

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

MINUTES OF REGULAR MEETING

Tuesday, June 5, 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, Paulette Broder, SD Broder, Gilbert Hayes, Marie DeSousa, Paul Anderson, Carol Madore, Scott Morgan and others
Press: None

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

- a. Regular Meeting of May 1, 2012**
- b. Regular Meeting of May 15, 2012**
- c. Special Meeting of May 22, 2012**

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves the minutes of May 1, 2012 Regular Meeting, May 15, 2012 Regular Meeting and May 22, 2012 Special Meeting, as presented.

V. Public Participation

Ms. Kathleen Pippin of Woolam Road addressed the Board. She suggested a permanent sign be erected in front of the Town Hall so that residents could be notified of Town Meetings and other happenings around the Town.

Ms. Menard indicated that this issue will be addressed in her report during Selectmen's Reports section of this meeting.

VI. Communications

- Thank You Letters from Fire Chief James Barton Regarding Recent Fire at Kettle Brook Care Center

Ms. Menard read from two letters dated May 9, 2012 addressed to Police Chief Edward J. DeMarco, Jr. and EMS Chief Thomas J. Clynch. In those letters, Chief Barton discussed the fire at Kettle Brook Care Center on May 8, 2012. He thanked the staff of the Police Department and East Windsor Ambulance for their assistance in evacuating twenty-two residents on the fire floor.

VII. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard gave to all the Board Members her report dated June 5, 2012. In that report, she indicated that the Town Hall generator is being load tested on Friday, June 8, 2012 and ready for use immediately after that test.

Ms. Menard mentioned the North Road Sewer Project. The completed portion of the North Road Sewer Project is being milled and paved on Thursday and Friday of this week.

She also mentioned that the BMX asphalt pad which had a puddling issue has been corrected.

Ms. Menard commented that at the last meeting she informed the Board that the financial server had crashed. The outstanding staff of the Treasurer's Office has been extremely patient and worked as best they could without the technology they needed for most of that they do. The recovery company has sent the data they could retrieve which it is believed to be most of the information that was on the server. Tomorrow they will see exactly how intact and usable the data is once it is installed on the replacement server. She gave compliments to the IT staff, the Treasurer's Office staff and everyone for how everyone handled this challenging problem.

She mentioned she will be on vacation from June 18 through June 22. She also reminded everyone of the third referendum scheduled for June 12. At the last Selectmen's meeting it was felt that changing the referendum hours for just the last referendum would be confusion so the hours will remain noon to 8:00 p.m. She is getting information on the cost of permanent, professional sign for the Town Hall and the Annex. If it is affordable, the Town will have better signage shortly.

b. Alan Baker, Deputy First Selectman

Mr. Baker was proud to announce the big news that for the first time the Scantic Trail has been mentioned and is an official trail according to the Forest and Park Association of Connecticut. The Connecticut Trail Day was held on Saturday, it was lightly attended due to the rainy weather. He also mentioned that the American River Heritage Commission will be conducting water tests to determine the health of the water shed and the test results will be kept for future reference. He mentioned an Eagle Scout candidate who will be making a walking trail in the south of the Henzel property. It will be a loop trail which will be easy. It was suggested the trails should be listed on the Town's website.

c. Dale Nelson, Selectwoman

Ms. Nelson indicated that she recently attended the Board of Finance Meeting on May 16, 2012. She also attended the Doggie Dip on Saturday, which was a great time watching all the dogs swimming.

Ms. Nelson discussed recent meetings of the East Windsor Housing Authority, which has changed the meeting time to 4:00 p.m.; the Board of Finance Budget Workshop on May 23, 2012; and the Pension Board Regular Meeting on May 23, 2012. The Pension Board had a new member join the meeting, Mr. David King. He is an At-Large Member which has experience in pension financing. She mentioned the Investment Policy and indicated it will be presented to the Board of Selectmen later in the meeting. Ms. Nelson discussed briefly the General Town Meeting of May 30, 2012 wherein Freedom of Information (FOI) was discussed and informational handouts were distributed. It was a very informative meeting.

She mentioned the Relay for Life event which took place in Suffield on June 2, 2012. She was at the event from 7:30 a.m. to 4:30 p.m. and she raised \$2,000 for the cause. It was unfortunate that the participation was low due to the inclement weather.

