

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

MINUTES OF SPECIAL MEETING

Tuesday, October 2, 2018 at 10:00 a.m.

1. TIME AND PLACE OF SPECIAL MEETING

East Windsor Town Hall, Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT

2. ATTENDANCE

Present:

Robert Maynard, First Selectman

Andy Hoffman, Selectman

Charlie Szymanski, Selectman

Robert DeCrescenzo, Town Attorney

Amanda Calve, Executive Assistant

Amy O'Toole, Treasurer/Finance Director

At 10:00 a.m. Andy Hoffman, Charlie Szymanski and Bob DeCrescenzo met to discuss the Town Charter. At 10:05 a.m. Bob Maynard joined the discussion. The focus of the discussion was on Chapter VIII FINANCE AND TAXATION. Sections 8.1 through 8.8 were reviewed. Bob DeCrescenzo interpreted the meaning of the Town Charter and explained the steps of the Budget Process. At approximately 10:45 a.m. Bob DeCrescenzo left the meeting and Amanda Calve and Amy O'Toole joined the meeting to discuss Selectman Hoffman's and Selectman Szymanski's suggestions for the 2016-2017 Annual Report. The attached outline was presented and discussed. It was recognized that this was a preliminary discussion and all suggestions would have to be passed by the Chairman of the BOF. The proposed changes included:

- Bullets instead of paragraphs of information
- A table of contents
- All minutes of Town Meetings and motions
- A map with villages of the town outlined
- The Broad Brook Library, EW Ambulance Association, Warehouse Point Fire Department, and the Registrar of Voters
- Have proper departments mention any major ongoing projects
- Enhance School reports by providing graduate names, scholarship winners, etc.

The Meeting ended at approximately 11:30 a.m.

Proposed Town of East Windsor Annual Report Outline

Front Cover – Photo of Osborn House

Inside Cover – 250 Anniversary Events/Photos

- Introduction
State the purpose of annual report
- Table of Contents
- Town Description/Demographics
Provide a thumbnail sketch of town; population, area; village make up, location, schools, school system ranking, graduation rate, grand list, tax rate, etc.
- Town Map
Outline the village make up
- Financial Summary
Provide top level summary of town budget/expenditures
- Board of Selectmen Statement
First Selectman write paragraph stating his goals and priorities
- Accomplishments 2017-18
List and discuss the accomplishments of previous year
- Goals 2019-2020
List and discuss goals for 2019-20
- Description of Town Boards, Commissions & Committees
Have each chairperson write paragraph that describes their organization, its function and make up
- Statements By Department Heads
Have each department head write a paragraph that describes their organization, its function and make up
- Statement From Town Organizations (Fire Depts., Libraries, Broad Brook Fire Marshall, etc.)
Have the head of each organization write a paragraph that describes their operation, its function and make up (organization charts may be used)
- Town Meeting/Referendum Results & Cost
Summarize issues sent to town meetings and referendums. Show approval/disapproval, date of event and cost to town. List benefit
- Economic Growth/Financial Incentives
Brief description of need for incentive and the impact on tax rate
- Capital Improvements Description/Cost
CIP Chairman list capital improvements, their need and cost
- Identify Major Ongoing Projects – Private & Public
First Selectman to list new public and private sector project and the projected impact on the town
- School System
Ranking, graduation rate, average SAT score, Number of students, accomplishments & goals
- Financial Data
Town Treasure show town financials in a simple and understandable format. The presentation should consist of summary level as well as detail level by town department and function

Rear Inside Cover List of Personnel/Telephone Numbers/Email

Rear Cover Rendering of Casino

Information required to develop town report – Selectman's office.

- Responsibilities
- Schedule for input data
- Responsibility for preparation

C. Szymanski

A. Hoffman

September 19, 2018