

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

**MINUTES OF REGULAR MEETING,
December 21, 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, Jason Bowsza, Marie DeSousa, Paul Anderson, Eric Moffett, Tom Stremper, Tom Muska, and many others
Press: K. Loucks (Journal Inquirer), Larry (Patch.com)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:00 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 December 6, 2010 Budget Roundtable Meeting

An error was noted in the December 6, 2010 Budget Roundtable Meeting Minutes. An amendment to the minutes on Page 3, Paragraph 3 is noted. The following is the noted amendment:

“...plus a \$0.12 per gallon storage fee.”
to
“...plus a \$0.12 per gallon storage fee per month.”

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the minutes of December 6, 2010 Budget Roundtable Meeting, as amended.

B. Minutes of December 7, 2010 Regular Meeting

An error was noted in the December 7, 2010 Regular Meeting Minutes. An amendment to the minutes on Page 6, Section VII., Subsection a., Paragraph 2, is noted. The following is the noted amendment:

“**Mr. Davis** in a letter dated...”

to

“**Mr. Farmer** in a letter dated...”

An error was noted in the December 7, 2010 Regular Meeting Minutes. An amendment to the minutes on Page 7, Section VII., Subsection c., Paragraph 1 is noted. The following is the noted amendment:

“George Michna (D) as an alternate member to serve a four-year term to expire **11/19/2013.**”

To

“George Michna (D) as an alternate member to serve a four-year term to expire **11/22/2011.**”

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of December 7, 2010 Regular Meeting, as amended.

IV. Public Participation

None.

V. Communications**a. Budget Newspaper Articles from Area Towns**

Ms. Menard indicated to the Board Members that in their packets is a memorandum from Deputy Selectman Mark Simmons regarding contract negotiations. He attached two newspaper articles from area towns regarding budget surplus and salary freezes for teachers. He believes this can also be accomplished in East Windsor.

b. Regarding 68 Newberry Road

Ms. Menard commented the other communication is a response letter from Ms. Robin M. Newton , Assistant Town Planner regarding 68 Newbury Road violations. This letter is being given to the Board Members as information only.

VI. Selectmen's Reports

a. Denise Menard, First Selectwoman

Ms. Menard commented that the audit is complete and she received an electronic copy this morning. If the Board Members would like to discuss it, she could she will received officially in her office tomorrow and she can make all Board Members copies at that time. It was agreed they would wait until the official copy was copied. Someone inquired if the audit would be on the website, and Ms. Menard indicated it would be available on the website, but she was not sure of the timetable.

Ms. Menard remarked briefly regarding the State Audit. One problem was only addressed regarding the Assessor's Office and reporting motor vehicles. This is the second year in a row that this problem has surfaced and Ms. Menard indicated a meeting is scheduled with the Assessor tomorrow morning to discuss the issue and to take corrective action.

Ms. Menard also discussed briefly an annual meeting with department heads, Board Members, Commission Members regarding FOI and other topics. She indicated this subject will be discussed further at the next meeting in January.

Ms. Menard commented regarding the busy budget season is starting to get underway. Mr. Mannette has signed the letter addressed to all department heads. The budget calendar basically mirrors last year's calendar; however, presently the timing is a week ahead of last year.

b. Mark Simmons, Deputy First Selectmen

Mr. Simmons commented on the Traveling Vietnam Veterans Memorial and Museum which will be on display at East Windsor Park and Pavilion, Reservoir Road from May 19 through May 22, 2011. The Veteran's Commission is currently looking for sponsors for the event. Sponsors can donate from \$25.00 to \$1,000. He also 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.

Mr. Simmons discussed the BMX Skate Park which is ongoing in stages and they have been talking about events in the Spring. The Planning and Zoning Commission met and discussed farm regulations.

He attended the recent Economic Development Commission meeting. The Commission discussed an end of the year business function at LaNotte Restaurant that presents awards to new and old businesses in the Town. The date is January 27, 2011 and they are finalizing the menu.

c. John L. Burnham, Selectmen

Mr. Burnham remarked about the Pension Committee Meeting he attended on December 8, 2010, which was well attended. A consultant, Ms. Linda Savitsky, attended the meeting and discussed independent fee based advisors and index funds. He also attended the recent Police Commission Meeting was quick and business as usual.

