

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
11 RYE STREET
BROAD BROOK, CT 06016
First Selectman's Office – (860) 623-8122**

Regular Meeting Minutes

Tuesday, August 2, 2016 at 7:00 p.m.

Board Members

Bob Maynard – First Selectman
Richard P. Pippin, Jr. – Deputy First Selectman
Jason Bowsza, Selectman
Steve Dearborn – Selectman
Dale A. Nelson – Selectman

These minutes are not official until approved at a subsequent meeting.

1. CALL TO ORDER

First Selectman Bob Maynard called the Regular Meeting to Order at 7:00 p.m. at Town Hall.

2. ATTENDANCE

Present:

Bob Maynard, First Selectman
Richard P. Pippin, Jr. Deputy First Selectman
Jason Bowsza, Selectman
Steve Dearborn, Selectman
Dale A. Nelson, Selectman

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. ADDED AGENDA ITEMS

MOTION made (Bowsza) and **SECONDED** (Pippin) to add Discussion of Broad Brook Brewery Company as Agenda Item 10E.

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

MOTION made (Nelson) and **SECONDED** (Pippin) to add Review more CIP projects to be funded in the future as Agenda Item 10F.

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

5. APPROVAL OF MEETING MINUTES

MOTION made (Nelson) and **SECONDED** (Pippin) to approve the meeting minutes of July 19, 2016 with a correction on Page 6 under Selectman Nelson's report, change the word "seal" to "C.O" and a correction on Page 4, the last name "Thimm" should read "Thim".

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

6. COMMUNICATIONS

A. Broad Brook Library Letters

First Selectman Maynard showed a copy of a check the Town and BOE received from CIRMA.

7. PUBLIC PARTICIPATION

Denise Menard, 73 Miller Road addressed the Board. She said that she works part-time for Park Hill and was told by a resident that there was work being done on a grant for an intertown shuttle. She wanted to know what the progress was on that. She suggested that the Board make it an agenda item for the next meeting. First Selectman Maynard asked her to submit her question in writing and he would get back to her.

Jim Barton, Chairman of Veterans Commission addressed the Board. He said that the Veterans Memorial Green project is going well. They have raised \$10,000 by receiving donations from businesses and people. They have sold approximately 50-60 pavers already. He reported that they had a clothing drive this weekend that did pretty well. They will be having fundraising events such as dances soon and he hopes every will attend and contribute.

8. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS

A. Resignations: MOTION made (Pippin) and **SECONDED** (Nelson) to accept the resignation of Paul Hunter from the Veterans Commission with regret.

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

B. Reappointments: None.

C. New Appointments:

1. MOTION made (Bowsza) and **SECONDED** (Nelson) to appoint Peter Larese to the Fire Protection Services Committee.

Discussion: Selectman Bowsza thanked Mr. Larese for his willingness to serve.

In favor: Bowsza, Dearborn, Nelson and Pippin. Opposed: None.

2. MOTION made (Pippin) and **SECONDED** (Nelson) to appoint Khamphiou Phimvongsa as a regular member on the Veterans Commission for a term expiring 2/1/2019.

Discussion: Selectman Bowsza said that he is happy about this but not surprised because Mr. Phimvongsa has been willing to volunteer his time for the community.

In favor: Bowsza, Dearborn, Nelson and Pippin. Opposed: None.

9. UNFINISHED BUSINESS

A. Parliamentary Procedures

Not discussed at this meeting.

B. Barber Hill School Update

First Selectman Maynard read the memo from the Town Planner regarding Barber Hill School hereto attached as Attachment A.

John Burnham was present to give an update on where they are with the process. He feels that they have successfully worked through Numbers 1-3 and they are ready to start working on Number 4 and then they can move to Number 6 in the attached letter. He added that the process is moving along well and that they have made good progress. Selectman Pippin expressed that he did want to sell this land as a buildable lot. A brief discussion followed.

C. East Windsor Fire Protection Committee Discussion

Selectman Nelson, who serves on the committee, indicated that the committee needs a recording secretary to record all the minutes of the meetings. Therefore, they are requesting \$1,200.00 for a recording secretary and for postage through

November 1, 2016. It was clarified that the need for postage is because the chairman of this committee requests that all packets are mailed out to the committee's members.

MOTION made (Nelson) and **SECONDED** (Bowsza) that the Board of Selectmen recommend to the Board of Finance that the East Windsor Fire Protection Services Committee receive \$1,200.00 for a recording secretary and postage through the term of the commission, November 1, 2016.

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

Chairman Burnham said August 9 is the next meeting. He added that he contacted Attorneys Hawks-Ladds and Landolina. The following options are available:

1. To have all of East Windsor under one fire district.
2. The steps taken to dissolve the Warehouse Point Fire District.
3. Have the Town of East Windsor put operating expenses back in to the Warehouse Point Fire District, just like it was. They would just do the capital repairs and improvements.

By the August 9th meeting, they hope to have some forward motion with the steps for each of these options. They are looking for more suggestions; they are not opposed to anything.

Mr. Burnham gave First Selectman Maynard a check in an envelope which was from the FSM program. Mr. Barton added that they were required to report on the program at 6 months and at 12 months. The Board received the report at 6 months. In the envelope that was given to Mr. Maynard is the report of expenditures for the full year program and out of the \$86,000 there was some change left and that is what the check is for. A brief discussion followed.

D. East Windsor's 250th Anniversary Committee Discussion

Rebecca Talamini Chairman reported that they had one official meeting. She asked if the Board of Selectmen were going to appoint the three member vacancies that were left. There was discussion about appointing someone from the PTO.

MOTION made (Nelson) and **SECONDED** (Pippin) to appoint Tom Talamini to the 250th Anniversary Committee for a term expiring 12/19/2017.

Discussion: Great guy! Thanks, Tom. – Selectmen Bowsza and Nelson

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

MOTION made (Pippin) and **SECONDED** (Bowsza) to appoint Lynne-Tracy Thim to the 250th Anniversary Committee for a term expiring 12/19/2017.

Discussion: First Selectman Maynard said Lynn is a historian and he would love to see her serve on the committee.

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

They are leaving an opening for the PTO or the Board of Education.

Ms. Talamini reported that they have 7 subcommittees that still need members. The subcommittees are:

- Logo committee
- Time capsule committee
- Planning committee
- Fundraising committee
- Promo and merchandise
- Picnic and parade
- Advertising and press
- Web and social media
- Print advertising

***E. Discussion of Opioid Tax Force**

Not discussed but remains on the agenda pending receipt of additional information.

***F. Veteran's Memorial Project**

Not discussed but remains on the agenda pending receipt of additional information.

***G. Broad Brook Mill Site Remediation**

Not discussed but remains on the agenda pending receipt of additional information.

***H. Discussion of Sign Policy**

Not discussed but remains on the agenda pending receipt of additional information.

***I. South Road**

Not discussed but remains on the agenda pending receipt of additional information.

10. NEW BUSINESS

A. Update on Tax Sales

First Selectman Maynard read the letter from Patti Kratochvil Tax Collector hereto attached as Attachment B. A brief discussion followed.

B. Revaluation Discussion

Carol Madore, Assessor was present to provide the Board with information regarding the Revaluation. She presented the attachments hereto attached as Attachment C. The intent of these attachments was to introduce the Project and Field Supervisors to the Board of Selectmen. Ms. Madore explained that the field work has not started yet but she will keep the Board updated. She said within a few weeks this will begin. She anticipates having this completed by next summer. The Board requested monthly updates.

C. Discussion of Pond Street

First Selectman Maynard explained to the Board that Pond Street needed work and there was a bad tree that may potentially end up hurting a person or child by loose limbs falling off. He also added that the residents on this road complain often about water draining concerns and the terrible condition of the road. However, the Town has not fixed the road because of confusion regarding ownership of it. The Town was under the impression that Connecticut Water Company owns it, however, some from Connecticut Water Company agree that they do own it and others have said that they only lease the property. See letter hereto attached as Attachment D. There was discussion about conducting further research to determine who owns the road and what will be done about the condition of it. Paul Anderson addressed the Board and said that the road was in such bad condition that it took WPCA two weeks and two people to find all manholes on that road. Denise Menard suggested that the Board contact Ms. Maureen Westbrook who is the Vice President of Connecticut Water Company and maybe she could provide the Board with some helpful information. That is the next step in the process.