Ms. Nelson commented on the Warehouse Point Fire Department Meeting of June 4, 2012. At that meeting, it was discussed that a house was donated to the fire department. They will be using that house during drills and training. Window replacement at the second fire station was also discussed. Recent fires at Kettle Brook Care Center and the old mill in Somersville were discussed. The

Firemen from Warehouse Point were at the scene in Somersville all day. They assisted with their fire equipment. A picture of the Chief was in the *Journal Inquirer*. Lastly, the fire department has found extra money in their budget to purchase new equipment including an Ipad for the Fire Marshall to use out in the field.

d. Richard P. Pippin, Selectman

Mr. Pippin indicated he attended the Building Committee Meeting last night. The modular classrooms versus a permanent brick and mortar building were discussed. The cost of constructing a permanent building is astronomical approximately \$317 per square foot. This figure does not include the code upgrades that would be required to the existing building. The Committee walked around the existing modular classrooms and it was Mr. Pippin's opinion that the school does need more room and it was agreed to recommend the plan.

Mr. Pippin also attended the General Town Meeting regarding FOI on May 30, 2012 and the recent WPCA meeting. He indicated at that meeting no new applications were received, revisions to the regulations were adopted, STR charges were discussed, a hearing was scheduled for Prospect Hill for June 27, and North Road is completed. The new pumps at Scantic and Mill have been installed and will be up and running soon. The new pump station on North Road is up and running and not a minute too soon, not 24 hours after it was running, the old pump broke down.

Mr. Pippin spoke about the Board of Finance Budget Workshop Meeting on May 23, 2012. He indicated the proposed budget for 2012-2012 has a 1.97% increase. The Board reviewed everything and came up with the cuts to make the budget below the 2%.

Mr. Pippin indicated he was unable to attend the Zoning Board of Appeals meeting due to the Board of Finance Budget Workshop Meeting. He spoke about a wheelchair ramp was approved and it is his opinion that having to wait 30 days before the approval to build a wheelchair ramp is a long time and maybe that regulation should be revised.

e. James C. Richards, Selectman

Mr. Richards gave to all Board Members a copy of his report dated June 5, 2012. He indicated the recent Board of Education Meeting was during the Board of Finance Budget Workshop and he was unable to attend. The next Board of Education Meeting is scheduled are June 13 and June 27 at East Windsor High School, Room N-4 at 7:30 p.m.

Mr. Richards commented on the Economic Development Commission and a reminder of the Route 140 Property Stakeholders Meeting on June 13, 2012. The meeting will be facilitated by Heidi Samokar of Planimetrics.

Mr. Richards gave the dates of the upcoming meetings for the Historical Preservation Commission on June 14, 2012 at East Windsor Town Hall at 6:30 p.m.; Housing Authority on June 18, 2012 at Park Hill Meeting Room at 4:00 p.m.; and Park and Recreation Commission on June 11, 2012 at the Park and Recreation Office at 6:00 p.m.

VIII. Board and Commission Resignations and Appointments

a. Resignations: None

b. Re-Appointments:

The Capital Improvement Planning Committee

Dale Nelson (D), Len Norton (U), Joseph Pellegrini (R), Kathleen Pippin (R), Richard Pippin, Jr. (R), and Joseph Sauerhoefer (D)

Ms. Menard indicated that the CIP Committee has to be established by August 1. The CIP Committee develops the plan November and December for the upcoming budget. It would make more sense to keep the members who have been developing a five year plan and they should be reappointed until September 1, 2013.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (3-0)(A. Baker, J. Richards, and D. Menard in favor)(D. Nelson and R. Pippin abstained) that the Board of Selectmen approves the re-appointment of Ms. Dale Nelson (D), Mr. Len Norton (U), Mr. Joseph Pellegrini (R), Ms. Kathleen Pippin (R), Mr. Richard Pippin, Jr. (R), and Mr. Joseph Sauerhoefer (D), as a Regular Members of the Capital Improvement Planning Committee a 1 year term expiring September 1, 2013.

c. New Appointments: None

d. Board and Commission Current Vacancy List

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

IX. Unfinished Business

a. Update Regarding American Flag Installation on Main Streets

Ms. Menard indicated that she has received a bill for the installation of the flags even though the person who installed the flags was a volunteer. The volunteer has been told by the Veterans Commission to submit a bill for services and he can donate the monies to the Veterans Commission.

