
Mark Lucia, Alan Baker, Lois Noble, and others
Press: K. Loucks (Journal Inquirer), Larry (Patch.com)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:02 p.m., in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectman
Mark Simmons, Deputy Selectman
John L. Burnham, Selectman
Gilbert Hayes, Selectman
Richard P. Pippin, Jr., Selectman

III. Approval of Minutes

A. Minutes of October 19, 2010 Regular Meeting

An error was noted in the October 19, 2010 Regular Meeting. An amendment to the minutes on Page 3, Section IV., Paragraph 1 is noted. The following is the noted amendment:

“...will be meeting at **Osbourne** Park to ...”
to
“...will be meeting at **Osborn** Park to...”

An error was noted in the October 19, 2010 Regular Meeting. An amendment to the minutes on Page 3, Section IV., Paragraph 1 is noted. The following is the noted amendment:

“...from USA **Hawling** and Connecticut...”

to

“...from USA **Hauling** and Connecticut...”

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of October 19, 2010 Regular Meeting, as amended.

B. Minutes of November 16, 2010 Regular Meeting

An error was noted in the November 16, 2010 Regular Meeting. An amendment to the minutes on Page 8, Section VIII., Subsection b., Paragraph 2 is noted. The following is the noted amendment:

“...to try to decrease the **awals** and police calls.”

to

“...to try to decrease the **AWOLS** and police calls.”

An error was noted in the November 16, 2010 Regular Meeting. An amendment to the minutes on Page 8, Section VIII., Subsection b., Paragraph 1 is noted. The following is the noted amendment:

“It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U)(J. Burnham abstained) that the Board of Selectmen authorizes...”

to

“It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (3-0)(J. Burnham abstained) that the Board of Selectmen authorizes...”

An error was noted in the November 16, 2010 Regular Meeting. An amendment to the minutes on Page 8, Section VIII., Subsection b., Paragraph 3 is noted. The following is the noted amendment:

“It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U)(J. Burnham abstained) that the Board of Selectmen authorizes..”

to

“It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (3-0)(J. Burnham abstained) that the Board of Selectmen authorizes..”

An error was noted in the November 16, 2010 Regular Meeting. An amendment to the minutes on Page 9, Section VIII., Subsection c, Paragraph 1 is noted. The following is the noted amendment:

“Discussion of **PILOT** payment to include Jennifer DiMauro, the Housing Authority withdrew their request to reduce the **PILOT** amount for this year. The reason they are withdrawing is due to the favorable response they have received with regards to pursuing the Small Cities funding for 2011. It was also mentioned

that the Authority would like to be permitted to return to revisit this reduction request next year. The Housing Authority requested permission by the Board to make their PILOT payments in two (2) installments. The first payment in July, 2011 and the second in January, 2012. The Board approved this request.”

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the minutes of November 16, 2010 Regular Meeting, as amended.

IV. Public Participation

Mr. Joseph Sauerhoefer, 5 Pierce Lane, addressed the Board. He wanted to thank the Board for hosting the Budget Round Table Meeting last night. It was great seeing everyone participating in conversations regarding the budget. He hopes this will put the Town in the right direction during the next budget process.

Mr. Jason Bowsza, 34 Rye Street, addressed the Board. He wanted to urge the Board to appoint Mr. George Michna to the Zoning Board of Appeals and Mr. Ryan Nelson to the Economic and Development Commission. He would recommend their appointments as they are both very hard workers and will be committed to those positions. He thanked the Board for their consideration.