He commented on the Budget Roundtable Meeting which was hosted by the Board of Selectmen earlier in the month. He thought it was very informative.

Mr. Burnham commented on the American Heritage River Commission trail clean-up which will be held on Sunday, December 27, 2010 at 8:30 a.m. and he also mentioned a public hike which will take place on January 1, 2011 between 1:00 p.m. and 3:00 p.m. at the cornfield on Old Ellington Road. Everyone is welcome to attend.

d. Gilbert Hayes, Selectmen

Mr. Hayes commented that he attended the Carole Sing at the Broad Brook Fire Department and Wreaths Across America, which was well attended. He remarked that the Board of Education will be announcing their choice for the new Superintendent of Schools sometime in January.

He also commented that Mr. Burnham and himself will be attending the first meeting of the Marketing Committee of the East Windsor Schools and will have a few ideas for that committee. They will report back to the Board of Selectmen after their first meeting.

e. Richard P. Pippin, Selectmen

Mr. Pippin indicated he had nothing to report on the various meetings he usually attends due to the holiday, no meetings were held. He did attend a conference hosted by CCM with Ms. Kathleen Pippin and Ms. Catherine Cabral regarding 2011 budgets and overcoming the difficult obstacles. He thought the conference was very informative.

Mr. Pippin also mentioned the recent Board of Finance meeting. All the members were present and he asked Chairman Jack Mannette to discuss the budget letter to department heads with the First Selectwoman. Ms. Menard indicated Mr. Mannette has contacted her.

VII. Board and Commission Resignations and Appointments**a. Resignations:****1. Raymond D. Noble, Alternate Member
Zoning Board of Appeals**

Mr. Noble in a letter dated December 15, 2010, resigned from the Zoning Board of Appeals, alternate member, to fill the regular member position.

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Raymond D. Noble, Alternate Member.

b. Re-Appointments:**1. Emergency Management Advisory Council
Blaine G. Simpkins (R), Jane Simpkins (D) and
Jonathan Towle (U) to serve a four-year term expiring
12/01/2014.**

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Blaine G. Simpkins (R), Jane Simpkins (D), and Jonathan Towle (U) to serve a four year term to expire December 1, 2014 as regular members.

**2. Veterans Commission
Ernie Teixeira (U) to serve a four year term to expire
12/01/2014**

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (3-1)(J. Burnham dissenting) that the Board of Selectmen approves the re-appointment of Ernie Teixeira, (U) to serve a four year term to expire December 1, 2014 as a regular member.

c. New Appointments:**American Heritage River Commission
James M. Halloran, (U) as a regular member to serve a four year
term expiring December 1, 2014**

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the appointment of James M.

Halloran (U) as a regular member to serve a four year term expiring December 1, 2014.

Zoning Board of Appeals

Raymond D. Noble, (R) as a regular member to serve a four year term to expire November 19, 2013

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the appointment of Raymond D. Noble (R) as a regular 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.

The Board Recessed for a Town Meeting at 7:30 p.m.

The Board Reconvened following the Town Meeting at 8:26 p.m.

VIII. New Business

a. Discussion of Public Participation on Meeting Agendas

Ms. Menard indicated to the Board Members that in their packet is an email from Dick Sherman regarding public input during meetings. Along with the email, a copy of the section of the Charter, Chapter III Duties of Elected Town Officers, Boards and Commissions was also attached to the email. Section 3-2 Elected, Boards and Commissions Subsection B indicate that meetings shall be held in accordance with Roberts Rules of Order. All regular meetings shall have time allotted for public comment.

A discussion was held among the Board Members regarding public comment during regular meetings. Mr. Burnham suggested having a legal opinion in regards to what the Charter reads and which Boards and Commissions should require public comment. Ms. Menard would prefer not asking for a legal opinion due to the cost, and indicated she felt the Charter is quite clear that elected, board and commissions require public comment. Mr. Hayes indicated that the Board of Education has two public comments on their agendas, one in the beginning of the meeting and one at the end so the public can comment before the meeting and then can make a comment after the meeting regarding agenda items which were discussed at the meeting.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen recommend that all meetings of town Board and Commissions will have public comment as part of their agendas pursuant to Charter Section 3-2(B).

b. Approval of Town Clerk's appointments of Assistant Town Clerks and Assistant Registrar of Vital Statistics for a term of 01/01/2011 – Indefinite according to Connecticut General Statutes Section 7-19 and Section 7-38

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the Town Clerk's appointments of Assistant Town Clerks and Assistant Registrar of Vital Statistics, Lynn Lemieux and Mary Higgins, for a term of 01/01/2011 to indefinite according to Connecticut General Statutes Section 7-19 and Section 7-38.

c. Schedule Citizens Hour Forum (January 2011)

Ms. Menard indicated she would like to schedule a Citizens Hour Forum in January. She is suggesting having the forum at Park Hill. The Citizen Hour Forums have been scheduled in various locations throughout the Town of East Windsor. Park Hill has not yet had one of those meetings at their facility. Other suggestions for the venue were the Trolley Museum and Scout Hall.

After a brief discussion, it was agreed to have the Citizens Hour Forum to take place on Monday, January 31, 2010 at 6:30 p.m. – 7:30 p.m. at Park Hill.

d. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated December 15, 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 \$129.81.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$129.81 pursuant to the tax collector's request of December 15, 2010.

X. Unfinished Business

a. Acceptance of Quarry Brook Open Space

Ms. Menard indicated she has looked at the property in Ellington and would like to discuss with the Board the acceptance of Quarry Brook Open Space. A discussion was held among the Board Members and some audience members regarding the advantages and disadvantages of owning the property.

A motion was entertained by Mr. Simmons and seconded by Mr. Pippin to not accept Quarry Brook Open Space. A discussion was held and it was

thought that more information regarding the maintenance of the property and that the motion should be amended to not accept at this time and could be reconsidered in the future. The motion was rescinded by Mr. Simmons.

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen postpones indefinitely until new information is provided and the item can be taken off the agenda.

Ms. Menard also gave a brief summary on other old business matters which were on the agenda and giving a brief timetable as to when those matters will be discussed and/or resolved.

XI. Budget Matters

a. Budget by Department (Dated December 2, 2010)

Ms. Menard gave all Board Members a report entitled "Budget by Department Town of East Windsor 2010-2011" dated December 2, 2010 for their review.

b. November Gas, Oil and MSW/Recycling Reports

Ms. Menard gave to the Board reports entitled "Unleaded Gasoline Amounts for Calendar Year 2010", Diesel for Use in Fiscal Year 2010-2011", Heating Oil Amounts for Fiscal Year 2010-2011", "Heating Oil Amounts for Fiscal Year 2009-2010", and "Municipal Solid Waste/Recycling Reporting Comparison". Ms. Menard discussed each report in detail with the Board. A brief discussion was held regarding the reports given.

c. Budget Discussion

Ms. Menard discussed the budget process of last year. She indicted last year the first public hearing regarding the budget was held on January 17, 2010. She would like to schedule the first public meeting for this year's budget process the week of January 10, 2011. The meeting will discuss the projections from the State of Connecticut and other budget scenarios that the general public will understand. Notices of the public meeting will be in the newspaper and website. She suggested having the presentation done in slides as it was done last year.

A discussion was held among the Board Members and audience members regarding legal notices and budget presentations and the budget timelines.

It was eventually decided the public hearing will take place on January 12, 2011 at 7:30 at Scout Hall. It was also decided some sort of questionnaire will be given to the public that will help the Town Officials get a greater sense of what the public is thinking during this budget season.

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

It was **MOVED** (Pippin) and **SECONDED** (Hayes) **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 9:22 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 10:15 p.m.

XII. Adjournment

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen adjourns the December 21, 2010 Regular Meeting at 10:17 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary