

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

MINUTES OF REGULAR MEETING

Tuesday, August 7, 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, Scott Morgan, Dick Sherman, SD Broder, Gilbert Hayes, Kimberly Lord, Robin Newton, John Burnham, Paulette Broder, Lois Noble, Dan Nadeau, Linda Sinsigallo, Tom Talamini, and a few others
Press: Larry Smith (Patch. com) and Cory Gauffman (Journal Inquirer)

I. Call to Order

First Selectman Denise Menard called the Regular Meeting to Order at 7:04 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

Regular Meeting of July 17, 2012

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the minutes of July 17, 2012 Regular Meeting, as presented.

V. Communications

a. Correspondence Regarding MDC Household Hazardous Waste Program

Ms. Menard commented about a letter received by her office on August 1, 2012. She read from the letter which indicates that the MDC (The Metropolitan District) has decided to reduce the size of its Household Hazardous Waste Program (HHW). The letter is advising the Town of East Windsor that as of January 1, 2013, the MDC will no longer offer HHW Services to the Town of East Windsor. The HHW program will proceed as scheduled for 2012. The letter gave the names of HHW programs in surrounding areas of East Windsor. Those programs are Mid-Northeast Recycling Operating Committee and Capitol Region East Operating Committee.

b. Approval of LOCIP Grant

Ms. Menard indicated to the Board Members that in their packets is a letter from the State of Connecticut Office of Policy and Management regarding the LOCIP Grant. The Town of East Windsor's application for the Local Capital Improvement Program (LOCIP) grant has been approved in the amount of \$91,908.00. The monies are to be used for a road paving program. Ms. Menard and Ms. Nelson mentioned this year's grant is a little higher from last year's grant, which was \$75,000.

c. Correspondence Regarding the Route 140 Stakeholders Meeting

Ms. Menard indicated to the Board Members that in their packets is a memorandum from Ms. Laurie Whitten, Director of Planning and Development regarding the Route 140 Stakeholder Meeting of June 13, 2012. Attached to the memorandum is the report from Planimetrics from that meeting for their review.

d. Memo from Town Clerk Regarding Clarification of Posting Board of Education Minutes to the Town Website

Ms. Menard indicated that at one of the previous meetings, one of the Board Members inquired about the Board of Education Minutes. In their packets is the response from the Town Clerk. She also mentioned that when the new IT person begins, it will be asked if he could have a link to go directly to the Board of Education website to where the agenda and minutes are posted.

e. Correspondence from Town Treasurer Regarding PILOT Payment

Ms. Menard remarked about a letter sent by the Town Treasurer regarding the PILOT Payment and the entire amount being due at the time of the letter. The

letter was dated July 18, 2012. As of the present date, no response has been made by the Housing Authority.

f. Pack-It Back to School Program

Ms. Menard commented regarding the Pack-It-Back to School Program sponsored by the Department of Human Services. This is the 14th Annual Pack-It-Back to School Program. This program provides backpacks filled with essential school items which are given to children who are in need of them. The backpacks are distributed through the East Windsor Schools to preserve anonymity.

VI. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard gave to all the Board Members a copy of her report dated August 7, 2012. A copy of said report is attached hereto and marked Exhibit A.

b. Alan Baker, Deputy First Selectman

Mr. Baker indicated that the American Heritage River Commission were at the meeting to discuss their recent activities; therefore, he will not comment on that commission this evening.

Mr. Baker briefly commented on a recent Planning and Zoning Meeting wherein the Town of East Windsor requested a special use permit in regards to the Town Garage property. This matter was continued until next month.

c. Dale Nelson, Selectwoman

Ms. Nelson indicated she attended the recent Emergency Management Drill on July 29, 2012 between the hours of 9:00 a.m. through 12:00 p.m. She commented that it was very interesting. On July 31, 2012, she attended an emergency Board of Selectmen Meeting, and on August 2, 2012, she attended the Broad Brook Fire Department Meeting. The Department is looking for their quarterly payment since the new budget has been in place. The physicals are complete and the Department is still waiting for the new fiber-optic line to be dropped at the station. She also noted the Chief is waiting for the contract between the Senior Center and the Department regarding the use of the gym. Another shed burning will be used for an upcoming practice drill.