V. Communications

a. East Windsor Public Works Fall 2010 Storm Drain and Catch Basin Maintenance

Ms. Menard indicated to the Board Members that in their packets is a document entitled “East Windsor Public Works Fall 2010 Storm Drain and Catch Basin Maintenance” that was written by Mr. Edward Alibozek. It gives a description of the Vactor 2100 which is shared between the Public Works and Waste Water Departments.

b. Certified Zoning Enforcement Technician Certificate for Robin Newton

Ms. Menard commented that Robin Newton has satisfactorily completed a special course of study of sixty hours in Zoning Enforcement. A certificate has been issued to Robin Newton as a Certified Zoning Enforcement Technician.

c. Town Holiday Buffet Invitation

Ms. Menard invited all to the Town Holiday Buffet on December 23, 2010. It will take place at the Town Hall between 11:00 a.m. and 2:00 p.m. Anyone wishing to attend may sign up with the First Selectwoman’s office. She also

commented on the contest of the best holiday decorated door at the Town Hall. She encouraged all to cast their vote for the best decorated door.

VI. Selectmen's Reports

a. Denise Menard, First Selectwoman

Ms. Menard commented about Tony D who was hit by a car on Saturday. He is in fair condition and is on the mend.

She also commented that she was notified this morning that Mr. Jeff Allen, one of the Senior Center drivers, passed away either last night or this morning. He has been out of work for a couple of months. She believes his death was unexpectedly sudden.

Interviews are being scheduled for the part-time position in the Planning Office and the full time position in the Treasurer's Office.

Ms. Menard noted that she and Mr. Len Norton met with Mr. Larry Wagner, the person who handles the Small Cities Block Grant applications. The bidding for Phase II of Prospect Hill is moving forward. Ms. Karen Boutin and Ms. Jennifer DiMauro also met with Mr. Wagner and Ms. Menard regarding an application for Park Hill's projects. They appear to be much more ready to apply this year. It is expected to apply for Phase III of Prospect Hill in 2012 to complete the project in its entirety.

Ms. Menard reported she is still waiting for the Town audit. The Treasurer has been in contact with the auditors and the report will be arriving shortly.

She commented regarding the "roundtable meeting" which was held on December 6, 2010. She had received a few positive calls. She met with Mr. Jack Mannette, Board of Finance Chairman today regarding the information he requested we use as part of the budget presentation. She has given a copy of it to the Treasurer. She will be discussing same with this Board and Mr. Mannette will discuss it with the Board of Finance.

b. Mark Simmons, Deputy First Selectmen

Mr. Simmons indicated the Parks and Recreation Department will be hosting a Panther Plunge on January 22, 2010. The cost to participate will be \$5.00 and \$10.00 if you want a t-shirt. The event is to raise money for the fuel bank. He mentioned the portable ice skating rink will be up and running for public use and for the Winter Carnival in January. The BMX Skate Park is ongoing in stages. The dog park has the fence up and the grass has grown in quite well. At the next meeting, the proposed rules for the park will be presented to the Board of Selectmen for approval. The Planning and Zoning Commission met

on November 13, 2010 and discussed farm regulations. A hearing will be held for public participation on January 11, 2011 to discuss the farm regulations. He attended the recent Economic Development Commission meeting on November 15, 2010. The Commission discussed an end of the year business function at LaNotte Restaurant that presents awards to new and old businesses in the Town. There were also discussions of a public hearing regarding plans for Route 140 development. The target date is January 27, 2011.

Mr. Simmons commented that every second Wednesday of the month a breakfast is held at the Holiday Inn Express for business professionals. On December 21, 2010, In Your Face Networking event will be held which is a great networking event.

c. John L. Burnham, Selectmen

Mr. Burnham remarked the American Heritage River Commission received a thank you from the BMX Skate Park Committee, for their assistance in their recent duck race fundraiser.

Mr. Burnham commented that he has received communication from Ms. Jennifer Browne that all meetings have public participation. Ms. Menard mentioned the Charter and what the Charter reads about public participation.