D. Approval of Tax Refunds

MOTION made (Pippin) and **SECONDED** (Nelson) to approve the tax refunds in the amount of \$1,792.10 dated 7/28/2016.

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

E. Discussion of Broad Brook Brewing Company

Selectman Bowsza said that this is something we have discussed previously he thought it would be important to affirm what the Board's decision had been about inspection processes.

MOTION made (Bowsza) and **SECONDED** (Nelson) that the Building Inspector will conduct the inspections at Broad Brook Brewing Company with the Assistant Building Inspector with him.

Discussion: Selectman Dearborn asked if the Building Inspector and Assistant Building Official inspected this property yet and if there were any attorneys involved. First Selectman Maynard said no because there is a process and there is a 14-day period we had to wait and the process is still be followed.

Selectman Dearborn stated that our Building Official could have handled this and questioned why we had to have someone else accompany him. Selectman Bowsza said that it is for coverage and that this is a popular establishment in Town, we do not want to see it close or move. He continued, we want to be a business-friendly community but at the same time we need to hold people to the standards of Town ordinance, State law, and Building code. First Selectman Maynard said that the owner of the property is considering moving to Enfield, he does not want the blame to fall on the Town if they do move because we are doing everything we can to keep them. Selectman Bowsza added that we are not trying to dissuade a local business that started here, from staying here and we are also trying to do this in the confines of staying within the parameters of the Building code. Ultimately, we are trying to be business friendly and hold people to a standard.

Selectman Bowsza amended his motion to:

MOTION made (Bowsza) and **SECONDED** (Nelson) the Town affirms that inspection of Broad Brook Brewing Company will be done by the Assistant Building Official in the company of the Building Official with final sign off from the Building Official.

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

F. Review more CIP Projects to be funded in the future

Selectman Pippin said there are many projects on the CIP list and after learning that the Fund Balance needs to be spent down, he would like to be able to fund some of the projects that have been discussed in CIP but not completed because of lack of funding. A brief discussion was held and it was decided that the department heads would have to come to CIP with the project and the amount they needed funding for before CIP could meet and discuss funding anything with money from the fund balance.

11. SELECTMEN COMMENTS AND REPORTS

A. Steve Dearborn

Selectman Dearborn reported on the following:

- The Town will be doing the milling of Main Street to Scantic Church in a couple of weeks.
- The person who purchased the Skylark Airport is doing a great job and he feels that he will bring a lot to that area as far as classes or events go.
- He feels that the construction project at the school is not going well and is slow moving. He said that it is an eyesore in Town.

B. Jason E. Bowsza

Selectman Bowsza read his report hereto attached as Attachment E.

C. Dale A. Nelson

- 7/27 – Board of Education meeting was cancelled
- 7/28 – at 7PM East Windsor Fire Protection Services Committee met at Park Hill. There was great interaction, they need \$1,200.00 for recording secretary and postage. She encouraged everyone to send anonymous comments and suggestions.
- WPCA meeting was the last Wednesday of the month. Mr. Anderson said they were working to amend or reinstate their ordinance because their attorney said it was over-complicated and he could help them simplify it.

D. Richard Pippin, Jr.

He reported on the following:

- 7/21 – American Heritage River Commission met. The levels of the river were low. He said Melrose was yellow and the other two were blue. He also mentioned that the damaged filter bed trees from last year still had not been replaced and the Town should have received a check.
 - Can and bottle drive has been doing well.
 - The Cardboard Boat Race went well and \$200 was donated to the Five Corner Cupboard. He received many good comments on both of these events and they received good press.

- Scantic River Moonlight Paddle was good and 45 people attended.
- 7/25 - Building Commission met. Broad Brook School was discussed. There were questions on the planning. Concrete work is almost done, the air system supposed to be balanced on 29th of last month. They authorized \$238,423.09 for the work already performed which leaves a balance of \$697,789.09 left for completion of the entire project.
 - He said the Alliance Grant is looking good, the contractors think that the work will be done on time and they are doing a good job.
 - The air conditioning contract was signed and the inside work will be complete before school. The roof work may be done during school with little disruption during classes.
 - They are still working on window contract and may need money for abatement on the windows.
 - Windows at annex were briefly discussed.

E. Robert Maynard

First Selectman Maynard reported that on 8/4 he is going to Department of Transportation with the Town Planner, Public Works Director and Tim Malone regarding the Route 5 Study. He also reported that on 7/25 he attended the Transportation Committee at CRCOG and he brought Gil Hayes with him.

Selectman Bowsza asked First Selectman Maynard if he had talked to the Chief of Police about the enforcement of activity happening on the Town Green. First Selectman Maynard answered that he had not and it was decided that Selectman Bowsza would give the Chief a call.

12. PUBLIC PARTICIPATION

Tom Talamini, Rice Road asked if we had a date for the Broad Brook Mill meeting. Selectman Bowsza said it is supposed to be August. He also asked if it would be appropriate for the Town to have a 3rd party inspector for the Broad Brook Brewery. Selectman Bowsza said that the Assistant Building Official appointed by the Board is the As-built Building Inspector for West Hartford.

Kathy Pippin, Woolam Road said that herself and Dick drive around Town and go to many meetings and see in depth what goes into planning these projects. She added that she thinks the men working on the Broad Brook School Construction Project have been doing a fantastic job and she said that she is surprised that anyone just driving around town could bad mouth that project. She continued by saying that Town Boards and Commissions have gone through so much to get these projects going and feels that people who badmouth the construction project should start going to meetings to see how hard our people work to put these things together. She is ashamed that that was even voiced here.

Carol Madore, Assessor and Town Resident thought of a few names of people to reach out to regarding the 250th Anniversary Planning. Those names were: Helen Sink, a retired teacher, and Frances Keenan. Ms. Madore added that they may be able to give some background. She added that Jerry and Mary Dowd have great connections as well. The Board thanked her for her suggestions.

Kathy Pippin, Woolam Road said that we have given plaques to people who have volunteered and done a lot for the Town but she does not think we have ever had a party or picnic for our hardworking volunteers and she thinks that we should definitely plan something like this. First Selectman Maynard said that it sounds like a great thing and he will look into it.

MOTION made (Nelson) and **SECONDED** (Pippin) to enter into Executive Session after a short break.

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

The Board entered into Executive Session at 9:14 p.m.

13. EXECUTIVE SESSION

MOTION made (Pippin) and **SECONDED** (Nelson) to come out of Executive Session at 9:54 p.m.

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

MOTION made (Pippin) and **SECONDED** (Nelson) to approve the settlement agreement for 11 S. Main-Windsor LLC vs. The Town of East Windsor and the Board of Assessment Appeals of the Town of East Windsor in accordance with the Town Assessor's recommendation to reduce the fair market value of real property located at 9 South Main Street by 14.648% for the Grand List of October 1, 2015.

In favor: Bowsza, Dearborn, Nelson, and Pippin. Opposed: None.

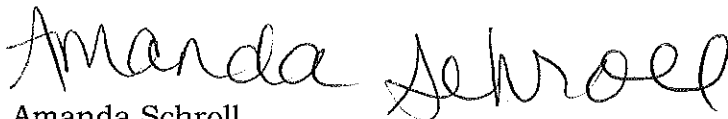
14. ADJOURNMENT

MOTION made (Pippin) and **SECONDED** (Dearborn) to adjourn.

In favor: Bowsza, Dearborn, Nelson and Pippin. Opposed: None.

The meeting adjourned at 9:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda Schroll". The signature is written in dark ink and is positioned above the printed name and title.

Amanda Schroll
Recording Secretary

Griffin Hill aka Barber Hill Schoolhouse Property..12 Griffin Road

From : L Whitten, Town Planner

December 8, 2011 **Rev 8/2/16**

I am not positive that the open space use from a recorded subdivision can be changed legally. This is a question for an attorney. If it can, I believe that the following might be a reasonable course of action. This scenario assumes the PZC is willing to take a fee in lieu of for open space, and the lot would be transferred to a 501-3c as a non-buildable lot. Possible process is as follows.

1. Discuss with Historic District Commission whether or not they would support a subdivision of the Griffin Road Schoolhouse property for sale – proceeds to be used to upgrade schoolhouse
2. Discuss with First Selectman/BOS whether or not they would be in favor of such a project.
3. Discuss informally whether or not the PZC would be in favor of the project. If yes from 1,2 and 3, then
4. Application for modification of a subdivision must be sought. This is only to undo the open space for the subdivision (Should the PZC be in agreement). The application will require a new plan showing the open space as non-buildable land. Ultimately a mylar will be required to be filed on the land records. All of these applications would be public hearings, requiring notification of everyone in the original subdivision, and 100 feet from all boundaries... It might be prudent to speak with residents of subdivision to get a feel for their thoughts on the matter. The fee in lieu of open space would most likely be required, at \$2000.00 per lot.
5. Newly created parcel would be non-buildable.
6. Sale of property would first need to be approved by Town Meeting. Any proceeds would need to be dedicated to the open space fund.
7. The Historical Society will also be required to submit an application for the relocation of the school house to their site.

All of the applications have fees associated with them, not including the fees for an engineer, land surveyor, and filing fees.

~~Attachment~~
B

TOWN OF EAST WINDSOR
OFFICE OF THE COLLECTOR
11 RYE STREET
BROAD BROOK, CT 06016
PH (860) 623-8904
FAX (860) 292-6838



PATRICIA KRATOCHVIL
TAX COLLECTOR, CCMC
HEIDI VANE
TREASURER'S AIDE
MARY ANN SIMMONS
FINANCIAL CLERK

To: Board of Selectmen
Board of Finance

From: Patricia Kratochvil 
Tax Collector

Date: July 25, 2016

Re: July 21, 2016 Tax Sale

A tax sale was conducted on July 21, 2016. There were a total of 19 properties up for tax sale. Prior to the sale date, nine properties paid in full. On the date of the sale five properties sold. Two mobile homes the sales were postponed indefinitely because the town does not want to own mobile homes. The park owner has expressed an interest but is short funds at this time. The three remaining land-only properties the town purchased. Once the redemption period has expired, these properties can be turned over to a real estate agent for sale.

I was pleased with the results of the tax sale. Seventy-four percent of the properties were paid with this sale. Twenty-six percent were postponed or taken by the town.

Of those that sold here are the results:

Property	Total Taxes & Costs	Min. Bid	Sold For
342 Scantic Road	\$8,463.29	\$2,500.00	\$6,500.00
232 Pomeroy Park	\$4,964.53	\$2,500.00	\$1,250.00
802 Meadowview	\$20,625.63	\$3,350.00	\$95,000.00
86 Windsorville	\$12,012.20	\$3,350.00	\$12,012.20
47 North Water	<u>\$6,609.96</u>	\$2,500.00	<u>\$2,500.00</u>
	\$52,676.61		\$117,262.20



TOWN OF EAST WINDSOR

ASSESSOR'S OFFICE

August, 2016

Dear Sir or Madam:

This letter is to introduce **Jay Cembruch**. Mr. Cembruch is the Project Supervisor, hired by eQuality Valuation Services LLC to assist the Town of East Windsor to accomplish necessary commercial field review work for the Assessor in the completion of the 2017 Revaluation. Mr. Cembruch's photo and automobile information is indicated below.


The work by Mr. Cembruch involves review of the information that can be found in the assessment records in order that this data may be up-to-date and accurate for the October 1, 2017 appraisal for Revaluation purposes.

Your cooperation will be greatly appreciated.

Should you have any questions, please call the Assessor's Office at 860-623-8878.

Sincerely,

Caroline G. Madore, CCMA II – Assessor

Automobile	Color	Plate	
2015 Volkswagen Golf GTI	Dark Gray	AC 37528	
2014 Dodge Journey	Black	498-KTF	

Attachment C
P1
#10B



TOWN OF EAST WINDSOR

ASSESSOR'S OFFICE

August, 2016

Dear Sir or Madam:

This letter is to introduce **Jonathan Wells**. Mr. Wells is the Field Supervisor, hired by eQuality Valuation Services LLC to assist the Town of East Windsor to accomplish necessary residential field review work for the Assessor in the completion of the 2017 Revaluation. Mr. Well's photo and automobile information is indicated below.

The work by Mr. Wells involves review of the information that can be found in the assessment records in order that this data may be up-to-date and accurate for the October 1, 2017 appraisal for Revaluation purposes.


Your cooperation will be greatly appreciated.

Should you have any questions, please call the Assessor's Office at 860-623-8878.

Sincerely,

Caroline G. Madore

Caroline G. Madore, CCMA II – Assessor

Automobile	Color	Plate	
2007 Honda Accord	Red	GTIMES	

#103
Attachment
C PQ

TOWN ASSESSOR



Attachment C
P 3

REVALUATION PROJECT

eQuality Valuation Services

The Connecticut Water Company
25 North Road
PO Box 857
East Windsor, CT 06088-0857
Office: 860.292.5500
Fax: 860.292.5591
Customer Service: 800.286.5700

ConnecticutWater

Attachment B
P1

February 9, 2000

Walter Lynch
31 Pond Street
Broad Brook, CT. 06016

Dear Mr. Lynch:

This letter is in regards to the conversation we had pertaining to the property and roadway maintenance at our facilities on Pond Street in Broad Brook, CT. As we discussed, The Connecticut Water Company leases this property, but does not own it.

Historically, Connecticut Water Company has plowed the street and made repairs to the roadway as needed to insure access for our facilities. We will continue to do this on a priority basis.

If you have any questions please feel free to contact me at (860) 292-5533.

Sincerely,



Michael J. Cunningham
Assistant Region Manager

2/15/00

- Mike will check into CT Water Co ownerships
& will get back to me
- Spoke w/ Leslie - contract did not fly
due to road circumstances