A brief discussion was held and Ms. Menard indicated that the general consensus was that she would call the volunteer and discuss this matter further.

Board Recess at 7:30 p.m. for the Town Meeting to be conducted.

Board Reconvened at 7:42 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. IX. Unfinished Business c. East Windsor Housing Authority Pilot Payment Status and XI. New Business a. Approval and Adoption of Pension Investment Policy and b. Approval of Tax Exempt Bond Post Issuance Tax Compliance Procedures to be discussed before IX. Unfinished Business b. Discussion of Board of Selectmen Priorities.

IX. Unfinished Business

c. East Windsor Housing Authority Pilot Payment Status

Ms. Denise Menard indicated to the Board that she recently received an email from Ms. Jennifer DiMauro of the East Windsor Housing Authority dated May 22, 2011. Ms. Menard read from the email. The email indicated that at a recent Housing Authority Meeting, the Chairman of the Housing Authority stated that the Town has requested something in writing from her concerning the remaining balance due to the Town for the most recent Pilot Payment. She indicated that the East Windsor Housing Authority went into immediate "crisis mode" during the October snow storm. The agency provided a heated shelter, three hot meals per day, water, visiting nurse services to over forty Park Hill residents. The shelter was open for eight days. The Housing Authority expended over \$6,000 to provide such services. The Housing Authority is still recovering from this unanticipated financial drain. In November, 2011, the Housing Authority submitted an application through FEMA for reimbursement of 75% of the expenses and recently received correspondence that the request has been approved. Once the reimbursement check is received, the payment to the Town of East Windsor will be expedited.

Ms. Menard is happy to report that the check has been received. She indicated she left this topic on the agenda for discussion because the Housing Authority was

granted a payment plan of one-half of the funds in July and the other half in January. This was an exception of the agreement that the previous Board of Selectmen. The original agreement was for the Housing Authority to make one payment and at this time, she is recommending that the Board of Selectmen revert back to the original agreement. Ms. Catherine Cabral, Treasurer, addressed the Board indicating that the Town does count on this revenue every year and it is not a good accounting practice to split up the payment.

Ms. Menard and Ms. Cabral explained that the figure of which the Pilot payment is derived from is computed by the Housing Authority using the rent receipts and vacancies and a percentage of same. That calculation is usually done at the end of June or beginning of July. Ms. Cabral usually contacts the Housing Authority during that time to find out what the figure is and when payment can be expected. Mr. Baker inquired as to what the reason was for the splitting of the payments. Ms. Menard indicated that the Housing Authority said the payment was very expensive and needed the extra time to make payment. It was also asked what the total amount due to the Town was. Ms. Cabral indicated the total is approximately \$26,000 and one-half payment in July of \$13,000 and the other \$13,000 was due in January; however, the Town only received \$11,000 and \$2,000 was the remaining balance which was just recently received. The reason for the short payment was due to the expenses from the October snow storm.

A brief discussion was held regarding the payment options and the current agreement. It was the general consensus to have a letter go to the Housing Authority and request full payment pursuant to the agreement. If the Housing Authority would like an extension or to split the payments, it would have to come in front of the Board and request same.

XI. New Business

a. Approval and Adoption of the Pension Investment Policy

Ms. Catherine Cabral, Treasurer, addressed the Board. She indicated that in the Board Member's packets is the Pension Investment Policy which was recently approved by the Pension Board on May 23, 2012. She indicated that this policy was developed by the Pension Board Members and Webster Financial. It is very important to have such a policy in place because it safe guards the Town. Ms. Nelson remarked that she is on the Board and it is important to have such a policy in place especially during bonding and the actuary has recommended same. Ms. Cabral indicated the actuary, Millman, has recommended this policy. Ms. Menard indicated that the Pension Board has taken a fresh look across the board in regards to the pensions. The monies have been moved to a new advisor. This policy gives the advisors guidelines to follow. The Pension Board does review all of the financial information on a quarterly basis; however, the policy guides everyone in regards to the pension.

A lengthy discussion was held.

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (3-0)(D. Nelson abstained) that the Board of Selectmen approves and adopts the Pension Investment Policy as presented on June 5, 2012 and is attached hereto and marked Exhibit A.

b. Approval of Tax Exempt Bond Post Issuance Tax Compliance Procedures

Ms. Cabral indicated that the Tax Exempt Bond Post Issuance Tax Compliance Procedures was recommended by Bond Counsel. The IRS is requiring all towns to have this Post Issuance Tax Compliance Procedure.

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen accepts and adopts the Tax Exempt Bond Post Issuance Tax Compliance Procedures as presented on June 5, 2012 and is attached hereto and marked as Exhibit B.

It was **MOVED** (Baker) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen return back to order of the Agenda to Agenda Item No. IX. Unfinished Business b. Discussion of Board of Selectmen Priorities.

b. Board of Selectmen Priorities

Ms. Menard indicated to the Board Members that in their packets a list of the priorities that the Selectmen have given to her office and this is the list that they came has come up with. She briefly read through the list.

A brief discussion was held and it was decided that the suggestions will be placed in a spread sheet and will be used at the next discussion of the priorities.

c. East Windsor Housing Authority Pilot Payment Status

Discussed previously in the meeting.

d. Condominium Owners Request*

*Starred items will not be discussed, but will remain on the agenda pending receipt of additional information.

e. Request from Constables

Ms. Menard introduced Mr. Gilbert Hayes and Mr. SD Broder to the Board. She indicated that earlier this morning her office received the information which is in the Board Member's packets. She indicated that the information is lengthy and if the Board wished to reviewed that information and postpone the discussion this evening because of the amount of information which needs to be reviewed. Mr. Broder apologized that the information was given late; he did not realize that he should have given this information soon for the Board to review. After a brief discussion, it was decided to discuss the request from the constables.

Mr. Broder indicated that at the last meeting this issue was discussed, they were asked to find out from surrounding towns how their constables are used, what kind of identification they have, and who pays for the bond. The information that was given to the Board Members is a summary of that information from surrounding towns. Mr. Broder read briefly read through the information. He spoke about Ellington, Enfield, South Windsor, Windsor, and Windsor Locks. Each town is different and uses constables in a different way.

A lengthy discussion was held.

Ms. Menard indicated that she would like the constables to find out from Windsor Locks and Plymouth what duties the constables have and have that information spelled out in writing for the next meeting. Ms. Menard also indicated she would contact CIRMA and ask about the Town's liability in regards to the constable duties.

f. Cemetery Association Request*

*Starred items will not be discussed, but will remain on the agenda pending receipt of additional information.

g. Discussion of Blight Ordinance*

*Starred items will not be discussed, but will remain on the agenda pending receipt of additional information.

h. Set Salaries for Part-Time and Unaffiliated Employees*

*Starred items will not be discussed, but will remain on the agenda pending receipt of additional information.

i. Broad Brook Fire Department Memo dated May 8, 2012

Ms. Menard indicated she has received a memorandum from the Chief of the Board Brook Fire Department regarding the agreement of the Senior Center using their exercise room. The guidelines they are suggesting are as follows:

- One day a week use for structured weight training class;
- Waivers for all participants involved;
- One individual from EW Senior Center to be responsible for access and security of the room;
- EW Senior Center and/or Town of East Windsor to share the cost of upgrade or repair of equipment; and,
- All participants are responsible for the cleaning of the equipment after use.

This is to be a pilot program and it is only one day a week. It was suggested this to be reviewed again in six weeks after the weight training class begins. It was also suggested after the six weeks it should be reviewed quarterly. A checklist of the equipment should be made and the equipment should be inspected before the Senior Center begins to have a class and inspected after the class. Some of the suggested changes will be reviewed with the Chief.

X. Budget Matters

a. Budget Transfers

Ms. Menard gave to all the Board Members a document entitled "Town of East Windsor 2011/2012 Budget Transfers dated June 5, 2012". She explained the document and each transfer listed within the document. The first transfer listed is to CNR-Public Works Salt Dome from CNR Public Works Heating Units in the amount of \$5,000. Ms. Menard explained this is to fund a project. The three other transfers on the sheet are from the Senior Center for vehicle maintenance, gas and oil, and programs for seniors. The Board Members were given a memorandum explaining the transfers in detail.

A brief discussion was held.

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves and recommends to the Board of Finance the transfers listed on Exhibit C attached hereto and recommend to a Town Meeting, if necessary

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves and recommends to the Board of Finance the appropriation request of \$1,317.50 to P.W. Truck Replacement Account No.: 1-08-55-1025-7-799-0494-0 for future equipment replacement.

b. Discussion 2012-2013 Budgets

The referendum is scheduled for May 22, 2012.

XI. New Business

c. Appointment of Two Board of Selectmen Members as Representatives on the Permanent Shared Services Committee

Ms. Mendard indicated that in the Board Member's packets is a memorandum regarding the Permanent Shared Services Committee and two members of the Board of Finance, Board of Selectmen and Board of Education will be appointed to make up the committee. She asked if there were any volunteers. Mr. Alan Baker and Mr. James Richards volunteered for the committee.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (3-0)(A. Baker and J. Richards abstained) that the Board of Finance appoints Mr. Alan Baker and Mr. James Richards to the Permanent Shared Services Committee.

d. Approval of Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector wherein Ms. Kimberly Lord, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$632.50 dated June 5, 2012.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$632.50 pursuant to the tax collector's request dated June 5, 2012.

XII. Executive Session (pursuant to Connecticut General Statutes Section 1-210 (b) (9) Contract Matter

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

The Board entered into Executive Session at 9:05 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 10:11 p.m.

No action taken.

XIII. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen adjourns the June 5, 2012 Regular Meeting at 10:12 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

**STATEMENT OF INVESTMENT POLICY,
OBJECTIVES AND GUIDELINES**

INTRODUCTION & PURPOSE

The Town of East Windsor Pension Plan ("Plan") is a defined benefit pension plan maintained to provide retirement benefits to plan participants and their beneficiaries. The Retirement Board is charged with the responsibility of monitoring the investment management of Plan assets. To assist the Retirement Board in this function, this investment policy statement was adopted to outline the goals, investment objectives and guidelines for managing the Plan assets.

The Statement is intended to provide the Retirement Board and the parties responsible for the investment management of the Plan assets ("Portfolio Managers") with a foundation from which to understand specific strategies and to enable the Retirement Board to effectively evaluate the performance of the Portfolio manager

FUNCTIONS OF THE RETIREMENT BOARD

The responsibilities of the Retirement Board relating to the investment management of the portfolio include:

- Development of the Statement of Investment Policy, Objectives and Guidelines, to include, but not limited to;
 - Establish reasonable and consistent investment objectives, polices and guidelines
 - Define the risk tolerance
 - Define the time horizon
- Review the Statement periodically and make any necessary revisions;
- Select the Portfolio Managers ;
- Communicate/provide the Statement to the Portfolio Managers ;
- Regularly evaluate the performance of the Portfolio Managers to assure adherence to policy guidelines, and to monitor progress toward achieving investment objectives.

The Retirement Board shall not reserve any control over investment decisions, with the exception of specific limitations that may be described in the Statement. The Portfolio Managers shall be held accountable and responsible to achieve the objectives stated herein.

Cash requirements will be reviewed no less frequently than annually, and any change will be communicated within a reasonable time to the Portfolio Managers.

EXHIBIT A CONTINUED

INVESTMENT MANAGEMENT POLICY

Stated Investment Objective

The investment objective of the portfolio is to achieve long-term growth through capital appreciation with current income as a secondary consideration. The portfolio's overall return shall be evaluated based upon both realized and unrealized capital gains and losses.

Investment Horizon

The investment time horizon of the portfolio is long-term.

Asset Allocation Guidelines

The portfolio shall be diversified by asset class (equities, fixed income, cash equivalents.) The allocation between equities and fixed income instruments will be the most important factor in determining investment performance over time. The purpose of investing in fixed income is primarily to produce current income and to reduce overall volatility of the portfolio. The purpose of investing in equities is to provide future growth in both principal and income while also preserving the purchasing power of the assets.