Mr. Burnham indicated the Zoning Board of Appeals had one application but the meeting time was changed and he was unable to attend. The CIP Committee had a meeting regarding preliminary discussions and he attended the Budget Round Table Meeting held last night, which was well attended and a great discussion was held regarding the budget.

d. Gilbert Hayes, Selectmen

Mr. Hayes commented that he attended the Board of Education meeting last Thursday and they are gearing up for the budget season. They do not have a schedule yet for the workshops or any target dates. Interviews for the Superintendent are scheduled January 6, 2011 there is a short list of candidates. He was unsure how much longer it will be before the position will be filled.

Mr. Hayes briefly discussed a questionnaire he received from Ms. Catherine Cabral regarding the fire department incentive annuity. It is his understanding the Chief will be approached by Ms. Menard to discuss this further. Premiums are increasing and Ms. Cabral believes it would be a good idea to shop around for the best price.

Mr. Hayes spoke about the American River Heritage Commission recent activity of clearing the trails. He was one of the volunteers. He thanked everyone for all their hard work.

Mr. Hayes mentioned Community Conversations Meeting. A new website has been developed called Patch.com and the editor for the East Windsor/Windsor Locks section is a reporter for formerly worked for the Hartford Courant. He gave out business cards to the Board Members. The representative's name was Larry.

e. Richard P. Pippin, Selectmen

Mr. Pippin commented about the Inland/Wetland Commission elected their new officers, which have not changed. Mr. Pippin remarked Scout Hall and the progress of the installation of the solar panels on the tobacco shed. The Scout Hall has recently celebrated its ten year anniversary.

Mr. Pippin mentioned that the flags are being flown at half-staff today due to the anniversary of Pearl Harbor, December 7, and we all should remember.

VII. Board and Commission Resignations and Appointments

a. Resignations:

**1. Margaret Steinbugler,
American Heritage River Commission**

Ms. Steinbugler in a letter dated October 26, 2010, resigned from the American Heritage River Commission for personal reasons.

It was **MOVED** (Burnham) and **SECONDED** (Hays) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Margaret Steinbugler, American Heritage River Commission, with deep regret.

**2. Steven Farmer,
Planning and Zoning Commission**

Mr. Davis in a letter dated November 30, 2010, resigned from the Planning and Zoning Commission for personal reasons.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen accepts the

resignation of Steven Farmer, Planning and Zoning Commission, with deep regret.

b. Re-Appointments:

1. Planning and Zoning Commission

Jim Thurz, (D) to serve a four year term to expire 12/01/2014 as a regular member

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Jim Thurz, (D) to serve a four year term to expire December 1, 2014 as a regular member.

2. Planning and Zoning Commission

Patrick Mulkern, (D) to serve a four year term to expire 12/01/2014 as an alternate member

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Patrick Mulkern, (D) to serve a four year term to expire December 1, 2014 as an alternate member.

c. New Appointments:

American Heritage River Commission

Lois Noble, (R) as a regular member to serve a four year vacancy expiring June 1, 2011

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the appointment of Lois Noble (R) as a regular member to serve a four year vacancy expiring June 1, 2011.

Conservation Commission

Barbara Halloran, (D) as an alternate member to serve a four year term to expire December 1, 2014

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the appointment of Barbara Halloran, (D) as an alternate member to serve a four year term to expire December 1, 2014.

Zoning Board of Appeals

George Michna, (D) to serve a four year term expiring November 19, 2013 as alternate member

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the appointment of George Michna, (D) as an alternate member to serve a four year term to expire November 19, 2013.

c. Board and Commission Current Vacancy List

The list was given to all the Board Members for their review.