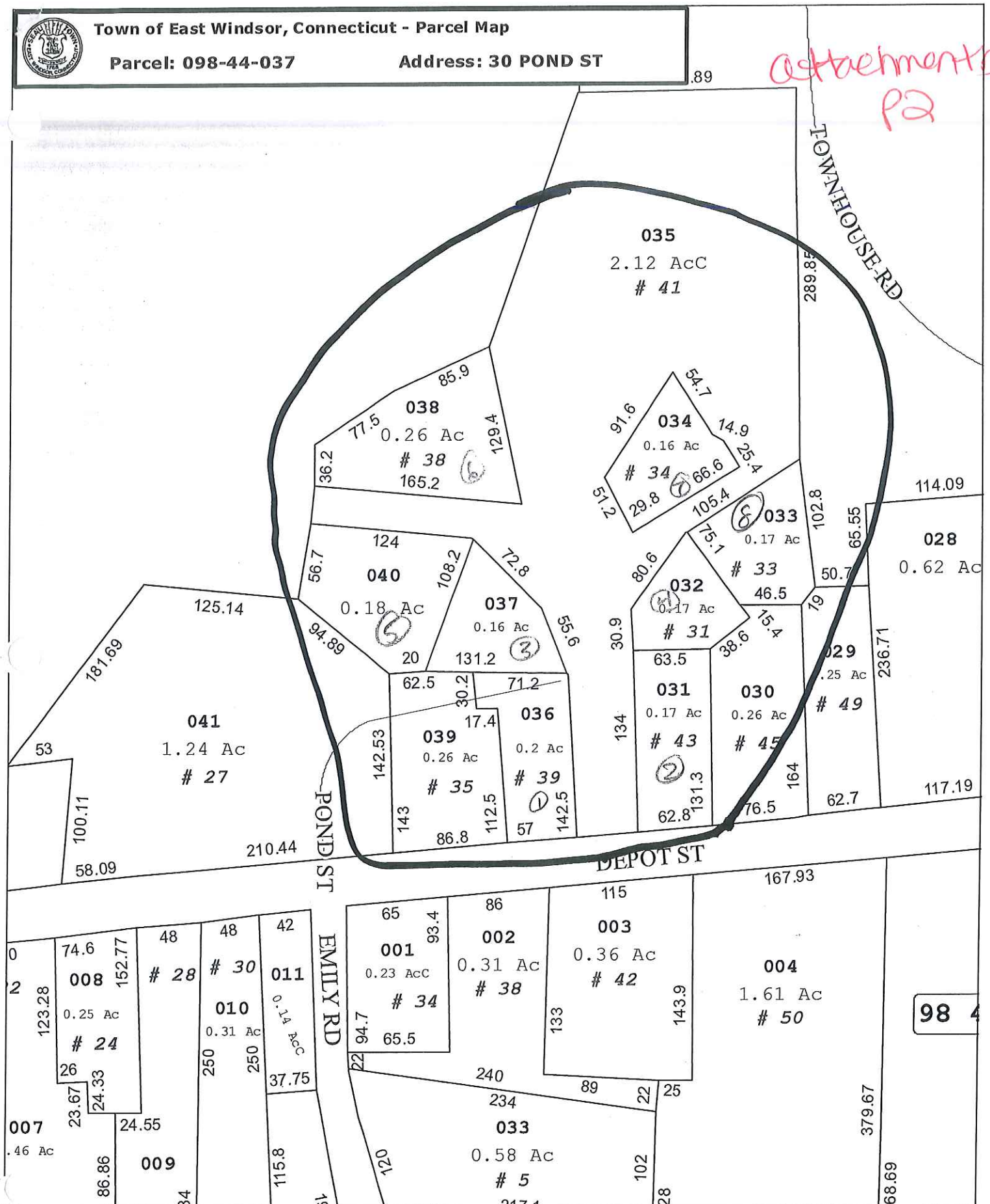
Town of East Windsor, Connecticut - Parcel Map

Parcel: 098-44-037

Address: 30 POND ST

.89

Attachments
P2



Approximate Scale: 1 inch = 100 feet

Parcels Revised October 2015

Map Made February, 2016

Disclaimer:
This map is for informational purposes only.
All information is subject to verification by any user.
The Town of East Windsor and its mapping contractors
assume no legal responsibility for the
information contained herein.

10 0102030 Feet



98 4

Attachment E

Selectmen's Report - 8/2/16

On July 20, the Pension Board met. The Town's investments over the last 3 months are up 70 basis points against the benchmark, and 16 basis points against the benchmark since inception.

On July 21, the 250th Anniversary Celebration Committee held it's inaugural official meeting. Committee members named Rebecca Talamini as their chair. She will do a great job. The committee also started to prioritize subcommittees and determine membership.

On July 26, the Planning and Zoning Commission continued it's public hearing pertaining to the potential Calamar Enterprises development on Route 140. Commissioners discussed storage space availability in the proposed development. Calamar would like amendment to address requested changes to storage space (whether the storage space would be within each unit, or elsewhere on the grounds), density requirements (reduced from 20 units/acre to 18 units/acre with a maximum of 24 units/acre), and landscaping buffer requirements

That same night I attended the Community Day planning committee meeting. The were working on organizing entertainment and vendors for this year's Community Day event, which will be held on 9/24. They also discussed raffle prizes and activities. Chairman of the 250th Anniversary Celebration Committee, Rebecca Talamini, and I discussed

I missed the conservation and agriculture commissions on July 27, but the commissions discussed the potential to partner with the State to preserve more than 100 acres of farmland in town. This would be a great win for the Town, and we would truly be preserving our rural character if we were to move forward with the partnership.

Respectfully submitted,

Jason E. Bowsza
Selectman