

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

**MINUTES OF REGULAR MEETING**

**Tuesday, September 18, 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: Len Norton, Elizabeth Burns, Scott Riach, James Falkowski, Richard Labrie, and a few others  
Press: Larry Smith (Patch. com) and Justin Kloczko (Journal Inquirer)

**I. Call to Order**

First Selectman Denise Menard called the Regular Meeting to Order at 7:06 p.m., in the Town Hall Conference Room.

**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 Items**

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen adds the following item to the agenda: X. New Business J. Reinstatement of the Board of Selectmen's May 22, 2012 Special Meeting Minutes Relating to the Broad Brook Elementary School Portable Classrooms and Windows Project.

**IV. Approval of Minutes**

**Regular Meeting of September 4, 2012**

An error was noted in the September 4, 2012 Regular Meeting Minutes. An amendment to the minutes on Section XII., Paragraph 1 is noted. The following is the noted amendment:

“It was **MOVED** (Richards) 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.”

to

“It was **MOVED** (Richards) and **SECONDED** (Pippin) **PASSED** (U) that the Board of Selectmen enters into Executive Session discussion to preserve confidentiality.”

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the Regular Meeting Minutes of September 4, 2012 as amended.

## **V. Communications**

### **a. Thank You Letter from the BMX Skate Park Study Committee**

Ms. Menard indicated that in the Board Member's packets was a recent letter from the BMX Skate Park Study Committee Co-Chair Ms. Brenda Crockett addressed to Mr. Herb Holden of Herb Holden Trucking, Inc. Ms. Menard read from the letter. Within that letter, Ms. Crockett thanks Mr. Holden and his company for their top quality work and superior customer service.

### **b. Correspondence from Planning and Development Office**

Ms. Menard commented about the correspondence which is in the Board Member's packets dated August 15, 2012 from Ms. Laurie Whitten, Director of Planning and Development. That memorandum indicates that in accordance with Connecticut General Statutes Section 8-24, at a meeting on August 14, 2012, the East Windsor Planning and Zoning Commission voted to make a positive referral and recommend to the Board of Selectmen to approve the development of the BMX/Skate Park, Dog Park and Community Gardens to be located on the Town Open Space located at 24 and 40 Reservoir Avenue. Along with the memorandum was a copy of the meeting minutes which included the motion from that meeting along with the legal notice of actions. This issue will be placed on a future agenda for further discussion.

### **c. Information from CCM Regarding Condominium Owners Request**

Ms. Menard remarked about an email she received from the CCM Research Department regarding the Condominium Owners Request. She had posed questions to the Research Department regarding surrounding towns. A copy of that email was given to all of the Board Members for their review. Ms. Menard

indicated she will share the information to the representatives of the Condominium Owners and will wait for their response.

## **VI. Selectman's Reports**

### **a. Denise Menard, First Selectwoman**

Ms. Menard gave to all the Board Members a copy of her report dated September 18, 2012, a copy of which is attached hereto and marked as Exhibit A.

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

Mr. Baker commented on the recent Veterans Commission Meeting. At that meeting, the Veteran's Day Road Race was discussed. It will take place on November 10, 2012. He hopes to see everyone out there either running or watching!

Mr. Baker remarked about the Connecticut Source to Sea clean-up which is scheduled for September 29, 2012. The volunteers are asked to meet at Osborne Park on that date at 10:00 a.m. The clean-up will take place from 10:00 a.m. to 2:00 p.m. on that date. A dumpster has been secured along with donated gloves from Connecticut River Water Shed. Last year it was a great event, approximately 48 volunteers picked up garbage along the Connecticut River. Mr. Baker also discussed the Lions Club Town of East Windsor Bicycle Race which will take place on September 30, 2012. It will begin on Reservoir Avenue.

Mr. Baker commented about the recent Planning and Zoning Meeting he attended. He mentioned Mr. Dearborn's permit extension was approved and a discussion regarding the Wal-Mart. There were also discussions regarding the Property Maintenance Code.

