

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

MINUTES OF REGULAR MEETING

Tuesday, March 6, 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, Sharon Tripp, Paul Anderson, Jerilyn Corso and other
Press: L. Smith (Patch.com) and C. Garfman (Journal Inquirer)

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

None.

IV. Approval of Minutes

Ms. Menard indicated on the agenda is the approval of Budget Meetings of February 18, 2012 and February 22, 2012. However, those minutes have not yet been received.

A. Regular Meeting Minutes of February 21, 2012

An error was noted in the February 21, 2012 Regular Meeting Minutes. An amendment to the minutes on Page 3, Section VII., Sub-section c., Paragraph 1 is noted. The following is the noted amendment:

“...Broad Brook Fire Department Meeting was cancelled.”

to

“...Broad Brook Fire Department Meeting she was unable to attend.”

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves the minutes of February 21, 2012 Regular Meeting Board of Selectmen, as amended.

B. Budget Meetings of February 16 and 21, 2012

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves minutes of February 16, 2012 and February 21, 2012 Budget Workshop Board of Selectmen, as presented.

V. Public Participation

None.

VI. Communications

Ms. Menard indicated the only communication she has to discuss is an announcement of the Third Annual Panther Plunge on March 17, 2012 at 1:00 p.m. She invited all to attend.

VII. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard gave to all Board Members a copy of her report dated March 6, 2012. First she asked for a moment of silence for Probate Judge Brian Griffin who died suddenly.

Ms. Menard commented that on last Monday, February 27, 2012, was the new Tax Collector's first day. Her name is Kimberly Lord, please stop by her office and introduce yourself.

Bids for the \$700,000 Park Hill Small Cities Block Grant project were opened last Monday. The low bids have been approved by the Grant Administrator as the projects should be getting started soon. The preparations for the grant application to finish the Prospect Hill drainage/roads for next year are continuing. Qualification for that grant is contingent on the Park Hill grant being at least ten percent spent so a close eye is being kept on Park Hill.

Ms. Menard indicated that FEMA reimbursement has been received for most of what qualified for Hurricane Irene. The appropriate budget lines will receive related reimbursements. Her office is still awaiting information from the Cemetery Association that is needed for processing the damage at Springdale. The FEMA paperwork for the October snowstorm is near complete, with only Warehouse Point Fire Department's information yet to be received.

The generator at the Town Hall is all set except for hooking up to the propane which will be done shortly.

The new Board of Assessment Appeals has begun holding appeal hearings.

She also gave a list of reminders of upcoming events throughout the Town, which are as follows:

March 7 and March 10	Selectmen Budget Workshop Meetings
Mach 14	Board of Selectmen and Board of Education Present Budget Recommendations to Board of Finance
March 11	Daylight Savings Time
March 17	Panther Plunge
March 20	Deadline for Hometown Hero Care Packages
April 11	North Road Phase III Referendum
May 12	Community Day
May 22	First Budget Referendum
May 30	New Date for General Meeting of Town Officials

b. Alan Baker, Deputy First Selectman

Mr. Baker indicated he attended the American Legion Meeting. It was discussed to get the names and addresses of returning veterans of all generations, but specifically from Desert Storm to present. If anyone knows of anyone who has served, he would appreciate their name and number to contact them. The American Legion will be recognizing the returning veterans during the Community Day activities.

Mr. Baker indicated the Planning and Zoning has been working on expanding the Broad Brook Village District by highlighting the Opera House. Mr. Baker also mentioned the Veteran's Commission has been working on the Memorial Day Parade and discussing placing the flags on Main Street and how such as task is completed. The Commission will be looking for help in placing those flags. It was mentioned the Public Works could possibly help.

c. Dale Nelson, Selectwoman

Ms. Nelson indicated she has been out of town on a business trip and does not have a report. She has recently attended Budget Workshop Meetings, a Pension Board Meeting, and Capital Improvement Advisory Committee Meetings.

d. Richard P. Pippin, Selectman

Mr. Pippin echoed Ms. Nelson in that he has been attending Budget Workshop Meetings and Capital Improvement Advisory Committee Meetings. He did attend an Emergency Management Meeting, which was organized by the Chief of Police wherein he assigned participants duties. There were about 22 people in attendance.

e. James C. Richards, Selectman

Mr. Richards gave to all Board Members a copy of his report. He indicated Board of Education budget was presented at their latest meeting. The proposed budget has a 4.6% increase or \$976,731 increase. He gave to all Board Members the memorandum and breakdown of the proposed budget which he received at the meeting.

Mr. Richard's discussed the Economic Development Commission. Their next meeting is scheduled for March 8, 2012 at 10:00 a.m. after attending the NCCCC Economic Breakfast where First Selectwoman, Denise Menard, will report on the economic status of East Windsor to surrounding towns.

Mr. Richard's mentioned Community Day which is scheduled for May 12, 2012. There is a planning meeting tomorrow night at the East Windsor High School, Room N4 at 7:00 p.m.

Historical Preservation Commission will meet on Thursday of this week, Housing Authority, and Park and Recreation Meeting were cancelled.

VIII. Board and Commission Resignations and Appointments

a. Resignations:

Sharon Tripp, Zoning Board of Appeals Alternate

In a letter dated February 22, 2012, Ms. Sharon Tripp indicated that due to the fact that the Charter of the Town of East Windsor states that a person cannot hold two elected positions, she regrets that she must resign from

the Zoning Board of Appeals (Alternate) to join the Board of Finance (Alternate).

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Ms. Sharon Tripp (Alternate) of the Zoning Board of Appeals with deep regret.

Barbara Halloran (D) Conservation Commission Alternate

In a letter dated March 1, 2012, Ms. Barbara Halloran indicates she would want to resign as an Alternate Member of the Conservation Commission to request to be a Regular Member.

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Ms. Barbara Halloran (Alternate) of the Conservation Commission with deep regret.

b. Re-Appointments: None

c. New Appointments:

Conservation Commission

Barbara Halloran (D) Regular Member term expiring 04/01/12

Kirk Monstream (R) Alternate to serve for a term expiring 04/01/13

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the appointment of Ms. Barbara Halloran (D) to the Conservation Commission, a term expiring April 1, 2012.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the appointment of Mr. Kirk Montstream (R), Alternate to the Conservation Commission, to serve a term expiring April 1, 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. Mr. Pippin inquired about North Central Health District and if the member was appointed by the Board of Selectmen. Ms. Menard indicated research was being done.

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.

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

It was **MOVED** (Pippin) and **SECONDED** (Baker) 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.

It was **MOVED** (Pippin) and **SECONDED** (Baler) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. XI. New Business A. Approval of Tax Returns to be discussed before X. Budget Matters.

XI. New Business

a. Approval of Tax Refunds

Ms. Menard discussed the Applications for Refunds requests from the Tax Collector dated February 29, 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 \$163.92.

A brief discussion was held.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$163.92 pursuant to the tax collector's request of February 29, 2012.

Board Recessed for Town Meeting at 7:29 p.m.

Board Reconvened after Town Meeting at 7:53 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen returns to the order Agenda Item No. X. Budget Matters.

X. Budget Matters

a. Budget Transfers

Ms. Menard gave a copy of a document entitled “Town of East Windsor 2011-2012 Budget Transfer”. She explained that the transfers are to the Assessor’s office to fund revaluation portion of sub-contractors work and for salary overtime to fund revaluation portion of staff work. Ms. Menard indicated if the Board Members had any questions, Ms. Madore is present to discuss same.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen to the Board of Finance the transfer of \$17,000 to the Assessor/Purchased Services (1035/390) from CNR (1025/0110), as presented, and recommend to a town meeting if necessary.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen to the Board of Finance the transfer of \$45,000 to the Assessor/Salary Overtime (1035/102) from CIP (9447/0110), as presented, and recommend to a town meeting if necessary.

Ms. Menard indicated at the next meeting there will be another transfer in relation to the demolition of a health/safety blight property. The cost was not available before this meeting. It will be discussed at length at the next regular meeting.

b. Discussion 2012-2013 Budgets

Ms. Menard indicated they Board would work until 9:00 p.m. on the discussion of the budget. She indicated that regarding Fire Protection (2160), it has to do with the fire hydrants and it is difficult to get a cost per each fire district. She briefly mentioned workers’ compensation responsibility of Warehouse Point Fire Department. Mr. Pippin indicated that it is under State Statute that the Town is responsible for paying the workers’ compensation for the fire departments. Ms. Menard did mention that the cost for the fire hydrants have been decreased over the years from \$350,000 to \$325,000 and she believes the amount budgeted should be sufficient.

Ms. Menard discussed the Fire Marshall (2165) budget. Ms. Nelson inquired about how the Fire Marshall accounts for his time. Ms. Cabral believes that a report is submitted to the police department. It was discussed and it was thought that a report of the Fire Marshall’s time should be submitted to the First Selectmen’s Office. Mr. Baker indicated the Warehouse Point Fire Marshall submits monthly reports. Ms. Menard asked if she could have a copy of such report.

A lengthy conversation was held regarding the Fire Marshall Budget. It was decided to get a detailed budget of the increase in expenses in conferences and training, office supplies, and travel. Ms. Menard indicated that she would get a detail on that budget.

- **Emergency Management (2170)**

Emergency Management budget submitted a level service budget. The department is currently looking for grants to help supplement the budget.

- **Dog Warden (2175)**

This category has been transferred to a different part of the budget.

- **Dog Damage (2180)**

It was discussed only \$10.00 is put into this line to keep the line open.

- **Public Safety/Employee Benefits (2195)**

Ms. Cabral indicated the only difference is retirement defined contribution-retirement stipens. Ms. Cabral indicated that as of July 1, 2007, the pension plan was changed to a defined contribution plan. Mr. Baker inquired the cost is strictly for public safety. Ms. Cabral confirmed same and indicated this section is for all benefits, health insurance/FICA/Medicare/workers' compensation.

A brief discussion was held.

- **Public Works (3180)**

Ms. Cabral indicated that she had spoken with Mr. Len Norton, Director of Public Works, and he has given a document detailing the accounts within his budget including other supplies and purchased services. Ms. Menard asked if there are any changes for public works. Ms. Cabral commented that engineering was added to public works as requested. Ms. Cabral indicated the new salary of \$94,600 is also listed here. Longevity has decreased due to the retirement of a long-time employee and Parks and Rec grounds maintenance was taken out of Parks and Recreation and put into this budget. Tree maintenance has increased, which is self-explanatory and storm water was also increased due to mandates.

A brief discussion was held and the general consensus was no changes to be made to Public Works (3180).

- **Road Improvements (3183)**

It was mentioned that additional salt and sand has been added. A brief discussion was held and it was agreed no changes will be made.

- **Street Lights (3185)**

Ms. Menard indicated if the town elects to turn off certain street lights, there is a cost. Ms. Menard indicated that she and Mr. Norton have looked at the map to see if there are any lights which could be shut off. Mr. Baker inquired about the CCM Street Light Project Management Program. Ms. Menard indicated the program was discussed a few years ago. Ms. Cabral indicated the program is cost significant.

A brief discussion was held regarding the cost of the street lights and possibility of cutting the budget. It was agreed that the funding of the street lights should be cut \$5,000 to \$145,000.

- **Engineering (3190)**

This entire budget has been moved to Public Works.

- **Public Works/Employee Benefits (3195)**

Ms. Cabral indicated this category is self-explanatory and no changes were made.

- **Collection/Disposal (4205)**

Ms. Menard indicated the new contract has been signed and it will begin either August or September of 2012 with a savings of approximately \$10.00 per ton. The last contract was with CRRA which was about a 15 to 20 year contract. This will end this summer and the latest contract will be for three years with USA Hauling. Currently the Town is spending \$69.00 per ton and with the new contract the Town will be spending \$58.75 per ton. USA Hauling will also take on the bulky waste. Mr. Baker reminded everyone how USA Hauling assisted the American Heritage River Commission with the removal of the trash during trail cleanups.

A brief discussion took place.

- **WPCA Sinking Fund (4220)**

This is not being funded this year.

- **Vital Statistics/Misc Health (5210)**

Ms. Menard indicated North Central Health is based on per capita. A question regarding New Directions and what services it supplies to the Town. It was mentioned New Directions assists with mental health issues, teens at risk and social services. New Directions is requesting an increase of 1% and Ms. Menard indicated she had a letter regarding the reasons for the increase. The service is greatly used by the town.

A discussion was held on the services provided to the Town and if the Town is required to pay for such services.

It was agreed to cut the counsel by \$1,138 to make the line \$8,863. With this cut, the bottom line of this budget has been changed to \$70,097.

- **East Windsor VNA (5225)**

It was noted that there was an increase of \$135.00. No changes were made.

- **Human Services (5235)**

It was mentioned that increases included longevity, conference and training, and travel. A brief discussion was held and it was ultimately decided to cut the conference and training line by \$500. This would make the bottom line of the Human Services (5235) budget to \$143,534.

- **General Assistance (5236)**

Ms. Menard indicated that this budget has not changed. There is not an increase. Ms. Betsy Burns works tirelessly to assist the needy of the Town. Ms. Menard indicated that she receives reports regarding the general assistance. No changes made.

- **Medical – Physicals & Immunizations (5245)**

Ms. Menard indicated that employees from Senior Center, Police Department, Fire Department and Public Works are required to have physicals to perform their jobs. The estimate for those physicals is approximately \$3000.

A discussion was held and a suggestion of cutting this cost in half but nothing was agreed firmly.

▪ **Conservation of Health/Employee (5295)**

This category is for the benefits for the employees of Human Services. No changes were made.

XI. New Business

Discussed previously within the meeting.

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

It was **MOVED** (Pippin) and **SECONDED** (Nelson) **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. Catherine Cabral.

The Board entered into Executive Session at 9:03 p.m.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 9:56 p.m.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen that any unaffiliated salary increases will be effective July 1, 2012.

XIII. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen adjourns the March 6, 2012 Regular Meeting at 10:04 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 **April 3, 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 15, 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 **April 3, 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 **April 11, 2012** and this resolution is hereby added to the agenda of the Town Meeting to be held on **April 3, 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 **April 11, 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 March 6, 2012 on a motion by Board Member Richard P. Pippin Jr. and seconded by Board Member Alan Baker, the above resolutions were adopted.