Ms. Nelson commented on the recent Warehouse Point Fire Department Meeting she attended on August 6, 2012. It was mentioned that replacement windows will be done at Station II. They had a lengthy discussion regarding the development

of Phelps Road and the new construction of Wal-Mart and the need of personnel at the Department. A program will be developed by the Chief to discuss this issue to the Board of Selectmen. The current roster consists of 30 volunteers and the turn out during fire emergencies is not great. The concern is that the safety of the town could be in jeopardy.

d. Richard P. Pippin, Selectman

Mr. Pippin indicated he attended Planning and Zoning Meeting recently wherein one application was heard. It was a short meeting conducted by Mr. Scott Morgan.

He discussed the recently Inland/Wetlands Meeting of August 1, 2012. The meeting regarding one issue had to be continued due to more information was needed; it was continued until September 5, 2012. The East Windsor Cemetery Association requested a modification of a permit, the vote was three yes and one no and the modification did not pass. Mr. Pippin was concerned about this outcome due to the fact this Commission only has six members and inquired if a new member will be placed on this Commission. The other application by the East Windsor Cemetery Association and the Town of East Windsor was a request to widen a driveway and this request passed. Mr. Pippin also discussed a request by Mr. Kevin Saunders in behalf of West River Farms LLC. It was determined that the project would not be in wetland areas of East Windsor; however, it would be in the South Windsor area of the project.

Mr. Pippin discussed the recent WPCA Meeting of July 25, 2012 wherein the Chairman and Vice Chairman were elected as follows: Mr. Paul Anderson, Chairman and Mr. Thomas Davis, Vice Chairman. It was reported that the Prospect Hill benefit assessments are completed and the sewer extension project will go out to bid in August. The new pump at Scantic Station is running well. The roof on the building needs to be repaired. The WPCA is concerned about the equipment which might get damaged due to the roof problems. They will eventually be looking for reimbursement of same.

e. James C. Richards, Selectman

Mr. Richards indicated he does not have a report this evening due to the fact that the Boards and Commissions he reports on have not had meetings in the past two weeks.

**Board Recessed at 7:27 p.m. to convene a Town Meeting.
Board Reconvened at 8:08 p.m.**

VII. Public Participation

None.

VIII. Board and Commission Resignations and Appointments

**a. Resignations:
Ethics Commission
James C. Richards**

In a letter dated July 17, 2012, Mr. Richards resigned from the Ethics Commission indicated that as an Elected Official of the Town's Legislative Body, he cannot serve upon the Ethics Commission.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (3-0)(J. Richards abstained) that the Board of Selectmen accepts the resignation of Mr. James C. Richards from the Ethics Commission with deep regret.

**b. Re-Appointments:
Building Committee
Joseph Sauerhoefer (D), Regular Member for a six year term
expiring August 1, 2018**

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the re-appointments of Mr. Joseph Sauerhoefer (D), Regular Member of the Building Committee for a six year term expiring August 1, 2018.

c. New Appointments:

- **Agricultural Commission**
 1. **Albert Grant (U) Regular Member, one year term to expire August 1, 2013**
 2. **Kirk Monstream (R) Regular Member, two year term to expire August 1, 2014**
 3. **Jan Warren (U) Regular Member, three year term to expire August 1, 2015**

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the appointments to the Agricultural Commission of Mr. Albert Grant (U) Regular Member, one year term to expire August 1, 2013; Mr. Kirk Monstream (R) Regular Member, two year term to expire August 1, 2014; and, Ms. Jan Warren (U) Regular Member, three year term to expire August 1, 2015.

- **E.W. Historical Preservation Commission
Scott Morgan (R), Regular Member for a term expiring
October 1, 2015**

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the appointments of Mr. Scott Morgan (R), Regular Member of the E.W. Historical Preservation Commission for a term expiring October 1, 2015.

d. Board and Commission Current Vacancy List

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

It was **MOVED** (Richards) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. X. New Business C. Update from Tax Collector's Department and Agenda Item No. IX. Unfinished Business B. Set Salaries for Part Time and Unaffiliated Employees to be discussed before IX. Unfinished Business.

X. New Business

c. Update Regarding Tax Collector's Department

Ms. Menard introduced to the Board Ms. Kimberly Lord, Tax Collector. Ms. Lord gave the Selectmen an update on the tax collections. She indicated the July collections were very successful. She indicated that \$14,000,000 has been collected which includes \$160,000 in back taxes and \$144,000 in interest. Compared to last year's tax collections, approximately \$1.5 million dollars more has been collected. She gave compliments to her staff during this collection period. She commented that back in June, 47 accounts were sent to the collection attorney; approximately 45 days ago and \$215,000 of back taxes have been collected. Ms. Menard commented on the demeanor of Ms. Lord while working with taxpayers which are behind in their payments. She tries to assist them in any way by giving possible alternatives in an attempt to help them with their payments. She complimented Ms. Lord on a job well done.

Ms. Lord then began speaking of her staff at the Tax Collector's Office. She indicated that back in May she began thinking of restructuring the office by streamlining refunds and sewer collections. In doing so, she does not feel there is a need for a full time assistant in the office. A part time assistant would be able to do the job and be just as effective. This is a way to save the town money, approximately \$30,000 in salary and \$24,000 in benefits. She commented that approximately \$108,000 of payments to the tax office was received on line through the website electronically. It was asked if she would see the need in the future to have that position again be a full time position. Ms. Lord indicated she did not believe so due to the increase of electronic payments and the use of computers. She indicated the money should be used somewhere else within the Town. She did indicate she would need extra help during the months of the heaviest collection is done which are January and July; however, two part time positions, which are flexible should be able to handle the overflow.

IX. Unfinished Business

b. Set Salaries for Part Time and Unaffiliated Employees

Ms. Menard indicated that the unaffiliated employees have elected to have this discussion in public session and not executive session. She indicated that a 2% raise was given to the First Selectmen and the other unaffiliated employees are requesting the same. Today was given a memorandum addressed to the Board of Selectmen dated August 7, 2012. The memorandum is from the unaffiliated employees, who are Ms. Robin Newton, Assistant Town Planner, Ms. Catherine Cabral, Town Treasurer, and Ms. Becky MacDonald, Assistant to the First Selectmen. Ms. Menard gave to all Board Members a copy of that memorandum. Ms. Menard commented that she does not believe that the unaffiliated employees should be singled out due to the fact they are not represented by a bargaining unit. Ms. Menard began speaking about the performance evaluations and how Ms. Newton's performance evaluation is done by her supervisor, Ms. Laurie Whitten. Ms. Menard remarked she feels uneasy about having the Board of Selectmen perform the evaluations; however, she has spoken to the Human Resources person and a form will be implemented which will detail strengths, weaknesses and goals. It will be a very simple form and process. It was discussed that the some employees have contracts and others do not. It was also discussed that Ms. Newton has been an employee with the Town for four years and has only received one raise within that four year period.

A brief discussion was held.

Ms. Menard indicated the raises which are being requested are retroactive for the fiscal year 2011-2012. She indicated the monies would come from the 27th payroll. She gave to the Board Members a form which indicates the proposed transfers.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (3-1)(In Favor – Ms. Nelson, Mr. Baker and Mr. Pippin; Opposed – Mr. Richards) that the Board of Selectmen recommends to the Board of Finance the following transfers:

- \$995.00 from 27th Payroll Account No.: 1-01-10-1194-1-114-0000-0 to Selectmen Salary Full Time Account No.: 1-01-10-1010-1-100-0000-0;
- \$1,475.00 from 27th Payroll Account No.: 1-01-10-1194-1-114-0000-0 to Treasurers Salary Full Time Account No.: 1-01-10-1025-1-100-0000-0; and,
- \$ 932.00 from 27th Payroll Account No.:1-01-10-1194-1-114-0000-0 to Planning Salary Full Time Account No.:1-01-10-1125-1-100-0000-0.

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

IX. Unfinished Business

a. Discussion of Town I.D.'s for Constables and Elected Officials

Ms. Menard introduced to the Board Mr. S.D. Broder, Mr. Gilbert Hayes and Mr. John Burnham to the Board for the discussion of Town I.D.'s for Constables. Mr. Broder asked Mr. Burnham to be in attendance as he is a constable as well. Mr. Richards indicated that at the last meeting he was asked to speak to the Chief of Police regarding identifications. He has discussed this topic with the Chief and the solution may be investing \$3,000 in a machine so the Town can provide identifications for no cost. All officials such as police commissioners, building inspector, and zoning officials could obtain a town identification which would be controlled by the police department. Ms. Menard inquired if everyone would be okay with spending money for the machine. No response was made. Mr. Broder commented that all the constables want is an identification card from the Town of East Windsor with a start date and length of term. Ms. Nelson responded that the Connecticut State Statues do list many duties which constables can perform and she would like to see a list of duties which the constables are planning to perform before she will consider giving Town identifications to the constables. Mr. Broder commented that the constables want to be able to serve papers.

A lengthy discussion took place regarding the duties of which the constables want to be able to perform. Ms. Menard indicated the duties of the constables are directed by the First Selectman.

At the end of the discussion, Ms. Menard indicated that she would like something in writing from the constables defining what duties which they will be performing as constables. She would also like a hold harmless agreement signed by the constables releasing the town of any liability while performing said duties and an assurance from the constables that they will not be carrying badges.

A lengthy discussion was held.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. X. New Business A. American Heritage River Commission Update to Include Richard Sherman B. Discussion of the naming of the Parks/Parking Lots before IX. Unfinished Business C. Discussion of Property Maintenance Code.

X. New Business

a. American Heritage River Commission Update to Include Richard Sherman

Ms. Menard introduced Mr. Richard Sherman, Mr. John Burnham, and Mr. Tom Talamini all of the American Heritage River Commission to the Board. The three gentlemen were present before the Board to give the Board an update on what activities the American Heritage River Commission have been doing for the past year. Mr. Sherman gave to all the Board Members copies a report entitled "A.H.R.C. Activities Report for the Year 2011". He read through the report indicating approximately 750.5 volunteer man hours and this number is low, due to the fact not all hours are reported. The state park activities include heavy duty bridges and mud walks built, four plus miles of trails opened, cut back and dressed. The Boy Scout Eagle Projects aided in building of a trail bridge, trail cleaning and Kiosk completion. Extra activities include participation in Second Annual Duck Race; joined Community Day activities with a float and booth; inauguration of Cardboard Boat Race which activity benefited the town food party with \$200. Five parking areas for river activities have been cleared, cut and cleaned monthly. The Second Annual New Year's Day Hike had more than 200 participating. The Commission sponsored a Connecticut Trail Day Hike in the State Park, Connecticut Water Trails Day guided boat trip on upper section of the Scantic River in the State Park. A grant has been submitted and received from the USDA for leased water testing equipment program, the Commission is waiting for the equipment. Other grants include Aquarion

Water Company for replacement of equipment and its maintenance and Connecticut Light and Power for equipment. The Scantic Road Survey was completed from the Enfield Town line, through Town, to South Windsor Town line. The Commission continues sampling of water of the Scantic River and some of its tributaries at ten places, on a monthly basis for water report 2011-2012.