VIII. New Business

a. Approval of a Shared Services program with the Town of Somers regarding Animal Control Services

Ms. Menard indicated she has been working with the Chief of Police and the First Selectwoman of Somers on a contract that would provide shared coverage of animal control services. She indicated it does not save a lot of money, approximately \$4,000; however, every little bit helps. The Town of Somers has a significant facility. The Town of East Windsor and the Town of Somers will share services of the animal control officers. Animal control officers work seven days a week and the extra coverage will help when someone is out sick or on vacation time. The facility East Windsor has been using is older, but has passed all inspections requirements. Both towns will benefit from the shared services of the animal control officers, vans, and facilities. This program will not change how many animals are housed in the facility. She indicated that the Town of Somers has about one or two animals at a time in their facility. One of those dogs has been there for one year. Like East Windsor, Somers tries to have all the animals placed in homes rather than euthanasia. The East Windsor facility, as mentioned before, is an older facility, but the current ACO Jim, has done a great job with maintaining the facility which has eight runs; however, two of those runs are used for storage. Ms. Menard was asked about veterinarian services and if those will be shared also. She indicated they would not be. Ms. Menard also mentioned that this is a little baby step in attempting to share services with surrounding towns to save money. She is hoping if this venture succeeds, more sharing of services with Somers and Ellington, may be in the future.

Ms. Menard presented to the Board the proposed contract between the Town of East Windsor and the Town of Somers for their review. A discussion was held briefly. The contract runs for one year and it renews unless canceled by either party within 90 days of the renewal date. Mr. Pippin inquired if the Town Attorney has reviewed it yet. Ms. Menard indicated that if this Board directs her to give to the Town Attorney that would be the next step in the acceptance of the agreement. Once the Town Attorney gives his approval, it will have to be approved at a Town Meeting. The current ACO Jim was

present and was asked what his thoughts were regarding this agreement. He commented that he was against it. Presently, he is constantly getting noise complaints and the animal population is small. He is afraid once the services are shared, more animals will be housed in East Windsor which would probably increase the noise complaints. He was also asked about rabies incidents in the Town. He indicated in October he had two calls about rabies. There was a rabid skunk causing problems. Mr. Pippin wanted to know how many animals Somers had housed last year. He wanted an actual count. Ms. Menard did not have that information but told Mr. Pippin she would get that number and let him know.

A brief discussion was held regarding cancellation of the agreement and current noise complaints at the East Windsor facility.

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (3-1) (R. Pippin dissenting) to approve the Animal Control Services Cost Sharing Agreement by and between the Towns of Somers and East Windsor dated December 7, 2010 and forward same to the Town Attorney for review and then to a Town Meeting for approval.

b. Authorization of Historic Documents Preservation Grant Resolution (Town Clerk)

Ms. Menard indicated this is an annual event. The Connecticut State Library gives a Historic Document Preservation Grant. This year the application was for the grant was approved in the amount of \$3,000. In order to receive the grant, a resolution has to be approved.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves Resolution authorizing Denise Menard, First Selectman, of the Town of East Windsor, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

c. Board of Education request for a member of Board of Selectmen to serve on the Marketing Committee

Ms. Menard indicated she has received an email dated November 4, 2010 from Ms. Linda Nolan, from the Superintendent's Office seeking volunteers for a newly-formed Marketing Committee. The committee will implement the district's Marketing Plan and will be responsible for promoting the positive aspects of East Windsor's school system. Members of the committee will meet on a monthly basis to share their ideas and findings and to plan and execute the elements of the Marketing Plan. The committee will report its progress to the East Windsor Board of Education on an ongoing basis. Volunteers must be committed to the advancement of the East Windsor's

schools and community and should be willing to spend a minimum of five hours per month in meetings and talking with the community members. Prior marketing experience is helpful, but not mandatory.

Mr. Burnham and Mr. Hayes indicated that they would go the first meeting and did not want to obligate themselves until after going to a meeting. They will report back to the Board of Selectmen after their first meeting.

d. Request for “Exempt Signs” at Railroad Crossings

Ms. Menard indicated to the Board she has received from Mr. Pippin, a list of locations which exempt signs will be placed at East Windsor Railroad Crossings. She has been in contact with Gil Smart, Supervisory Rail Officer of the Rail Regulatory Unit. He has sent to Ms. Menard copies of the State Statutes regarding the exempt signs and has requested a list of those proposed locations. She indicated that now she has received a list of the locations, she will contact Mr. Smart to discuss this matter further.

e. Approval of Board of Selectmen’s Meeting Dates

Ms. Menard gave a copy of the meeting calendar to all of the Board Members for their review. A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the Board of Selectmen Meeting Calendar as presented.

f. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated December 1, 2010 wherein Ms. Samantha Lee, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$1,142.80.

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$1,142.80 pursuant to the tax collector’s request of December 1, 2010.

X. Unfinished Business

a. Discussion of Property Maintenance Code/possible Blight Ordinance

Ms. Menard indicated that Mr. Lucia has been working diligently on the property maintenance ordinance along with the committee members Mr. John Burnham and Mr. Rand Stanley. Suggestions have been made

that complaints can be filed at the Town Hall; however, complaints which are done anonymously will not be entertained. Mr. Lucia gave to all Board Members a draft of the Anti-Blight Ordinance. He has done research using at least eight areas and shoreline town codes from towns similar to East Windsor. He has taken into consideration residential, commercial, and farming communities to make the ordinance fair.

A lengthy discussion was held among Ms. Menard, Mr. Burnham, Mr. Simmons, Mr. Hayes, Mr. Pippin, and Mr. Lucia regarding the draft ordinance proposal.

It was agreed that Mr. Lucia will make the changes which were requested by the Board and will return with another draft at a future meeting.

XI. Budget Matters

a. Monthly Budget Transfers

Ms. Menard indicated there were two transfer requests this month which needed to be discussed. The first request is to reimburse the CIP funds in the amount of \$20,000 due to the bond issuance costs for the Warehouse Point Fire Truck.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$20,000 to Bond Issuance Costs (Account 9445/0125) from WHP Fire Truck Interest (Account 9500/9011), and recommend to a town meeting if necessary.

The second budget transfer comes from the Police Department. This transfer was requested at the last Board of Selectmen meeting, at that time, the Board did not act on the transfer because it was unclear from the State Statute if the Board was to approve that request. That issue has been resolved and decided the Police Department is to follow the budget process as other departments. Therefore, the transfer request has been approved by the Board of Finance and was sent back to the Board of Selectmen for approval and to send the transfer to a Town Meeting. The

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the transfer of \$117,935 from Contingency Fund Account No.: 1-01-50-8410-8-890-0000-0 to various accounts within the police department, as presented, and recommends to a town meeting.

b. Discussion of Budget Process

Ms. Menard began discussing the budget process. She indicated that she has given a copy of the Charter Section 8-4 Budget Procedures to all of the Board Members for their review. They discussed the deadline date which has expired for the Capital Improvement Budget is to be submitted to the Board by November 1. She indicated the Charter requires the Board of Selectmen have to set forth budget guidelines and dates for each department to have their proposals reviewed. She inquired with the Board if they would like to discuss this matter further at this meeting or if they would prefer to have a Special Meeting to discuss the budget guidelines. It was decided to schedule a Special Meeting.

After a brief discussion, it was agreed to schedule a Special Meeting on Tuesday, December 14, 2010 at 5:30 p.m. The location of the meeting will be either at the Town Hall or Park Hill. Ms. Menard indicated she would schedule the meeting and give notice to all the Board Members once a location has been set.

Board recessed at 8:50 p.m.

Board reconvened at 9:06 p.m.

XII. Executive Session Continued (pursuant to Connecticut General Statutes Section 1-200(6) (e) Update regarding Legal Matters

It was **MOVED** (Pippin) and **SECONDED** (Simmons) **PASSED** (U) that the Board of Selectmen enters into Executive Session to continue to conduct a hearing and to preserve the confidentiality of records.

The Board entered into Executive Session at 9:07 p.m.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 9:48 p.m.

XII. Adjournment

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen adjourns the December 7, 2010 Regular Meeting at 9:53 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary