

**BOARD OF SELECTMEN  
TOWN OF EAST WINDSOR  
11 RYE STREET  
EAST WINDSOR, CONNECTICUT 06088**

**MINUTES OF REGULAR MEETING**

**Tuesday, February 21, 2012 at 7:00 p.m.**

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

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards  
Members Absent: None  
Others: Kathleen Pippin, Catherine Cabral, Becky MacDonald, Robin Newton, Scott Morgan, Sharon Tripp, and one other  
Press: L. Smith (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 Selectwoman  
Alan Baker, Deputy First Selectman  
Dale Nelson, Selectwoman  
Richard P. Pippin, Jr., Selectman  
James C. Richards, Selectman

**III. Added Agenda Item**

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen adds the following item to the agenda: VIII. Board and Commission Appointments C. New Appointments: Board of Finance, Alternate Member, Sharon Tripp (D), with a term to expire November 19, 2013.

**IV. Approval of Minutes**

**A. Special Joint Meeting Minutes of (BOS, BOF, and WPCA) February 7, 2012**

An error was noted in the February 7, 2012 Special Joint Meeting Minutes. An amendment to the minutes on Page 3, Paragraph I is noted. The following is the noted amendment:

“...who paid for those repairs. Ms. **Meanrd** indicated that CIP...”

to

“...who paid for those repairs. Ms. **Menard** indicated that CIP...”

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves the minutes of February 7, 2012 Special Joint Meeting of the BOS, BOF, and WPCA, as amended.

**B. Regular Meeting Minutes of February 7, 2012**

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen approves minutes of February 7, 2012 Regular Board of Selectmen, as presented.

**V. Public Participation**

None.

**VI. Communications**

**a. FY 2013 Governor’s Proposed Midterm Budget Impact on East Windsor**

Ms. Menard indicated that in each of the Board Member’s packets is a communication from the Connecticut Conference of Municipalities dated February 8, 2012. This communication is entitled “FY2013 Governor’s Proposed Midterm Budget Impact on: East Windsor”.

**b. Top Ten Taxpayer List – For October 1, 2011**

Ms. Menard indicated that Ms. Carol Madore, Assessor, has released the Top Ten Taxpayer List for October 1, 2011. A copy of that list was given to all Board Members.

**c. Meet and Greet at the Senior Center, February 23, 2012**

Ms. Menard indicated that in the Board that all of the members have been invited to attend the Senior Center Monthly Social on February 23, 2012. Ms. Nelson and Mr. Richards indicated they would be able to attend.

**d. Thank you from Elizabeth Burns re: Emergency Food Pantry**

Ms. Menard read from a memorandum dated February 9, 2012 from Ms. Elizabeth Burns entitled “Donation From Dress Down ... Hand Up Wear Your (Jeans Day)”. The memorandum thanked all of the employees of the Town of East Windsor for their generosity in donating non-perishable food and/or dollar donations to help the citizens within the Town of East Windsor. She also thanked Ms. Becky MacDonald for

spearheading this program and Ms. Carol Madore for the delivery of the non-perishable foods.

**e. Thank You from the Five Corner Cupboard Staff**

Ms. Menard read from a letter dated February 10, 2012 from the Five Corner Cupboard Staff thanking the East Windsor employees for participating in the annual raffle and donating non-perishable food items. The East Windsor residents, business owners, the East Windsor Churches, and Civic organizations have been very generous during these times of need.

**VII. Selectman's Reports**

**a. Denise Menard, First Selectwoman**

Ms. Menard mentioned that due her hectic schedule with the budget workshop meetings, she did not have a report this evening.

**b. Alan Baker, Deputy First Selectman**

Mr. Baker indicated he has been on vacation this past week, and he does not have a report. He did mention he will be attending a Conservation Meeting this week along with a meeting at the American Legion regarding a program for returning veterans.

**c. Dale Nelson, Selectwoman**

Ms. Nelson indicated she attended the Police Commission Meeting on February 8, 2012, Capital Improvements Advisory Committee Meeting on February 13, 2012 and heard the presentation regarding the IT Department, Board of Finance Meeting on February 16, 2012, and she has attended three Budget Workshop Meetings on February 17, 2012, February 19, 2012, and February 21, 2012. The Broad Brook Fire Department Meeting was cancelled.

**d. Richard P. Pippin, Selectman**

Mr. Pippin also commented on the recent Capital Improvement Advisory Committee Meeting and Budget Workshop Meetings. He indicated he attended the WPCA recent meeting which benefit assessments of four properties were discussed. Another meeting is scheduled for February 22, 2012.

**e. James C. Richards, Selectman**

Mr. Richards gave to all Board Members a copy of his report. He indicated the at the recent Board of Education Meeting, which have changed to Wednesday evenings, outstanding students were honored. A discussion regarding the

technology and the upgrading of the high school's computer system and it will be up and running shortly. The Board is looking for responses to the survey which it sent out to the community, including responses from the Senior Center. It was discussed that the cost per pupil for 2010-2011 is \$14,647. The upcoming CABA Day on the Hill and budget planning sessions were discussed.

Mr. Richards also discussed the Economic Development Commission next meeting is scheduled for February 27, 2012. The EDC is planning to attend the North Central Chamber of Commerce's "Economic Development Breakfast" on March 8, 2012 to support First Selectwoman Denise Menard in her presentation to the NCCC of East Windsor's Economic Status in the region. Historical Preservation Commission, Housing Authority, and Park and Recreation Meeting were all cancelled.

### **VIII. Board and Commission Resignations and Appointments**

**a. Resignations: None**

**b. Re-Appointments: None**

**c. New Appointments:**

#### **American Heritage River Commission**

**Raymond Jones (D), four-year term expiring 10/01/2015**

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen approves the appointment of Mr. Raymond Jones (D) to the American Heritage River Commission, for a four-year term expiring October 1, 2015.

#### **East Windsor Historical Preservation Commission**

**Mr. Kirk Montstream (R), four-year term expiring 09/01/2015**

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the appointment of Mr. Kirk Montstream (R), to the East Windsor Historical Preservation Commission, to serve a 4 year term expiring September 1, 2015.

#### **Board of Finance**

**Ms. Sharon Tripp (D), Alternate Member, with a term to expire 11/19/13**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the appointment of Ms. Sharon Tripp (D), as an Alternate Member of the Board of Finance, with a term to expire November 19, 2013.

**d. Board and Commission Current Vacancy List**

The list was given to all the Board Members for their review. A brief discussion was held regarding the list and how the list is maintained.

**IX. Unfinished Business**

**a. Senior Services**

**Vehicle Maintenance Budget Line**

**b. Set Salaries for Part Time and Unaffiliated Employees**

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

**X. Budget Matters**

Additional Budget Workshop Meetings were scheduled for Saturday, March 3, 2012 at 9:00 a.m. to 12:30 p.m. at the East Windsor Town Hall and Monday, March 5, 2012 at 5:00 p.m. to 6:45 p.m. also at the East Windsor Town Hall.

**XI. New Business**

**a. Approval of Establishing an Agricultural Commission Ordinance  
(possibly forward to Town Meeting)**

Ms. Robin Newton, Assistant Town Planner, addressed the Board. She indicated she has given to all Board Members for their review the "Proposed Ordinance for Establishing an Agricultural Commission". She is proposing this Ordinance as it is required to be in effect for a Community Farms Grant that she is currently working on with the Conservation Commission. The Grant would provide funding to smaller farms who wish to remain farming but do not currently qualify for any farmland preservation programs due to their smaller size. The Grant is specifically for Towns with Agricultural Commission and is required as part of the Agreement that would ultimately get signed between the Town of East Windsor and the Department of Agriculture.

A brief discussion was held.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the proposed Ordinance for Establishing an Agricultural Commission and forwards same to a Town Meeting scheduled for March 6, 2012.

**b. Approval of Kings Court Road Acceptance (Possibly Forward to Town Meeting)**

Ms. Newton indicated that at a meeting on January 24, 2012, the East Windsor Planning and Zoning Commission voted to approve the acceptance of Kings Court as a Town Road and to recommend that the Board of Selectmen take measures to formally accept this road. This road would have to be accepted at a Town Meeting.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen accepts Kings Court as a Town Road and forwards same to a Town Meeting scheduled for March 6, 2012.

**c. Approval of the Resolution of Appropriation and Bond Authorization of the North Road Sewer Project Phase III**

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the Resolution of Appropriation and Bond Authorization of the North Road Sewer Project Phase III as attached hereto and marked as Exhibit A.

**d. Discussion of 2010-2011 East Windsor Housing Authority PILOT Payment**

Ms. Menard indicated to the Board Members of the current situation with the East Windsor Housing Authority and the PILOT payment agreement. She indicated this subject was discussed recently at the Board of Finance Meeting. The Housing Authority has not yet paid the second payment of \$2,419.71. In a letter dated July 13, 2011, from the Housing Authority stated the Pilot Payment due to the Town would be \$26,805.98. In July, 2011, the first installment was received in the amount of \$13,402.99; the second payment was due in January, 2012. The Town received a payment in the amount of \$10,983.32 and the additional \$2,419.71 is still due.

Ms. Menard indicated there has been a recent transition with a new director, and she would like to wait until the new director is in the position before she began inquiring about this remaining balance.

**e. Tax Refunds**

Ms. Menard discussed the Applications for Refunds requests from the Tax Collector dated February 16, 2012 wherein the Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount totaling \$1,670.71.

A brief discussion was held.

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$1,670.71 pursuant to the tax collector's request of February 16, 2012.

**XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200(6) Personnel**

It was **MOVED** (Baker) and **SECONDED** (Richards) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records and to include Ms. Becky MacDonald and Ms. Robin Newton.

The Board entered into Executive Session at 7:40 p.m.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 9:05 p.m.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen authorizes the First Selectman to offer the Tax Collector \$55,000 annual salary effective February 27, 2012, reduced by 10% for first six months and 5% the second six months.

**XIII. Adjournment**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the February 21, 2012 Regular Meeting at 9:23 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary

**EXHIBIT A**

**RESOLUTION**

RE: Appropriation and Bond Authorization of \$2,300,000 for the North Road Sewer Project, Phase III.

RESOLVED, that the Board of Selectmen of the Town of East Windsor hereby approves and recommends to the electors and all others entitled to vote at town meetings that:

(i) the sum of \$2,300,000 be appropriated for the cost of the North Road Sewer Project, Phase III including, but not limited to, the construction of sewer piping from the Phase 2 termination point near the intersection of Wells Road east along portions of North Road and Melrose Road and south along portions of Wells Road and Rolocut Road, and all alterations, repairs and improvements in connection therewith, as well as engineering, architectural and temporary and permanent financing costs (the "Project"), and to meet said appropriation and in lieu of a tax therefor, bonds of the Town be issued pursuant to Chapter 109 of the Connecticut General Statutes, as amended, the Town Charter or any other provision of law thereto enabling, in the amount of \$2,300,000 or so much thereof as may be necessary after deducting grants or other sources of funds available therefor; and

(ii) that the First Selectman and the Town Treasurer be authorized to issue and sell temporary notes of the Town not to exceed \$2,300,000 in anticipation of the receipt of the proceeds from the sale of such bonds and to determine the amount, date, date of maturity, interest rate, form and other details of such notes or bonds, pursuant to Chapter 109 of the Connecticut General Statutes, as amended, the Town Charter or any other provision of law thereto enabling, provided that the proceeds from the sale of such notes shall be used for said purpose; and

(iii) that the First Selectman and the Town Treasurer shall sign the bonds or notes by either manual or facsimile signatures and that the law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes; and

(iv) that the First Selectman is authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes including entering into any contracts or agreements with the United States Department of Agriculture, Rural Development. If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the First Selectman and the Town Treasurer are authorized to bind the Town pursuant to such representations and covenants as they deem necessary

or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years. If the bonds are issued on a taxable basis, it is hereby determined that the Project is in the public interest; and

(v) that the First Selectman is authorized to acquire for the Town by purchase or eminent domain any easements or interests in real property necessary or appropriate to construct or complete the Project and to sign all documents and to do all things necessary or appropriate to acquire such easements or interests in real property.

BE IT FURTHER RESOLVED, that the Town reasonably expects to incur expenditures (the "Expenditures") in connection with the capital project for which a general functional description is provided above. The Town reasonably expects to reimburse itself for the cost of the Expenditures with the proceeds of general obligation bonds and notes of the Town described above. The maximum principal amount of such debt (both bonds and notes) is not expected to exceed \$2,300,000. This declaration of official intent is a declaration of official intent made pursuant to Treasury Regulation Section 1.150-2.

BE IT FURTHER RESOLVED, that a Special Town Meeting is hereby called to be held on March 20, 2012 at 7:30, p.m. at Town Hall, 11 Rye Street, Broad Brook, Connecticut (the "Town Meeting"), to consider resolution recommended and approved by the Board of Selectmen and the resolution approved by the Board of Finance on February 17, 2012, to appropriate \$2,300,000 and authorize bonds and notes to fund such appropriation for the North Road Sewer Project, Phase III.

BE IT FURTHER RESOLVED, that the Board of Selectmen, pursuant to Section 7-7 of the Connecticut General Statutes, as amended, and the Charter of the Town hereby removes the item described above on the call of the Town Meeting for submission to the voters for vote by voting machine by the voters entitled to vote at the Town Meeting on March 28, 2012 during the hours from twelve o'clock p.m. and eight o'clock p.m. (unless contrary determination by the electors at the Town Meeting) such referendum to be held at the Town's two polling places under the following heading:

Shall the Town of East Windsor appropriate \$2,300,000 for the North Road Sewer Project, Phase III to finance the construction of sewer piping from the Phase 2 termination point near the intersection of Wells Road east along portions of North Road and Melrose Road and south along portions of Wells Road and Rolocut Road, and all alterations, repairs and improvements in connection therewith, as well as engineering, architectural and temporary and permanent financing costs and authorize the issuance of bonds and notes in the amount of \$2,300,000 to finance such appropriation and authorize the First

Selectman to acquire by purchase or eminent domain easements or other interests in real property necessary or appropriate to complete the North Road Sewer Project, Phase III.

The moderator of the Town Meeting shall adjourn such meeting after reasonable discussion of such item and conclusion of such other business as may properly come before the Town Meeting and order such vote by voting machine in accordance with this resolution, Section 7-7 of the Connecticut General Statutes and the Town Charter.

BE IT FURTHER RESOLVED that the voters at the Town Meeting shall determine whether the polls shall be open at six o'clock a.m. to conduct the referendum on March 28, 2012 and this resolution is hereby added to the agenda of the Town Meeting to be held on March 20, 2012.

BE IT FURTHER RESOLVED, that the Board of Selectmen authorizes the Town Clerk to prepare and print a concise explanatory text of the question to be submitted to the voters at referendum on March 28, 2012 concerning the North Road Sewer Project, Phase III (the "Project") specifying the intent and purpose of the Project in accordance with Section 9-369b of the Connecticut General Statutes.

I move the foregoing resolutions be adopted.

At this meeting of the Board of Selectmen held on \_\_\_\_\_, on a motion by Board Member

\_\_\_\_\_ and seconded by Board Member \_\_\_\_\_, the above resolutions were adopted.