Mr. Baker gave to all Board Members research done regarding the solar energy pertaining to the Town. He discussed the materials briefly. He indicated that there is a potential savings of \$45,000 per year for energy costs. He indicated he is not recommending this plan as of this meeting, and that the information given to the Board Members is informational only and further research will be done.

### **c. Dale Nelson, Selectwoman**

Ms. Nelson commented on the energy and cost savings in regards to the Warehouse Point Fire Department and recent actions the department has done. They have compared energy costs of the past years and they are beginning to see savings. They have a three year plan in place.

Ms. Nelson indicated she attended the Inland/Wetland Commission Meeting on September 5, 2012 and on September 6, 2012, she attended an event honoring

Southern Auto Auction 65<sup>th</sup> year. It was a great event and to be able to see the facility was a pleasure.

Ms. Nelson mentioned the recent Broad Brook Fire Department Meeting. At that meeting, they discussed the new construction projects, Chapman Estates and Wal-Mart, in particular, and their concerns of safety and having enough personnel to respond to emergencies, especially during the daytime hours. They are developing a proposal and they will be presenting said proposal to the Board in the near future. They also discussed their current equipment and the possibilities of future purchases.

Ms. Nelson discussed the recent Police Commission Meeting. She indicated there are three vacancies on the East Windsor Police Department and two candidates will be beginning the academy in mid-October. Due to the training, the candidates will not be in the field for approximately one year. At that meeting, there was a discussion regarding repair of the radar units and computer replacement for the cruises. The equipment has been moved from car to car and it is beginning to take a toll.

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

Mr. Pippin indicated he attended the Inland/Wetland Meeting of September 5, 2012. A long and detailed presentation regarding Chapman Apartments was heard. There was a discussion after the presentation and ultimately the permit was granted and the plan was filed. A new application was heard from 285 South Main Street and Newberry Road LLC was granted a modification. East Windsor Cemetery Association was not heard, it will be on the next agenda.

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

Mr. Richards gave to all Board Members a copy of his report dated September 18, 2012. Mr. Richards indicated that he was unable to attend the recent Board of Education Meeting.

Mr. Richards discussed the Economic Development Commission which met on September 17, 2012 with the First Selectwoman and three lending institutions which were Nutmeg State Federal Credit Union, New England Bank and Trust, and Rockville Bank. Everyone at the meeting felt an event with lenders as well as SBA Government Agencies would be beneficial to not only the Stakeholders on Route 140 North Road but other businesses in Town. EDC will use its Annual Meeting for Businesses in January for "Business Forum" presented by Board of Selectman and Economic Development Commission.

Mr. Richards commented about the Historical Preservation Commission did not hold Regular Meeting last week but are holding a Special Meeting on September

20, 2012 at 5:00 p.m. to vote to delay of demolition on a building behind Geissler's Plaza.

Mr. Richards remarked about the recent Housing Authority meeting. It was business as usual. They are awaiting the Town to give a date of when the paving might be completed.

Mr. Richards mentioned the Parks and Recreation Commission. He indicated the Skate Park is almost finished with the equipment arriving. October 6, 2012 is Barktoberfest. The Commission discussed the draining of the reservoir to check on aggressive algae and how it can be controlled. Home for the Holidays light contest, skating rink and carol sign are all coming up.

## **VII. Public Participation**

None.

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

**a. Resignations: None**

**b. Re-Appointments: None**

**c. New Appointments:**

**Property Maintenance Code Board of Appeals – Sheila Gleckman**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the appointment of Ms. Sheila Gleckman (R) to the Property Maintenance Code Board of Appeals, for a four-year term expiring September 1, 2014.

## **IX. Unfinished Business**

**a. Discussion of (PEGPETIA) Grant Program**

Ms. Menard introduced members of the Cable Advisory Committee, Ms. Elizabeth Burns, Mr. Scott Riach, and Mr. James Falkowski to the Board to discuss the PEGPETIA Grant Program and the possibility of taping the Board meetings for airing on Cox Cablevision. Ms. Menard commented that she has spoken with the IT person and he has indicated that cameras can be used for security purposes would not be difficult and it would not be a big investment, for instance, putting security cameras on a cash drawer in an office. Ms. Burns indicated that the Cable Advisory Committee has met and have gone over the grant process. It was questioned which entity would be responsible for applying for the grant. Ms. Burns indicated that it would be the East Windsor Production Team. This team has produced many town meetings, including the

Charter Revision meetings. She noted that everyone who is involved in the production donate their time and effort. The other question posed was if the grant is obtained and new equipment is purchased, who would be authorized to use said equipment. It was suggested that not only the Boards, such as, Board of Selectmen, Board of Finance and Board of Education have access to the equipment but other town agencies, such as Planning and Zoning and Public Hearings be videoed along with other activities in the Town, such as, Community Day.

A conversation began as to who would be taping and editing the productions. The basic meetings which would be taped would be Board of Education, Board of Selectmen and Board of Education, which would total of approximately 5 meetings per month which would be approximately 9 hours of taping and it would take an additional 8 hours of editing each month to produce the meetings to be broadcasted. The equipment cost would be covered by the grant if it was approved; however, there would be a human cost as well which the grant would not cover. The human cost could be built into the information technology budget. It was indicated that the equipment would cost approximately \$62,000 and the human cost would be approximately \$25,000 to \$45,000. It was mentioned that the Town of Enfield pays for the taping of the meetings. Ms. Burns mentioned she and the Cable Advisory Board would gather more information before the grant will be submitted at the \$62,000 figure.

It was inquired if the Board of Education was asked about using students in the AV classes who could assist in taping and editing such productions. It was also asked if corporate sponsors could be used for the cost of producing some of the meetings. It was mentioned that due to the fact these broadcasts would be available on public access; corporate sponsors may not be allowed. Ms. Burns indicated she would do the research regarding that issue. Ms. Menard indicated she would contact CCM regarding this issue as well to find out what surrounding towns have done to fund the taping and editing of town meetings.

A discussion was held.

It was decided that the Cable Advisory Committee would return to the Board of Selectmen in November to discuss the grant further.

## **X. New Business**

### **a. Pavement Management Presentation**

Ms. Menard introduced Mr. Len Norton, Director of Public Works to the Board. Mr. Norton introduced two representatives from Vanasse Hangen Brustlin, Inc. which has done a Pavement Management Study for the Town of East Windsor. Mr. Norton noted from the report that the East Windsor Roads

are a valuable asset; excluding sidewalk, curbing, drainage and subsurface utilities, it would cost over \$60 million dollars in today's dollars to replace the Town's roadway network. A power point presentation was used to give the Board Members a summary of what was discovered during this Pavement Management Study. In the spring of 2012, the Town of East Windsor Public Works Department hired Vanasse Hangen Brustlin, Inc. (VHB) to conduct an evaluation on the Town's 71 miles of road. VHB quantified the severity and extent of nine pavement distresses and used that information to generate a pavement condition index on a scale of 0-100 for each Town maintained road. In 2005, VHB conducted a similar evaluation as part of a study to establish the value of the Town's infrastructure assets for GASB 34. A report summarizing the current pavement conditions in East Windsor was completed. It compares today's condition to those found in 2005, and provides estimates of future overall pavement conditions based on several different funding assumptions. A chart was shown showing the distribution of pavement condition index of 2005 and 2012. The goal is to decrease the poor conditions while increasing the miles of road in good condition. Unfortunately, East Windsor's roads have followed the opposite trend. The miles in poor condition have increased from 2 miles in 2005 to 8 miles today while miles in good condition have dropped from 41 miles in 2005 to only 24 miles today. A third of the Town's roads are currently in need of preservation. The Town should prioritize funding for this work to extend the life of these pavements to delay the need for more costly capital repairs. A map of the current pavement conditions was shown. It was color coded giving the roads pavement conditions. The Current Roadway Pavement Backlog chart was also shown. The categories were: Do Nothing (22.8 miles/0 cost); Preservation (23.8 miles/\$846,000); Structural Improvement (16.0 miles/\$5,034,000); and, Base Rehabilitation (8.0 miles/\$7,272,000). Pavement totals 70.6 miles/\$13,152,000. It was explained that it makes good fiscal sense to spend the relatively small amount of funds to extend the lives of the large number of streets in need of preservation.

The next slides showed current roadway pavement backlog summary and funding scenarios. Those scenarios were: Current funding at \$325,000 per year for ten years, decreases the pavement condition index to 60; maintain pavement condition index funding \$1.3 million dollars per year for ten years, the pavement condition index remains near 75; and improving pavement condition index funding is \$1.9 million dollars per year for ten years increases the pavement condition index to 82. A graph showing this data was shown on the next slide. It showed to continue the current funding of \$325,000 shows a gradual decrease in the pavement condition index for the next ten years. It also showed increasing the funding either \$1.3 million dollars or \$1.9 million dollars, increases the pavement condition index. The next few slides were the annual maintenance cost comparison, cost comparison of two roadway repair practices.

The recommendations of the study were as follows:

- Identify pavement condition goals
- Budget adequate funds to achieve those goals
- Use the right tool and the right time and in the right place
- Implement full spectrum of pavement treatments
- Continue to maintain updated pavement management data
- Continue to utilize pavement management system to help plan optimal road program

VHB recommends that the Town used a variety of preservation treatments as well as overlay and rehabilitation treatments in its annual program. Further, a minimum \$1,300,000 per year from all available funds sources should be provided for pavement preservation and rehabilitation to keep the pavement network condition from deteriorating further. As the average pavement condition index of a roadway network drops, the cost of maintaining the network at that lower pavement condition index increases.

A lengthy discussion among the Board Members and Mr. Norton was held. It was ultimately determined that this information should be available to the public for their information. It was determined that it should also be available on the website. Ms. Menard also mentioned that this information will be shared with the Capital Improvement Projects Committee.

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. X. New Business j. Restatement of the Board of Selectmen's May 22, 2012 Special Meeting Minutes Relating to the Broad Brook Elementary School Portable Classrooms and Windows Project before X. New Business b. Approval of Amendments to Ordinances – send to Town Meeting.

**j. Restatement of the Board of Selectmen's May 22, 2012 Special Meeting Minutes Relating to the Broad Brook Elementary School Portable Classrooms and Windows Project**

Ms. Menard introduced Mr. Richard Labrie to the Board. In the Board Member's packets is an email with attachments from Mr. Labrie regarding the May 22, 2012 Special Meeting Minutes. For clarification purposes, Mr. Labrie is requesting an amendment to be made to the minutes because it has been determined the statute requires the language to be contained in the vote by the legislative body which is the Board of Selectmen.

A brief discussion was held.

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (3-0)(In Favor – D. Nelson, A. Baker, R. Pippin; Opposed – None; Abstained – J. Richards) that the Board of Selectmen amend and clarify the May 22, 2012 Special Meeting Minutes, New Business. It should read as follows:

That the Board of Selectmen approve and recommend to the Board of Finance the Resolution regarding the Appropriation and Bond Authorization of \$3,770,000 for the Replacement of the Broad Brook Elementary School Portable Classrooms and Windows as presented and recommend to the Board of Finance and to Town Meeting and Referendum vote.

Furthermore, that the Board of Selectmen authorizes the Board of Education to apply to the Commissioner of Education for and to accept a grant for Replacement of the Broad Brook Elementary School Portable Classrooms and Windows with permanent modular classrooms, as presented.

Furthermore, that the Town Building Committee shall be the project building committee with regard to the Replacement of the Broad Brook Elementary School Portable Classrooms and Windows Project.

Furthermore, that the Board of Selectmen authorizes at least the preparation of schematic drawings and outline specifications for the Replacement of the Broad Brook Elementary School Portable Classrooms and Windows Project.

It was **MOVED** (Nelson) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen returns back to order of Agenda Item No. X. New Business b. Approval of Amendments to Ordinances – send to Town Meeting.

**b. Approval of Amendments to Ordinances – send to Town Meeting**

- 1. Agricultural Commission (#12-03)**
- 2. Open Space Fund Ordinance (#97-1)**

Ms. Menard indicted to the Board Members that copies of the Amendments to the Ordinances were in their packets for review. She indicated Ms. Robin Newton, Assistant Town Planner, was scheduled to be at the meeting; however, she is ill and is unable to attend. Ms. Menard asked the Board Members if they would like to table this matter for the next meeting to ask Ms. Newton any questions or would they rather act upon the amendments.

A brief discussion was held.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the proposed Amendment to An Ordinance Establishing the East Windsor Agricultural Commission, as presented, and forwards to a Town Meeting.

It was **MOVED** (Richards) and **SECONDED** (Baker) and **PASSED** (3-1) (In Favor – A. Baker, D. Nelson, J. Richards; Opposed – R. Pippin) that the Board of Selectmen tables the approval of the Open Space Fund Ordinance (#97-1) until the next Board of Selectmen Meeting.

**c. Approval of Updated Wetland Fee Schedule**

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen tables the approval of Updated Wetland Fee Schedule until the next Board of Selectmen Meeting.

**d. Discussion of Draft Guide for Small Accessory Structure Development Process**

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen tables the discussion of draft guide for small accessory structure development until the next Board of Selectmen Meeting.

**e. Discussion of Idea for Blight Assistance**

Ms. Menard indicated that in the Board Member's packets is a memorandum from Ms. Robin Newton, Assistant Town Planner for their review. In that memorandum, Ms. Newton indicates that during the last monthly land use staff meeting the issue of blight and the Property Maintenance Code was discussed. Of specific discussion was how to get properties cleaned up when the people who live in them do not have the means to do what is necessary to meet the Property Maintenance Code. Reasons could be finances, temporary disability, elderly or ability to take care of an issue.

These issues came up in Coventry after a blight ordinance was passed. It was found that the majority of the people who fell into the violations were elderly people, people with physical disabilities that prevented them from performing necessary work or people who simply did not have the right tools for the job and couldn't afford to buy them or pay someone to do the work.

A group of residents got together and formed a non-profit organization through community fundraiser and donations. They work with the human services department and through two different Coventry facebook pages to reach out to people in the community. In addition, Town staff has the contact information to provide prospective residents who may qualify for their help.

A brief discussion was held.

It was the general consensus to discuss this topic again at the next meeting after Ms. Menard speaks to Mr. Stanley and the Assessor's Office regarding the screening process.

**f. Approval of Greater Hartford Transit District Operating Assistance Grant Contract for FY 2012-2013**

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen authorizes Ms. Denise Menard, First Selectwoman to sign any and all contacts in connection with the Operating Assistance Grant Contract for Fiscal Year 2012-2013.

**g. Discussion of Capital Improvement Planning Policy and Forms**

Ms. Menard indicated to the Board that in their packets is the form which is used by the Capital Improvement Projects Committee when planning and budgeting for the next fiscal year. This is the same form that was used in the past.

A brief discussion was held and there were no changes to the policy and/or forms.

**h. Discussion of State Election Enforcement Commission (SEEC) Complaint**

Ms. Menard indicated to the Board Members that they all have received an email from Ms. Judith Rajala regarding the State Election Enforcement Complaint for their review. The Board of Selectmen have authorized the First Selectwoman to contact Attorney Hawks-Ladd in regards to the complaint since three quarters of the complaint have to do with the actions that were done as an employee of the Town of East Windsor.

Board Recessed at 9:19 p.m.

Board Reconvened at 9:25 p.m.

Ms. Menard had an engagement letter which was sent by Attorney Hawks-Ladd for the review and signature of the Board of Selectmen. A copy of which was given to all Board Members for their review.

**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 \$3,436.78 dated September 10, 2012.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$3,436.78 pursuant to the tax collector's request dated September 10, 2012.

## **XI. Budget Matters**

### **a. Current Budget Discussion and Transfers**

Ms. Menard gave copies of the current budget to the Board Members for their review.

### **b. Correspondence from the E.W. Ambulance Association Regarding their Budget**

Ms. Menard indicated that in the Board Member's packets is letter from the East Windsor Ambulance Association dated September 11, 2012. That letter is informing the First Selectwoman that the East Windsor Ambulance will be returning to the traditional budget presentation format for the fiscal year 2013-2014. It is requesting that the organization be included in all distribution of all budget presentation documents and scheduling planning.