To maximize the ability of achieving the overall goals of the portfolio and provide the required level of income each year, the allocation between equities and fixed income shall adhere to the following ranges based on market value:

<u>Asset Class</u>	<u>Allocation Range</u>	<u>Target</u>
Equity	50% - 70%	60%
Fixed Income	30% - 50%	40%
Cash equivalents	0% - 10%	0%

The Retirement Board shall monitor the above ranges and targets periodically and communicate any changes to the Portfolio Managers

Investment Guidelines

The Portfolio Managers are permitted to invest in the following assets:

Equity Investments

- Common Stocks
- Preferred Stocks
- Equity Mutual Funds/Exchange Traded Funds
 - Large Cap Funds

EXHIBIT A CONTINUED

- Mid Cap Funds
- Small Cap Funds
- International Funds
- Emerging Market Funds

The Portfolio Managers use of mutual funds or exchange traded funds to add exposure to international as well as small and mid cap equities are subject to the following guidelines:

International equities should not represent more than 15% of the equity allocation in the portfolio.

The combined exposure to small and mid cap equities should not be more than 15% of the equity allocation in the portfolio.

It is the responsibility of the Portfolio Manager to ensure that the guidelines and objectives of the portfolio are consistent with the investment policy. It is the Portfolio Manager's responsibility to monitor the mutual fund and ensure that the mutual fund does not violate its prospectus and/or charter.

All investments must have a readily ascertainable market value and must be readily marketable

The emphasis will be on achieving long-term (minimum of three (3) years) performance objectives.

Fixed Income Securities

U.S. Government and Agency Securities
Corporate Notes and Bonds
Mortgage-Backed Bonds
Collateralized Mortgage Obligations
Fixed Income Mutual Funds/Exchange Traded Funds

The purpose of investing in bonds is to obtain a fixed and reasonably high level of current income and to reduce market volatility.

Bond investments should not be exposed to significant levels of interest rate risk or credit risk.

Bond investments should be limited to those backed by the full faith and credit of the United States Government and other bonds, not guaranteed by the United States Government, provided they are rated at least an "BBB" or its equivalent by Standard & Poor's or Moody's.

All investments must have a readily ascertainable market value and must be readily marketable

The emphasis will be on long-term (minimum of three (3) years) rather than on short term performance.

EXHIBIT A CONTINUED

Cash Equivalents

Treasury Bills
Money Market Deposit Accounts
Money Market Mutual Funds
Agency Discount Notes
STIF Funds
Commercial Paper
Bankers' Acceptances
Repurchase Agreements
Certificates of Deposit

Special Situation and Other Investment Policies

The following securities and transactions are not authorized unless receiving prior approval from the Retirement Board:

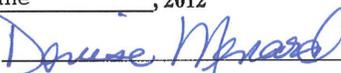
- 1) Unregistered securities including letter stock; commodities or other commodity contracts; and short sales or margin transactions;
- 2) Securities lending; pledging or hypothecating securities;
- 3) The purchase of: Income leasing; non-liquid real estate investments; guaranteed investment contracts; insurance; annuities; tangible assets; venture capital; private placements.

Performance Expectations

Industry accepted comparative market and peer group benchmarks, such as the S&P 500 and Barclays Cap Intermediate Government Credit Fixed Income Index, will be used to evaluate the portfolio manager's performance.

For performance comparison, a blended benchmark consisting of 60% S&P 500 Index and 40% Barclays Cap Intermediate Government Credit Fixed Income Index will be used.

This Statement of Investment Policy, Objectives and Guidelines is adopted on this 5 day of June, 2012

By: 
Denise Menard, First Selectman

Date: 6/12/2012


Catherine Cabral, Treasurer

Date: 6/12/12

EXHIBIT B

Post Issuance Tax Compliance Procedures

Town of East Windsor, Connecticut Tax Exempt Bond Post Issuance Tax Compliance Procedures

Purpose

The use of proceeds of tax-exempt bonds must comply with Federal tax rules pertaining to the expenditure of proceeds, use of bond financed property, investment of proceeds and retention of records. The Town Treasurer of the Town of East Windsor, Connecticut (the "Town") has promulgated these procedures to ensure the Town complies with such rules. The Town's Town Treasurer is primarily responsible for their day to day implementation.

These procedures, which the Town believes has heretofore been followed, although not set forth in a formal written form (except for effective and existing Tax Certificates (as defined below) relating to specific bond issues, which are hereby referenced and incorporated herein).

The Town's procedures for compliance with these rules is as follows:

Bond Issuance

The Town Treasurer shall maintain (or cause to be maintained), in either paper or electronic format, full and correct copies of all proceedings relating to the approval, sale, issuance, delivery and use of the Town's bonds. Such proceedings shall include:

- A complete transcript of proceedings relating to each bond issue, including all resolutions and all documents relating to such bond issue, and related approvals.
- A complete accounting of all costs of issuance of each bond issue, including, but not limited to, fees and expenses, as applicable.
- Computation on the arbitrage yield, net interest cost and true interest cost of the bonds, any and all Form 8038's or similar IRS reports reflecting bond issuance and costs, and evidence of timely filing of such reports.
- Any guaranteed investment contracts or other investment instruments for bond proceeds.
- Any agreements for swaps or financial derivatives, and an accounting for the income and expenses related to such financial instruments relating to the bonds.
- Contracts, agreements or other evidence relating to the bidding and cost of financial products.
- Any documents, agreements or instruments of whatsoever kind or character (including, but not limited to, leases, subleases, naming rights, management agreements, etc.) relating to use of any part of the bond-financed property or project

EXHIBIT B CONTINUED

- for private business use (including 501(c) corporations), and accounting of any revenues received in relation thereto.

Expenditure of Proceeds

Expenditure of bond proceeds will be reviewed by the Town Treasurer.

- Requisitions for the expenditure of bond proceeds must be consistent with the terms of the Tax Compliance Agreement and Certificate delivered by Town in respect to the appropriate series of bonds (the “Tax Certificate”).
- Requisitions must identify the financed property in conformity with the Tax Certificate, including certifications as to the character (property with long or short useful life) of the bond-financed property.
- Requisitions for costs that were paid prior to the issuance of the bonds, in general, must be limited to costs paid subsequent to, or not more than 60 days prior to, the date a “declaration of intent” to reimburse the costs was adopted by the Town.
- “Final allocation” of proceeds to uses shall be recorded not later than 18 months after the in-service date of the financed property (and in any event not later than 5 years and 60 days after the issuance of the appropriate series of bonds).
- Expenditure of proceeds shall be measured every 6 months against the tax certificate expectation to spend or commit 5% of net sale proceeds within 6 months, to spend 85% of net sale proceeds within 3 years, and to proceed with due diligence to complete the project and fully spend the net sale proceeds.
- Expenditure of “available construction proceeds” shall also be measured every 6 months against the following schedule for the arbitrage rebate exception for construction issues, if applicable:
 - 10% within 6 months
 - 45% within 12 months
 - 75% within 18 months
 - 100% within 24 months
- Expenditure of bond proceeds that do not qualify as proceeds of a construction issue shall also be measured every 6 months against the six month exception and the following schedule for the arbitrage rebate exception for capital issues, if applicable:
 - 10% within 6 months
 - 45% within 12 months

EXHIBIT B CONTINUED

75% within 18 months

- Expenditures of proceeds of tax anticipation notes or grants shall be determined as provided in the Tax Certificate for such notes or grants and the requisite reports prepared in accordance with such Tax Certificate.

The Town Treasurer shall cause the following to be maintained:

- A complete accounting of all payments of principal of, and interest or premiums on the bonds.
- A detailed accounting of the purposes or projects for which bond proceeds are used, and any change in such purpose or project during the course of its acquisition or construction.
- A detailed accounting of the expenditure of bond proceeds for the project purposes, copies of requisitions, invoices and bills together with contracts for construction, renovation or acquisition of bond-financed facilities, including a time line or draw schedule indicating the date of such expenditure, and a detailed list of assets acquired.
- Evidence of the retirement, redemption, refunding, reissuance or restructuring of such bonds, including dates of such occurrences.

Use of Bond-Financed Property

Use of bond-financed property when completed and placed in service will be reviewed jointly by the Town Treasurer and the Town official with responsibility for such project.

- Generally, average private business uses of bond-financed property over the life of the appropriate bond issue cannot exceed 5% of the proceeds. For this purpose, private business use includes uses by private businesses arising under leases or management contracts or wholesale contracts. For purposes of the 5% test all such uses are aggregated.
- Private business uses will be determined annually as a percentage of total use of proceeds of the appropriate bond issue. In the event that private uses exceed 3%, then Bond Counsel should be contacted.
- Agreements with business users for lease, management services or any other potential nonexempt use of bond-financed property will be reviewed (if appropriate, by Bond Counsel) prior to execution for compliance with the 5% limit.
- No item of bond-financed property will be sold or transferred to a nonexempt party without prior consultation with Bond Counsel and only after implementing any

EXHIBIT B CONTINUED

recommendations of Bond Counsel so such disposition does not affect the tax status of any of Town's bonds.

- Conferring at least annually with personnel responsible for Bond-financed or refinanced assets to identify and discussing any existing or planned use of Bond-financed or refinanced assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the Tax Certificate relating to the Bonds.
- To the extent that the Town Treasurer discovers that any applicable tax restrictions regarding use of Bond proceeds and Bond-financed or refinanced assets will or may be violated, consulting promptly with Bond Counsel and other legal counsel and advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary.

Investments

Investment of bond proceeds in compliance with the arbitrage bond rules and rebate of arbitrage will be supervised by the Town Treasurer.

- Guaranteed investment contracts ("GIC") will be purchased only using the three-bid "safe harbor" of applicable Treasury regulations, in compliance with fee limitations on GIC brokers in the regulations. Bond Counsel shall be consulted in connection with the purchase of any GIC with bond proceeds.
- Other investments will be purchased only in market transactions at fair market value.
- Calculations of rebate liability will be performed annually and an outside consultant retained if required.
- In the event Form 8038-T is required a rebate expert or specialist will be retained to prepare same.
- Rebate payments will be made with Form 8038-T no later than 60 days after (a) each fifth anniversary of the date of issuance of the appropriate series of bond and (b) the final retirement of the applicable series of bonds. Such returns shall be prepared by a rebate or arbitrage specialist.
- Identify date for first rebate payment at time of issuance. Enter in records for the appropriate issue.

Records

Management and retention of records related to tax exempt bond issues will be supervised by the Town Treasurer.

- Records will be retained for the life of the bonds plus any refunding bonds plus six years or such shorter period as approved by the Internal Revenue Service. Records

EXHIBIT B CONTINUED

may be in the form of documents or electronic copies of documents, appropriately indexed to specific bond issues and compliance functions.

- Retainable records pertaining to bond issuance include transcript of documents executed in connection with the issuance of the bonds and any amendments, and copies of rebate calculations and records of payments including Forms 8038-T.
- Retainable records pertaining to expenditures of bond proceeds include requisitions, trustee and bank statements and final allocation of proceeds.
- Retainable records pertaining to use of property include all agreements for nonexempt use and any documents relating to unrelated business activity.
- Retainable records pertaining to investments include GIC documents under the Treasury regulations, records of purchase and sale of other investments, and records of investment activity sufficient to permit calculation of arbitrage rebate or demonstration that no rebate is due.

Overall Responsibility

- Overall administration and coordination of this set of procedures is the responsibility of Town Treasurer, who shall make the appropriate Town officials aware of them.
- At least annually, the Town Treasurer and other appropriate Town officials will meet with Bond Counsel regarding updates on compliance and available non-compliance remedial actions.

At least annually, the Town Treasurer will complete, with the assistance of Bond Counsel, an overall post-issuance compliance certificate pertaining to expenditure of proceeds, use of bond financed property and investment of proceeds, including the retention of necessary records.

EXHIBIT C

**Board of
Selectmen
/
Accounts**

Transfer	Account Dept/line	Department	Amount	Reason	Town Meeting
OTHER					
To	08/1025/0489	CNR/ P.W. Salt Dome	\$5,000.	To fund	
From	08/1025/0497	CNR/ P.W.Heating Units	00	project	yes
To	01/1130/430	Senior Center/ Vehicle Maintenance	\$5,810.	see	
From	01/1130/100	Senior Center/Salary F/T	65	attached	yes
To	01/1130/620	Senior Center/Gas & Oil	\$2,525.	see	
From	01/1130/121	Senior Center/ Salary Drivers	92	attached	yes
To	01/1130/813	Senior Center/Programs for Seniors	\$1,083.	see	
From	01/1130/121	Senior Center/ Salary Drivers	79	attached	yes