A brief discussion was held.

b. Discussion of the naming Parks/Parking Lots

This discussion included Mr. Sherman, Mr. Burnham and Mr. Tom Talamini. Mr. Sherman indicated the naming of parking areas along the Scantic River and that there is some confusion as to what the Commission was trying to do in naming the parking areas. The parking areas at different points along the Scantic River are for vehicle parking, and the loading and unloading of canoes and kayaks. These parking areas were chosen partly because of being a launch or recovery point. Some criteria taken into consideration for other than launch/recovery point were these areas were already being used by people using the river or trails. By naming them, these points could be easy to find. Many users of the trails and Scantic River are not local and this helps them to find where they want to be. The Commission wanted to point out some of the Town's historical sites. The Commission is in no way naming parks for the Town. There is a question about the procedure of naming the parks and Mr. Sherman was referred to Ms. Melissa Maltese, Director of Parks and Recreation. Mr. Sherman indicated when he spoke to Ms. Maltese she did not have a problem with the Commission naming the parking areas in town; however, this subject has not yet been heard by the Parks and Recreation Commission. Mr. Sherman reiterated he did not want to rename any parks but parking areas for those who use the trail systems.

Ms. Menard indicated she has received a draft of the procedure of naming parks in the Town. She had given copies of the drafted procedure to all Board Members for their review which was dated March 2010. The other proposal which was discussed about naming parks was dated 1998. Ms. Menard indicated that the Board of Selectmen would be the Board which recommends the policies and it has to be approved by a Town Meeting.

A lengthy discussion was held. It was the general consensus that the Board would review the policy and procedure, making it a very simple, and would discuss this further at a future meeting.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen returns to the order Agenda Item No. IX. Unfinished Business C. Discussion of Property Maintenance Code Complaints Received to Date.

c. Discussion of Property Maintenance Code Complaints Received to Date

Ms. Menard indicated at this time, the Board has not yet made any recommendations on a possible blight ordinance. However, she has received complaints in her office, which are starting to pile up and she needs some direction in regards to same. She indicated that in the Board Member's packets are complaints. Two complaints are regarding properties on South Main Street and one complaint is regards to a Church Street property. Ms. Menard inquired with the Board what recommendations would they have in acting upon these complaints.

After a lengthy discussion, it was decided building official would take action upon properties which are problems due to safety concerns such as the barn falling down and roof on a structure which is not safe. It was also suggested the uncut grass would be a North Central Health issue.

The discussion continued regarding a Blight Ordinance and it was decided that this discussion will take place at the next meeting and a draft written by Mr. Baker will be reviewed.

X. New Business

d. Authorization to Dispose of Old Computer Equipment

Ms. Menard indicated to the Board that due to the computer refresh the Town will be going through in the next month. She indicated the Town will have many computers which will no longer be used due to the fact that some of the software which will come with the refresh cannot be used on the current equipment. She had suggestions of how to dispose of the equipment. She is concerned that the computers were purchased with taxpayer's money. The computers could be sold to employees for a nominal fee and the money collected could be donated to the Five Corner Cupboard or the computers could be used for volunteers from Boards and Commissions or the Senior Center. Mr. Baker commented that all of the operating software would have to be wiped off the computers since the licensing for the software was purchased by the Town. Ms. Menard did inquire with the Treasurer who indicated the computers are Town equipment have value. An email was sent to the auditors to find out what there suggestions were and they suggested selling the equipment for fair market value.

A brief discussion was held. It was suggested contacting either KeyLinx or Kaplan Computers to see if they would be interested in purchasing the equipment.

Mr. Richards indicated he would contact KeyLinx. He would like an email sent to him giving him general information about the computers such as number of CPUs and the manufacturers of the computers.

e. Discussion of Business Forum

It was the general consensus to postpone the discussion of the business forum. Ms. Menard and Mr. Richards are working on this topic with the EDC and further information will be forthcoming.

f. Discussion of Equity Check from CIRMA

Ms. Menard indicated that CIRMA has sent a check in the amount of \$26,751.00 which is a distribution of members equity. She indicated last year the Town received monies as well from CIRMA. This money is not planned. Ms. Cabral will put this money into the CNR account and the monies can be used for an unplanned purchase, such as the signs for the Town Hall and Annex. Last year, the monies were used for paving the Annex parking lot. It was questioned that the Board of Education is also named on the check and if a portion of the monies will be given to the Board of Education. Ms. Menard indicated she would check with the Board of Education. Another idea which recently came to mind was purchasing the identification machine which was earlier talked about during this meeting.

A brief discussion was held regarding the signs at the Town Hall and Annex and the lighting of said signs.

g. Discussion of CCM Discount Prescription Drug Program and Service Contract

Ms. Menard gave to all Board Members a copy of the CCM Discount Prescription Drug Program and the Service Contract for their review. Ms. Menard indicated that because the Town of East Windsor is a member of CCM, the Town can offer residents a free prescription discount card that provides average savings of 45% off the retail price of prescription medication, at no cost to the Town.

A brief discussion was held and a concern was that some of the pharmacies listed were not in East Windsor.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (3-1) (In Favor – Ms. Nelson, Mr. Baker and Mr. Pippin; Opposed – Mr. Richards) that the Board of Selectmen authorize Ms. Denise Menard, First Selectman, to sign the Proact, Inc. Service Agreement as presented.

h. Cancel or Relocate August 21, 2012 Board of Selectmen's Meeting Due to Probate Judge Election

Ms. Menard indicated that due to the Probate Judge Election which will be held on Tuesday, August 21, 2012, the meeting room at the Town Hall will not be available. She did indicate that Park Hill Community Room is available that evening and the meeting could be held there.

A brief discussion was held.

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen relocate the Board of Selectmen Regular Meeting scheduled for August 21, 2012 to Park Hill Community Room.

i. 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 \$1,071.90 dated July 31, 2012.

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$1,070.90 pursuant to the tax collector's request dated July 31, 2012.

XI. Budget Matters

a. Budget Discussion and Transfers

1. FY 2011-2012

Ms. Menard indicated the only transfer which needed to be addresses was the transfer which was discussed previously in the meeting.

2. FY 2012-2013

Ms. Menard indicated no transfers for the new fiscal year.

b. Monthly Reports (Second Meeting of the Month)

XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200 (6) (b) Contract Matter and Section 1-200 (a) Personnel

It was **MOVED** (Pippin) 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.

The Board entered into Executive Session at 10:36 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 11:10 p.m.

No action taken.

XIII. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the August 7, 2012 Regular Meeting at 11:12 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

August 7, 2012

My report to the Board of Selectmen

July 28 & 29 East Windsor participated in a Department of Emergency Management and Homeland Security exercise. I have not seen any feedback on how we did but I know from past experience that our emergency management abilities are greatly improved thanks our emergency management leadership and the many dedicated volunteers and staff that gave up most of their weekend on July 28-29.

Our IT Tech Specialist Justin Bristol's first day of work will be this Thursday August 9. We are looking forward to his joining us and expect to keep him extremely busy.

I signed close to the last invoice for the North Rd sewer project current project. All that is left to be done is patching lawns, etc which won't be done until the fall at this point.

Staff and representatives from the BMX committee met this week to get an update as to where they are. They are moving forward and expect to get 3 pieces of equipment installed at the park once they get beyond next week's Public Hearing.

I have been told that we should be getting FEMA reimbursement for the October storm in the near future and the insurance company has taken a look at the crashed servers hard drives and said they will be settling that claim shortly.

There have been questions raised about a smooth, predictable process assuring that all agendas that need to be legally posted are done within the correct timing. My office staff is looking into the best way to get that done.

I have been assured by Len Norton that he will be working on expanding the parking at the front of the Town Hall. Public Works removed the dead shrubs around the building last week. It looks pretty bare but I've been told that it looks better. I'm looking for creative for solutions to sprucing up our landscaping. Any ideas?

To make the election expenses a little easier to understand, I asked Becky to create a uniform expense sheet that can be submitted by both Registrars for any election, referendum, primary, etc. It is a work in progress. It has been sent to the Registrars to use for the elections in August. We can make changes if there are any requested but it is a start.

EXHIBIT A CONTINUED

New copiers have been delivered to Town offices. We have added a few stray copiers to the Town's contract rather than have offices purchase their equipment separately. It may change the budget lines within the budget but should not change the overall costs since they will now all be under a contract that follows the State contract.