The letter goes on to indicate that the determination of the Town to eliminate Town funding to the Ambulance Association has had a crippling impact on the fiscal health of the organization and has negatively impacted the delivery of advanced life support medical services that is provided to the community. The Ambulance Association returning to the traditional budget presentation format will ensure the process becomes transparent and the real facts about of the organization are brought to light.

A lengthy discussion was held regarding the previous contract with the East Windsor Ambulance Association. It was decided that the Board Members would accept the invitation of the East Windsor Ambulance to take a tour of the facility. Ms. Menard's office will contact the Ambulance Association and schedule that tour.

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### **b. Monthly Reports (Second Meeting of the Month)**

- 1. Building**
- 2. Finance**
- 3. Unleaded Gas, Diesel, Heating Oil and Recycling**
- 4. Town Fire Marshals**
- 5. Property Maintenance Report**

Copies of the monthly reports were given to all of the Board Members for their review.

A brief discussion was held. It was suggested that on the Property Maintenance Report, that another column be added that would simply state resolved or date resolved.

**XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200 (6) (a) Personnel to include Robin Newton and Section 1-200 (b) Pre- Litigation**

It was noted that the Executive Session pursuant to Connecticut General Statutes Section 1-200 (6) (a) Personnel to include Robin Newton will not be taking place due to the fact that Ms. Newton is unavailable due to illness.

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

The Board entered into Executive Session at 9:45 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.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the the defense of Elections Enforcement Commission Complaint No. 2012-0827 brought by Judith Rajala. The engagement letter to be signed by Deputy First Selectman Alan Baker representing the Town.

**XIII. Adjournment**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the September 18, 2012 Regular Meeting at 11:12 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary

**EXHIBIT A**

**September 18, 2012**

**My report to the Board of Selectmen**

FEMA reimbursement - we have received the first payment of \$30,000 and payment for the insurance coverage for the crashed financial server expenses of \$7300+ was received Monday.

Town residents (by postcard) and pharmacies (with in person visits) will be contacted by CCM and ProAct this week so that everyone is informed about the prescription discount program that will begin shortly. We are one of the first 5 towns in Connecticut to implement the program.

Update regarding the Town's farm leases, we have one property that was not leased. Jarmoc did not renew his lease. Two properties are leased to Glen Reichle. The leases were redrafted and a meeting needs to be set up to review and sign the leases, then receive payment for this growing season. The final property is leased to Ralph Winn. He asked to do some repair work on the property in lieu of the \$100 rental. We held the check while he worked with Robin Newton and Len Norton regarding the work he was proposing. It was recently decided that Mr. Winn will not be doing the work so Becky has requested a replacement check from him.

The American Heritage River Commission has requested we consider acquiring 2 parcels of open space. I have spoken with Planning staff as to the process for adding to our Town property if we so choose. I will look further into the process and have something on a future agenda about the AHRC request.

I met with Cindy Miller representing the Warehouse Point Library. She made me aware of a number of needs the library has. I have suggested that Library Board of Directors document their needs and when ready, bring that to the Selectmen. People are starting to think about next year's budgets and we may start seeing more of these kinds of requests.

I have been asked the reasoning for the sign locations on the public and non-profit sign approval form. Robin Newton reminded me that the process was done with approval of the (previous) Board of Selectmen. In looking at the allowed locations and thinking about our Town owned properties, unless there is an objection, I'd like to have the Selectmen look at and consider additional allowed sign locations for public and non-profit organizations.

The system for Town IDs has been purchased using CIRMA equity distribution money. Chief DeMarco is in the process of drafting an ID Card Agreement that will clearly spell out the terms of the ownership and use of the IDs. All Town employees and officials will be receiving notification shortly that they should come to the Police Department, sign an agreement and receive an ID.

The upgrade to our systems has begun. So far things are going well, more to follow . . . and I hope it continues as to go as smoothly as it has so far.

