

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

**MINUTES OF REGULAR MEETING**

**Tuesday, October 2, 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: Robin Newton, Kathleen Pippin, Marie DeSousa, Jerilyn Corso, Nichol DeSousa, Linda Sinsigallo, Scott Morgan, D. James Barton, James Barton, Tony D., L. Whitten and others  
Press: Larry Smith (Patch. com)

**I. Call to Order**

First Selectman Denise Menard called the Regular Meeting to Order at 7:02 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**

None.

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen move Agenda Items No. X. New Business A. through J. before IV. Approval of Minutes.

**X. New Business**

**a. Discussion of Request from Senior Services**

Ms. Menard indicated that in the Board Member's packets is a request from Senior Services by adding an additional 4 hours to the part-time driver, along with

a memorandum explaining where the funds would come from by adding an additional 4 hours to the part-time driver at the Senior Center. Ms. Nelson indicated the request for additional hours would be below the budgeted dollars and the services seem to be needed. Ms. Menard commented that there are individuals who have been turned down for rides and in addition, the Senior Center is beginning a PILOT program transporting seniors to a adult day care in Enfield. The program will begin this month, transporting two individuals to and from the adult day care facility one day a week. She also mentioned the monies to pay for the additional hours are coming from their budget. However, she would like to see the number of people who have been turned down for transportation. Mr. Pippin suggested hiring another part-time driver. He was quickly told that hiring an additional driver for 4 hours per week could not be done.

A motion was entertained by Mr. Richards and seconded by Ms. Nelson the approve the senior services request of increasing the senior center driver an additional four hours per week for the remaining 39 weeks of the fiscal year.

A discussion was held. Mr. Baker indicated he would like more detail regarding the numbers of people being turned away for transportation. Mr. Richards commented that there must be records kept and those could be forwarded to the Board for review. He also indicated that it is such a small cost to increase four hours per week for the situation to take care of itself. Ms. Menard suggested having the increase begin and continue until December 31 and to review the issue again with the figures of actual refusals at the end of December.

Ms. Nelson rescinded her second and Mr. Richards withdrew his motion he made previously.

It was **MOVED** (Nelson) and **SECONDED** (Baker) and **PASSED** (3-1) (In favor – D. Nelson, A. Baker, and J. Richards; Opposed – R. Pippin) that the Board of Selectmen increase the senior citizens part-time driver hours from 15 to 19 hours until December 31, 2012 and review this topic again at the last Board of Selectmen Meeting of December, 2012, with the proper notations of whose using and turning down the transportation services.

**b. Approval of Amendment to (#97-1) Open Space Fund Ordinance – send to Town Meeting**

Ms. Menard introduced Ms. Robin Newton, Assistant Town Planning, Zoning and Wetland Enforcement Official to the Board. Ms. Newton referred to a memorandum dated September 10, 2012 addressed to all Board Members. The subject of the memorandum is “Amendment to Open Space Fund Ordinance”. She indicated this revision includes updates to appropriately reflect the language of the statutes which states that these monies may be used for “preserving open space or acquiring additional land for open space or for recreational or

agricultural purposes”. The language of the ordinance now does not include the “or agricultural purposes”. In addition, the current ordinance did not reflect the correct statute under which the Treasurer holds the open space account and as such it has been properly updated to comply with how the funds are held in the capital non-recurring expense funds.

The final change to the ordinance includes the removal of the Parks and Recreation Commission as one of the recommending Boards listed in regards to how the money should be expended. These monies are collected through Planning statutes and as such require Planning and Zoning Commission approval, Board of Selectmen, Board of Finance and finally a Town Meeting.

A brief discussion was held.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen rescinds Open Space Fund Ordinance (#97-1) dated March 14, 1997 and recommends to a Town Meeting and to replace said ordinance with Proposed New Ordinance dated September 10, 2011 as presented by Ms. Robin Newton and recommend to a Town Meeting.

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

Ms. Newton indicated a little over a year ago, the Wetlands Commission began investigating the fee schedule after an application come in with a fee of around \$20,000. Subsequent to that it was determined that minor changes needed to be made to the fee schedule. As such, a proposed fees schedule was given to the Board for their review. The Board of Selectmen has to approve same in order for the new fee schedule to take effect.

A brief discussion was held regarding the changes which were highlighted in red. It was asked what other surrounding towns are charging and how is East Windsor compared to those towns.

It was **MOVED** (Richards) and **SECONDED** (Baker) and **PASSED** (3-2) (In favor – A. Baker, J. Richards, and D. Nelson; Opposed (D. Menard and R. Pippin) that the Board of Selectmen table the Approval of Wetland Fee Schedule as discussed until the next meeting to review fee schedules of other Towns.

Board of Selectmen recess for Town Meeting at 7:29 p.m.  
Board of Selectmen reconvened at 8:09 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen move Agenda Items No. XII. Executive Session pursuant to Connecticut General Statutes Section 1-200 (6) Personnel and Section 1-200 (6)(b) Pre-Litigation before continuing with Agenda Items No. X New Business A. through J.

**XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200 (6)(a) Personnel and Section 1-200 (6)(b) Pre- Litigation to include Attorney Joshua Hawks-Ladd and Kimberly Lord, Tax Collector**

It was **MOVED** (Pippin) and **SECONDED** (Nelson) **PASSED** (U) that the Board of Selectmen enters into Executive Session discussion to preserve confidentiality to include Attorney Joshua Hawks-Ladd and Kimberly Lord, Tax Collector.

The Board entered into Executive Session at 8:10 p.m.

It was **MOVED** (Baker) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 9:34 p.m.

**X. New Business**

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

Ms. Robin Newton addressed the Board. She indicated that in the Board Member's packet is a memorandum dated September 11, 2012 entitled "Draft Guide for Small Accessory Structure Development Process". Attached to that document is a draft development guide for small accessory structures. The goal is try to have a simple guide for residents to follow that brings them through the development process. In working through this process, a Zoning Compliance Application form in lieu of a Zoning Permit for these types of structures. The Zoning Enforcement Officer will sign off on the building permit, after the reviewing the Zoning Compliance Application form and attachments. The fee will not have to include the \$60.00 state fee as it will not be a permit per se. The total fee charged will go directly to the Town and is being proposed at \$50, less than the current \$85.

The goal of this guide and the future development guides is for people to access them online with links directing them to the appropriate department's page. She gave an example of the Town of Suffield's building department page. Ms. Newton has spoken to Ms. Menard concerning this program and it has been suggested when the new IT person is able, a meeting will take place to discuss this further.

A brief discussion was held.

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

Ms. Robin Newton indicated that at a recent Land Use Staff meeting 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 meeting the Property Maintenance Code. Reasons could include 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 people who fell into the violations were elderly people, people with physical disabilities that prevented them from performing the necessary work or people who simply did not have the right tools for the job and couldn't afford to buy them or pay for 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 to prospective residents who may qualify for their help.

I will note that Coventry Helping Hands does have parameters. They are willing to help anyone in need however; they do investigate what the hardship is that prevents a person from complying with the regulation. If it is found that someone just won't do something because they don't want to, then this organization will not assist in any clean-up efforts. Coventry Helping Hands works with the local boy scout troops and the high school. Both organizations require specific hours of community service and this helps to fulfill those requirements.

A brief discussion was held. It was the general consensus that the idea was a great one and made suggestions of some citizens in the Town that would be able to help. One name was mentioned, Mr. John Burnham.

**f. Request for Approval of 8-24 Referral**

**1. Additional Parking Spaces for the Town Hall**

Ms. Newton indicated that in accordance with Connecticut General Statutes Section 8-24, at a meeting on September 25, 2012, the East Windsor Planning and Zoning Commission voted to make a positive referral and recommend to the Board of Selectman to approve the additional parking spaces for the Town Hall at 11 Rye Street. The proposed plans were given to the Board to review. It was indicated that there would be additional three spaces in the rear of the building and an additional five in the front of the building. It was noted there is money within the budget which would cover the expenses.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (3-1)(In favor – D. Nelson, J. Richards, and R. Pippin; Opposed – A. Baker) that the Board of Selectmen approve additional parking spaces per the plan which was presented which was developed by J.R. Russo & Associates, LLC entitled "Proposed New Parking".

## **2. BMX Park, Dog Park and Community Gardens**

Ms. Newton indicated 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 Selectman to approve the development of the BMX/Skate Park, Dog Park, and Community Gardens to be located on Town Open Space located at 24 and 40 Reservoir Avenue.

A lengthy discussion was held regarding the location of the parking lot and the three parks using said parking lot.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves the development of the BMX/Skate Park, Dog Park and Community Gardens to be located on Town Open Space located at 24 and 40 Reservoir Avenue, but to come back to the Board to discuss the parking lots of the Community Gardens.

### **g. Discussion of Establishing an Energy Efficiency Committee**

Ms. Menard indicated to the Board that in their packets is a proposed document entitled "Establishing a Energy Efficiency Committee" which was drafted by Mr. Alan Baker. Ms. Menard suggested establishing a temporary 18 month committee and eventually rolling it to a permanent committee in order to make sure the pieces fall into place so an ordinance would have not be written and rescinded if the committee falls apart. Mr. Pippin suggested having staggered terms for the members so all members would not be replaced all at the same time. It was also suggested a special task force.

A brief discussion was held and it was decided that it would be revisited at the next regular meeting.

### **h. Discussion of Possible Charter Revision**

Ms. Menard indicated that approximately six months ago, the Board discussed the possibility of Charter Revision, but the conversation stopped due to the budget sessions. Mr. Pippin noted that unfortunately the Board cannot limit the charge and it could open the whole Charter for revising. Ms. Menard commented that the Charter Revision Committee can recommend changes and the Board of Selectman have to approve the recommendations. She indicated she has looked at the statutes again and reminded the Board that the Governor rejected the bill which was to limit the scope.

Ms. Menard commented the problems with the Charter are due to the budget sections. The timing issues with public hearings and referendums are very

difficult. Mr. Pippin and Mr. Richards indicated that the automatic 2% increase is also an issue which needs to be addressed.

A brief discussion was held and it was decided that Ms. Menard would research the topic regarding limiting the scope of what the Charter Revision Commission can look at and it will be discussed at the next regular meeting.

**i. Approval of Proclamation “End Polio Now Week”**

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen and Ms. Denise Menard, First Selectman of the Town of East Windsor, do hereby proclaim October 22-28, 2012 as “End Polio Now Week” and October 24, 2012 as “World Polio Day” and call upon the people of the Town of East Windsor to join the Rotarians and their fellow citizens in taking part in this special observance.

**j. 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 \$2,676.35 dated September 24, 2012.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$2,676.35 pursuant to the tax collector’s request dated September 24, 2012.

It was **MOVED** (Richards) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen returns back to order of Agenda Item No. IV. Approval of Minutes.

**IV. Approval of Minutes**

**1. Regular Meeting of September 18, 2012**

An error was noted in the September 18, 2012 Regular Meeting Minutes. An amendment to the minutes on Section III., Paragraph 1 is noted. The following is the noted amendment:

“...New Business J. Reinstatement of the Board of Selectmen’s May ...”

to

“...New Business J. Restatement of the Board f Selectmen’s May...”

An error was noted in the September 18, 2012 Regular Meeting Minutes. An amendment to the minutes on Section VI., Subparagraph c, Paragraph 2 is noted. The following is the noted amendment:

“Ms. Nelson mentioned the recent **Broad Brook Fire** Department Meeting.”

to

“Ms. Nelson mentioned the recent **Warehouse Point Fire** Department Meeting.”

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the Regular Meeting Minutes of September 18, 2012 as amended.

## **2. Special Meeting Minutes of September 25, 2012**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the Special Meeting Minutes of September 25, 2012 as presented.

## **V. Communications**

### **a. Award Letter from DECD Regarding Funding for Prospect Hill Drainage, Phase III**

Ms. Menard read from a letter dated September 19, 2012 from the Department of Economic and Community Development. The letter was an award letter of the Small Cities Grant No. SC 1204701 - \$400,000 for Prospect Hill Drainage, Phase III.

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

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

Ms. Menard gave to all the Board Members a copy of her report dated October 2, 2012, which report read as follows:

“We have received notification that East Windsor will be receiving the \$400,000 Small Cities Grant for the final phase of the Prospect Hill project. The Town will have to add money to be able to complete the project but I can't imagine that the Prospect Hill Project could have happened without the Small Cities Block Grant assistance over the last three years.

I have been asked how much the Town spent on the debris clean-up related to the October 2011 storm. Our total expenses were \$253,016 and our approved FEMA reimbursement is \$189,762, making our net costs \$63,254, an amount we should

be pretty proud of when a number of town spent in the millions, some Towns needing to bond for the expense.

CCM and ProAct postcards should have been received by all town residents and the program is underway. Please encourage anyone who asks to try it and see if they can reduce their prescription costs even if it's just by a small amount....and remember it includes discounts on glasses, hearing aids and pet prescriptions in addition to standard prescriptions.

As we get closer to the audit being in full swing, the Treasurer and I decided to bring in a temp as we did once before to get our reconciliation caught up and ready for the audit. The Reconciliation Clerk position has been vacant since the gentleman that had the position left in April and we have not been able to find a viable candidate to hire so have not filled the position. We will re-advertise the position once we are beyond the audit crunch.

The upgrade to our systems is going as expected, not as smoothly as we always hope for a project like this but no insurmountable problems. The major infrastructure work that is not seen by the users appears to be concluding. Justin is getting ready to migrate from the antiquated email system we currently used (everyone is psyched to be getting rid of it), to Microsoft Exchange/Outlook by the end of the week. Once that rather arduous task has been completed, Justin will give the okay to begin delivery of the new computers for all Town offices. The installation of the new computers will be staggered over approximately a week, then the work of being sure everyone can access all of the programs/information they had before the upgrade will begin. If I understand the process correctly, Justin is recommending that we run dual systems while solutions for any glitches are worked out to allow everyone to continue to work uninterrupted. We are already aware of an issue with a program the Building Department uses. A number of us are working together to find the best solution for that problem. We will probably bring a recommendation to the Selectmen at the next meeting on how to best resolve that glitch. So far, so good and again, more to follow.”

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

Mr. Baker commented on the Farmer's Market which will take place this coming Sunday at the Golden Gavel. It will take place 9:00 a.m. to 2:00 p.m.

**c. Dale Nelson, Selectwoman**

Ms. Nelson commented on the great job Larry Smith of Patch.com did on the recent Board of Education meeting regarding the CMT and CAPT scores. She also mentioned that Windsor Locks and East Windsor are eligible for a state grant which funds the Birth to K programs. She also mentioned the Warehouse Point

Fire Department Annual Pig Roast which will be held on October 13, 2012 from 2:00 p.m. to 9:00 p.m.

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

Mr. Pippin indicated the Historical Preservation demolition was delayed, next Sunday it will be inspected.

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

Mr. Richards announced the Business Assistance Forum which is scheduled for January 24, 2013 at LaNotte Restaurant.

**VII. Public Participation**

None.

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

**a. Resignations:  
Martha Paluch, WPCA**

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED**(U) that the Board of Selectmen accepts the resignation of Ms. Martha Paluch of the WPCA with deep regret.

**b. Re-Appointments: None**

**c. New Appointments:  
Ethics Commission  
Scott Morgan (R) Regular Member, 4-year term to expire 01/01/2017**

A brief discussion was held regarding a possible conflict.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the appointment of Mr. Scott Morgan (R) to the Ethics Commission, for a four-year term expiring January 1, 2017.

**IX. Unfinished Business**

Not discussed at this meeting.

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

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

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 11:15 p.m.

It was **MOVED** (Richards) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen approves an equity increase to the salary for the Assistant Town Planner/ZWEO's position by \$3,000 for fiscal year 2012-2013 and an additional \$3,000 for fiscal year 2013-2014.

## **XII. Budget Matters**

### **Budget Discussion and Transfers**

Ms. Menard gave to all Board Members a list of all the proposed transfers. She discussed the transfers briefly. Ms. Menard noted that this grouping of transfers for the fiscal year 2012-2013 are numbered and will continue to be numbered throughout the year as suggested by Board Members. The transfers were numbered S2012-6, 7, 8 and 9.

A brief discussion was held.

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approve and forward to the Board of Finance the transfers as Numbered S2012-6 through S2012-9 as listed on Exhibit A attached hereto and forward to a Town Meeting, if necessary.

## **XIII. Adjournment**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the October 2, 2012 Regular Meeting at 11:22 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary

**EXHIBIT A**

**Board of  
Selectmen/  
Accounts**

<b>Transfer #</b>	<b>Transfer</b>	<b>Account Dept/line</b>	<b>Department</b>	<b>Amount</b>	<b>Reason</b>	<b>Town Meeting</b>
<b>OTHER</b>						
S2012-6	To	<b>01/8425/620</b>	IT/ Gas & Oil	\$10.00	To create line in budget	X
	From	<b>01/8425/542</b>	IT/ Communications			
S2012-7	To	<b>01/1125/620</b>	Building/ Gas & Oil	\$2,000.00	To create line in budget	
	From	<b>01/3180/620</b>	Public Works/ Gas & Oil			
S2012-8	To	<b>08/1025/0661</b>	CNR/Town Information Tech	\$7,341.00	CIRMA funds from	
	From	<b>08/1025/0658</b>	CNR/ Unassigned		financial server crash	
S2012-9	To	<b>01/9445/0737</b>	Town IT Hardware/Software	\$14,000.00	To fund full time salary	
	From	<b>01/2195/200</b>	Public Safety Health Insurance			

**Pending Board of Finance approval, Town Meeting scheduled for October 29, 2012.**